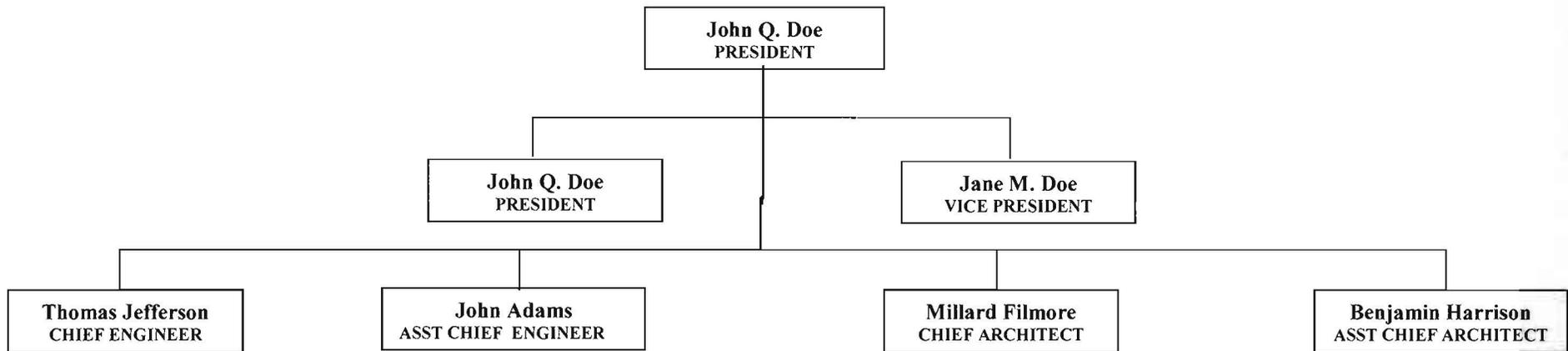


EXAMPLE

JJ&J Consultants, Inc.



As of September 1, 2010

EXAMPLE-Engineer

12. RESUMES OF KEY PERSONNEL (Complete one page for each key person.)

NAME	ROLE / TITLE	YEARS EXPERIENCE	
		TOTAL	WITH CURRENT FIRM
John L. Doe	CEO	20	16

FIRM NAME AND LOCATION (City and State)
J J & J Consultants, Inc.

EDUCATION (DEGREE AND SPECIALIZATION)	CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
MBA/University of Tennessee M.S. Civil Engineering/University of Tennessee B.S. Civil Engineering/Tennessee Tech University	Professional Engineer (Civil) in Tennessee

OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Tennessee Society of Professional Engineers
American Society of Civil Engineers

RELEVANT PROJECTS

#	(1) TITLE AND LOCATION (County)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Monterey Railroad Museum Monterey, TN	2010	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer for a new railroad museum and parking area for the City of Monterey. This project is one of the trail heads for the Rails for Trails which will connect Cookeville and Monterey with approximately 19 miles of multi-use hiking and biking trails. This project was a TDOT Transportation Enhancement Project.		
b.	Beckwith Farms Distribution Facility Mt Juliet, TN	2008	2008 to 2010
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer for site plan and infrastructure on a new development consisting of four Class A buildings totaling 3.33 Million square feet. Detailed plans and site design for roads, drainage facilities and grading were provided. Coordination with utility and local government for approval of layout and design was obtained as part of services.		
c.	The Pinnacle at Symphony Place Office Building Nashville, TN	2007 - 2008	2008 - 2009
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Prepared the site plans for a new 1.1 million square foot, 28-story office building in downtown Nashville. Detailed design provided for the site construction plans included drainage, grading, utilities and a foundation drainage system. The project included development of a five level, below grade parking garage. The project was a LED accredited design.		
d.			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
e.			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		

