

# INSTRUCTION SHEET

State of Louisiana

**LOUISIANA SELECTION BOARDS APPLICATION - LSB-1, 2019 Edition**

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## A. GENERAL INFORMATION

The purpose of LSB -1 is to provide the Louisiana Selection Boards (Architect, Engineer and Landscape Architect) with information to aid in the selection of applicants most qualified to perform services for the State of Louisiana. Applicants are encouraged to furnish additional information and photographic reproductions relative to this work. If the applicant elects to use photographs and/or graphic information, these may be reproduced on pages 6, 7, 8 and 9 only. For extensions of numbered parts of this form, the applicant may use only pages 7, 8 and 9.

Only numbered pages 1 through 9 of LSB-1 may be used. The use of any pages other than the numbered pages included in the form will cause the application to be deemed non-responsive and not considered.

Applications which do not comply with the LSB-1 Form and these Instructions shall be deemed incomplete and non-responsive and will therefore not be considered for selection.

Applications will be incomplete and non-responsive unless:

- A) The application has an original signature of the licensed prime professional to contact.
- B) The current edition of the LSB-1 form is used and all requested information is furnished. Failure to answer specific objective questions will result in the rejection of the application.
- C) The application is received at the Office of Facility Planning and Control by the advertised deadline.

Information provided in this application will become a public record and Facility Planning and Control reserves the right to validate its accuracy. If the information provided in the application is found to be inaccurate, false or incomplete, then:

- 1. the respective board has sufficient grounds to reject the application; or,
- 2. the respective board has sufficient grounds to rescind its decision to award the project; or,
- 3. the contracting authority has the authority to terminate the contract for design services.

## B. INSTRUCTIONS FOR NUMBERED ITEMS

**The following information is provided to explain more clearly the intent of some of the numbered items to be answered by the applicant:**

- #1. The "Schedule Number" is the project number listed in the advertisement. The "WBS Number" is only applicable to projects managed by FP&C and will be listed in the advertisement after the Schedule Number. WBS Numbers begin with "F." followed by an 8-digit number. The "AFC" is the available funds for construction and is listed in the project information in the advertisement.
- #3. "Applicant/Firm Name" is defined as a person or legal entity applying for the project as an individual or as a firm licensed to do business in the State of Louisiana.
- #4. This will be considered the applicant's principal place of business.

- #5. Show the location of the office, if different from Principal Office Address on line 4, that will provide construction contract administration for the project. This office must be staffed and equipped to provide all aspects of construction contract administration and construction close out. The applicant's principal place of business should be shown in question 4.
- #6. The phone number, email address and fax number of the Prime Professional to contact.
- #7. "Prime professional" is defined as the architect, landscape architect or engineer with whom the state may sign a contract for professional design services, who shall have the primary responsibility under the contract for the total professional services to be performed in connection with a capital outlay project.
- #8. The applicant may be a single firm or individual or a Joint Venture of two or more firms. A joint venture will be considered a single legal entity with all parties having the same legal responsibility as if they were all members of a single firm. This will be the case regardless of the terms of their joint venture agreement. No **other association or relationship will be recognized as having any status other than as a consultant to the applicant.** If the applicant is a joint venture, wherever the term "applicant" is used it will mean all aspects of all joint venture partners combined. For example, the applicant's current workload will mean the combined workload of all joint venture partners. Show "associations" and other relationships as consultants.
- #9. The purpose of this question is to show the number and type of current in-house employees who are available to render substantial service in connection with this work. Do not list consultants or contract service personnel who are not employees of the applicant firm. On page 2, you may use the employee's initials for their first and middle name, but the last name must be spelled out. Part-time employees shall be represented as full time equivalents. Full Time equivalents are expressed as the ratio of the weekly hours worked by the employee and a typical 40 hour work week. For example, if an employee works 20 hours a week, his/her full time equivalent would be 0.5. Employees that work more than 35 hours a week may be considered full time.
- #10. This question is for any and all projects within the past five (5) years on which the applicant is or has been involved in litigation, arbitration, or mediation. If the answer to this question is yes, the applicant shall provide an explanation of the problem and the current status on pages 8 and/or 9 of this application.
- #11. The purpose of this question is to give a realistic representation of the firm's current workload. Show the dollar value and number of projects of any and all work on which the firm is currently working. In Section "A", divide the number of projects between projects that are in design and projects that are under construction. In section "B," divide the number of projects between projects with a construction cost over \$500,000 and those with a construction cost under \$500,000. It is very important to represent as accurately as possible the firm's actual workload. Use sheets 8 and 9 for work that is not conventional design and construction work, such as master planning or programming, or if any other explanation is needed.
- #12. This question calls for information on the key professionals who will be assigned to this project. If the applicant wishes to list more than 3 resumes, use pages 8 and/or 9 of this application.
- #14. In five or fewer projects, list those which show the applicant's qualifications for this project. Indicate only that portion of each project for which the applicant was responsible. If any project is listed for which the applicant is not the architect, engineer or landscape architect of record, it must be clearly identified as such, properly credited and the applicant's specific responsibilities on the project clearly stated.
- #15. The purpose of this question is to show the number of State of Louisiana projects for which the applicant has been selected in the last 4 years. This question pertains to all direct appointments, Selection Board and Dept. of Transportation and Development projects for architectural, engineering or landscape architecture services. Under current phase, show whether the project is in the program, schematic, design

development, construction documents or construction administration phase. List estimated completion dates of both the construction documents and the contract administration phases. If more than 11 projects are listed, the answers to this question shall be continued on pages 8 and 9 of this application.

- #16. Count the number of projects listed in item 15 and place the total here. Also show the total construction cost of all projects in the space provided.
- #17. This question is for the applicant to list the five largest non-state projects that are currently under contract. See definition of current phase in the instructions for number 15 above.
- #18. Failure to clearly identify, properly credit and clearly state the applicant's specific responsibilities in unequivocal terms for any project for which the applicant is not the professional of record shall result in the rejection of the application as stated in Section A., GENERAL INFORMATION.

If the applicant needs additional space for any of these questions, use only pages 7, 8 and 9 of this application.

Copies of this document may be obtained from:

Facility Planning & Control  
1201 North Third Street, Suite 7-160  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095  
225 342-0817  
225 342-7624 FAX  
Website: <https://doa.la.gov/doa/ofpc/selection-boards/>