

Standard Form: CPRA 24-102

(Rev. 9/2017)

Professional Services Contracts *(Sections 1-4 should be submitted for the prime firm and for each sub-consulting firm)*

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:	<u>All Personnel Domiciled in LA</u>	<u>Project Specific Personnel NOT Domiciled in LA</u>
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.

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

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. Not used

7. Brief résumé of key project personnel anticipated to work on this contract.

a. Name, domicile and email address	b. Title/ Engineering area of expertise
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 with role identified clearly:**

8. Firm's **most** relevant project experience (List **no more than 10 projects** and include no more than one page **per project**).

a. Project name & location	b. Project description	c. FIRM INVOLVED ; Detailed description of nature of firm's responsibility including timeframe engaged & firm members involved	d. Owner's name, address, and telephone number	e. Completion date (specify construction and/or design completion); Construction cost in thousands; Total fee awarded to firm in thousands; Status of project (design complete, pending construction, construction complete, etc)

9. All work by firm (all offices) currently being performed directly for or selected by the CPRA. *(This section should be submitted by the prime and each sub-consultant)*

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
* For retainer/IDIQ contracts, list open task orders individually			Total	

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.

11. Key Personnel Participation in Relevant Projects

NAMES OF KEY PERSONNEL	PROPOSED ROLE IN THIS CONTRACT	EXAMPLE PROJECTS LISTED IN SECTION 8 (Fill in "Example Projects Key" section below before completing table. Place "✓" under project key number for same role; Place "X" under project key number for similar role.)											

EXAMPLE PROJECTS KEY			
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION 8)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION 8)

12. This is to certify that all information contained herein is accurate and true.

Signature: _____ Typed name and title: _____ Date _____