

CQ-2012 Instructions

Who must complete this form?

When responding to a request for qualifications or request for proposals, all firms participating in the responding team, including the prime and all tier subs, must complete a form CQ-2012. Each prime firm participating as a joint venture must complete a separate CQ-2012 form and indicate on the form in item 10 that the response is a joint venture.

Item Instructions:

Item 1 – Complete with the project name and project number as it appears on the RFQ/RFP document. Also include the date of submittal/proposal deadline as required by the RFQ/RFP document.

Item 2 – Complete with the official name of the firm. Indicate in parentheses below if this firm is participating as the prime or subconsultant. In the event of a joint venture, each member firm will submit a separate CQ-2012 form indicating the individual member's official firm name.

Item 3 – Complete with the address of the office to perform the work.

Item 4 – Complete with the name of the parent company, if any. If none, indicate Not Applicable, N/A.

Item 5 – If the address listed in item 3 is not the main headquarters of the firm, indicate the city and state of the firm's main headquarters.

Item 6 – Identify the principal contact person assigned to this project including the name, title, and telephone number. The principal contact is the main point of contact for the RTA staff as it relates to this project. The principal contact shall be available by phone during the duration of the project.

Item 7 – Identify the project manager from your firm assigned to this project. The project manager is considered to be the employee assigned to oversee this contract for the firm and may be the same as the principal contact.

Item 8 – Specify the type of business entity that best describes your firm. If the type is not listed, please indicate "other" and write in the business entity that best describes your firm.

Item 9 – Indicate any special status that apply to your firm. If your firm is a minority owned, small business please indicate both "Small business" and "Minority-owned business".

Item 10 - If your firm has attained certain certifications, in item 9b indicate the certifications held in addition to the special status descriptions. Small Business Enterprise (SBE) certification which is provided by the Regional Transit Authority (RTA) and the Louisiana Department of Transportation and Development (LaDOTD). State and Local Disadvantaged Business Enterprise (SLDBE) certification is issued by the City of New Orleans, Louis Armstrong New Orleans International Airport (LANOIA), and RTA. Louisiana Unified Certification Program (LAUCP) is Disadvantaged Business Enterprise (DBE) certification for minority and women owned businesses and can offered recognized by all Department of Transportation (DOT) funding recipients. LAUCP participating certifiers include: RTA, LANOIA, LaDOTD. For more information, please contact the RTA's DBE/SBE office at 504-827-8308.

Item 11 – Indicate whether submitting firm is a member of a joint venture. A joint venture is not the same as a prime-sub relationship. A joint venture is, according to Louisiana case law, a partnership under Louisiana law. The essential elements of a joint venture are generally the same as those of a partnership, i.e. two or more parties combining their property, labor, skill, etc. in the conduct of a venture for joint profit, with each having some right of control, and mutual risk vis a vis losses. Please consult with legal counsel if you are uncertain as to whether your submittal is a joint venture. If the submittal is a joint venture, indicate whether the joint venture has previously worked together on a contract.

Item 12 – Complete with a list of primary functions of your firm’s staff and indicate the number of employees that serve each function. For example list engineers, land surveyors, accountants, architects, etc. Indicate total number of employees and the number of Louisiana employees.

Item 13 – List all outside subcontractors or subconsultants your firm intends to employ on this project. If you are a prime firm, this list should include all subs contracted on this project along with specific tasks. All tier subs shall complete and submit a CQ-2012 form at the time of submittal. If you are a subconsultant and you intend to further contract out a portion of the work to a second or third tier sub please indicate the name and work to be performed in this space. For each subconsultant or subcontractor listed, the name and address of the firm and a description of the work to be performed shall be provided. For item 13 c, indicate if your firm has worked with this firm on previous contracts.

Item 14 – Provide brief resumes of the key persons that are involved in this project. Clearly identify persons participating in this project that are not located at the main office as listed in item 3. Additional pages may be added to incorporate the key persons but it is not necessary to include all persons participating in this project.

Item 15 – List previous work experience that is most relevant to the scope of this project that has been performed by the firm and the firm’s key personnel listed in item 14. For each experience, list the project name, the location of the work and the project owner’s name. The owner’s name should be the entity for which the prime contract was issued. In 15 b, please provide a reference contact name, telephone number and e-mail address of the owner’s primary contact, or if you were the sub on this contract, please provide the contact information for the prime firm on this contract. Include a project description of the complete project in item 15 c followed by a description of work performed by your firm on this contract. In item 15 e, include the date of completion or estimated date of completion in month/year format. In item 15 f, provide the total contract value and the value of the firm’s portion of this work. The estimated fees in 15 f may be rounded to the nearest thousand.

Item 16 – List all projects currently under contract or under contract negotiations that will be performed by the office listed in item 3.

Item 17 – This space may be used to list any additional specialties, resources or experiences that are relevant to this project and may set your firm apart from other competing firms. This is meant to be a brief statement of any information that was not conveyed in the above entries.


Item 18 – After reading the ethics questionnaire statement, please provide a statement of any real or potential conflicts of interests on a separate attached document on company letterhead.

Item 19 – The RTA technical evaluation committee acting on behalf of the RTA Board of Commissioners to review and evaluate the responses to this RFQ/RFP is considered a public committee and is therefore subject to the rules regulating open meetings. Pursuant to the Louisiana Revised Statute 42:6.1, the RTA technical evaluation committee may discuss the character and professional competence of this firm in executive session. By signing below, you agree to authorize the RTA to discuss these matters in executive session.

Item 20 – By signing below, you assert that the entries to this form are a statement of fact.

