

**INSTRUCTIONS FOR THE LA DOTD STANDARD FORM 24-102**  
**As modified for the Port of New Orleans**  
**(SF 24-102) Revised August 2015**  
**(herein referred to as PONO SF24-102)**

**Issue Date: August 21, 2015**

The SF 24-102 provides an overview, as well as insight of a firm desiring to do business with the Board of Commissioners Port of New Orleans (PONO) under a professional services contract. It contains the information necessary to provide evidence that best depicts the experience of both firm and personnel as related to the categories of work and elements of work in each category. Submission of a completed PONO SF24-102 form is a requirement to respond to the Request for Proposals (RFP) and the basis for consultant evaluation using the PONO criteria.

The following outline is a guide to completing PONO SF 24-102.

**1. Check the contract name(s) these qualifications are submitted for:**

*Due to the differences between contracts, a prime firm interested in submitting for more than one contract must submit different SF24-102 forms for each contract such that the sub-consultants, related experience, key personnel, etc. are different and provided each submittal indicates in Box 1, which contract the submitted qualifications are to be evaluated for.*

*Sub-consultants may submit their qualifications to more than one prime firm, as well as submit as a prime for another contract, or submit to a different prime in another contract.*

**2a. Announcement Date:**

*Date of issuance of "Request for Qualifications"*

**2b. Project Number:**

*As provided by PONO. Will appear as WO# x-xxx*

**3. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work:**

*The Prime firm must be registered with the LA Secretary of State Office prior to submittal. The web address to verify registration and full name of the firm is <http://www.sec.state.la.us>*

*List the name of the firm exactly as listed on the registration. Do not abbreviate or use symbols if not on the registration.*

*Use either the post office box or street address, but use only one with the corresponding zip code.*

*Firms with multiple offices should use the office location where the majority of the personnel performing the work on the project are located and to whom correspondence should be addressed.*

*Sub-consultant firms do not have to be registered with the LA Secretary of State's Office to do business in Louisiana. However, Louisiana law does require a firm and/or individual to hold a license issued by the applicable Louisiana professional registration board in order to perform certain services that could be performed under the scope of work of each contract if considered to fall under Louisiana law. It is incumbent on the prime firm to ensure registration compliance.*

**3a. Name, title, telephone number, and e-mail address of the official with signing authority for the contract:**

*This is the individual with signing authority for the firm who will sign the contract in the event of an award. The remaining information is needed to communicate with the signing official. Evidence of authority to sign the contract will be required to submit a Proposal, if short-listed.*

**3b. Name, title, telephone number, and e-mail address of full-time LA licensed professional in charge based on the categories shown in Box 1.**

*This is the name and contacting information for the professional in charge of the professional services.*

**4. List the number and type of full-time professional personnel on firm's payroll in all offices domiciled in Louisiana, who are likely to work under a contract in the categories shown in Box 1:**

*Refer to the RFQ section "Minimum Personnel Requirements" for each contract to ensure this indicates the required expertise for the contract sought. These are the **full-time** employees on the firm's payroll **domiciled in Louisiana**. If the firm has more than one office location in Louisiana, employees from all offices need to be included.*

*Contract employees and sub-consultants are acceptable. A Contract Employee is an employee not on the firm's full-time payroll. His/her services are contracted for a period of time for a particular element or task on a project. Contract employees are allowed on the project and*

***they should also be included in this box, but noted as “contract employee.”*** Key contract employees should also be shown on the Staffing Plan (Box 10) with their resumes given in Box 11.

5. **List the number and type of full-time professional personnel on firm’s payroll in all offices not domiciled in Louisiana, who are likely to work under a contract in the categories shown in Box 1:**

*Refer to the RFQ section “Minimum Personnel Requirements” for each contract to ensure this indicates the required expertise for the contract sought. These are the full-time employees on the firm’s payroll that will be working on this project **not domiciled in Louisiana**, including all locations of the firm outside Louisiana. Contract employees and sub-consultants are acceptable. A Contract Employee is an employee not on the firm’s full-time payroll. His/her services are contracted for a period of time for a particular element or task on a project. Contract employees are allowed on the project and **they should also be included in this box, but noted as “contract employee.”** Key contract employees should also be shown on the Staffing Plan (Box 10) with their resumes given in Box 11.*

