

S.No.	Information required	Remarks
1	Provide the following information about your company:	
a	Name of Firm	
b	Address of Firm	
c	Telephone & Fax Numbers	
d	Primary Telephone and Correspondence	
2	Brief History of the Firm	
a	Size of Firm/Staff	
b	Years in Business	
c	Organization chart of Firm	
3	Design Team Background	
a	a. Architectural Team	
i	Principal in Charge	
ii	Director of Correctional Design	
iii	Project Manager	
iv	Project Architect	
v	Interior Design	
vi	Functional programming and space programming	
b	Resumes of Team Members	
i	Name	
ii	Office Location	
iii	Phone Number	
iv	Years of Service with Firm	
v	Education	
vi	Professional Experience	
vii	Pertinent Experience	
c	Consultants	
i	Structural Consultant	
ii	Mechanical/Electrical (MEP) Consultant	
iii	Security & Fire fighting Consultant	
iv	Air Conditioning Consultant	
4	Project Experience – List the last five projects that the firm has completed or is working on. Pl give the following details: _	
a	Completion/ Completion due Date	
b	Name and Location of the project	
c	Value	
d	Graphic Description	
e	Photographs	
f	Total Area	
i	Cost per Square Foot – Exclude Site Costs and	
l	Owner Representative services (if applicable)	

5	Cost Effective Design	
a	For projects completed in the last five years please mention any	
	Cost escalations and reasons for the same. Please list any	
	changes in scope if appropriate and if this change in scope	
	resulted in an increase in your fee.	
6	License	
a	Is the principal licensed to practice architecture?	
b	Have the Principal or Project Architects ever been barred from	
	practicing architecture by any state or central govt/ non govt. agency?	
7	Legal Proceedings	
a	Identify any on-going legal proceeding or pending legal	
	proceeding (arbitration, complaint, or court action) filed by	
	an Owner or contractor against your firm for any project in	
	the past five years.	
8	Project Approach	
a	Describe your firm's management approach for these projects.	
	Please include your approach and the benefit each	
	step has for the owner.	
b	Please describe any unique aspects your firm may employ	
	in the design of the project.	
9	References	
a	Please provide a minimum of three references with their contact details	