

## **DOTD 23-116 Instructions**

**Revised 11/25/13**

**Submit:** One ORIGINAL (Stamped "Original") and six (6) copies of the SF 23-116.

- Pages must be bound by one (1) staple in the upper left hand corner.
  - Any sub-consultants must be firmly bound to the prime consultant.
  - This is the only acceptable binding.
- All fields on SF 23-116 must be populated with data or N/A.
- Do not alter this form.
  - Do not delete boxes.
  - Do not add graphics to this form.
- Print only on 8.5" x 11" paper
  - Do not print on legal size paper
- All entries must be typed
- One copy of submittal must be clearly marked "Original"
  - Preferably in red ink.
- Must be original signature on this copy.
  - Preferably in blue ink.

### **1. Advertisement Title**

- The exact title of the advertisement.

### **2. Advertisement Announcement date**

- The date the announcement appeared on the website.
- The date of addendum (if any).

### **3. Advertisement contract number(s)**

- List all project numbers, contract number or other reference number as shown in ad.
- You can only be considered for the project/contract number you list.
- You may insert "See attached" and attach a separate sheet that lists all pertinent contract numbers.

### **4. Name & Mailing address of firm/Individual:**

- Name as registered with Louisiana Secretary of State, if applicable.
- For sole proprietors, the proposer should be identified by the name that is recognized by the Internal Revenue Service.

### **5. Name, title, telephone number and e-mail address of the official with SIGNING AUTHORITY for this contract.**

- Must be the person who signs in box 8

### **6. Address from which services will be performed**

- For project specific advertisements, firms with multiple offices should list all the office locations where the majority of the personnel performing the work on the project are located.
- For retainer contract advertisements, list all offices where work will be performed in Louisiana.
- Attach a separate sheet if necessary.

### **7. Enter only numbers in boxes a, b and c.**

### **8. MUST be the signature of the person listed in 5.**

- MUST be an original signature, in ink, on the original copy.
- Digital, scanned, stamped, facsimile or otherwise non-ink signatures on the original copy will not be accepted.

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- A scan or facsimile will be accepted for Sub-consultants only.
- Blue ink is preferable.

### **9a&b. Name/Work Element/Percentage**

- 9a. Prime consultant %
- 9b. Sub-consultant(s) %
- Overall Project work effort is to be divided up between prime and sub-consultant.
- Use name of firms, not individuals from a firm.
- Use a single number - not a range.
- The sum of the percentages of 9a + 9b must total 100%.

### **10. Project Staffing Plan**

- Provide an organization chart showing all key prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the project, specific duties for each and immediate supervisors.
- Organization chart should clearly show:
  - All key personnel
  - Project responsibilities
  - Firm and domicile

### **11. Minimum personnel requirements**

- Identify full-time staff (prime/sub-consultant) designated to work on this project meeting the minimum personnel requirements specified in the advertisement.

### **12. Provide short resume for key personnel in this section.**

- Maximum of 2 pages per person.
- Must be on Form 23-116, separate resumes are not accepted.
  - a. Name, Title & Domicile
  - b. Name of firm by which employed full time.
  - c. Years of Experience with this firm / with other firms
  - d. Education: Degree: / Years: / Specialization
  - e. Active registration / Years registered / Branch / State / License No.
  - f. Project Roles / Responsibilities
    - What will this person do for this contract?
  - g. Experience and qualifications relevant to the proposed project
    - Describe experience that qualifies this person to perform the service stated in sub-section 12f
    - Be specific on the experience with similar projects/services
    - Use project number when referencing DOTD experience
    - Quantify years performing service
    - Identify level of responsibility (e.g.: manager/supervisor/agent)
    - Relevant Education/Training

### **13. Past work performed for DOTD**

- List any past prime or sub-consultant Right of Way Service work performed for DOTD, either directly or indirectly for all of your firm's offices
- Include work performed for DOTD Legal Section
- State Project number, F.A.P. number, name, and location
- Do not leave blank. If not applicable, indicate with N/A on the first line.

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**14. Current work being performed for DOTD**

- List any current prime or sub–consultant Right of Way Service work being performed for DOTD, either directly or indirectly for all of your firm’s offices
- Includes work performed for DOTD Legal Section
- State Project number, F.A.P. number, name, and location
- For retainer contracts, list open task orders individually
- Do not leave blank. If not applicable, indicate with N/A on the first line.

Do **NOT** submit, unless specifically instructed to by the advertisement:

- Any additional binding. This includes, but is not limited to, three ring binders, paper clips, coil binding, comb binding or multiple staples.
- Tabs or section dividers.
- Covers.
- Insurance certificates
- Letters of availability
- Pictures/graphics
- Photographs
- Photocopies of licenses
- Separate resumes, certificates or any other credentials
- Marketing Information
- Glossy pages with company history
- Lists of awards or accomplishments
- Other information which does not directly address qualifications for specific advertisement
- This Instruction Sheet
- Any page that is not part of SF 23-116
- Anything not specifically requested

**Failure to complete this form as instructed will cause proposal to be deemed unresponsive.**