

## 2017 LPA On-Call Solicitation FAQ

Q: Can company reference forms for each category come from the same LPA?

A: Yes, as long as the company reference forms are for different projects and different project managers. See addendum.

Q: Do the company reference forms have to be on LPA letterhead or can a coversheet on LPA letterhead be attached to the reference form?

A: The requirement of the company reference forms to be printed on LPA letterhead is being removed (see addendum). Reference forms on LPA letterhead or a coversheet on LPA letterhead attached to a reference forms is still acceptable as long as the LPA signs the reference form.

Q: In regards to the three (3) company reference forms for each category, if one LPA project applies to multiple work categories can that same company reference form be used for all work categories it applies to?

A: Yes, a consultant may submit the same company reference form to all categories it applies to (check all categories that apply on the form). For example, if a company is wanting to be considered for the roadway design category and the structures category and they have a company reference form for an LPA project that is considered a roadway design project and a structures project then they can submit that same company reference form and it be counted as one of the three required reference forms for each of those categories.

Q: Should a consultant submit one brochure that includes information for all categories they are submitting for or can separate brochures for each category be submitted?

A: A consultant can submit separate brochures for each category they are applying for or one main brochure.

Q: If the principle of a consulting firm has past LPA experience/federal aid experience can this be considered for a reference?

A: Yes, but the LPA where the principle has had previous LPA/federal aid experience will need to fill out the reference form and sign it.