

**INSTRUCTIONS FOR THE ASCENSION PARISH
STANDARD FORM APG-1001
10/28/2008**

Standard Form APG-1001 provides an overview as well as insight of the firm desiring to do business with Ascension Parish. It contains the information necessary to provide evidence that best depicts the experience of both firm and personnel as related to the project. The following outline is designed to guide you in completing the APG-1001.

1. Project Title:

Name of the project as advertised

2. Project Number:

This is how the project is identified. The project number contains information such as type of project and fiscal year.

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

The 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.sos.louisiana.gov>

List the name of your 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.

3b. 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.

3c. Name, title, telephone number, email address, and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects):

This is the name and contacting information for the LA licensed engineer in charge of the project.

3d. Certification of the Qualification Statement (QS):

Signature of the firm's official (the same individual as in 3b. with signing

authority for the firm) to certify that all information provided in the QS is accurate. Qualification Statements from consultants failing to submit any of the information required on the APG-1001, or provide inaccurate information on the APG-1001, will be considered non-responsive.

4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above (a-g):

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, only employees from the primary work location shall be included in this section.

The number of employees shown on Section 4 of the APG-1001 should be the total number of full-time employees at the primary work location that potentially would be assigned to an Ascension Parish project. This should be all full-time employees (i.e., Civil Engineers, Environmental Engineers, Environmental personnel, Surveying personnel, Real Estate Professionals and other transportation related employees) domiciled in Louisiana directly working on or available for assignment to transportation related projects. If an employee is dual licensed as a PE and PLS do not indicate that individual in more than one section a-h.

There are some exceptions when a contract employee is 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. If Contract Employees are allowed on the project, they should not be included in this section. Contract employees should be shown on the Staffing Plan (Section 9) with their resumes given in Section 10.

5. Full-time personnel on firm's payroll, not located at the primary work location, to be used on this project:

These are the full-time employees on the firm's payroll that will be working on this project not located at the primary work location described in 3a and those not domiciled in Louisiana, including all locations of the firm outside Louisiana. If Contract Employees are allowed on the project, they should not be included in this section. Contract employees should be shown on the Staffing Plan (Section 9) with their resumes given in Section 10. See above for additional information regarding contract employees.

6. Do you presently have sufficient staff to perform these services in the designated time frame?

Consider firm's overall workload to project size and schedule to determine if the firm has sufficient staff to undertake the project.

If the project calls for specific certification, copies of current certification must be submitted with the APG-1001.

