



STATE.....LOUISIANA.....
CITY.....ALEXANDRIA.....COUNTY.....RAPIDES.....
DATE.....4 FEBRUARY 1953.....

ARCHITECTS' ROSTER QUESTIONNAIRE

TO EVERY ARCHITECT IN THE UNITED STATES AND ITS POSSESSIONS:

The Architects' Roster is maintained by The American Institute of Architects as a service to the profession as a whole and to agencies of the United States Government. Every registered architect, whether or not a member of The Institute, is eligible for inclusion in the Roster. The Institute maintains custody of the Roster, keeps it up to date and in good order for use. The Roster is available to any representative of the Government and to representatives of foreign governments in Washington. Reference may be made to The Architects' Roster in negotiations with government agencies and other interested parties. Experience with the Roster since its establishment in 1946 has shown its usefulness. Growing out of an earlier Register of architects qualified for public works, The Roster provides at The Octagon an accurate, current record of the qualifications and achievements of members of the profession. It allows a positive and helpful response to requests for factual information on architects, and in that way constitutes a service to the profession.

The American Institute of Architects assumes no responsibility for the accuracy of statements made in this Questionnaire. The obligation to maintain this record as a current description of an architectural firm rests with the firm, and supplementary record forms are available for this purpose.

PARTNERSHIPS SHOULD MAKE A JOINT RETURN ONLY.

Original and one copy to be mailed to THE ARCHITECTS' ROSTER, The American Institute of Architects, 1735 New York Avenue, N. W., Washington 6, D. C. One copy to be retained by the author.

1 a FIRM (Indicate whether individual, partnership or corporation.)

.....DUNCAN & DUNCAN (PARTNERSHIP).....

b FORMER FIRM, Name if any.....HERMAN J. DUNCAN, HERMAN J. DUNCAN & Co., INC.....

2 STREET ADDRESS.....1018 SECOND STREET..... **Phone** 5200.....

3 YEAR ESTABLISHED.....1913 (PRESENT PARTNERSHIP ESTABLISHED 1945).....

4 PERSONAL HISTORIES OF PRINCIPALS

Furnish data complete, but keep to essentials. Describe each member of firm individually; if more than four, append extra sheets.

<p>HERMAN J. DUNCAN NAME OF PRINCIPAL</p> <p>a Date of Birth 30 SEPTEMBER 1891</p> <p>b Place of Birth ALEXANDRIA, LOUISIANA</p> <p>c Education ST. JAMES CHURCH SCHOOL - DIPLOMA, 1907; TULANE UNIVERSITY 1907-1909; UNIVERSITY OF PENNSYL- VANIA, BS IN ARCH. 1912.</p> <p>d Experience Prior to Own Practice (Give architect or architectural firm affiliations, positions held, and approximate dates of employment.) C. HOWARD CRANE, ARCH., DETROIT, MICH., DRAFTSMAN, 1912-13</p> <p>e Commenced Practice DECEMBER 1913</p> <p>f Number of Years a Principal 40</p> <p>g Architectural Licenses (Give State, Number and Year issued.) LOUISIANA - 1913</p> <p>h Membership in Professional Societies and Offices Held AIA - PAST PRESIDENT CENTRAL LA. CHAPTER, ALSO STATE BOARD OF DIRECTORS SOCIETY OF AMERICAN MILITARY ENGINEERS; (CONTINUED)</p> <p>i Service in World Wars I and II (Append data if desired.) COMMANDER, (CEC) USNR; PWO FORE RIVER SHIPYARD, 41-42; ASST. NL-USA, SD, 42-43; DIR PACDOCKS AND EQ - ABCD PEARL HARBOR, 44-45 ASST. PWO 6TH ND, 45. AMERICAN, (CONTINUED)</p> <p>j Civic Activities MEMBER, LA. STATE BOARD OF ARCH. EXAMINERS; ALEXANDRIA NAVAL ADVISORY COUNCIL; FORMER VESTRYMAN ST. JAMES EPISCOPAL CHURCH. MASONIC AND OTHER ACTIVITIES.</p>	<p>HERMAN J. DUNCAN, JR. NAME OF PRINCIPAL</p> <p>21 JANUARY 1917</p> <p>ALEXANDRIA, LOUISIANA</p> <p>BOLTON HIGH SCHOOL, ALEXANDRIA, LA. 1932 - LOUISIANA COLLEGE, BA, 1936 LOUISIANA STATE UNIVERSITY, 1937 (NO DEGREE) - TULANE UNIVERSITY BS IN ARCH. 1943.</p> <p>SUMMER WORK WITH CHARLES R. ARMSTRONG, ARCHITECT, AND HERMAN J. DUNCAN & CO., INC., WHILE AT SCHOOL. FAVROT & REED, ARCHITECTS - 1947-48.</p> <p>FEBRUARY, 1946</p> <p>6</p> <p>LOUISIANA - 1946</p> <p>AIA - PRESIDENT CENTRAL LOUISIANA CHAPTER, 1953. FORMERLY VICE-PRES- IDENT, SECRETARY, & TREASURER.</p> <p>CPO, SEABEES, 1943-1946. AMERICAN, PACIFIC, AND VICTORY MEDALS.</p> <p>JUNIOR CHAMBER OF COMMERCE - PAST PRESIDENT; CHAMBER OF COMMERCE; KIWANIS CLUB - MEMBER BOARD OF DIRECTORS; INTER-CLUB COUNCIL - PRESIDENT, 1953; ASSOCIATE VESTRY. (CONTINUED)</p>
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4 PERSONAL HISTORIES OF PRINCIPALS

