

## MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full time basis, one Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in roadway design, and a corresponding staff.
4. In addition to the above requirements, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Professional Land Surveyor, registered in the State of Louisiana, with a minimum of five years experience in Right-of-Way maps and with a corresponding support staff.
  - b. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years of experience in traffic engineering, and a corresponding support staff. \*\*
  - c. One Professional Civil Engineer registered in the State of Louisiana, with at least five years of experience in roadway construction, and a corresponding support staff including inspectors and technicians.

**NOTE:** All field inspectors **performing work in the adjacent construction work zone** must have completed the Work Zone Traffic Control Technician and Flagger course. All field senior technicians and engineers must have completed the Traffic Control Supervisor course.

\*\* A Contract Employee will be allowed for 4b.

## SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Projects No. 700-99-0436 and 700-99-0444, and will be submitted **prior to 3:00 p.m. CST on Monday, February 25, 2008**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward Wedge, III, P. E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989