

# **DOTD FORM: 24-102**

## **PROPOSAL TO PROVIDE CONSULTANT SERVICES**

(Revised – Draft Copy)

Prime consultant should fill in the DOTD Form 24-102 provided without altering the text provided in the form. Prime consultant should enter the firm name in the footer at the bottom of this page. (It will carry over to subsequent pages.)

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. Prime consultant name (as registered with the Louisiana Secretary of State where such registration is required by law)	
5. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law)	
6. Prime consultant mailing address	
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	
8. Name, title, phone number, and email address of prime consultant's contract point of contact	
9. Name, title, phone number, and email address of the official with signing authority for this proposal	
10. This is to certify that all information contained herein is accurate and true, and that the team presently has sufficient staff to perform these services within the designated time frame. By submitting this proposal, proposer certifies that it is not engaged in a boycott of Israel and it will, for the duration of its contract obligations, refrain from a boycott of Israel. Proposer also certifies and agrees that the following information is correct: In preparing its response, the proposer has considered all proposals submitted from	

<p>qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. DOTD reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.</p>	<p>Signature (shall be the same person as #9): _____</p> <p>Date: _____</p>
<p>11. 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 and each firm(s)' percentage.</p>	<p><u>Firm(s):</u></p> <p><u>Firm(s)' %:</u></p>

12. If the proposal includes at least one sub-consultant, the prime consultant shall indicate the percentages of work to be performed by itself and each sub-consultant. If multiple past performance evaluation categories are listed in the advertisement, this information is to be provided for each identified past performance evaluation category.

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



13. For all firms that are part of this team, indicate the approximate number of personnel to be committed to this contract, by DOTD Job Classification and the total number of personnel within the firm that could provide support, if needed. Add rows as needed.

The DOTD Job Classification list is located at:

[http://www.sp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Job\\_Classification/Job%20Classifications%20with%20Descriptions.pdf](http://www.sp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Job_Classification/Job%20Classifications%20with%20Descriptions.pdf)

Firm name	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)

14. Firm Size

Total Transportation Employees. Add rows as needed.

Firm Name	Number of employed transportation personnel*

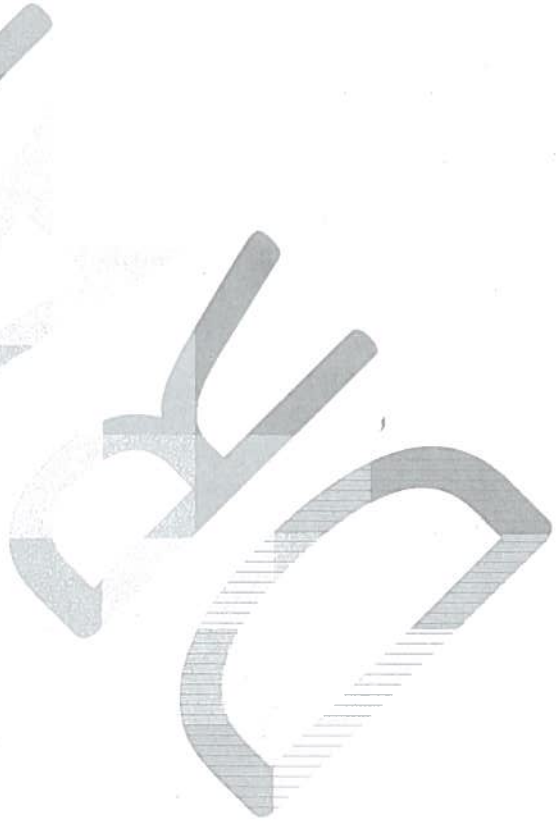
\*Transportation-Related Personnel is defined as all full-time personnel (engineers, planners, technicians, environmentalists, surveyors, inspectors, real estate professionals, etc.), both in-state and out-of-state, who may be used by the consultant to provide engineering and related services (construction and preconstruction engineering services, research, planning, environmental, and other activities) to DOTD.

15. 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.



16. 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 MPR column with the MPRs given in the advertisement. Add rows as needed.

MPR (as stated in advertisement)	Personnel being used to meet the MPR	Firm employed by	Type of license / certification required	State of license	License / certification expiration date



17. Résumés shall be provided for all prime and sub-consultant personnel listed in Sections 15 and/or 16 of the proposal. Résumés of personnel not identified in either Section 15 or Section 16 of the proposal should not be included and will not be evaluated. Résumés should be limited to 2 pages per person. Add rows as needed.

Firm employed by		Years of relevant experience with this employer
Name		
Title		Years of relevant experience with other 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. Experience dates should cover the time specified in the applicable MPR(s).	



18. Identify the team's project experience **most relevant** to the scope in the advertisement. The projects should be limited to a total of 30, with no more than 10 projects being represented by a single firm on the team. If more than 30 projects are identified, all projects identified after the first 30 will not be evaluated. If more than 10 projects are identified for a single firm, all projects identified after the first 10 from that firm will not be evaluated. Include no more than one page per project. Projects identified shall only include work performed by firms on the team. The projects identified do not necessarily need to have been DOTD projects.

Firm name	Past Performance Evaluation Category(ies)*	
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 staff to be used in this proposal.)

\* If there is more than one past performance evaluation category included in the advertisement, then indicate which past performance evaluation category(ies) this project is being used to represent.



**19. Approach and Methodology**

Provide a description of how the work will be performed and provide the proposed project schedule. Include any additional information or description of unique resources that are planned to be used to produce the deliverables. Include any proprietary technologies, methods or approaches that will be used on this project to improve quality or efficiency. Proprietary information should be labeled accordingly. If the proposal is for an IDIQ contract, the information required in this section should be provided for each numbered task delineated in the scope of services. This section shall be limited to four pages. If more than four pages are included, all pages after the fourth page will not be evaluated.



20. If location is an evaluation criterion for this advertisement and the prime consultant intends to establish a local presence, describe the plan for doing so. Otherwise, leave this section blank.



21. For all contracts where a firm on the team 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 consultant and the contracting entity by the date the advertisement for this proposal was posted, list all work meeting the following criteria:

- 1) one of the team's firms is responsible for the performance of the work;
- 2) authorization to perform the work has been provided, as provided in the contract between the consultant and the contracting entity;
- 3) the work has not yet been performed and invoiced; 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 firms on the team. Add rows as needed.

Firm	Work type*	State project number	Project name and location	Remaining unpaid balance**
<b>Total</b>				

\* Work types should be drawn from the disciplines that can be selected on the DOTD Project Evaluation form.

\*\* Round to the nearest dollar. Do not round to the nearest thousands. If there is no remaining unpaid balance, please specify \$0 in the Total.