

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION

APPLICATION FOR SPECIFIC PROJECT  
PASSHE FORM 150 ASP  
Version Dated July 2010

*(This form is a modified version of DGS Form 150 – ASP)  
(Modified by and for the use of the Pennsylvania State System of Higher Education)*

PROJECT NUMBER	PROJECT TITLE
INSTITUTION & PROJECT LOCATION <b>PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION</b> <b>Bloomsburg University of Pennsylvania</b>	

<b>SUBMITTED BY</b>	
PRIME FIRM NAME	
ADDRESS OF OFFICE TO PERFORM WORK	

<b>JOINT VENTURE</b> (Complete Items 1 through 6 of this form for each firm in the Joint Venture)	
JOINT VENTURE NAME	
JOINT VENTURE ADDRESS	
NAME/TITLE OF PRINCIPAL TO CONTACT	TELEPHONE/FAX NUMBER

**APPLICATION FOR SPECIFIC PROJECT  
PASSHE FORM 150 ASP**

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<b>1. APPLICANT NAME Prime / Joint Venture</b>			DATE ESTABLISHED		<b>3. TYPE OF FIRM</b> <input type="checkbox"/> ARCHITECT <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> COMBINATION, SPECIFY  <input type="checkbox"/> OTHER, SPECIFY
STREET (Office To Perform Work)					
CITY	COUNTY	STATE	ZIP CODE		
TELEPHONE NUMBER		FAX NUMBER			
E-MAIL ADDRESS: Provide a key address for important information to be sent to Applicant					
FEDERAL EMPLOYER IDENTIFICATION NUMBER					
NAME OF PRINCIPAL TO CONTACT			TITLE		
OTHER FIRM NAMES: Has the firm operated previously under other names <input type="checkbox"/> NO <input type="checkbox"/> YES If "YES", indicate below the previous names and years in operation.					
		FROM		TO	<b>4. MINORITY-OWNED FIRM (51%)</b> <input type="checkbox"/> NO <input type="checkbox"/> YES If "YES", explain completely on separate sheet
					<b>WOMAN-OWNED FIRM (51%)</b> <input type="checkbox"/> NO <input type="checkbox"/> YES If "YES", explain completely on separate sheet
					CERTIFICATION BY DGS OR PENNDOT
					CERTIFICATION NO.
					EXPIRATION DATE

<b>2. PARENT COMPANY NAME</b> (If None, State "None")	<b>OTHER FIRM NAMES</b> List other names used by applicant firm while providing related services
ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
<b>FEDERAL IDENTIFICATION NO.</b>	

<b>5. LEGAL STRUCTURE OF FIRM</b>		
SOLE PROPRIETOR <input type="checkbox"/>	PARTNERSHIP <input type="checkbox"/>	*CORPORATION <input type="checkbox"/>
BUSINESS <input type="checkbox"/>		
PROFESSIONAL <input type="checkbox"/>		
* GIVE EXACT CORPORATE NAME		
* STATES IN WHICH FIRM IS INCORPORATED		
LIST NAMES AND TITLES OF PERSONS AUTHORIZED TO SIGN A CONTRACT		
NAME	TITLE	PA REG. NO.

<b>6. PERSONNEL BY DISCIPLINE</b>							
List the number of personnel by discipline that are presently regular employees of the Prime Firm at the office location designated to perform the work. Each person should be counted only once in accord with his/her primary function. Include Clerical Personnel As "Administrative".							
	Registered	Professional Degree	Other	Function	Registered	Professional Degree	Other
ADMINISTRATIVE				ENGINEERS			
ARCHITECTS				Civil			
LANDSCAPE ARCHITECTS				Structural			
SPECIFICATION WRITERS				Plumbing			
DRAFTERS				Fire Protection			
ESTIMATORS				HVAC			
QUALITY ASSURANCE STAFF				Electrical			
INSPECTORS				Data/Communications			
PROJECT MANAGERS				Surveyors			
OTHER (Please List)				Geo-Technical/Soils			
				<b>TOTAL – ALL DISCIPLINES</b>			

**7. JOINT VENTURE FIRMS & RESPONSIBILITIES**

For a Joint Venture, list participating firms and briefly outline specific areas of responsibility for each firm. Provide detailed information in Tab 5 of the Application. If the Joint Venture receives a contract, a copy of the proposed Joint Venture Agreement must be provided. Complete Items 1 through 6 of this form for each Joint Venture firm.

HAS THIS JOINT VENTURE PREVIOUSLY WORKED TOGETHER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NUMBER OF COMPLETED PROJECTS	PROJECT COST \$

**8. SUBCONTRACTED FIRMS**

Designate the firms that will hold subcontracts with the Prime Firm to be retained for this project. Firms must be employed by the Prime Firm and may be changed only after review and approval of the System.

