**DOTD FORM: 24-102** (Revised August 11, 2025)

**PROPOSAL TO PROVIDE CONSULTANT SERVICES**

Prime consultant shall complete the DOTD Form 24-102 without altering the Form’s text; however, the instruction and/or guidance for Sections 12 through 23 can be removed but do not remove Section title and number.

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.

|  |  |
| --- | --- |
| 1. Contract Name as shown in the advertisement |  |
| 1. Contract Number(s) as shown in the advertisement |  |
| 1. State Project Number(s), if shown in the advertisement |  |
| 1. Prime consultant name **(name must match** **exactly** **as registered with the Louisiana Secretary of State (SOS) where such registration is required by law; including punctuation; include screenshot from SOS at the end of Section 20**) |  |
| 1. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law) |  |
| 1. Prime consultant mailing address |  |
| 1. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria) |  |
| 1. Name, title, phone number, and email address of prime consultant’s contract point of contact |  |
| 1. Name, title, phone number, and email address of the official with signing authority for this proposal |  |

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

|  |  |  |
| --- | --- | --- |
| 1. 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. 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.   **Pursuant to Act No. 581 of the 2024 Louisiana Legislature Regular Session, proposer further certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. In addition, proposer certifies it will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature above shall be the same person listed in Section 9:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |
| 1. 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. | Firm(s): Firm(s)’ %: | |

1. **Discipline Table:**

As indicated in the advertisement, insert a completed table here. The percentages for the prime and sub-consultants must total 100% for each discipline, as well as the overall total percent of the contract.

The **only** disciplines to be used are listed in the drop down in each row (Appraiser, Bridge, CE&I/OV, CPM, Data Collection, Environmental, Geotech, ITS, Other (must specify), Planning, Right-of-Way, Road, Survey, and Traffic). **Remove rows as needed.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Discipline(s) | % of Overall Contract | Prime | Firm B | Firm C | Firm D | Firm E | Each Discipline must  total to 100% |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Choose an item. |  |  |  |  |  |  | **100%** |
| Identify the percentage of work for the **overall contract** to be performed by the prime consultant and each sub-consultant. | | | | | | | |
| Percent of Contract | **100%** |  |  |  |  |  |  |

1. **Team 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 (must specify)” and include the classification title inside the parentheses. The DOTD Job Classification(s) to be used can be found at the following link: <https://bit.ly/DOTDJobClassifications>

|  |  |  |  |
| --- | --- | --- | --- |
| Firm name | DOTD Job Classification | **Number of personnel committed to this contract** \* | Total number of personnel available in this DOTD Job Classification (if needed) |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |

(Add rows as needed)

\***For evaluation purposes only**, and as referenced in the Scope of Services on page 2 of IDIQ advertisements only, the consultant shall assume the number of concurrently active task orders specified in the advertisement and shall identify the number of **committed** personnel accordingly.

1. **Organizational Chart**:

Provide an organizational chart showing ALL **relevant** 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. An individual’s role does not necessarily have to match their DOTD job classification identified in Section 13. **If applicable, identify all personnel performing traffic engineering analysis and/or QC of traffic engineering analysis by placing an asterisk next to their name. Include the certificates required by the Traffic Engineering Process and Report Training Requirements article of the Advertisement in Section 20.** It is acceptable to use an 11x17 format for Section 14.

1. **Minimum Personnel Requirements:**

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. Ensure the résumé reflects the required experience stated in the MPR. Make sure the P.E. discipline is also listed (highlighted in table) that is meeting the MPR; e.g. professional civil engineer should show the discipline of the license as civil if meeting that MPR.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MPR No.  Do not insert wording  from ad | Personnel being used to meet the MPR  (Individual(s) may not satisfy more than one MPR unless specifically allowed by Attachment B of the advertisement) | Firm employed by | Type of license and discipline meeting MPR/ certification & number  (Ex: PE # - Civil) | State of license | License / certification expiration date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| etc. |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(Add rows as needed)

1. **Staff Experience:**

Résumés shall be provided for all prime and sub-consultant personnel listed in Sections 14 and/or 15 of the proposal. Résumés of personnel **not** identified in Section 14 or Section 15 of the proposal should not be included and **will not be** evaluated. Résumés are **limited to 2 pages per person**. Any certificates **required** by the advertisement are to be placed in Section 20.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Firm employed by | | | | | | |
| Name |  | | | | Years of relevant experience with this employer |  |
| 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 years of experience specified in the applicable MPR(s). | | | | |
|  | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |
|  | |  | | | | |

(Add rows as needed)

1. **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 20, with no more than 5 projects being represented by the prime consultant and with no more than 3 projects represented by each sub-consultant on the team. If more than 5 projects are identified for the prime consultant, all projects identified after the first 5 will not be evaluated. If more than 3 projects are identified for a single sub-consultant, all projects identified after the first 3 from that sub-consultant 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 |  | | | | | Discipline(s)\* | | | \*\*copy disciplines as listed below\*\* | | | | |
| 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 discipline included in the proposal, then indicate which discipline(s) this project is being used to represent.

