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| **Standard Form: CPRA 24-102**  (Rev. 8/2016) Professional Services Contracts | | | |
| 1. Advertisement Title | 2a. Announcement date | | 2b. RSIQ number |
| 3a. Name and mailing address of the firm’s office performing the work | 3b. Name, title, telephone number and email address of the official with signing authority for this contract. | | |
| 3c. Name, title, telephone number and email address of the **point of contact** for this contract (if different from 3b.) | | |
| 3d. Firm’s Louisiana License number | | |
| 4. Full-time personnel on firm’s payroll: **All Personnel Project Specific Personnel**  **Domiciled in LA NOT Domiciled in LA** | | | |
| a. Civil Engineers, with current Louisiana P.E. registration \_\_\_\_\_\_\_  b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a) \_\_\_\_\_\_\_    c. Engineer Interns \_\_\_\_\_\_\_  d. Technical Support Personnel (non-engineers) \_\_\_\_\_\_\_  e. Environmental personnel (non-engineers) \_\_\_\_\_\_\_    f. Planning personnel (non-engineers) \_\_\_\_\_\_\_  g. Other personnel not included in above categories (If project specific, list titles \_\_\_\_\_\_\_  and total numbers for each below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total personnel (sum of a – g) \_\_\_\_\_\_\_ | | **\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_    \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_      \_\_\_\_\_\_\_ | |
| 5a. If one or more sub-consultants will be used, provide the information requested below for each. | | | |

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| Name and Address | Has the firm worked with this sub-consultant before?  (Yes/No) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| 5b. Identify the percentage of work for the **overall** **project** to be performed by the prime consultant and each sub-consultant. |
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| 6. Project Staffing Plan – Provide an organizational 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. This Section **not required** for Indefinate Delivery, Indefinate Quantity (IDIQ) RSIQ’s. |
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| 7. Brief résumé of key project personnel anticipated to work on this contract. | |
| a. Name, domicile and email address | b. Title/ Engineering area of experitise |
| c. Name of firm by which employed full time | d. Years experience:  With this firm:        With other firms: |
| e. Education: Degree(s) / Years / Specialization | f. Active registration: Year first registered:  Branch: LA License No. |
| g. Other experience and qualifications **relevant to the proposed project**: | |

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| 8. Firm’s **most** relevant project experience **(**List **no more than** **10 projects** and include no more thanone page **per project)**. | | | | |
| a. Project name & location | b. Project description | c. Nature of firm’s responsibility & firm members involved | d. Owner’s name, address, and telephone number | e. Completion date & cost in thousands |
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| 9. All work by firm (all offices) currently being performed directly for or selected by the CPRA. | | | | |
| a. Project number, name, and location\* | b. Nature of your firm’s responsibility (also identify if prime or sub-consultant) | c. Percent complete (by phase/type of work) | d. Contract fees (in thousands)  (by phase/type of work) | |
| Total | Remaining |
|  |  |  |  |  |
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| **\*** For retainer/IDIQ contracts, list open task orders individually  Total | | |  |  |

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| 10. Use this space to provide any additional information or description of resources supporting your firm’s qualifications for the proposed project. This section is limited to five (5) pages. |
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| 11. This is to certify that all information contained herein is accurate and true.  Signature: Typed name and title:                                                                   Date\_\_\_\_\_\_\_\_ |