

**INSTRUCTIONS FOR THE LA DOTD STANDARD FORM 24-102  
(SF 24-102) REV. 09/28/2006**

The SF 24-102 provides an overview as well as insight of the firm desiring to do business with the LA DOTD. It contains the information necessary to provide evidence that best depicts the experience of both firm and personnel as related to the project. The following outline is designed to guide you in completing the SF 24-102.

**1. Project Title/Location:**

*Name of the project and the Parish in which the project is located.*

**2a. Announcement Date:**

*The date the Advertisement opened.*

**2b. Project Number:**

*This is how the project is identified. The project number contains information such as type of project and the parish in which the project is located.*

**3. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work:**

*The firm must be registered with the LA Secretary of State Office prior to submittal. The web address to verify registration and full name of the firm is <http://www.sos.louisiana.gov>*

*List the name of your firm exactly as listed on the registration. Do not abbreviate or use symbols if not on the registration.*

*Use either the post office box or street address, but use only one with the corresponding zip code.*

*Firms with multiple offices should use the office location where the majority of the personnel performing the work on the project are located.*

**3a. Name, title, telephone number, and e-mail address of the official with signing authority for the contract:**

*This is the individual with signing authority for the firm who will sign the contract in the event of an award. The remaining information is needed to communicate with the signing official.*

**3b. Name, title, and telephone number of full-time LA licensed engineer in charge (not required for non-engineering projects):**

*This is the name and contacting information for the LA licensed engineer in charge of the project.*

**4. Full-time personnel on firm's payroll in all Louisiana offices, domiciled in Louisiana (A-G):**

*These are the **full-time** employees on the firm's payroll **domiciled in Louisiana**. If the firm has more than one office location in Louisiana, employees from all offices need to be included.*

*The number of employees shown on Section 4 of the 24-102 should be the total number of full-time employees domiciled in Louisiana that potentially would be assigned to a DOTD project. This should be all full-time employees (i.e., Civil Engineers, Environmental Engineers, Environmental personnel, Surveying personnel, Real Estate Professionals and other transportation related employees) domiciled in Louisiana directly working on or available for assignment to transportation related projects.*

*If the number of full-time transportation related employees domiciled in Louisiana is less than the total number of full-time employees domiciled in Louisiana, the consultant should submit an organization chart to the Consultant Contract Services Section confirming such. The organization chart will be kept on file and should be regularly updated for appreciable changes in staff.*

*There are some exceptions when a contract employee is acceptable. A Contract Employee is an employee not on the firm's full-time payroll. His/her services are contracted for a period of time for a particular element or task on a project. If Contract Employees are allowed on the project, they should not be included in this section. Contract employees should be shown on the Staffing Plan (Section 10) with their resumes given in Section 11. Always check with CCS and obtain approval before utilizing contract employees.*

**5. Full-time personnel on firm's payroll, not domiciled in Louisiana, to be used on this project:**

*These are the full-time employees on the firm's payroll that will be working on this project **not domiciled in Louisiana**, including all locations of the firm outside Louisiana. If Contract Employees are allowed on the project, they should not be included in this section. Contract employees should be shown on the Staffing Plan (Section 10)*

*with their resumes given in Section 11. See above for additional information regarding contract employees.*

**6. Do you presently have sufficient staff to perform these services in the designated time frame?**

*Consider firm's overall workload to project size and schedule to determine if the firm has sufficient staff to undertake the project.*

*Minimum Personnel Requirements must be met at the time of submittal. If the project calls for specific certification, copies of **current** certification **must be submitted** with the SF 24-102.*

**7. Firm's DOTD audited overhead rate. Self imposed overhead limitation (applies to Prime and Sub-consultants for this contract)?**

*Firms conducting business with DOTD must have DOTD audited overhead rates. Consultants may select to propose a self-imposed overhead rate lower than their DOTD audited rate. DOTD requires that all consultants conducting business with the Department allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an independent Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. Therefore, all consultants under contract with DOTD must contact the DOTD Audit Section to schedule an audit or inform them of the status of their CPA's audit no later than April 30, of each year. Consultants are also required to submit semi-annual labor rate information every February and August. In the future, newly selected firms must have audited salaries and overhead rates on file with the DOTD Audit Section before starting any additional phase of their contract.*

*All Qualification Statements submitted to DOTD will be considered **non-responsive**, if the consultant is not in compliance with the above requirements. Please refer to our memorandum dated November 21, 2001, located on the CCS Website pertaining to Audit requirements. The DOTD Website address is <http://www.dotd.la.gov> and Consultant Contract Services is listed under Doing Business with DOTD or Pre-Construction.*

*For questions or additional information on audit requirements, please contact the DOTD Audit Director Section at (225) 379-1434.*

