

# **MODIFIED DOTD FORM: 24-102**

## **RPC PLANNING REQUEST FOR PROPOSALS**

### **PROPOSAL TO PROVIDE CONSULTANT SERVICES**

Please read carefully, as this form differs from Standard Form DOTD 24-102. **Subconsultants should respond only to questions 1-9 and 16-19, and these responses should be labeled by firm and included as attachments to of the Prime’s submittal.**

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.

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. Prime consultant name (as registered with the Louisiana Secretary of State where such registration is required by law)	
4. Prime consultant? (Y/N)	
5. Consultant mailing address	
6. Consultant physical address (existing or to be established, if location is used as an evaluation criteria)	
7. Name, title, phone number, and email address of consultant’s contract point of contact	

<p>8. Name, title, phone number, and email address of the official with signing authority for this proposal</p>	
<p>9. 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 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. RPC reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to</p>	<p>Signature (shall be the same person as #9):</p> <hr/> <p>Date:</p>

<p>terminate any contract awarded based on such a false response.</p>	
<p>10. If a Disadvantaged Business Enterprise (DBE) is participating in the project team, indicate which firm(s) are DBEs and their percentage of the contract. If a firm is not certified as a DBE in Louisiana, please indicate the state where they are certified.</p>	<p><u>Firm(s):</u> <span style="float: right;"><u>Firm(s)'</u></span>  <u>%:</u></p>

**11. Firm(s) Size:**

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. If a specialized job classification is required and not included on the DOTD job classification list, specify "Other (xxxx)" and include the classification title inside the parentheses. The DOTD Job Classification(s) to be used can be found at the following link:

[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Job\\_Qualification/Job%20Classifications%20with%20Descriptions.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Job_Qualification/Job%20Classifications%20with%20Descriptions.pdf)

(Italicized examples are provided, please delete and replace):

Firm name	Sub or Prime	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)
<i>Jacobs and Moses Planning</i>	<i>Prime</i>	<i>Principal</i>	<i>1</i>	<i>4</i>
<i>Jacobs and Moses Planning</i>	<i>Prime</i>	<i>Planner</i>	<i>4</i>	<i>10</i>
<i>D. Burnham &amp; Associates</i>	<i>Sub</i>	<i>Architect</i>	<i>1</i>	<i>5</i>

(Add rows as needed)

**12. Organizational Chart:**

Provide an organizational chart showing all prime consultant and sub-consultant (if applicable) personnel assigned to the contract, area of project responsibility for each, and reporting lines for the purposes of this contract. **Note that all personnel included are expected to contribute to the conduct of the project, and any significant future changes to the chart must be pre-approved by the RPC Project Manager.**

a. **Please provide the total percentage of the overall contract to be performed by the prime consultant and each sub-consultant.**

b. Do you have a DOTD audited overhead rate? If so, please provide it.

### **13. Proposal Narrative**

**Describe the methodology by which the project team proposes to undertake this study, organized by the tasks and sub-tasks described in the scope.** This narrative should be in sufficient detail to demonstrate that the project team understands the expectations of the scope and has the knowledge and expertise to successfully meet those expectations. Innovative and/or cost efficient approaches to conducting tasks are welcome, provided they do not compromise the quality or intent of the study. The narrative must not exceed four (4) pages, any pages beyond the first four will be disregarded.

#### **14. Project Schedule**

A schedule shall be provided for all prime and sub-consultant tasks as described in the Section 13. The schedule should be in GANTT or a similar format. The proposed timeline must fit within the delivery requirements described in the project scope.

**Any future modifications to the proposed schedule must be approved by the RPC Project Manager.**

## **This Section Removed**

### **Do not accomplish**

#### **15. Cost and Budget**

~~Provide the proposed cost for conducting this study~~ and producing the deliverables described in the scope. Include a budget that has line items, by firm, for labor (budget by personnel member is not necessary), travel, proposed profit, and other major costs associated with the narrative described in Section 13.



**16. Staff Experience:**

Résumés shall be provided for all personnel listed in Sections 12 of the proposal. Résumés of personnel not identified in Section 12 of the proposal should not be included and will not be evaluated. Résumés should be limited to 2 pages per person.

Firm employed by			
Name		Years of relevant experience with this employer	
Title		Years of relevant experience with other employer(s)	
Degree(s) / Years / Specialization			
Discipline		Certifications	
Contract role(s) / brief description of responsibilities			
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to this study:		

(Add rows as needed)

**17. Firm Experience:**

Identify the team’s project experience **most relevant** to the scope in the advertisement. The projects should be limited to a total of 10, If more than 10 projects are identified, all projects identified after the first 10 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 need to have been RPC projects. RPC staff may contact the contracting entity to discuss project performance.

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.)

**18. Workload:**

For all contracts on which your firm is a prime consultant or subconsultant and where

- a) the consultant selection was made by the MPO and/or DOTD, and
- b) a contract was executed by the prime consultant with the MPO and/or DOTD:

- a) Your firm is responsible for the performance of work,
- b) Authorization to perform the work has been provided, as provided in the contract between the prime consultant and the MPO, DOTD, or ;
- c) The work has not yet been performed, invoiced and paid; and
- d) The work is not currently suspended for an indefinite amount of time.

List only the portion of the fees attributable to your firm.

Project name	Client/Contracting Entity	Remaining Unpaid Balance	Estimated Time to Completion

(Add rows as needed)

**19. Staffing Capacity:**

Referencing Section 17 where appropriate (i.e., where key personnel would be working on multiple projects simultaneously) describe how your firm will ensure that sufficient staffing and capacity will be made available for the conduct of this project.

**20. Sub-consultant information:**

If one or more sub-consultants will be used, provide the name, address, point of contact and phone number for each. Otherwise, leave this section blank.

Firm Name	Address	Point of Contact and email address	Phone Number

(Add rows as needed)

**Sections 1-9 and 16-18 must be completed separately by each subconsultant and included below.**