Furnish data complete, but keep to essentials. Describe each member of firm individually; if more than four, append extra sheets.

NAME OF PRINCIPAL	NAME OF PRINCIPAL
a Date of Birth.....
b Place of Birth.....
c Education.....
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d Experience Prior to Own Practice	
(Give architect or architectural firm affiliations, positions held, and approximate dates of employment.)	
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e Commenced Practice.....
f Number of Years a Principal.....
g Architectural Licenses (Give State, Number and Year issued.)	
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h Membership in Professional Societies and Offices Held	
LOUISIANA ARCHITECTS ASSOCIATION,
.....
i Service in World Wars I and II (Append data if desired.)	
PACIFIC, VICTORY, AND USNR MEDALS.	ST. JAMES EPISCOPAL CHURCH - SECRETARY;
.....	BOARD OF DIRECTORS - CENTRAL LA. LITTLE
.....	THEATER; COUNCIL MEMBER, BOY SCOUTS;
.....	DOLL & TOY FUND BOARD;
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j Civic Activities	
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5 REMARKS CONCERNING QUALIFICATIONS OF FIRM

(This space is best used to present qualifying information such as number of employees, amount of office space, financial information and other information presumed of interest to a prospective client. Append extra sheet or use back of this form, if necessary.)

OUR PRACTICE HAS BEEN GENERAL AND HAS COVERED A WIDE VARIETY OF BUILDINGS.
NUMBER OF EMPLOYEES HAS FLUCTUATED WITH THE TIMES AND OUR EPXPERIENCE HAS
BEEN SUCH THAT THE OFFICE FORCE COULD EASILY BE INCREASED TO HANDLE LARGE
VOLUMES OF WORK.

6 CONSULTANTS USUALLY EMPLOYED: (If a member of your staff, so state.) WE HAVE NO FIXED ASSOCIATION OR WORKING AGREEMENTS WITH ANY ENGINEERING FIRMS. MOST

a STRUCTURAL ENGINEERS ENGINEERING WORK ACCOMPLISHED BY STAFF, WITH SUCH OUTSIDE CONSULTATION AS MAY BE REQUIRED FROM TIME TO TIME, DEPENDING ON NATURE AND SCOPE OF WORK.

Name of Firm or Individual.....
Business Address.....

b HEATING AND VENTILATING ENGINEERS

Name of Firm or Individual.....
Business Address.....

c ELECTRICAL ENGINEERS

Name of Firm or Individual.....
Business Address.....

d PLUMBING OR SANITARY ENGINEERS

Name of Firm or Individual.....
Business Address.....

e LANDSCAPE ARCHITECTS

Name of Firm or Individual.....
Business Address.....

f OTHER (Civil, Foundation or Mechanical Engineers, Appraiser, Equipment Designers, Valuators, Industrial Layout Engineers, etc.)

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7 REPRESENTATIVE WORK FOR WHICH YOU WERE OR ARE ARCHITECTS; OR WERE OR ARE ASSOCIATED WITH OTHERS: (In left margin, mark *—U. S. Government projects, **—projects not yet complete.)

