

**INSTRUCTIONS FOR SUMMARY TABLE OF CONSULTANT AND
SUBCONSULTANTS QUESTIONNAIRES**
(Proposer must complete and include the Table in the Letter of Interest)

Proposer must provide a tabular summary of the information that is provided on the consultant and subconsultants questionnaires. The table must be signed to confirm the accuracy of the attached information. All information for the table shall be derived from the signed Questionnaires.

Prime/Sub-Consultant	C/SBE, C/MBE Type or C	Service Provided (Category #)	Participation (for this project)	Fee Considered Total \$
PRIME, Inc. (>50%)	C/SBE	Define	%	\$\$\$\$\$\$\$\$\$\$
SUB CONSULTANT #1	C/SBE	Define	%	\$\$\$\$\$\$\$\$\$\$
SUB CONSULTANT #2	M/WBE(P) or (S)	Define	%	\$\$\$\$\$\$\$\$\$\$
TOTAL PARTICIPATION FOR THE TEAM			100%	\$\$\$\$\$\$\$\$\$\$
Signature Required , confirming that above information matches the information on attached forms:				
Print _____ Sign _____				

The last paragraph of the **Letter of Interest** must show this summary table and include the following information.

a.) **Prime/Sub-Consultant Name**

b.) **Type of Certification**

1. C = Certified PBC CCNA (only for certified engineering or surveying firms)
2. C/SBE = Certified PBC CCNA *and* PBC Small Business Enterprise.
3. M/WBE (P) or (S) = Minority or Woman Business Enterprise.
(P) = M/WBE certified with PBC Office of Equal Business Opportunity.
(S) = M/WBE certified with the State of Florida Office of Supplier Diversity.
4. N/A = Non-Certified firm

Note: If a firm is both a PBC SBE and a Minority or Woman Business, use S/MBE(P) or S/WBE(P).

c.) **Service Provided** - CCNA Category #, if applicable, or type of service that firm will provide.
Note: CCNA categories 11.01 and 11.02 are required for Prime.

d.) **Participation (for this project)** – The percent participation must match the “Total Project Participation (TPP)” of the Prime or Sub-consultant Questionnaire. Also, the total participation of the team must equal 100%.

e.) **Fee Considered Total** – The fees paid by Palm Beach County to the firm in the last four years. Must match the Total Fee amount in “Dollar Volume Award” of the Prime or Sub-Consultant Questionnaire.

f.) **Signature** – Summary Table must be signed by the Prime Consultant.

The Small Business Enterprise (SBE) goal for this Coastal & Marine Engineering Annual Contract is a **mandatory minimum of 20% SBE participation (Palm Beach County SBEs only). Any proposal team that fails to comply with this required goal shall be deemed **non-responsive** after the period allowed for waiver requests has lapsed.

The 20% SBE goal must be met by teaming with firms certified by the Palm Beach County Office of Equal Business Opportunity. Firms with State MBE certifications and other agency or municipality S/M/WBE certifications **do not** count towards meeting this goal requirement.

All Primes and Sub-consultants must be registered as a Palm Beach County Vendor for the Proposal submitted to be considered “Responsive”. Primes need to ensure that all of their Sub-consultants have registered as vendors with PBC so that their Proposal is not disqualified.