8. **Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm.**

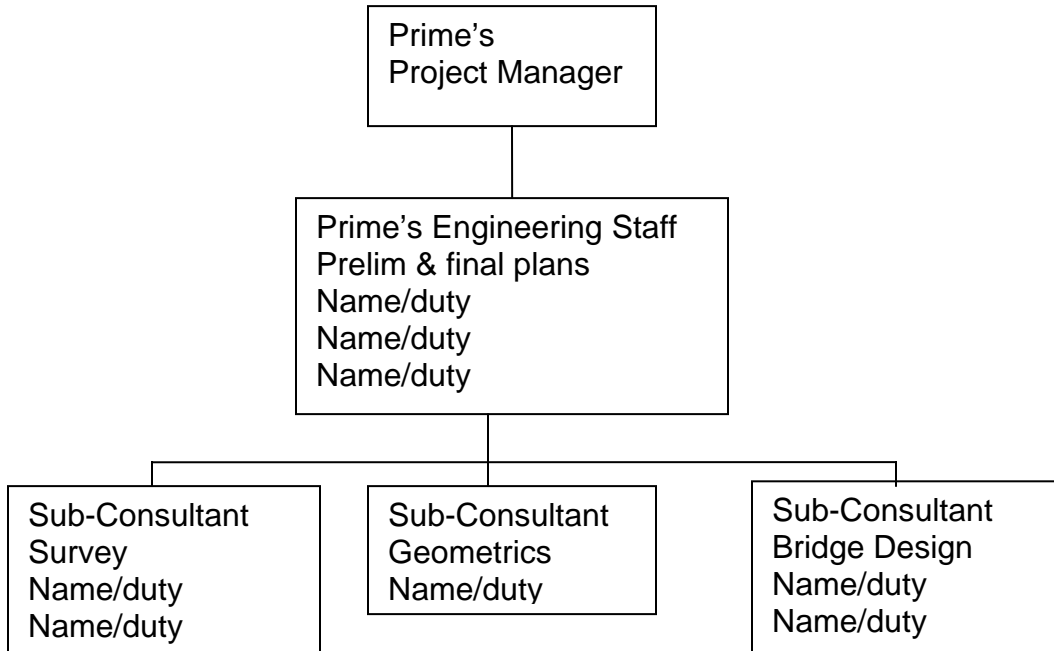
*Provide a **detailed description** and the % of the work element to be performed by the consultant. The % of the overall project to be performed by the consultant also needs to be identified. If the firm is doing all phases of an element that would be 100% of that element, but if that particular element is only half of the entire project then the percent of work for the overall project would be 50%. Also, at no time the portion of the work to be performed by the sub-consultant should exceed the portion of the work to be performed by the prime. Multiple submittals from the same firm as the prime consultant with different sub-consultants will not be accepted.*

9. **Do you intend to use a sub-consultant?**

*This response is only for the prime consultant. If the answer is “yes”, list the sub-consultant name and address. Then, identify and provide a **detailed description** of the element of work and the % of the element to be performed by the each sub-consultant, and the % of the work for the overall project as done previously in section 8. Also indicate if the sub-consultant has worked with the prime before. Sub-consultants are not allowed to use subs.*

10. **Staffing Plan:**

*This diagram should show personnel (Prime Consultant and Sub-consultants) assigned to each work element of the project, what they will be doing, and their immediate supervisors. The personnel listed in the diagram should be the ones actually performing the work and their résumé's should be included in Section 11. Below is an example:*



*In order to insure the stability of a selected consultant team, no substantial or significant changes in teaming partners and compensation can occur after the award has been made. DOTD requires that all Sub-consultants shown on Standard Form 24-102 remain on the selected consultant team in the manner in which their role was described since their qualifications were used in the selection process. However, since the successful completion of the project is the Prime Consultant's responsibility, the Prime has the option of changing a Sub-consultant if the Sub-consultant is in default. Under all circumstances, any proposed changes to the consultant team, after the selection has been made, have to be submitted with justification in writing to the Consultant Contract Services Unit for approval.*

**11. Brief resume of key persons anticipated to work on this project (a-g):**

- a. *Name, title & domicile.  
Domicile is the office in which person is under payroll.*
- b. *Project Assignment.*
- c. *Employed by "the name of the firm."*
- d. *Years of full time employment with this firm, and with other firms.*
- e. *Education. Degree and year degree received.*

- f. *Active Registration, branch, year registered, state, License No.*
- g. *Other experience and qualifications relevant to the project.  
Other training or relevant prior experience.*

*Be concise, very specific, and accurate on the duties performed under each project. Avoid making general statements such as “involved in the project.” Instead, identify your role and level of involvement in the project. Also limit the resume to one page and to the information most relevant to the project.*

**12. Work by firm which best illustrates project experience to this project a – g (list not more than 10 projects):**

*Use this area to show the **firm’s experience** on similar work performed on other projects (not necessarily with the LA DOTD). List the most **recent 10 projects** relevant to the advertised project. Accurately define the firm’s role on the project (prime or sub), firm’s responsibilities and staff involved (avoid using codes or abbreviations). Do not include the work experience of your previous employer (firm) as the firm’s experience for your current employer (firm).*

**13. All work by firm (all LA offices) currently being performed for or selected by the LA DOTD (a–d):**

*This area is for all open contracts (standard, retainer, etc.) with DOTD as a prime or a sub-consultant including all projects selected by DOTD as well as recently awarded projects waiting on execution of contract, or non-competitively selected contracts. When listing projects for retainer contracts, list the retainer total and all open tasks orders individually but only include the remaining balance in the remaining total. Do not include sub-consultant’s fees in yours if you are the Prime Consultant. Sub-consultants must list all the projects and their corresponding fees on which they are working. You may estimate the total/remaining compensation for contracts under negotiation or when the compensation is not finalized.*

**14. Identify the staff members who meet the minimum personnel requirements, and provide any additional information or description of resources supporting firm’s qualifications for the proposed project. If required, this section may be used to submit proposed prices.**

List the **names and qualifications** of the **specific staff members** who meet the project **minimum personnel requirements**. Also, provide additional information on firm qualifications, project experience on projects listed in Section 12, or the information requested in the RFQ such as copies of the required **current** certificates.

**15. Certification of the Qualification Statement (QS):**

Signature of the firm's official (the same individual as in 3a. with signing authority for the firm) to certify that all information provided in the QS is accurate. Qualification Statements from consultants failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.