6. **Do you presently have sufficient staff to perform the services to undertake work indicated in Box 1 in the next 36 months?**

*Consider firm’s overall workload and schedule to determine if the firm has sufficient staff to undertake the additional work. The Board will consider the qualifications submitted to be valid until January 1, 2017.*

7. **If available, firm’s last DOTD audited overhead rate.**

**Self-imposed overhead limitation (applies to Prime and Sub-consultants for this contract)?**

*Consultants may select to propose a self-imposed overhead rate lower than their LA DOTD or DOTD rate in another state if LA audited rate is not available. The PONO requires that all consultants conducting business with the PONO allow the Legislative Auditor of the State of Louisiana or the PONO’s auditors to inspect, examine and/or conduct an audit of all books, accounts and records of this firm pertaining to the performance of obligations hereunder and the compensation due to be received. If a rate is indicated on this form, then it must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the LA DOTD Audit Section or by the state DOTD performing the audit.*

- 8. (For use by prime consultant only) For the contract listed in Box 1, indicate the percent to be performed by the prime consultant, if required in a RFP.**

***Is prime consultant a certified DBE/WBE/ MBE?***

*Provide the percentage of each work element to be performed by the prime firm. If the firm is doing all parts of an element that would be 100% of that element.*

- 9. Do you intend to use a sub-consultant(s) for services, if not shown as 100 percent in Box 9?**

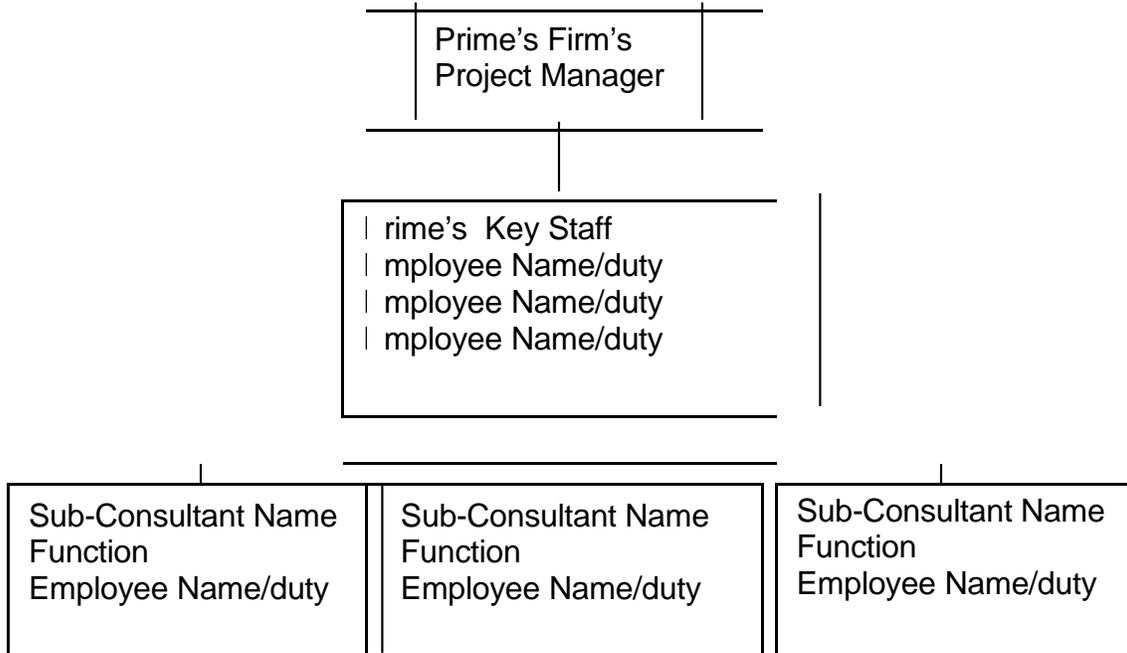
*This response is only for the prime firm. If the answer is “yes”, list the sub-consultants’ names and addresses. Then, identify the element of work, and the percent of the element to be performed by each sub-consultant, and if sub-consultant is a certified DBE, WBE, or MBE.*

*There is no minimum or maximum percentage for MBE/DBE/WBE participation. A higher score is given when a prime has more participation, and a lesser score is given when it has less participation, and no points are given if there is no participation.*

