

# Standard Form: CPRA 24-102

(Rev. 3/2019)

**Enclosure 4**

## Professional Services Contracts

1. Contract Title as shown in the Advertisement	2a. Announcement date	2b. RSIQ number
3a. Name (as registered with the Louisiana Secretary of State where such registration is required by law) 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 <b>point of contact</b> for this contract (if different from 3b.)	
	3d. Firm's Louisiana License number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana Law	

4. Full-time personnel on firm's payroll:	<u>All Personnel</u> Domiciled in LA	<u>Project Specific Personnel</u> 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)	_____	_____
<hr/> 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. **(Sub-consultants should leave this section blank.)**

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6. Project Staffing Plan – Provide an organizational chart showing ALL **relevant** prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the project, specific duties for each, and reporting lines for the purposes of this contract. (Sub-consultants should put “See prime’s 24-102.” If the prime and sub-consultant(s) provide conflicting information, the information given in the prime consultant’s 24-102 will be 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 number / state / expiration date:

Year registered: \_\_\_\_\_ Discipline: \_\_\_\_\_

g. Contract role(s) / brief description of responsibilities:

h. Other experience and qualifications **relevant to the proposed project:**

8. Firm's **most** relevant project experience (List **no more than 10 projects** and include no more than one page **per project**). Projects listed shall only include work performed by the firm. Work performed by employees of the firm during their employment by another firm shall not be included in this section.

a. Project name & location	b. Project description including the firm's role and responsibility, and active full-time members involved. (Highlight members to be used in this proposal.	c. Firm responsibility (prime or sub?)	d. Owner's name, project manager, address, telephone number, and email	e. Completion date & cost in thousands



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
* 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. Firms should identify the principal office proposed to perform the services described in the scope of work. Firms should include a listing and description of field and laboratory equipment available to perform the required services outlined in the scope of work. This section is limited to five (5) pages (exclusive of field equipment listing and description).





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

Signature: \_\_\_\_\_ Typed name and title: \_\_\_\_\_ Date \_\_\_\_\_