EXAMPLE-Engineer

12. RESUMES OF KEY PERSONNEL (Complete one page for each key person.)

NAME Josephine M. Doe	ROLE / TITLE President	YEARS EXPERIENCE	
		TOTAL 20	WITH CURRENT FIRM 16
FIRM NAME AND LOCATION (City and State) J J & J Consultants, Inc.			
EDUCATION (DEGREE AND SPECIALIZATION) M.S. Civil Engineering/University of Tennessee B.S. Civil Engineering/Tennessee Tech University		CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer (Civil) in Tennessee	
OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Tennessee Society of Professional Engineers			

RELEVANT PROJECTS

	(1) TITLE AND LOCATION (County) Coretech Industries Campus Lebanon, TN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2008	CONSTRUCTION (If applicable) Ongoing
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided engineering services for site design including grading, drainage, storm sewer design and associated details. Overall plan development included master planning for the 50 acre Research Park which is designed to be the first true green technology research and development business park in America. Design also included off-site utilities and roadway improvements.		
	(1) TITLE AND LOCATION (County) The Pinnacle at Symphony Place Office Building Nashville, TN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2007 - 2008	CONSTRUCTION (If applicable) 2008 - 2009
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Prepared the site plans for a new 1.1 million square foot, 28-story office building in downtown Nashville. Detailed design provided for the site construction plans included drainage, grading, utilities and a foundation drainage system. The project included development of a five level, below grade parking garage. The project was a LED accredited design.		
	(1) TITLE AND LOCATION (County) Music Row Roundabout Nashville, TN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 1999-2001	CONSTRUCTION (If applicable) 2001
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project manager and project engineer for Nashville's first modern roundabout. Managed multi-disciplined design team for this \$3 million dollar streetscape and roadway improvement project. Project included design and construction administration for a roundabout to replace a six street intersection in an urban setting.		
	(1) TITLE AND LOCATION (County)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
	(1) TITLE AND LOCATION (County)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		

EXAMPLE-Architect

12. RESUMES OF KEY PERSONNEL

(Complete one page for each key person.)

NAME Jeffrey L. Doe	ROLE / TITLE Vice President	YEARS EXPERIENCE	
		TOTAL 15	WITH CURRENT FIRM 8
FIRM NAME AND LOCATION (City and State) J J & J Consultants, Inc.			
EDUCATION (DEGREE AND SPECIALIZATION) Master of Architecture, University of Tennessee Bachelor of Architecture, Penn State University		CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Architect: Tennessee, Georgia, Alabama, North Carolina	
OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Member of the American Institute of Architects LEED Accredited Professional			

RELEVANT PROJECTS

	(1) TITLE AND LOCATION (County) Oak Ridge National Laboratory Oak Ridge, TN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2010	CONSTRUCTION (If applicable) Ongoing
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Architect – Full architectural services (including site, landscape, interiors and furnishings, structural, PME) for a 3 story, 47 bed (including alternates) hotel to serve the Spallation Neutron Source Facility. Served as lead designer and project manager for the team. Anticipated LEED Silver Certification.		
	(1) TITLE AND LOCATION (County) The Pinnacle at Symphony Place Office Building Nashville, TN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2007 - 2008	CONSTRUCTION (If applicable) 2008 - 2009
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Served as Project Architect for a 1.1 million square foot, 28-story office building in downtown Nashville. Detailed design provided for the site construction plans included drainage, grading, utilities and a foundation drainage system. The project included development of a five level, below grade parking garage. The project was a LEED accredited design.		
	(1) TITLE AND LOCATION (County) Pollard hall Renovation Oak Ridge, TN	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2003	CONSTRUCTION (If applicable) 2004
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Architect – Full architectural services (including PME) for the renovation of a 10,000 square foot banquet facility, including a 300 seat Auditorium. Served as lead designer and project manager for the team.		
	(1) TITLE AND LOCATION (County)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
	(1) TITLE AND LOCATION (County)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		

TO ACCOMPANY TDOT'S FORM DT-0330

BALANCE SHEET FOR DECEMBER 2009

(End of Firm's Fiscal Year)

