

In general

1. Is the entire form to be reproduced in landscape format as it currently is?

Yes, the intent is that the form should be submitted in the format it is in the link which has been sent to the consultant community with the revision date of January 1, 2018.

2. Does DOTD prefer the entire content be in black text or can the applicant color code some text to highlight some items of significance?

DOTD will not deem a submittal non-responsive because of font or logo colors, as long as what is needed to be able to be read is reasonably legible. DOTD's intent is for the content of the form to not be altered. DOTD does not want to elevate form over substance and deem a submitter non-responsive for using innovative font; however, DOTD does not want to have submittals that are impossible to read or decipher. DOTD recommends that the font/color of the DOTD Form 24-102 not be changed as it is neither helpful nor desired by DOTD.

3. Do you require consultants use the form "as-is" in Microsoft Word or is it permissible to recreate the form in a different program (such as Microsoft Publisher or Adobe InDesign) so long as all elements are included?

The form may be recreated as long as all elements are included.

4. Can the text be shown in double columns for resumes, job descriptions and the qualifications statements?

Yes.

5. Can we reformat the form to put boxes around the form and set-off the headings for each section via a box or light grey color as was done on the previous 24-102?

Yes, but we prefer that the form be modified as little as possible.

6. Can we use a font other than Times New Roman 12 pt. for graphics/org charts/tables, etc.?

Yes, provided that the font is legible and not of an unreasonable size. Again, we prefer that the form be modified as little as possible.

7. Can the DOTD Form 24-102 proposals be printed on both sides of each page?

Yes.

8. Is a sub-consultant supposed to prepare a complete 24-102 and submit to the prime for attachment to the prime's 24-102 as a separate document or merged with the prime's 24-102?

Sub-consultant's DOTD Form 24-102 documents should be submitted bound within the prime consultant's 24-102 document. The prime consultant's DOTD Form 24-102 document is shown first, and then the sub-consultant(s)' DOTD Form 24-102 documents are bound to the prime-consultant's document in the same proposal. The process for this is not being changed from what it has been most recently, prior to January 1, 2018.

9. Will additional time be given for proposals on the first few advertisements?

Yes. The timeframe DOTD has typically used in the past has been to advertise Requests for Qualification Statements for at least 10 full working days, except when a project has been justified to have an extended period due to complexity and/or increased likelihood that teams will need to be created, or if there was one or more addenda, then DOTD has advertised those for longer than 10 full working days.

Because of the changes which have recently been made to DOTD's consultant selection process, in order to give the consultant community additional time to establish prime/sub teams and the opportunity to update their 24-102 forms, for advertisements posted after January 1, 2018, DOTD will keep advertisements open for approximately 30 calendar days, except when there is an extenuating circumstance that causes the need for a shorter advertisement timeframe (for example: emergency projects).

DOTD will keep the advertisement period set at 30 calendar days for advertisements posted at least through March 31, 2018 and evaluate at that time whether or not to go back to the 10 working day advertisement period or some other advertisement period.

10. Sections 12 and 13 include: "If the prime and sub-consultant(s) provide conflicting information, the information given in the prime consultant's 24-102 will be used." Section 11 includes: "Sub-consultants should leave this section blank." What happens if a sub-consultant enters information in Section 11. Will it be treated the same way as Sections 12 and 13?

Yes. If a sub-consultant enters information in Section 11, it will be ignored and the information given in the prime consultant's Section 11 will be used.

11. Sections 14 and 16 may carry over to more than one page. Must the header text be repeated on each subsequent page within the same section?

No. The header text is intended to only be shown at the beginning of the sections. If header text is repeated, it will take up space that could be used for other information, but the applicable proposal will not be deemed non-responsive because of doing so.

July 24, 2018

12. Is an original signature required on the DOTD Form 24-102?

An electronic signature is acceptable.

Section 3

13. “State Project Number(s), if shown in the advertisement” – what if there are no project numbers indicated in the ad, would it be ok to leave Section 3 blank on the form?

Yes. If there are no project numbers indicated in the ad, and Section 3 is left blank on the form, the response will be understood to be “n/a”.

Section 10

14. “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.” – how do sub-consultants complete Section 10?

Sub-consultants should enter “n/a” in Section 10. If Section 10 is left blank in sub-consultants’ proposals, that will not be a problem, the response will be understood to be “n/a”.

Section 11

15. If a prime has one sub-consultant, how do they comply with the requirement that “... entering the name of each firm that is part of the proposal and the percentage of each past performance rating category ...?” Where do I find the definition of “percentage of each past performance rating category”? If our sub-consultant is an individual with special expertise and they don’t have a “past performance rating category” what do we put here?

The past performance rating categories in the example shown below are “BZ” (which represents past performance ratings for bridge design work done), “LC” (which represents past performance ratings for topographic survey work done), “EV” (which represents past performance ratings for environmental work done),

and “CM” (which represents past performance ratings for contract management). The intent is for the percentages to be indicated that each firm **will do** for each of the categories listed in the advertisement, similar to how this has been done in previous advertisements. For example: if the table in the advertisement looks something like the following table, then the prime consultant would need to indicate what percentage each firm would do of the work that was “BZ”, “LC”, “EV”, and “CM” as shown in red:

Prime consultants who perform 100% of the work may state so in lieu of including this table. In all other cases, the prime consultant shall fill in the table by entering the name of each firm that is part of the proposal and the percentage of work in each past performance rating category to be performed by that firm. Consultants shall not add past performance rating categories. The percentage estimated for each past performance rating category is for grading purposes only, and will not control the actual performance or payment of the work.							
Past Performance Rating Categories	% of Overall Contract	Prime	Sub #1	Firm C	Firm D	Firm E	Firm F
Bridge Design (BZ)	70%						
Topographic Survey (LC)	10%						
Environmental (EV)	10%						
Contract Management (CM)	10%	100%	n/a	n/a	n/a	n/a	n/a
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant							
Percent of Contract	100%						

Section 12

16. Should the personnel shown here be the personnel who worked on projects that the firm had been rated on?

No. The personnel shown here should reflect the personnel who are anticipated to be used in performing services under the contract, which services are reflected in the past performance rating categories shown in Section 11.

