

INSTRUCTIONS FOR THE LA DOTD STANDARD FORM 24-102
As modified for the Port of New Orleans
(SF 24-102) REV. 1/2003
(herein referred to as PONO SF24-102)
for
Julia Street Cruise Terminal Improvements
Work Order 1-938

The SF 24-102 provides an overview as well as insight of the firm desiring to do business with the Port of New Orleans. It contains the information necessary to provide evidence that best depicts the experience of both firm and personnel as related to the project. Submission of a completed form is a requirement to respond to the Request for Qualifications and the basis for consultant evaluation using the Port of New Orleans criteria.

The following outline is designed to guide you in completing PONO SF 24-102.

1. Project Title/Location:

Name of the project.

2a. Announcement Date:

The date the Advertisement opened.

2b. Project Number:

This is how the project is identified.

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.sec.state.la.us>

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 and to whom correspondence should be addressed.

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. Evidence of authority to sign the contract will be required to submit a Proposal, if short-listed.

3b. Name, title, telephone number, and e-mail address of full-time LA licensed architect in charge:

This is the name and contacting information for the LA licensed architect 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.*

*Contract employees are 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. Contract Employees are allowed on the project and **they should also be included in this section and identified as "contract employee."** Contract employees should also be shown on the Staffing Plan (Section 10) with their resumes given in Section 11.*

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. Contract employees are 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. Contract Employees are allowed on the project and **they should also be included in this section and identified as "contract employee."** Contract employees should also be shown on the Staffing Plan (Section 10) with their resumes given in Section 11.*

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 given the project schedule stated in the Request for Qualifications.

*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 upon request.*

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

Consultants may select to propose a self-imposed overhead rate lower than their LA DOTD audited rate. The Board of Commissioners of the Port of New Orleans (PONO) requires that all consultants conducting business with the PONO allow the Legislative Auditor of the State of Louisiana or the PONO's auditors to inspect, examine and/or conduct an audit of all books, accounts and records of this firm pertaining to the performance of obligations hereunder and the compensation due to be received. If a rate is indicated on this form, then it must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the LA DOTD Audit Section.

8. Identify the element of work (as defined in the advertisement and shown on the form), 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 each work element to be performed by the prime architect consultant and each subconsultant. The % of the overall project to be performed by the prime architect 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 any sub-consultant should exceed the portion of the work to be performed by the prime architect consultant. Multiple submittals from the same firm as the prime consultant with different sub-consultants will not be accepted, however sub-consultants may*

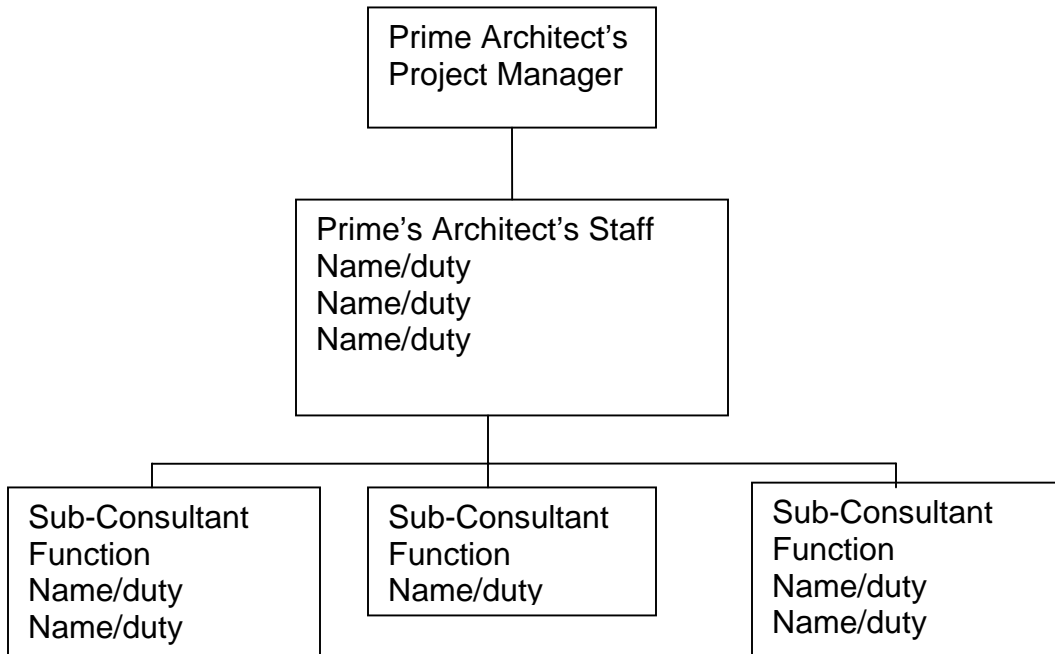
submit their qualifications to more than one prime architect consultant.

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

*This response is only for the prime architect consultant. If the answer is “yes”, list the sub-consultants’ names and addresses. 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 another tier of sub-consultants.*

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 résumés 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 Statements of Qualifications are submitted.. PONO requires that all Sub-consultants shown on

Standard Form 24-102 remain on the selected Prime Architects' 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 Architect's responsibility, the Prime Architect 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. A commitment to use best efforts to retain the firms identified in the Statements of Qualifications and the final Proposal will be required with the Proposal.

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 PONO). List no more than the most **recent 5 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 PONO (a–d):

This area is for all open contracts (standard, retainer, etc.) with PONO as a prime or a sub-consultant including all projects selected by PONO, 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 (PONOSF24-102):

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 PONOSF-24-102 is accurate. Qualification Statements from consultants failing to submit any of the information required on PONO SF 24-102, or provide inaccurate information on PONOSF 24-102, will be considered non-responsive.

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