

## **DOTD Form 24-102 (Revised Nov. 2011) Questions and Answers**

Q1. Does the Sub-Consultant need to fill out a completely separate submittal packet, or does the Prime Consultant incorporate them into the Prime's submittal packet?

A1. The Sub-Consultants do have to fill out a completely separate submittal packet that is incorporated/bound firmly to the Prime Consultants submittal packet.

Q2. Are the resumes to be alphabetized by Prime personnel first and then Sub personnel or is it to be alphabetized by all personnel total?

A2. Yes the resumes are to be alphabetized by last name by Prime personnel first and then Sub-Consultant.

Q3. Is it permissible for Form 24-102 to be printed double sided? Or should Consultants submit Form 24-102 single sided?

A3. Single sided.

Q4. Do page limits apply to any sections other than Section 13?

A4. Page limitation does not apply on any other section, but the proposal should be concise and relevant to the advertisement.

Q5. Does the sub-consultant list only those requirements for which they will be partially or wholly responsible? For instance, if a firm were submitting only on minimum requirement 3 subsection b., are they also required to list requirements 1, 2, 3 subsection a, etc.? And if so would they show "see prime" under Personnel Meeting Requirement?

A5. The Prime is required to completely fill out 9b, Minimum Personnel Requirements. All requirements are to be listed along with the persons satisfying these requirements. If needed, the Prime is to list sub-consultant's staff when the Prime's staff cannot fulfill these requirements. This information should be the same as shown on the sub-consultant's item 9b.

Sub-consultants may elected to state "See Prime's Sheet 9b for additional information" but is required to list the minimum personnel requirements the sub-consultant will be providing. All required information must be provided.

**PLEASE NOTE: The new DOTD Form 24-102 is to be used for any original advertisement posted after January 1, 2012. For original advertisements posted before January 1, 2012 (excluding addendums after this date), the old SF 24-102 form is to be used. If a copy of the old form is needed, please contact Consultant Contract Services.**