

All interested applicants must submit the following information, formatted as letter-size PDF of no more than 15 pages, **no later than 5:00pm EST on January 6, 2016**, via email to: architect@thegorengroup.com. Please submit all materials in English.

Check the boxes below to indicate your response. Where applicable, you can type responses by clicking on the gray bar.

## A. GENERAL STATEMENT OF QUALIFICATIONS

Please answer the following questions.

1. **Are you a licensed architect?**

[ ]  Yes [ ]  No

1. **Are you a New York State licensed architect?**

[ ]  Yes [ ]  No

1. **Have you served as an Architect of Record?**

[ ]  Yes [ ]  No

1. **How many years of professional experience do you have?**

[ ]  0 to 3 years

[ ]  4 to 7 years

[ ]  8 to 15 years

[ ]  more than 15 years

1. **If you work in a firm, how many design professionals does it have?**

[ ]  1 (sole practitioner)

[ ]  2-4

[ ]  5-19

[ ]  20 or more

1. **Are you supportive of The Women’s Building’s mission as described in the Introduction?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Do you have experience working on historic preservation and/or adaptive reuse projects?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Do you have experience working on Green Building and/or LEED certified projects?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Do you have experience working on new construction projects?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Do you have experience working with New York's State Historic Preservation Office?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Do you have experience working with New York City’s Landmarks Preservation Commission?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Do you have experience working with Building Information Modeling systems?**

 [ ]  Yes [ ]  No [ ]  Not sure

1. **Please provide a short statement (no more than one typewritten page) describing your interest in the project, your approach to design, ways to engage the global girls’ and women’s rights movement, and any other support for your candidacy.**

## B. PROJECTS

1. **Describe several historic preservation and/or adaptive reuse projects you have designed.**

1. **Describe several ground-up projects you have designed.**

1. **List your five (5) best projects and project personnel, including consultants, for those projects. Provide client references and contact information for the projects listed.**

1. **Submit a list of projects you currently have in progress and the status of each.**

## C. ARCHITECTURAL/ENGINEERING SERVICES

1. **Explain how your firm will work in concert with the The Women’s Building’s mission.**

1. **Describe any applicable opportunities for women from diverse and traditionally underrepresented backgrounds to participate in the project in a meaningful way during all phases of the work.**

1. **Efficient energy usage and sustainable design are vital components of the project. Discuss how your firm incorporates these aspects of design into your work. Provide examples.**

1. **Outline the design schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.**

1. **Describe the types of problems you have encountered on historic preservation, mixed-use and adaptive reuse projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.**

1. **If you plan to propose working with professional consultants outside your firm, describe any applicable opportunities for women from diverse and traditionally underrepresented backgrounds to participate in the project. Provide specific information documenting their work on similar projects.**

## D. FINANCIAL, LEGAL, AND INSURANCE ISSUES

1. **Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.**

1. **Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.**

1. **Explain your Insurance coverage (General Liability and/or Professional Liability)**