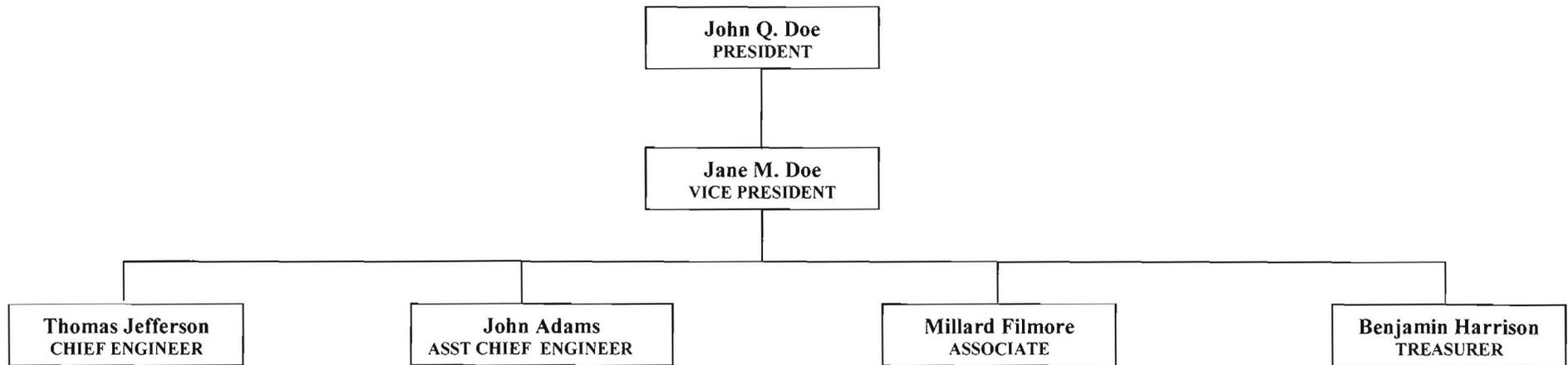






# EXAMPLE

## ABC 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 Q. Doe	CEO & President	20	16

FIRM NAME AND LOCATION (City and State)  
 ABC 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 <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> 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 <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> 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 <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> 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 <span style="float: right;"><input type="checkbox"/> Check if project performed with current firm</span>   		
e.			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <span style="float: right;"><input type="checkbox"/> Check if project performed with current firm</span>   		

# EXAMPLE-Engineer

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

NAME  Jane M. Doe	ROLE / TITLE  Vice-President	YEARS EXPERIENCE	
		TOTAL  20	WITH CURRENT FIRM  16
FIRM NAME AND LOCATION (City and State) ABC 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)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Coretech Industries Campus Lebanon, TN	2008	Ongoing
	(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.		
b.	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.		
c.	Music Row Roundabout Nashville, TN	1999-2001	2001
	(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.		
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

## TO ACCOMPANY TDOT'S FORM DT-0330

### BALANCE SHEET FOR DECEMBER 2009

(End of Firm's Fiscal Year)

ABC 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	Notes Payable	
In Banks		(a) To banks for certified checks	\$ 24,462.34
Certified Checks on Deposit for Bids		(b) To banks for payoffs	
Notes Receivable (Less Discount)	\$ 1,756.33	(c) To material companies	
Accounts Receivable	\$ 166,754.55	(d) To equipment companies	
Stocks and Bonds		(e) To other (exclusive of equipment)	
Inventories		Owing Subcontractors	
Interest Receivable Accrued on Notes, Securities, etc.		Accrued taxes	\$ 128.87
Life Insurance		Accrued Salaries and Payoffs	
<b>Total Current Assets</b>	<b>\$ 325,883.26</b>	Accrued Interest Payable	
		<b>Total Current Liabilities</b>	<b>\$ 97,871.23</b>
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
Total Fixed Assets	\$ 139,568.32	Other Liabilities	
		<b>Total Fixed and Other Liabilities</b>	<b>\$ 83,110.51</b>
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
<b>TOTAL ASSETS</b>	<b>\$ 467,567.42</b>	Surplus	\$ 5,084.55
		<b>TOTAL LIABILITIES AND NET WORTH</b>	<b>\$ 467,567.42</b>

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

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Title