*Both Boxes 8 and 9 state that these are for the **prime consultant only**. Only the prime consultant can indicate the percentage of work under various elements of work it intends to perform itself. Then, in Box 9, the prime will list any sub-consultants by name, type in the element of work from the choices listed in Box 8, type in the percent of that element this sub-consultant will provide, and **circle** any DBE/WBE/MBE certifications this sub-consultant may have.*

- 10. Staffing Plan:**

*This diagram should show key personnel (Prime firm and any Sub-consultants) that would be specifically assigned to each work element, as shown in Box 8, their job title, and immediate supervisors. The Staffing Plan should also include the same information for sub-consultants. (if applicable). Below is an example:*



*Since the successful completion of the project is the prime firms' responsibility, the prime firm has the option of changing a Sub-consultant, if the Sub-consultant is in default.*

*Under all circumstances, any proposed changes to the prime firm's team, after the evaluation of the RFP has been made, have to be submitted with justification in writing for approval. A commitment to use best efforts to retain the firms identified in the final Proposal will be required with the Proposal.*

**11. Brief (1 page per person maximum) resume of key persons anticipated to work (a-g):**

- a. *Name & domicile.  
Domicile is the office in which person is under payroll.*
- b. *Job Title.*
- c. *Name of firm by which employed full time at this time.*
- d. *Years of full time employment with this firm, and with other firms.*
- e. *Education: Institution, degree and year degree received, any specialization, if applicable.*
- f. *Active Registration/Certification, including year registered/certified, type of license, issuing state, and license number, if applicable.*
- g. *Experience, training, and other qualifications **RELEVANT***

*to the contract. Other training or relevant prior experience.*

*Be concise, very specific, and accurate on the duties performed. Avoid making general statements such as “involved in the project.” Instead, identify role and level of involvement. Also limit the resume to **one** page and to the information most **relevant** to this RFP. In Box 11, respondents are to use multiple copies of box 11 placing the resume of each of your key employees in box 11 as many times as needed. The purpose of Box 11 is so that there is a format for listing the resume of those key individuals that the Consultant believes best represents those who will actually perform the services requested.*

**12. Work by firm which best demonstrates experience relevant to the categories shown in Box 1 (list not more than 5 projects):**

*Use this area to show the **firm’s experience** on similar work performed on other projects (not necessarily with the PONO). List no more than the **most recent 5 projects relevant to the contract** to be evaluated for qualifications. Accurately define the firm’s role on the project (prime or sub), firm’s responsibilities and staff involved (avoid using codes or abbreviations). Do not include the work experience of your previous employer (firm) as the firm’s experience for your current employer (firm).*

*Prior contract history can be used for getting the highest possible score of 5 when work is excellent, but likewise it can result in 0 points if the past performance was poor. When a firm has had no experience on record with the Board, it’s given a 3. The evaluators may contact former clients on similar work regarding performance*

**13. All work by firm (all LA offices) currently under contract with the Port of New Orleans (as Prime or Sub-consultant) :**

*This area is for all active contracts (project specific and/or as-needed), under direct contract with PONO, either as a prime or a sub-consultant. Do not include the sub-consultant’s fees, if a Prime Consultant. Sub-consultants to prime firms under contract with PONO should include its corresponding fees on active contracts.*

**14. Value of Contracts with the Port of New Orleans within the past 24 months.**

*This area is for all contracts (project specific and/or as-needed), under direct contract with PONO within the past 24 months, either as a prime or a sub-consultant. Under the category “As Prime” include the sum of total contract values for all work performed as a Prime. Under category “As Sub-consultant” include the sum of share of work performed under Prime contracts with PONO.*

- 15. Identify the key professional personnel who would be shown in a proposal should the firm be short-listed for the categories shown in Box 1. This section IS NOT to be used to submit proposed prices or rates.**

*List only the names of key professional personal shown in the staffing plan in Box 10 and whose resumes appear in Box 11.*

- 16. Certification of the Qualification Statement (PONOSF24-102):**

*Signature of the firm's official (the same individual as in 3a. with signing authority for the firm) to certify that all information provided in PONOSF-24-102 is accurate. Proposals from firms failing to submit any of the information required on PONO SF 24-102, or provide inaccurate information on PONO SF 24-102, will be considered non-responsive.*