

**STATE OF LOUISIANA**

**US 90 (I-49 SOUTH)**  
**ALBERTSON'S PARKWAY TO**  
**AMBASSADOR CAFFERY**  
**DESIGN-BUILD PROJECT**

**LAFAYETTE PARISH**

**STATE PROJECT NO. H.010620**

**REQUEST FOR QUALIFICATIONS**

**APPENDIX B**

**FORMAT AND ORGANIZATION FOR**  
**STATEMENT OF QUALIFICATIONS**



## Louisiana Department of Transportation and Development

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The outline presented in this Appendix B must be followed for preparing the Statement of Qualifications (SOQ). Specific content requirements for each section of the SOQ are described in the Request for Qualifications (RFQ) as referenced in the outline. This format has been created to facilitate responses to the RFQ and to facilitate the evaluation and Short-List process.

The Statement of Qualifications must be packaged into a cover letter, Executive Summary, and the following five separate sections:

- A) Section One - Legal;
- B) Section Two - Financial;
- C) Section Three – Organization and Key Managers;
- D) Section Four - Proposer Experience; and
- E) Section Five - Past Performance.

The sections and appendices must consist of loose-leaf pages. The five sections must be placed together in one three-ring binder.

Text must be in a standard font, a minimum of ten points in height, single-spaced. Pages shall be 8 1/2 inch by 11 inch white paper with simple lettered/numbered dividers for each section. Single sided pages must be used. The Proposer shall number each page in each section consecutively (i.e., 1-1, 1-2; 2-1, 2-2; 3-1, 3-2, and so on). The Proposer shall center page numbers at the bottom of each page.

The Proposer shall make every effort to present information clearly and concisely. Documentation that is difficult to read may be rejected and may lead to disqualification.

The information must be easily reproducible by normal black and white photocopying machines. Color photographs and renderings must be adequately bound and suitably protected for handling and circulation during review and evaluation.

Statements of Qualifications will become the property of the Louisiana Department of Transportation and Development (LA DOTD). Copies of each SOQ will be retained after the SOQ evaluation process for the Project files.

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Statement of Qualifications Section Number	Section Title and Required Information	Request for Qualifications Reference
	Cover Letter and Acknowledgement of Receipt	4.4.1
	Executive Summary	4.4.2
Section One	<p>Legal</p> <ul style="list-style-type: none"> <li>• Form L-1, Proposer's Organization Information;</li> <li>• Form L-2, Principal Participant and Designer Certification;</li> <li>• Louisiana Secretary of State registration;</li> <li>• Evidence of appropriate licensing or commitment to obtain prior to award;</li> <li>• Identity of lead Principal Participant, if a Joint Venture (JV) or partnership;</li> <li>• Percent equity share of each Principal Participant, if a JV or partnership;</li> <li>• Express statement of joint and several liability, if a JV or partnership;</li> <li>• Notarized Power(s) of Attorney for each Principal Participant's representative's authority to sign for that Principal Participant;</li> <li>• Notarized Power(s) of Attorney for each Principal Participant for the Proposer's designated point of contact.</li> </ul>	<p>4.4.3.1</p> <p>4.4.3.1(B)(1)</p> <p>4.4.3.1(B)(2)</p> <p>4.4.3.1(B)(3)</p> <p>4.4.3.1(B)(4)</p> <p>4.4.3.1(B)(5)(a)</p> <p>4.4.3.1(B)(5)(b)</p> <p>4.4.3.1(B)(5)(c)</p> <p>4.4.3.1(B)(6)</p> <p>4.4.3.1(B)(7)</p>
Section Two	<p>Financial</p> <ul style="list-style-type: none"> <li>• Surety(ies) letter(s)</li> </ul>	<p>4.4.3.2</p> <p>4.4.3.2(B)</p>
Section Three	<p>Organization and Key Managers</p> <ul style="list-style-type: none"> <li>• Organization and communication structure; and</li> <li>• Resumes of Principal-in-Charge, Design-Builder's Project Manager, Construction Manager, and Design Manager.</li> </ul>	<p>4.4.3.3</p> <p>4.4.3.3(B)(1)</p> <p>4.4.3.3(B)(2)</p>
Section Four	<p>Experience of the Firms</p> <ul style="list-style-type: none"> <li>• Form E-1, Past Project Description; and</li> <li>• Form E-2, Subcontractor Information, including one-page summaries.</li> </ul>	<p>4.4.3.4</p> <p>4.4.3.4(B)(1)</p> <p>4.4.3.4(B)(2)</p>

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Statement of Qualifications Section Number	Section Title and Required Information	Request for Qualifications Reference
Section Five	Past Performance <ul style="list-style-type: none"><li>• Form PP, Past Performance; and</li><li>• Form S, Safety Questionnaire.</li></ul>	4.4.3.5 4.4.3.5(B)(1) 4.4.3.5(B)(2)