\*\*This field cannot be left blank and N/A is not acceptable.

**The only disciplines to be used are: Appraiser, Bridge, CE&I/OV, CPM, Data Collection, Environmental, Geotech, ITS, Other (must specify), Planning, Right-of-Way, Road, Survey, and Traffic.**

**~~~**Copy these disciplines exactly as they are listed above.~~~

\*\*\* Consultants have the flexibility to determine what a project is though **still limited to one project per sheet**. For example, an IDIQ or other retainer-type contract can be considered a project for the purpose of this section.

1. **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. If the proposal is for an IDIQ contract, the consultant should review the scope of services in Attachment A to the advertisement to obtain a general understanding of what a typical task order would entail. Based upon that understanding, the consultant should provide a sample schedule that identifies the major milestones, deliverables, tasks, etc., to demonstrate sufficient understanding of a typical task order. The duration of the task order is not required. 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**.

**If the consultant has information it believes is proprietary, label it accordingly.**

1. **Workload:**

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Firm(s)  **ALL FIRMS** MUST BE REPRESENTED IN THIS TABLE | Discipline(s) \* | Contract Number and State Project Number | Project Name | Remaining Unpaid Balance\*\* |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |

(Add rows as needed) DO NOT SUM

**\* The only disciplines to be used are: Appraiser, Bridge, CE&I/OV, CPM, Data Collection, Environmental, Geotech, ITS, Other (must specify), Planning, Right-of-Way, Road, Survey, and Traffic.**  If a firm has more than one discipline for any single project, the firm can use multiple rows to express the remaining unpaid balance per discipline.

\*\* Round to the nearest dollar. **Do not** round to the nearest thousands. If there are no active contracts with a remaining unpaid balance, place N/A in the Remaining Unpaid Balance column. NOTE: **ALL** FIRMS MUST BE REPRESENTED IN THIS TABLE. LEAVING THE “REMAINING UNPAID BALANCE” COLUMN BLANK IS NOT ACCEPTABLE.

1. **Certifications/Licenses:**

If the advertisement requires submission of licenses and/or certificates, include them here. **Otherwise, leave this section blank**.

REMOVE THE INFORMATION HIGHLIGHTED FROM THIS SECTION, it is informational and intended to minimize clarifications on the proposals.

* + DO NOT INCLUDE EXPIRED CERTIFICATIONS/LICENSES
  + DO NOT INCLUDE the P.E. certifications/licenses; it does not show discipline meeting the MPR in Section 15 and CCS has to verify in LAPELS anyway.
  + When “Traffic” is included as a discipline in Section 12, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC’s Registration site. Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.
  + FOR CE&I ADVERTISEMENTS – READ THE WORK ZONE TRAINING REQUIREMENTS - include only those certifications that are needed for the advertisement, **are not expired and should be submitted in Section 20 at the time the proposal is submitted**.
    - Provide where applicable:
      * Asphalt Concrete Paving Inspector
      * Asphalt Concrete Plant Inspector
      * Embankment and Base Course Inspector
      * PCC Paving Inspector
      * Structural Concrete Inspector
      * Flagger
      * TCT (Traffic Control Technician) (do not include TCT if you have TCS)
      * TCS (Traffic Control Supervisor)

1. **QA/QC Plan:**

If the advertisement requires submission of a QA/QC plan, include it here. **Otherwise, leave this section blank. If a QA/QC plan is included in this section and was not required by the advertisement, it will be redacted**.

1. **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**  **(Name must match exactly as registered with Louisiana’s Secretary of State (SOS): including punctuation, include screenshot(s) from SOS at the end of Section 20)** | **Address** | **Point of Contact and email address** | **Phone Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Add rows as needed)

1. **Location:**

If location is an evaluation criterion for this advertisement (see page 2) and the prime consultant intends to establish a local presence, describe the plan for doing so. **Otherwise, leave this section blank. Any information included in this section will be redacted if not required by the Evaluation Criteria section of the advertisement**.