



**Department of
Transportation and Drainage**

Engineering Division

City of Baton Rouge
Parish of East Baton Rouge
P.O. Box 1471
Baton Rouge, Louisiana 70821
(225) 389-3186

March 19, 2020

RE: Upcoming MOVEBR Notices and
Revised CPES Forms

Dear BRProject Subscribers:

This message is being sent to BRProject subscribers who have requested notifications for Highway and Bridge projects.

Due to the current COVID-19 crisis the third round of MOVEBR project RFQ's will be delayed while the Department addresses the immediate needs of the parish. We recognize that the gathering size restrictions that will be in force for some time will effect both public and board member participation at our future selection meetings. Also, projected infection levels could hinder our ability to assemble quorums. We are seeking ways to address these issues and we will keep the Professional Community informed via the MOVEBR Website.

In order to provide for the collection of information on participation by Disadvantaged Business Enterprises we have revised the CPES form to include places for firms to identify their status in MBE, WBE, and VOB enterprises. In addition, the revision included a change in the Prime's minimum required level of participation. A copy of the revised form is attached. An MS Word file has been posted for download.

Sincerely,

Thomas A. Stephens, P.E.
Chief Design and Construction Engineer

TAS/ts

Enc. Form CPES (Revised 03/12/20)

STANDARD FORM CPES Engineer & Surveyor Selection Board Services	1a. Official Name of Firm (Indicate if Prime _____ or Sub-Consultant _____)	Select all that Apply: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB	1c. Name and Identification of Project on Which Submitting:
	1b. Official Address of Office Performing the Work		

2a. Name, Title, La. Reg. No., Telephone No., and Email of Principal to Contact (Must be same person certifying Item 2b).	2b. I certify that the following information is accurate and complete to the best of my knowledge. Signature: _____ Date: _____
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2c. Firm's LA Registration Number and Date Granted (NOTE: Attach the Firm's Registration Certification Card(s))

2d. East Baton Rouge Parish Current Occupational License Number

3. Personnel by Discipline (List persons, who are located at the primary work location identified in 1b). only once, by primary function.

___ Administrative	___ Electrical Engineers	___ Landscape Architects	___ Survey Chainmen
___ Architects	___ Engineer-In-Training	___ Land Surveyor-In-Training	___ Survey Party Chief
___ Civil Engineers	___ Environmental Engineers	___ Mechanical Engineers	___ Survey Rodmen
___ Construction Inspectors	___ Estimators	___ Professional Land Surveyors	___ Transportation Engineers
___ Draftsmen	___ Geologists	___ Sanitary Engineers	_____
___ Designer/Technician	___ Geotechnical Engineers	___ Specification Writers	_____
___ Ecologists	___ Hydrologists	___ Structural Engineers	___ Total Personnel

4. Indicate the percentage of the total project that the prime firm will perform. The Prime firm's percentage of work may be less than 50% but must be greater than any other team member percentage.

5. All Subconsultants/Associates listed for this Project must attach a completed CPES Form. An Outside Key Subconsultant/Associate not listed here may be utilized on this Project only after obtaining written concurrence from the Department Director or the User Agency Head, as applicable.

Name and Address	Specific Responsibilities and Scope of Work On This Project	Approximate % of Work This Project	Worked With Prime Before (Yes or No)	Select All That Apply:
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB

6. Project Organization Chart. Identify the proposed project personnel and their responsibilities for this project. Include subconsultants if appropriate. Organization Chart must clearly identify project personnel that are not permanently located at the address identified in 1b.

7. Brief Resume of Engineer Principal, Key Persons, Specialists [that are expected to participate on this project.](#) These must be employed and work at the official address listed (Item 1b) or clearly identify alternate work location.

a. Name and Title

a. Name and Title

b. Position or Assignment For This Project

b. Position or Assignment For This Project

c. Years Professional Experience
With This Firm Other Firms

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With This Firm Other Firms

d. Active Registration: Year First Registered/Discipline or Applicable
Certifications For Inspectors

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e. Specific Experience and Qualifications Relevant To This Project

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8. List five largest current projects under Contract (under contract negotiations, or projects that your firm has been selected for by Federal, State or Parish agencies) that are being (or will be) performed at the official address listed (Item 1b).

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent Complete	e. Actual (A) or Estimated (E) Completion Date of Contract
1.				
2.				
3.				
4.				
5.				

9. List all projects your firm has performed at the official address listed (Item 1b) within the past 10 years that are similar or comparable to the proposed project.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

10. List all City-Parish Projects which have been awarded to applicant as a prime consultant during the past three (3) years.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge. Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>

11. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "C") and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.