ACEC

American Council of Engineering Companies
of Colorado

Firm Membership Application

Thank you for your firm's interest in applying for membership with ACEC Colorado. ACEC Colorado is organized and operated as a business league under Internal Revenue Code §501(c)(6) to promote the common business interests of engineering companies and advance the engineering profession through advocacy, education, networking, and standard-setting. Firm Members shall be limited to consulting engineering firms (or divisions of firms) that meet all the following criteria:

1. Business Type & Location. The firm is a business entity licensed to do business in the State of Colorado, has a physical presence and furnishes independent engineering and/or land surveying services.

2. Professional Licensure. The firm employs at least one Colorado-resident Consulting Engineer or Land Surveyor, practicing for clients on a fee basis; references to engineer/engineering include land surveyor/land surveying when appropriate.

3. Organizational Form. Eligible firms may include, but are not limited to, sole proprietorships; partnerships; corporations; limited liability companies; or a division, subsidiary or branch of a larger organization, provided that the division, subsidiary or branch:

(a) offers professional services to clients other than its parent organization; and

(b) management includes appropriately licensed professionals.

4. Professional Independence & Ethics. The firm conducts its professional practice in a manner that does not subordinate independent professional judgment and agrees to comply with the ACEC National Professional & Ethical Conduct Guidelines, as adopted by the Corporation.

5. Annual Certification. Each Firm Member shall annually certify continued eligibility, including licensure status, professional staffing counts, and ethical compliance, in a manner prescribed by the Board of Directors.

6. Membership Privileges. Firm Members are voting members of the Corporation, and all employees of Firm Members may participate in or chair committees and additional bodies and serve on the Board of Directors, subject to these Bylaws. The Primary Contact for each Firm Member is designated to vote on behalf of the Firm Member.

Does your Firm meet all the qualifications listed above?

○ Yes

○ No

If you answered "no," your firm is not eligible for a Firm Membership but may be eligible for either an Affiliate or Associate Membership. Please contact ACEC Colorado at email@acec-co.org to request a different application type.

Section I – Organization

Consulting Engineering Firm Name _____

❑Check here if your firm is a subsidiary, branch or part of a conglomerate organization, and list name below.

_____

Primary Colorado Office Address _____

Main Phone _____**Website** _____**LinkedIn Page**_____

Brance Colorado Office Address_____**Phone**_____

Employee Contact for Branch Office_____**Email**_____

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Services

Please indicate which of the following services are offered to clients by your firm. Please note that the disciplines you mark will be included with your firm's complimentary listing on the "Find a Consulting Engineer" directory on acec-co.org.

❑Agricultural/Biological
❑Architectural
❑Chemical
❑Civil-General
❑Commissioning
❑Computer/Communications/Systems
❑Construction Management
❑Electrical
❑Environmental
❑Fire/Earthquake/Hazards/Safety
❑Forensic
❑Geotechnical
❑Hydrogeology/Hydrology
❑Industrial
❑Lab Testing
❑Land Development
❑Materials/Mining
❑Mechanical
❑Nuclear/Petroleum/Energy
❑Other
❑Planning
❑Process
❑Structural
❑Subsurface Utility Engineering
❑Surveying/GIS/Mapping
❑Transportation
❑Water/Wastewater

What is Your Firm's Full-time-equivalent Employee Count in: (a) Colorado? _____ (b) Total United States? _____

Is Your Firm an ACEC Member in Another State? ❑N ❑Y (If "yes," does Your Firm Pay Direct ACEC National Dues? ❑Y ❑N ❑Not Sure)

Year Firm Established: _____

Business Organization Type:

❑Cooperative
❑Corporation
❑Sub Chapter S
❑Public
❑Private
❑Limited Partnership
❑Limited Liability Company (LLC)
❑Partnership
❑Sole Proprietorship
❑Joint Venture

Special Business Status (if applicable)**:**

❑DBE: Disadvantaged Business Enterprise
❑MBE: Minority Business Enterprise
❑SBE: Small Business Enterprise
❑ESB: Emerging Small Business
❑MWBE: Minority/Women Business Enterprise
❑VOSB/SDVOSB: Veteran-owned Business/Service-disabled Veteran-owned Business

How did you learn about ACEC of Colorado? _____

Is there a member of ACEC Colorado who we may thank for referring you to apply for membership? ❑N ❑Y (see below)

Name_____ Firm _____

Provide a brief description of your firm's activities (approx. 50 words), which will be included with your firm's complimentary listing on the "Find a Consulting Engineer" directory on www.acec-co.org. When submitting your application, please also attach a PNG or JPG to be uploaded to the directory with your listing.