Name and type of project	(ALL IN LA.) Location	Date	Cost	Indicate whether as Architect or Associate Architect
MCKEAN RESIDENCE	ALEXANDRIA	1914	\$ 10,000.00	ARCHITECT
SCHOOL	PINEVILLE	1917	50,000.00	"
HEMENWAY FURNITURE	ALEXANDRIA	1918	45,000.00	"
CITY COURT BLDG.	ALEXANDRIA	1920	85,000.00	"
SCHOOL	OBERLIN	1923	85,000.00	"
HIGH SCHOOL	EUNICE	1923	150,000.00	"
ST. JAMES CHURCH	ALEXANDRIA	1923	125,000.00	" (INSPECTION BY ASSOC.)
DUBUISSON RESIDENCE	OPELOUSAS	1923	35,000.00	"
MASONIC ORPHANAGE	ALEXANDRIA	1924	125,000.00	ASSOCIATE
WEISS RESIDENCE	ALEXANDRIA	1926	25,000.00	ARCHITECT
MASONIC TEMPLE	ALEXANDRIA	1927	225,000.00	ASSOCIATE
COURT HOUSE	MARKSVILLE	1927	250,000.00	ARCHITECT
FUQUA HOSPITAL	ALEXANDRIA	1927	226,000.00	"
HIGH SCHOOL	WINNFIELD	1928	125,000.00	"
SIMON RESIDENCE	ALEXANDRIA	1930	25,000.00	"
THEATER	LAFAYETTE	1930	100,000.00	"
SCHOOL	LAGRANGE	1931	75,000.00	"
SCHOOL	SIMPSON	1936	100,000.00	"
COURT HOUSE	CAMERON	1937	150,000.00	"
CORKERN CLINIC	NAIHTIQUES	1937	25,000.00	"
SCHOOL	BELL CITY	1938	100,000.00	"
TRADE SCHOOL	LAKE CHARLES	1939	100,000.00	"
SCHNACK JEWELRY	ALEXANDRIA	1930-140	80,000.00	"
HIGH SCHOOL	FRANKLINTON	1938	200,000.00	"
HIGH SCHOOL	SULPHUR	1941	175,000.00	"
DORM. LA. COLLEGE	PINEVILLE	1940	125,000.00	"
BAPT. CHURCH ADDN.	PINEVILLE	1941	75,000.00	"
*USNR ARMORY	ALEXANDRIA	1947	125,000.00	"
GYMNASIUM	ROBELINE	1948	60,000.00	"
COMMERCIAL BLDG.	ALEXANDRIA	1948	40,000.00	"
GYMNASIUM	PROVENSAL	1949	90,000.00	"
GYMNASIUM	PLEASANT HILL	1949	50,000.00	"
FARR RESIDENCE	ALEXANDRIA	1950	35,000.00	"
BAPT. ST. CHURCH	OPELOUSAS	1951	100,000.00	"
HEALTH CENTER	AMITE	1952	125,000.00	"

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8 PHOTOGRAPHS/PHOTOSTATS

Not mandatory. Submit herewith photographs or photostats (size 8" x 10") of several buildings for which you have been the Architect, as follows: (N.C.A.R.B. presentation acceptable.)

WE WILL BE GLAD TO SUBMIT PHOTOGRAPHS OF OUR WORK TO ANY RESPONSIBLE PARTY REQUESTING SAME IN ORDER TO CHECK THE TYPE OF WORK WE ARE DOING OR HAVE DONE.

9 COLLABORATION WITH OTHER ARCHITECTS:

a As an established individual firm, are you willing to collaborate with other firms or individuals?

YES... WE HAVE DONE SO IN THE PAST AND ARE WILLING TO DO SO IN THE FUTURE.

b Are you and/or your firm agreeable to accepting supervision of work where designs are produced by others—or vice versa?

YES

c List firms (or individuals) with which you are associated at present or have an associate or working agreement: (Please furnish a letter from the other party verifying the association.)

NONE EXISTING AT THE PRESENT TIME.

10 THIS QUESTIONNAIRE MAY BE MADE AVAILABLE TO GOVERNMENTAL AGENCIES

yes no

The undersigned hereby certify that the above is a true statement of facts.

Name of Firm or Individual: DUNCAN AND DUNCAN

Signed by all Principals: Herman J. Duncan
Herman J. Duncan Jr.