**DOTD FORM: 24-102** (Revised February 18, 2019)

**PROPOSAL TO PROVIDE CONSULTANT SERVICES**

Firm should fill in the DOTD Form 24-102 provided without altering the text provided in the form.

Firm should enter the firm name in the footer at the bottom of this page. (It will carry over to subsequent pages.)

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| --- | --- |
| 1. Contract title as shown in the advertisement |  |
| 2. Contract number(s) as shown in the advertisement |  |
| 3. State Project Number(s), if shown in the advertisement |  |
| 4. Firm name (as registered with the Louisiana Secretary of  State where such registration is required by law) |  |
| 5. Firm license number (as registered with the Louisiana  Professional Engineering and Land Surveying Board  (LAPELS) if registration is required under Louisiana law) |  |
| 6. Mailing address |  |
| 7. Name, title, phone number, and email address of firm’s  Contract Point of Contact |  |
| 8. Name, title, phone number, and email address of the official  with signing authority for this proposal |  |
| 9. This is to certify that all information contained herein is  accurate and true, and that I presently have sufficient staff  to perform these services within the designated time frame. | Signature (shall be the same person as #8):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |
| 10. If a Disadvantaged Business Enterprise (DBE) goal has  been set for this advertisement, indicate which firm(s)  will be used to meet the DBE goal. | **\_\_\_\_\_\_\_\_\_\_\_\_%** |

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| 11. If your proposal includes at least one sub-consultant, the prime consultant shall complete the table as required in the advertisement by entering the name of each firm that is part of the proposal and the percentage of each past performance rating category and of the overall work to be performed by that firm. **Sub-consultants should leave this section blank.** The percentage estimated for each past performance rating category is for grading purposes only and will not control the actual performance of or payment for the work. |

If indicated by the advertisement, insert the completed table here.

12. Provide an organizational chart showing ALL **relevant** prime consultant and sub-consultant (if applicable) personnel assigned to the contract, specific duties for each, and reporting lines for the purposes of this contract. (Sub-consultants should put “See prime’s 24-102.” If the prime and sub-consultant(s) provide conflicting information, the information given in the prime consultant’s 24-102 will be used.)

13. Use the table below to identify both prime consultant and sub-consultant staff designated to work on this contract meeting the Minimum Personnel Requirements (MPRs) specified in the advertisement. The consultant should fill in the “Requirement” column with the MPRs given in the advertisement. Sub-consultants should put “See prime’s 24-102.” If the prime consultant and sub-consultant(s) provide conflicting information, the information given in the prime consultant’s 24-102 will be used. Add or remove rows as needed.

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| --- | --- | --- | --- | --- |
| Requirement (as stated in advertisement) | Personnel being used to meet the requirement | Firm employed by | Type of license / certification required | License / certification expiration date |
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14. Short résumés shall be provided for all of the personnel from your firm listed in Sections 12 **and** 13 of the prime consultant’s proposal. Résumés of personnel not identified in Section 12 of the prime consultant’s proposal will not be evaluated. Add or remove rows as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | Years of experience with this firm/employer |  |
| Title |  | | | | | Years of experience with other firm(s)/employer(s) |  |
| Degree(s) / Years / Specialization | | | | |  | | |
| Active registration number / state / expiration date | | | | |  | | |
| Year registered | |  | | Discipline |  | | |
| Contract role(s) / brief description of responsibilities | | | | |  | | |
| Experience dates (mm/yy–mm/yy) | | | Experience and qualifications relevant to the proposed contract; *i.e.*, “designed drainage”, “designed girders”, “designed intersection”, etc. | | | | |
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15. List firm’s project experience **most relevant** to the scope in the advertisement. The firm should list **no more than 10 projects** and should include **no more than one page per project**. If more than 10 projects are listed, the additional projects may be discarded prior to providing the proposals to the Project Evaluation Team for grading. Projects listed shall only include work performed by the firm. Work performed by employees of the firm during their employment by another firm shall not be included in this section. The projects listed do not necessarily need to have been DOTD projects.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project name |  | | | | | | | | Firm responsibility (prime or sub?) | | |  |
| Project number | |  | | | Owner’s name | |  | | | | | |
| Project location | | |  | | | | | Owner’s Project Manager | |  | | |
| Owner’s address, phone, email | | | |  | | | | | | | | |
| Services commenced by this firm (mm/yy) | | | | |  | Total consultant contract cost ($1,000’s) | | | | |  | |
| Services completed by this firm (mm/yy) | | | | |  | Cost of consultant services provided by this firm ($1,000’s) | | | | |  | |

Describe the project including the firm’s role and members involved. (Highlight members to be used in this proposal.)

16. Provide any additional information or description of resources supporting your firm’s qualifications for the proposed contract including information that your firm has adequate staffing to complete the contract and a description of how your firm intends to meet the Work Zone Training Requirements as provided in the advertisement for the contract. This section should be limited to four pages. If more than four pages are included, all pages after the fourth page may be discarded prior to providing the proposals to the Project Evaluation Team for grading.

If criteria for establishing a local presence are listed in the advertisement, indicate whether the firm has or intends to establish a local presence. If so, describe the plan for doing so in this section of the form.

17. For all contracts on which your firm is a prime consultant or sub-consultant and where a) the consultant selection was made by DOTD, and b) a contract was executed by the prime consultant and the contracting entity by the date the advertisement for this proposal was posted, list all work meeting the following criteria:

1) your firm is responsible for the performance of the work;

2) authorization to perform the work has been provided, as provided in the contract between the prime consultant and the contracting entity;

3) the work has not yet been performed, invoiced, and paid; and

4) the work is not currently suspended for an indefinite period of time.

For indefinite delivery/indefinite quantity (IDIQ) contracts, list open Task Orders individually.

List only the portion of the fees attributable to your firm. Add or remove rows as needed.

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| State Project Number | Project name and location | Remaining unpaid balance\* |
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|  |  |  |
|  | Total |  |

\*Round to the nearest dollar. **Do not** round to the nearest thousands.

Please note: if there is no remaining unpaid balance, please specify $0 dollars in the Total.