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Section II – Individual Contacts

Please list the employee who will serve as the REQUIRED PE/PLS for your firm's membership.

Name_____ **Title**_____

Email Address_____ **Phone**_____

LinkedIn Profile _____**Colorado PE/PLS Registration No.**_____
Location (for region-specific communication): □ North Colorado □ South Colorado □ Western Slope □ Denver Metro

Please list the employee who will serve as the REQUIRED PRIMARY contact for your firm's membership. This may be the PE/PLS in responsible charge or another individual.

Name_____ **Credential(s)**_____

Email Address_____ **Phone**_____

LinkedIn Profile _____ **Title**_____
Location (for region-specific communication): □ North Colorado □ South Colorado □ Western Slope □ Denver Metro

Please list the employee who will serve as the REQUIRED DUES contact for your firm's membership. This may be the same as the Required Primary and/or Required PE/PLS contact.

Name_____ **Credential(s)**_____

Email Address_____ **Phone**_____

LinkedIn Profile _____ **Title**_____
Location (for region-specific communication): □ North Colorado □ South Colorado □ Western Slope □ Denver Metro

Please provide the names of additional staff members who you want to be added to the ACEC Colorado and ACEC National databases so that they may create a username and password for each. Please remember that all employees of your firm are entitled to the benefits of membership.

Name_____ **Credential(s)**_____

Email Address_____ **Phone**_____

LinkedIn Profile _____ **Title**_____
Location (for region-specific communication): □ North Colorado □ South Colorado □ Western Slope □ Denver Metro

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Section II – Agreement to Membership Terms and Conditions

On behalf of my firm, I hereby make application for membership in the American Council of Engineering Companies of Colorado. I have read the ACEC Colorado Code of Ethics and ACEC National Professional & Ethical Conduct Guidelines, and ACEC Colorado Bylaws. I agree to abide by the provisions and procedures of the aforementioned documents, and I agree that continuous payment of dues will, in effect, be a reaffirmation of such statement even as these documents maybe occasionally updated, upon which the Primary Contact of my firm will be notified. I further certify all statements on this form have been truthfully answered.

Firm's Authorizing Contact's Signature _____ **Date** _____
This may be the same as the Required Primary and/or Required PE/PLS contact.

Printed Name_____ **Credential(s)**_____

Email Address_____ **Phone**_____

LinkedIn Profile _____ **Title**_____
Location (for region-specific communication): □ North Colorado □ South Colorado □ Western Slope □ Denver Metro

Notice to Applicant
Dues (state and, if applicable, national) will be billed to your firm in accordance with the ACEC Colorado Bylaws and are due **within 30 days of invoice**. However, your firm may elect to pay dues on an alternate payment schedule. The ACEC Colorado Board of Directors annually reviews and approves an established formula and dues table for state dues, which are assessed against member firms rather than individual members. National dues are set annually by the ACEC National Board of Directors.

ACEC Colorado does not condition membership on any health status-related factor relating to an individual (including an employee of any employer or a dependent of an employee). Resignations must be made in writing to the Board of Directors of ACEC Colorado. Resignation effective date will be the end of the month that the letter of resignation is received, and dues are to be prorated to that date for a "resignation in good standing." (ACEC Colorado Bylaws, Article VI, Section 2C)

Past-Due Accounts: Per the ACEC Colorado Bylaws, "A member who is delinquent in payments due, for a period of sixty (60) days after the due date, shall, unless the Board of Directors determines otherwise in view of the circumstances of the case, cease to be a member." (ACEC Colorado Bylaws, Article VIII, Section 2D)

Per the policy adopted January 2020 by its Board of Directors, ACEC Colorado will impose a reinstatement fee of 25 percent of the annual membership fee for any firm or individual submitting a re-application (i.e., returning as a member for the second or more time) form for membership in Colorado. The reinstatement fee must accompany the re-application form for membership prior to review for approval, per the ACEC Colorado Bylaws, of membership by the Board of Directors. The ACEC Colorado Board of Directors has discretion to waive the reinstatement fee at time of re-application. Please review the complete policy online at http://bit.ly/colo-reinstatement.