NAME AND ADDRESS	SPECIALTY/DISCIPLINE	PROJECTS WORKED WITH PRIME BEFORE	
		NUMBER	PROJECT COST

**9. KEY PERSONNEL in PRIME/JOINT VENTURE**

The Prime Firm/Joint Venture Firms must complete this section for the key personnel to be assigned to this project. Use additional pages as needed. **May provide 2 page resumes at the end of this document.**

<b>NAME</b>	CURRENTLY EMPLOYED BY
ASSIGNMENT FOR THIS PROJECT	YEARS WITH THIS FIRM
SPECIALIST/TITLE	YEARS WITH OTHER FIRMS
PA REGISTRATION Classification Certificate No. Expires	ADDITIONAL INFORMATION & CERTIFICATIONS
STATES REGISTERED	
EDUCATION College Discipline Degree Year	
<b>NAME</b>	CURRENTLY EMPLOYED BY
ASSIGNMENT FOR THIS PROJECT	YEARS WITH THIS FIRM
SPECIALIST/TITLE	YEARS WITH OTHER FIRMS
PA REGISTRATION Classification Certificate No. Expires	ADDITIONAL INFORMATION & CERTIFICATIONS
STATES REGISTERED	
EDUCATION College Discipline Degree Year	
<b>NAME</b>	CURRENTLY EMPLOYED BY
ASSIGNMENT FOR THIS PROJECT	YEARS WITH THIS FIRM
SPECIALIST/TITLE	YEARS WITH OTHER FIRMS
PA REGISTRATION Classification Certificate No. Expires	ADDITIONAL INFORMATION & CERTIFICATIONS
STATES REGISTERED	
EDUCATION College Discipline Degree Year	

*PROVIDE ADDITIONAL PAGES AS NECESSARY*

**10. KEY PERSONNEL in SUBCONTRACTED FIRMS**

Complete for key personnel of Subcontracted Firms assigned to this project. Personnel with PA registration must complete "PA Reg." information below. If not registered in PA, indicate states in which registered. Use additional pages as needed. **May provide 2 page resumes at the end of this document.**

NAME	CURRENTLY EMPLOYED BY
ASSIGNMENT FOR THIS PROJECT	YEARS WITH THIS FIRM
SPECIALIST/TITLE	YEARS WITH OTHER FIRMS
PA REGISTRATION Classification Certificate No. Expires	ADDITIONAL INFORMATION & CERTIFICATIONS
STATES REGISTERED	
EDUCATION College Discipline Degree Year	
NAME	CURRENTLY EMPLOYED BY
ASSIGNMENT FOR THIS PROJECT	YEARS WITH THIS FIRM
SPECIALIST/TITLE	YEARS WITH OTHER FIRMS
PA REGISTRATION Classification Certificate No. Expires	ADDITIONAL INFORMATION & CERTIFICATIONS
STATES REGISTERED	
EDUCATION College Discipline Degree Year	
NAME	CURRENTLY EMPLOYED BY
ASSIGNMENT FOR THIS PROJECT	YEARS WITH THIS FIRM
SPECIALIST/TITLE	YEARS WITH OTHER FIRMS
PA REGISTRATION Classification Certificate No. Expires	ADDITIONAL INFORMATION & CERTIFICATIONS
STATES REGISTERED	
EDUCATION College Discipline Degree Year	

PROVIDE ADDITIONAL PAGES AS NECESSARY

**11. RELEVANT EXPERIENCE (5 Projects)**

Describe 5 Projects performed by the Prime Firm/Joint Venture Firms that best illustrate current qualifications relevant to this project.  
Relevant work performed by key personnel during previous employment may also be listed.  
Do not list work performed by Subcontracted Firms.

**11A. RELEVANT PROJECT NO. 1**

**PROJECT NAME**

**PROJECT LOCATION**

**PROJECT DESCRIPTION**

**NATURE OF FIRM'S RESPONSIBILITY** (If work done by key personnel – list employee name, responsibility, and firm employed by at the time of design)

**SCHEDULE DATES**

Start Date

Completion Date  
(Estimated/Actual)

**PROJECT COSTS**

Gross Project Cost

Amount That Firm Or Key Personnel Was Responsible For

**OWNER & CONTACT PERSON** (Name, Address, Phone) **MAY BE CONTACTED AS A REFERENCE**

**COMMENTS**



**11B. RELEVANT PROJECT NO. 2**

<b>PROJECT NAME</b>	
<b>PROJECT LOCATION</b>	
<b>PROJECT DESCRIPTION</b>	
NATURE OF FIRM'S RESPONSIBILITY (If work done by key personnel – list employee name, responsibility, and firm employed by at the time of design)	
<b>SCHEDULE DATES</b> Start Date Completion Date (Estimated/Actual)	
<b>PROJECT COSTS</b> Gross Project Cost Amount That Firm Or Key Personnel Was Responsible For	
OWNER & CONTACT PERSON (Name, Address, Phone) MAY BE CONTACTED AS A REFERENCE	
<b>COMMENTS</b>	