JJ & J Consultants, Inc

Name of Firm

ASSETS		LIABILITIES AND NET WORTH	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash:		Judgements & Accounts Payable	\$ 73,280.02
On Hand	\$ 157,372.38		
In Banks		Notes Payable	
Certified Checks on Deposit for Bids		(a) To banks for certified checks	\$ 24,462.34
Notes Receivable (Less Discount)	\$ 1,756.33	(b) To banks for payoffs	
Accounts Receivable	\$ 166,754.55	(c) To material companies	
Stocks and Bonds		(d) To equipment companies	
Inventories		(e) To other (exclusive of equipment)	
Interest Receivable Accrued on Notes, Securities, etc.		Owing Subcontractors	
Life Insurance		Accrued taxes	\$ 128.87
Total Current Assets	\$ 325,883.26	Accrued Salaries and Payoffs	
		Accrued Interest Payable	
		Total Current Liabilities	\$ 97,871.23
FIXED ASSETS NET BOOK VALUE		FIXED AND OTHER LIABILITIES	
Plant and Equipment	\$ 14,100.15	Mortgage on Plant Equipment	
Real Estate	\$ 125,468.17	Mortgage on Real Estate	\$ 83,110.51
		Other Liabilities	
Total Fixed Assets	\$ 139,568.32	Total Fixed and Other Liabilities	\$ 83,110.51
OTHER ASSETS		NET WORTH	
Real Estate - Not used in business and, Bldg., Improvement, etc.		Individual Partnership	
Misc. Assets	\$ 2,115.84	Retained Earnings	\$ 130,329.71
Total Other Assets	\$ 2,115.84	Capital Stock	\$ 151,171.42
		Surplus	\$ 5,084.55
TOTAL ASSETS	\$ 467,567.42	TOTAL LIABILITIES AND NET WORTH	\$ 467,567.42

The Financial Statement above presents fairly the financial position of the subject firm in the noted period.

Name (Signature)

Title

EXAMPLE

TABLE 5-5: SAMPLE OVERHEAD SCHEDULE

SAMPLE CONSULTING COMPANY, Inc.
Statement of Direct Labor, Fringe Benefits, and General Overhead
For the Year Ended December 31, 201x