7. **Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 50%).**

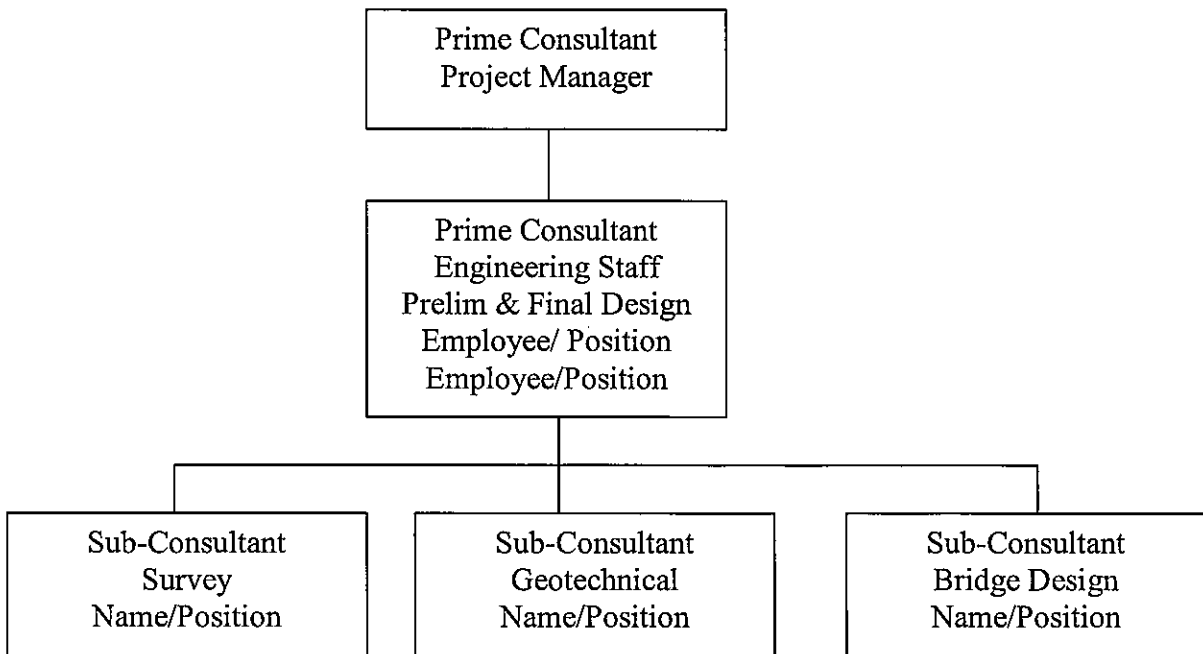
Provide a detailed description and the % of the work element to be performed by the consultant. The % of the overall project to be performed by the consultant also needs to be identified. If the firm is doing all phases of an element that would be 100% of that element, but if that particular element is only half of the entire project then the percent of work for the overall project would be 50%. Also, at no time the portion of the work to be performed by the sub-consultant should exceed the portion of the work to be performed by the prime. Multiple submittals from the same firm as the prime consultant with different sub-consultants will not be accepted.

8. **Do you intend to use a sub-consultant?**

This response is only for the prime consultant. If the answer is "yes", list the sub-consultant name and address. Then, identify and provide a detailed description of the element of work and the % of the element to be performed by the each sub-consultant, and the % of the work for the overall project as done previously in section 7. Also indicate if the sub-consultant has worked with the prime before. Sub-consultants are not allowed to use subs.

9. **Staffing Plan:**

This diagram should show personnel (Prime Consultant and Sub-consultants) assigned to each work element of the project, what they will be doing, and their immediate supervisors. The personnel listed in the diagram should be the ones actually performing the work and their resumes should be included in Section 10. Below is an example:



10. Brief resume of key persons anticipated to work on this project (a-g):

- a. *Name, title & domicile. Domicile is the office in which person is under payroll.*
- b. *Position or Assignment for this project*
- c. *Employed by "the name of the firm."*
- d. *Years of full time employment with this firm, and with other firms.*
- e. *Education. Degree and year degree received.*
- f. *Active Registration, branch (discipline), year registered, state, License No.*

Specific experience and qualifications relevant to the project. Other training or relevant prior experience.

Be concise, very specific, and accurate on the duties performed under each project. Avoid making general statements such as "involved in the project." Instead, identify your role and level of involvement in the project. Also limit the resume to one page and to the information most relevant to the project.

11. Work by firm which best illustrates project experience relevant to this project a – e (list not more than 10 projects):

Use this area to show the firm's experience on similar work performed on other projects (not necessarily with the Ascension Parish Government). List the most recent 10 projects relevant to the advertised project. 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).

12. All work by firm (all offices) currently being performed for or selected by the Ascension Parish Government (a-d):

This area is for all open contracts (standard, master, etc.) with Ascension Parish as a prime or a sub-consultant including all projects selected by Ascension Parish as well as recently awarded projects waiting on execution of contract, or non-competitively selected contracts. When listing projects for master contracts, list all open tasks orders individually but only include the remaining balance in the remaining total. Sub-consultants must list all the projects and their corresponding fees on which they are working. You may estimate the total/remaining compensation for contracts under negotiation or when the compensation is not finalized.

13. Additional Information or description of resources supporting your firm's qualifications for the proposed project.

A maximum of two (2) sheets may be used to supply additional facts documenting your firm's qualifications related to the proposed project. Any sheets in excess of two(2) will be excluded.

If proposed rates and prices are requested in the request for qualifications, then this section shall be used to include such data.