**11C. RELEVANT PROJECT NO. 3**

<b>PROJECT NAME</b>	
<b>PROJECT LOCATION</b>	
<b>PROJECT DESCRIPTION</b>	
NATURE OF FIRM'S RESPONSIBILITY (If work done by key personnel – list employee name, responsibility, and firm employed by at the time of design)	
<b>SCHEDULE DATES</b> Start Date Completion Date (Estimated/Actual)	
<b>PROJECT COSTS</b> Gross Project Cost Amount That Firm Or Key Personnel Was Responsible For	
OWNER & CONTACT PERSON (Name, Address, Phone) MAY BE CONTACTED AS A REFERENCE	
<b>COMMENTS</b>	

**11D. RELEVANT PROJECT NO. 4**

<b>PROJECT NAME</b>	
<b>PROJECT LOCATION</b>	
<b>PROJECT DESCRIPTION</b>	
NATURE OF FIRM'S RESPONSIBILITY (If work done by key personnel – list employee name, responsibility, and firm employed by at the time of design)	
<b>SCHEDULE DATES</b> Start Date Completion Date (Estimated/Actual)	
<b>PROJECT COSTS</b> Gross Project Cost Amount That Firm Or Key Personnel Was Responsible For	
OWNER & CONTACT PERSON (Name, Address, Phone) MAY BE CONTACTED AS A REFERENCE	
<b>COMMENTS</b>	

**11E. RELEVANT PROJECT NO. 5**

<b>PROJECT NAME</b>	
<b>PROJECT LOCATION</b>	
<b>PROJECT DESCRIPTION</b>	
NATURE OF FIRM'S RESPONSIBILITY (If work done by key personnel – list employee name, responsibility, and firm employed by at the time of design)	
<b>SCHEDULE DATES</b> Start Date Completion Date (Estimated/Actual)	
<b>PROJECT COSTS</b> Gross Project Cost Amount That Firm Or Key Personnel Was Responsible For	
OWNER & CONTACT PERSON (Name, Address, Phone) MAY BE CONTACTED AS A REFERENCE	
<b>COMMENTS</b>	

**12. ADDITIONAL INFORMATION**

Provide any additional information or description of resources supporting the qualifications of the Prime Firm/Joint Venture Firms/Subcontracted Firms for the proposed project.

[Empty box for providing additional information]

*PROVIDE ADDITIONAL PAGES AS NECESSARY*

**13. RELATED WORK - CURRENT & PREVIOUS WORK  
OF  
PRIME FIRM / JOINT VENTURE FIRMS / SUBCONTRACTED FIRMS**

- List all DGS and SSHE projects for which the Prime Firm, Joint Venture Firms, & Subcontracted Firms have been designated as Project Administrator or similar function.  
DGS Department Of General Services  
SSHE State System Of Higher Education
- Include all contracts for which a certificate of completion executed within the last five (5) years.
- Include all contracts for which a certificate of completion has not been executed
- Include all projects assigned, but not yet under contract.
- If the Prime Firm/Joint Venture Firms/Subcontracted Firms have neither executed contracts nor assignments, write "NONE".

FIRM NAME	DGS/SSHE PROJECT NO.	TITLE/LOCATION	DATE OF APPT. (MM/YY)	TOTAL ALLOCATION/YOUR RESPONSIBILITY	PRESENT STATUS	COMMENTS/REMARKS

*PROVIDE ADDITIONAL PAGES AS NECESSARY*

**14. BANKRUPTCY?**

During the past five (5) years, have the Prime Firm/Joint Venture Firms/Subcontracted Firms filed for bankruptcy?

YES  No

If yes, was the bankruptcy filed in the  name of the firm or  by an individual member of the firm?

If filed in the name of an individual, give the name of the individual. Give dates of filing and the outcome of the filing.

NAME OF INDIVIDUAL	DATE(S) OF FILING
--------------------	-------------------

OUTCOME OF FILING
-------------------

**15. LEGAL SANCTIONS?**

Have the Prime Firm/Joint Venture Firms/Subcontracted Firms, any of their individual members, any officer, or any principal been the subject of any professional or legal sanctions against them in connection with their work?

YES  NO If Yes, explain below the circumstances of the sanction and when it occurred.

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**16. SIGNATURE**

The information contained in this form is true.

**FALSE STATEMENTS MADE IN THIS DOCUMENT ARE PUNISHABLE UNDER 18 P.S. 4904**

**Signature\*** \_\_\_\_\_

**Typed Name and Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**\*THE SIGNATURE ON THIS DOCUMENT MUST BE AN ORIGINAL SIGNATURE**

**Application Evaluations** – In signing this application, the Applicant consents to the evaluation of its performance by the State System of Higher Education and understands that any such evaluation may be used in future selections of firms. The Applicant’s Subcontractors will also be evaluated. The Applicant is required to notify each of its Subcontractors that, in contracting with the Applicant, the Subcontractor consents to the System’s evaluation of the Subcontractor and to the use of any such evaluation in future selections of firms.