Account Number & Description	General Ledger Account Balance	Direct Costs	Disallowed Costs	Proposed Company Wide	% of Direct Labor
DIRECT LABOR	\$ 1,950,501	\$ 1,950,501	\$ -	\$ 1,950,501	100.00%
INDIRECT COSTS:					
FRINGE BENEFITS					
6300 Benefits: Bonuses.....	\$ 234,060	\$ -	\$ (28,560) (a)	\$ 205,500	10.54%
6310 Benefits: 401(k).....	97,525	-	-	97,525	5.00%
6320 Benefits: PTO (vac., sick, and holiday).....	253,565	-	-	253,565	13.00%
6820 Insurance: Disability.....	58,515	-	-	58,515	3.00%
6830 Insurance: Life.....	21,846	-	(800) (b)	21,046	1.08%
6840 Insurance: Medical.....	136,535	-	-	136,535	7.00%
6850 Insurance: Workers' Comp.....	15,799	-	-	15,799	0.81%
7500 Payroll Taxes: FICA and Med.....	180,421	-	-	180,421	9.25%
7510 Payroll Taxes: FUTA and SUTA.....	78,020	-	-	78,020	4.00%
TOTAL FRINGE BENEFITS	\$ 1,076,286	\$ -	\$ (29,360)	\$ 1,046,926	53.67%
GENERAL OVERHEAD					
6700 Indirect Labor.....	\$ 741,190	\$ -	\$ (3,300) (c)	\$ 737,890	37.83%
5010 Direct: Lodging, Meals, and Travel.....	122,101	(122,101)	-	-	0.00%
5020 Direct: Employee Mileage Reimbursements.....	159,941	(159,941)	-	-	0.00%
5030 Direct: Rentals and Supplies.....	21,651	(21,651)	-	-	0.00%
5040 Direct: Subconsultants.....	44,862	(44,862)	-	-	0.00%
6000 Advertising and Marketing.....	23,991	-	(6,750) (e)	17,241	0.88%
6100 Automobile Expense.....	68,268	-	(13,580) (f)	54,688	2.80%
6200 Bank Service Charges.....	9,753	-	-	9,753	0.50%
6400 Contributions and Gifts.....	14,629	-	(14,629) (g)	-	0.00%
6500 Depreciation Expense.....	117,030	-	-	117,030	6.00%
6600 Dues and Subscriptions.....	16,189	-	(350) (h)	15,839	0.81%
6800 Insurance: Automotive.....	15,409	-	-	15,409	0.79%
6810 Insurance: Business Liability.....	23,406	-	-	23,406	1.20%
6900 Interest Expense.....	36,084	-	(36,084) (i)	-	0.00%
7000 Licenses and Permits.....	21,456	-	-	21,456	1.10%
7100 Maintenance and Repairs.....	97,135	-	-	97,135	4.98%
7200 Meals & Entertainment.....	19,310	-	(1,050) (j)	18,260	0.94%
7300 Misc. Fees, Fines, Penalties.....	6,827	-	(6,827) (k)	-	0.00%
7400 Office Expense: Cleaning.....	8,192	-	-	8,192	0.42%
7410 Office Expense: Postage and Delivery.....	4,486	-	-	4,486	0.23%
7420 Office Expense: Office Supplies.....	32,183	-	-	32,183	1.65%
7430 Office Expense: Other Office Expense.....	35,889	-	-	35,889	1.84%
7600 Personal Property Tax.....	42,911	-	-	42,911	2.20%
7700 Prof Fees: Accounting and Legal.....	30,428	-	-	30,428	1.56%
7800 Rent.....	180,049	-	(2,400) (l)	177,649	9.11%
7900 Telephone.....	60,466	-	-	60,466	3.10%
8000 Utilities.....	29,472	-	-	29,472	1.51%
Credit for Internal Allocations.....	-	-	(107,278) (m)	(107,278)	-5.50%
TOTAL GENERAL OVERHEAD	\$ 1,983,306	\$ (348,555)	\$ (192,247)	\$ 1,442,505	73.96%
TOTAL INDIRECT COSTS & OVERHEAD RATE	\$ 3,059,593	\$ (348,555)	\$ (221,607)	\$ 2,489,431	127.63%

FAR References and Notes:

- (a) 31.205-6(a)(6)(ii)(B): Owners' compensation in excess of reasonable amount is disallowed (distribution of profits).
- (b) 31.205-19(e)(2)(v): Officers' life insurance is disallowed.
- (c) 31.201-6(e)(2): Marketing, lobbying, and any labor associated with unallowable activities is disallowed.
- (d) 31.202: Excluded direct project costs (both billable & non-billable costs) from indirect cost pool.
- (e) 31.205-1: Costs for general marketing materials are disallowed.
- (f) 31.205-6(m)(2) & 31.205-46(d): Personal use of a company asset (automobile) is disallowed.
- (g) 31.205-8 & 31.205-13(b): Contributions and gifts are disallowed.
- (h) 31.205-22: Lobbying costs, paid as a percentage of professional dues, are disallowed.
- (i) 31.205-20: Interest is disallowed.
- (j) 31.205-14 & 31.205-51: Costs for entertainment and alcoholic beverages are disallowed. (The entertainment cost principle supersedes all others.)
- (k) 31.201-4, 31.205-15, & 31.205-20: Disallowed late fees; Government-imposed fines and penalties; and credit card interest.
- (l) 31.205-36(b)(3): Related-party rent (not an arm's-length transaction) is limited to actual cost of ownership, net of interest and other unallowable items.
- (m) 31.202: Direct costs segregated and removed from indirect cost pool.