

# **MPO Standard Submittal Form**

(December 2018)

## **PROPOSAL TO PROVIDE CONSULTANT SERVICES**

Firm should fill in the MPO Standard Submittal Form provided without altering the text provided in the form.  
 Firm should enter the firm name in the footer at the bottom of this page. (It will carry over to subsequent pages.)

1. Contract title as shown in the advertisement	
2. Contract number(s) if shown in the advertisement	
3. State Project Number(s), if shown in the advertisement	
4. Firm name (as registered with the Louisiana Secretary of State where such registration is required by law)	
5. Firm license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS or American Institute of Certified Planners (AICP or other professional regulatory board, as applicable ) if registration is required under Louisiana law)	
6. Mailing address	
7. Name, title, phone number, and email address of firm's Contract Point of Contact	
8. Name, title, phone number, and email address of the official with signing authority for this proposal	
9. This is to certify that all information contained herein is accurate and true, and that I presently have sufficient staff to perform these services within the designated time frame.	Signature (shall be the same person as #8):  _____ Date:
10. If a Disadvantaged Business Enterprise (DBE) goal has been set for this advertisement, indicate which firm(s) will be used to meet the DBE goal.	

11. Provide an organizational chart showing ALL relevant prime consultant and sub-consultant (if applicable) personnel assigned to each task of the contract, specific duties for each, and reporting lines for the purposes of this contract. (Sub-consultants should put “See prime’s MPO Standard Submittal Form.” If the prime and sub-consultant(s) provide conflicting information, the information given in the prime consultant’s MPO Standard Submittal Form will be used.)

12. Use the table below to identify both prime consultant and sub-consultant staff designated to work on this contract meeting the Minimum Personnel Requirements (MPRs) specified in the advertisement. The consultant should fill in the “Requirement” column with the MPRs given in the advertisement. Sub-consultants should put “See prime’s MPO Standard Submittal Form.” If the prime consultant and sub-consultant(s) provide conflicting information, the information given in the prime consultant’s MPO Standard Submittal Form will be used. Add or remove rows as needed.

Requirement (as stated in advertisement)	Personnel being used to meet the requirement	Firm employed by	Type of license / certification required	License / certification expiration date

13. Short résumés shall be provided for all of the personnel from your firm listed in Section 13 of the prime consultant’s proposal. Add or remove rows as needed.

Name		Years of experience with this firm/employer	
Title		Years of experience with other firm(s)/employer(s)	
Degree(s) / Years / Specialization			
Active registration number / state / expiration date			
Year registered		Discipline	
Contract role(s) / brief description of responsibilities			
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract		

14. List firm's project experience **most relevant** to the scope in the advertisement. The firm should list **no more than 10 projects** and should include **no more than one page per project**. If more than 10 projects are listed, the additional projects may be discarded prior to providing the proposals to the Project Evaluation Team for grading. 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. The projects listed do not necessarily need to have been MPO projects.

Project name				Firm responsibility (prime or sub?)	
Project number		Owner's name			
Project location			Owner's Project Manager		
Owner's address, phone, email					
Services commenced by this firm (mm/yy)		Total consultant contract cost (\$1,000's)			
Services completed by this firm (mm/yy)		Cost of consultant services provided by this firm (\$1,000's)			

Describe the project including the firm's role and members involved. (Highlight members to be used in this proposal.)

15. Provide any additional information or description of resources supporting your firm's qualifications for the proposed contract including information that your firm has adequate staffing to complete the contract and a description of how your firm intends to meet any specialized requirements as may be provided in the advertisement for the contract. This section should be limited to four pages. If more than four pages are included, all pages after the fourth page may be discarded prior to providing the proposals to the Project Evaluation Team for grading.

16. For all contracts on which your firm is a prime consultant or sub-consultant and where a) the consultant selection was made by the MPO and DOTD, and b) a contract was executed by the prime consultant with the MPO or DOTD by the date the advertisement for this proposal was posted, list all work meeting the following criteria:

- 1) your firm is responsible for the performance of the work;
- 2) authorization to perform the work has been provided, as provided in the contract between the prime consultant and the MPO or DOTD;
- 3) the work has not yet been performed, invoiced, and paid; and
- 4) the work is not currently suspended for an indefinite period of time.

List only the portion of the fees attributable to your firm. Add or remove rows as needed.

**All dollar amounts shall be shown in thousands of dollars, rounded to the nearest thousand.**

State Project Number	Project name and location	Remaining unpaid balance (\$1,000's)
	Total	