FORM CQ - 2012

Instructions: The prime, each subconsultant, and any other tier subconsultant must submit a fully completed CQ-2012 form. All items requested on the form are required, if an item is not applicable, respondents are instructed to enter N/A. Each prime firm participating as a joint venture should complete a separate CQ-2012 form and indicate on the form in item 10 that the response is a joint venture.

<p style="text-align: center;">Regional Transit Authority Contractor/Consultant Questionnaire CQ-2012</p> <div style="text-align: center;">  </div>	<p>1. Project name, project number and date of submittal:</p>	<p>2. Official name of firm, indicate if prime or subconsultant:</p>	<p>3. Address of office to perform work:</p>																																																																																																								
<p>4. Name of parent company, if any:</p>	<p>5. Location of headquarters (city):</p>	<p>6. Name, title, and telephone number of principal contact:</p>	<p>7. Name, title, and telephone number of project manager:</p>																																																																																																								
<p>8. Specify Type of Business Entity:</p> <p>Corporation</p> <p>Proprietorship</p> <p>Partnership</p> <p>Limited Liability Corporation (LLC)</p> <p>Other _____</p>	<p>9. Indicate Special Status:</p> <p>Small business</p> <p>Minority-owned business</p> <p>Woman-owned business</p>	<p>10. Indicate certifications held regarding special status:</p> <p>SBE certified</p> <p>SLDBE certified</p> <p>LAUCP certified</p>	<p>11. Is this submittal a joint venture (JV)?</p> <p style="text-align: center;">Yes No</p> <p>If so, has the JV worked together before?</p> <p style="text-align: center;">Yes No</p> <p>Indicate the legal name of the JV:</p>																																																																																																								
<p>12. List full-time personnel by primary function. Count each only once.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">#</th> <th style="text-align: left; border-bottom: 1px solid black;">Function (e.g. civil engineer)</th> <th style="border-bottom: 1px solid black;">_____</th> <th style="border-bottom: 1px solid black;">_____</th> <th style="border-bottom: 1px solid black;">_____</th> <th style="border-bottom: 1px solid black;">_____</th> <th style="border-bottom: 1px solid black;">_____</th> <th style="border-bottom: 1px solid black;">_____</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="6"></td> <td style="text-align: right; border-top: 1px solid black;">_____</td> <td style="text-align: right;">Total Personnel Domiciled in LA</td> </tr> <tr> <td colspan="6"></td> <td style="text-align: right; border-top: 1px solid black;">_____</td> <td style="text-align: right;">Total Personnel</td> </tr> </tbody> </table>				#	Function (e.g. civil engineer)	_____	_____	_____	_____	_____	_____																																																																																							_____	Total Personnel Domiciled in LA							_____	Total Personnel
#	Function (e.g. civil engineer)	_____	_____	_____	_____	_____	_____																																																																																																				
						_____	Total Personnel Domiciled in LA																																																																																																				
						_____	Total Personnel																																																																																																				

13. List all outside subcontractors or subconsultants you intend to employ for this project.

a. Name and address of subconsultant or subcontractor	b. Specific work to be performed on this project	c. Worked with prime firm before?

14. Brief resumes of key persons anticipated for this project (clearly identify if alternate office location if different than listed in item 3).

a. Name and title:	a. Name and title:
b. Position or assignment for this project:	b. Position or assignment for this project:
c. Years of professional experience with this firm: With other firms:	c. Years of professional experience with this firm: With other firms:
d. Education: College or University/ Degree / Year / Specialization	d. Education: College or University/ Degree / Year / Specialization
e. Active registration or applicable certifications: State / Discipline/ License number / First year registered	e. Active registration or applicable certifications: State / Discipline/ License number / First year registered
f. Experience and qualifications relevant to this project:	f. Experience and qualifications relevant to this project:

15. List work by firm and the firm's personnel to be assigned to this project which best illustrates current qualifications relevant to this project (limit 15 projects).

a. Project name, location, and owner's name	b. Reference contact name, telephone number, and e-mail	c. Project description	d. Nature of firm's responsibilities	e. Completion date (actual or estimate)	f. Estimated fees (000's)	
					Entire project	Firm's work

16. List all projects currently under contract or under contract negotiations that are being (or will be) performed by the firm's office as listed in item 3.

a. Project name, location, and owner's name	b. Nature of firm's responsibility	c. Indicate whether work completed as prime, subconsultant or joint venture	d. Percent complete	e. Estimated fees (000's)	
				Total fee	Fee remaining

17. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project.

18. Ethics Questionnaire: If any owner, officer, or employee of respondent or any of the respondent's subcontractors (whether identified in the submittal or not) is currently an officer, employee, or board member of the City of New Orleans or of any of its departments, boards, or commissions, committees, authorities, agencies, public trusts, or public benefit corporations, please state the name or names of said owner, officer or employee, the relationship to respondent and/or respondent's subcontractor(s), the relationship with City board, agency, department, commission, authority, public trust, or public benefit corporation; if respondent or person(s) identified believe that the relationship is not or would not be a violation of applicable ethics laws, fully explain why not. If applicable, please complete ethics questionnaire on company letterhead attached to the back of this form. By signing below, you have completed the ethics questionnaire or you have not identified any ethical conflict at this time.

19. Pursuant to Louisiana Revised Statute 42:6.1, I hereby authorize the Regional Transit Authority to discuss the character and professional competence of this firm in Executive Session.

20. The forgoing is a statement of facts.

Signature: _____

Date: _____

Typed Name: _____

Title: _____