Section 13

17. The instructions for this section appear to require the sub-consultant to complete this page and submit to the prime so the prime can extract information needed for the prime's form and then prepare a separate No. 13 on which is written "See prime's 24-102". Is this correct?

That is correct. The prime consultant's DOTD Form 24-102 Section 13 is expected to contain the information about the personnel being used to meet the Minimum Personnel Requirements and the sub-consultant(s)' DOTD Form 24-102 Section 13 info is expected to contain "See prime's 24-102".

18. The instructions indicate, "...fill in the "Requirement" heading in the first column with the minimum personnel requirement(s) given in the advertisement. (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 utilized.)" I understand that if there is conflicting information, the prime's 24-102 will govern, but my question is, will we be penalized (i.e. considered non-responsive) if we leave this information in our subs 24-102?

No.

Section 14

19. We are finishing up our 24-102 forms for 2018 and need to know if there are any page restrictions on résumés in the forms.

There are no page length restrictions imposed on the résumés in DOTD Form 24-102. However, please note that résumés should be kept as short as reasonable while conveying necessary information.

20. Résumé order – should they be in alphabetical order or in order of importance of key personnel?

This is left up to each firm's discretion.

21. Experience and qualifications: do we include State Project No., Project Name, and Project Location in addition to the individual's experience and qualifications on that job?

Please include any information that you believe is relevant and will help the Project Evaluation Team (PET) members award all the points your proposal can be

awarded. If there is not enough project related information given, it may be difficult for the PET members to determine the significance of the project referenced and may cause experience scores to be lower than they would otherwise be if the PET members were given enough information to identify the work being represented.

22. Should only the résumés of the people being used to meet the Minimum Personnel Requirements (MPRs) be provided in this section?

The first sentence written in Section 14 of the form is: “Short résumés shall be provided for all of the personnel from your firm listed in Section 13 of the prime consultant’s proposal.” The intent of this sentence is that résumés **must be** provided for all of the personnel listed in Section 13 of the prime consultant’s proposal (the personnel being used to meet the MPRs) in order for the proposal to be deemed “responsive”. Each firm included in the proposal **may** submit additional résumés in Section 14 of their portion of the proposal for personnel not listed in Section 13.

23. Asks for months for the dates of experience. This may be difficult to provide. Will it be allowed to only provide years?

This will be allowed; however, not including months may affect how the information is graded.

24. Should the dates included be the specific dates the individual worked or the dates of the entire project?

The time that is expected to be shown is the length of time that the individual worked on the project—not the dates of the existence of the project. The relevant information that DOTD wishes to have is the extent of the individual’s experience, not how long a certain project lasted.

25. Do we include all degrees a person has or only the last degree?

Please include all degrees earned which you believe are relevant and that you believe will contribute to your proposal’s score.

26. Is a project number required in the experience section for each project experience listed?

The intent is to represent experience and qualifications relevant to the proposed contract. While a project number is not required, the inclusion of a project number would likely be helpful for PET members to identify the projects referenced and determine how relevant the experience and qualifications are. Experience scores may be higher if the projects are more easily identified than if they are not easily identified.

27. Are licenses and certificates required to be submitted? What about work zone certificates?

Unless otherwise stated in the advertisement, licenses and certificates are not required to be included in the proposal.

Section 15

28. Is the total consultant contract cost required? Sometimes when a firm is a sub, they don't always know the prime's contract cost.

If the exact amount is unknown, then please represent the total cost as an approximate (for example: "approx. X").

Section 17

29. Do we still need to include engineering and related services performed for design-build contracts?

Yes.

30. If we no longer need to list work suspended, will we need to include documentation from the DOTD Project Manager giving the reason for the suspension?

No, but please note that "suspended" refers to a contract for which a formal suspension has been sent by the DOTD Project Manager in accordance with the terms of the contract and has not been lifted as of the time of proposal submittal.

31. Item 3 in Section 17 says to list work not yet performed, invoiced and paid. Including unpaid amounts, even if performed and invoiced seems inappropriate since payment is outside the control of the consultant.

Since there is a verification process before DOTD can be assured that an invoice is complete and correct, at which point the invoice is paid, the only way to ensure consistency for all consultants in evaluating work load is to evaluate on the basis of invoices that have passed this evaluation and have been paid.

32. "4) the work is not currently suspended for an indefinite period of time." – what if a sub-consultant doesn't have a copy of a formal suspension of work or hasn't been notified of a suspension of work? What happens then?

Prime consultants and sub-consultants are expected to represent all of the work indicated by the criteria in Section 17. If a sub-consultant does not have documentation from the applicable DOTD Project Manager indicating that work has been suspended, then it is expected to be represented.