

INSTRUCTIONS FOR DOTD FORM 24-102

REVISED January 2014

FOOTER: Enter company name on first page. It will carry over to subsequent pages.

1. Project Title/Location

Provide the name and location of the project as shown in the advertisement. Project location is indicated as Statewide, District, or specific Parish(es).

2. Identifying Information

a. Announcement Date

Provide the date that the advertisement was posted to the DOTD web site.

b. Project Number

Provide the project number or contract number as shown in the advertisement.

3. Firm Information

a. Firm Name (as registered with the Louisiana Secretary of State)

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 firm name exactly as listed on the registration.

b. Firm License Number (as registered with the Louisiana Professional Engineering and Surveying Board (LAPELS))

All firms providing professional services shall be registered with the Federal Government using **SAM.gov** and **LAPELS** and in good standing prior to submittal, and must enter the firm's license number. Refer to [http://www.lapels.com/docs/Applications/firm/Chapter 23 Firms.pdf](http://www.lapels.com/docs/Applications/firm/Chapter_23_Firms.pdf) for additional information.

c. Mailing address of the office to perform work.

List one address only, either PO Box or street address. Firms with multiple offices should use the office location where the majority of the personnel performing the work on the project are located.

4. Contact Information

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

Provide the name and contact information for the individual who will sign the contract in the event of award.

b. Name, title, telephone number and e-mail address of project point of contact (if different from 4a)

Provide the name and contact information for the firm's point of contact.

c. Name, title, and telephone number of full-time LA licensed engineer or surveyor in charge (not required for non-engineering or non-surveying projects)

Provide the name and contact information for the engineer appropriately licensed in the state of Louisiana who will be in charge of the project.

5. Overhead and Labor Rates

a. Has the firm obtained a DOTD-approved audited overhead rate within the past five years? (Yes/No) If No, does the firm have a cognizant agency overhead? (Yes/No)

Firms conducting business with DOTD must have DOT audited overhead rates. Firms may elect to propose a self-imposed overhead rate lower than their DOTD audited rate. DOTD requires that all firms 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 provide by the DOTD Audit Section. Therefore, all firms 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.

For questions or additional information on audit requirements, please contact the DOTD Audit and Quality Control Section at (225) 379-1476.

b. Has the firm submitted the required current labor rates to DOTD's Audit Section as described in Section 2.3 of the Consultant Contracts Administrative Manual? (Yes/No)

Firms are required to submit semi-annual labor rate information every February and August. All firms must have audited salaries rates on file with the DOTD Audit Section prior to the start of any work.

6. Full-time personnel on firm's payroll

The first column, *All Personnel Domiciled in LA*, is to include the number of full-time employees on the firm's payroll who are domiciled in Louisiana. The second column, *Project Specific Personnel NOT domiciled in LA*, is to include the number of full-time employees on the firm's payroll who are not domiciled in Louisiana but will potentially be assigned to perform work under the contract.

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 shall submit an organizational chart to the Consultant Contract Services Section confirming such. The organizational chart will be kept on file and should be regularly updated for appreciable changes in staff.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.

7. If one or more sub-consultants will be used, provide the information requested below for each. **Please Note: A Sub-Consultant shall not utilize another Sub-Consultant.**

Full company name as registered with the Louisiana Secretary of State and physical address.

8. Elements of Work

a. List the elements of work as defined in the advertisement, and an estimated percentage of and detailed description of the work elements to be performed by the prime consultant and each sub-consultant.

This information can be presented in table format. List each element of work in the order that it appears in the advertisement with the estimated percentage that the prime and sub-consultant (if applicable) will perform. Describe in detail which aspects of the work element will be performed by the prime and each sub-consultant as needed.

b. Identify the percentage of work for the overall project to be performed by the prime consultant and each sub-consultant. **Percentages should be rounded to whole numbers.**

If this information is not provided, the submittal will be deemed non-responsive. An example of how to calculate the overall percentage of work follows.

EXAMPLE: A project is has four elements listed in the advertisement. The first element is 25% of the total project and the Prime will perform all of the work. The second element is 30% of the project and the Prime will perform 80% of the work with the Sub performing 20% of the work. What will be calculated is 80% of 30% and 20% of 30%. Similar calculations are made for each element for the Prime and each of the Subs.

	% of Project	Prime	Sub
Element1	25	100%	0%
Element 2	30	80%	20%
Element 3	30	10%	90%
Element 4	15	50%	50%

To calculate the overall project percentages, use the following formula:

$$\text{Element\#\% of Project} \times \text{Prime\%} \div 100 = \text{PrimeElement\#\%}$$

$$\text{Element\#\% of Project} \times \text{Sub\%} \div 100 = \text{SubElement\#\%}$$

Inputting the numbers into the formulas results as follows:

PRIME

Element1 $25 \times 100 \div 100 = 25\%$

Element2 $30 \times 80 \div 100 = 24\%$

Element3 $30 \times 10 \div 100 = 3\%$

Element4 $15 \times 50 \div 100 = 7.5\%$ **(for Prime round up using 8%)**

Total **59.5% (for Prime round up using 60%)**

SUB

Element1 $25 \times 0 \div 0 = 0\%$

Element2 $30 \times 20 \div 100 = 6\%$

12. Current Work for LADOTD

Show the firm's remaining work for all open contracts and the contract amount for recently awarded projects awaiting contract execution for all of your firm's offices for work with LADOTD. This includes work as the prime consultant or as a sub-consultant. This also includes both competitively and non-competitively selected contracts. Work on design-build projects must be included. Estimate the total compensation for contracts under negotiation.

When listing projects for retainer contracts, show only open task orders, and list each task order as a separate entry.

13. Firm Information

This section is for providing additional information in support of the firm's qualifications for the advertised project. If a price proposal is required, this section may be used for the submission (as directed in the advertisement). **This section shall be limited to four pages. If more than four pages are included, all pages after the fourth page will be discarded prior to providing the submittals to the Project Evaluation Team for grading.**

14. Signature

The official signing this document shall be the official listed in Section 4a. An original signature is required for the prime consultant. A facsimile or scanned signature is acceptable for sub-consultants only.