

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES  
SEPTEMBER 18, 2024**

**CONTRACT NO. 4400030072  
IDIQ CONTRACT FOR DESIGN SERVICES  
STATEWIDE WITH MAJORITY OF WORK IN DISTRICT 08**

**DBE GOAL = 2%**

Under the authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues this advertisement for consulting firms to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with the Louisiana Professional Engineering and Land Surveying (LAPELS) Board under its rules for firms. If a consultant is not in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of LAPELS must be met at the time the proposal is submitted. Prime consultants must be registered with the Louisiana Secretary of State and the Federal Government, using SAM.gov, prior to contract execution.**

One (1) proposal will be selected for the contract solicited per this advertisement. Only one (1) DOTD Form 24-102 proposal is required for this advertisement, and it represents the prime consultant's qualifications and those of any and all sub-consultants proposed to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 2 of the DOTD Form 24-102. **USE THE DOTD FORM 24-102, DATED SEPTEMBER 17, 2024, PROVIDED WITH THE ADVERTISEMENT.**

Any questions concerning this advertisement must be sent in writing to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) no less than 48 hours (excluding weekends and holidays) prior to the proposal deadline.

**SCOPE OF SERVICES**

The general tasks that the consultant may be required to perform are described more specifically in Attachment A, which is incorporated herein by reference. The selected consultant will perform the specific services covered in an Indefinite Delivery/Indefinite Quantity (IDIQ) contract as detailed in individual Task Orders (TOs), which will specify TO-specific scope of services, contract time, and compensation.

The consultant shall perform the work in accordance with the requirements of this advertisement, the resulting contract, and any TOs issued thereunder. Deliverables shall be in such format as required in Attachment A, unless otherwise specified in an individual TO. The work performed by the consultant shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

The requirements set forth in Attachment B must be met at the time the proposal is submitted.

**EVALUATION CRITERIA**

The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are listed below:

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6)\*;
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

\*The consultant is to identify in the table below those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102.

**THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN SECTION 12 OF THE DOTD FORM 24-102 PROPOSAL.**

<p><b>Sub-consultants are allowed to be used for this proposal.</b> Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)</p>							
Past Performance Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							100%
							100%
							100%
Identify the percentage of work for the <b>overall contract</b> to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						-----

\*The past performance evaluation disciplines are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and/or Other (**please specify**).

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If sub-consultants are used, the prime consultant must perform greater than 50% of the work for the overall contract.

Proposals will be evaluated as set forth in the "Evaluation Criteria" section of this advertisement. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of one (1) through five (5). The rating will then be multiplied by the corresponding weighting factor. The rating in each category will then be added to arrive at the proposal's final rating.

DOTD's Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the three (3) (if three are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

### COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

DOTD has established supplemental ethics requirements applicable to consultants and PET members. These requirements are found in the "Supplemental Ethics Requirements" article of the sample contract linked to this advertisement, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

**By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to comply with DOTD's Supplemental Ethics Requirements.**

### RULES OF CONTACT UPON ADVERTISEMENT

DOTD is the single source of information regarding the contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by DOTD's designated representative via the DOTD website. The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection. Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with DOTD. Any contact determined to be improper, at the sole discretion of DOTD, may result in the rejection of the proposal (i.e., DOTD Form 24-102).

Consultants and consultant organizations **shall correspond with DOTD regarding this advertisement only through the email address designated herein; [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov)** and during DOTD sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any DOTD employee, other than as specified herein. This prohibition includes, but is not limited to, the contacting of: department, office, or section heads, project managers, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

DOTD will not be responsible for any information or exchange that occurs outside the official process specified above.

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**By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to the communication protocol herein.**

**CONTRACT TIME**

This IDIQ contract shall be in effect for **five (5) years**. **All TOs must be completed by the termination date of the IDIQ contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

**COMPENSATION (September 2024)**

The maximum compensation payable to the consultant under the IDIQ contract shall not exceed **\$5,000,000**. Compensation to the consultant for services rendered in connection with each TO may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each TO, subject to the limitation set forth in the IDIQ contract.

Compensation will be negotiated for each individual TO. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the consultant. The selected consultant will be required to submit a work hour proposal. The negotiation period for each individual TO shall not exceed sixty (60) calendar days, unless an abbreviated timeframe is specified in writing by the PM.

**DIRECT EXPENSES**

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items that are not paid for in the firm's indirect cost rate, and are needed, and will be consumed during the life of the contract must be identified by the consultant during contract development. The acquisition or rental of standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses (e.g., vehicles for construction engineering and inspection (CE&I) inspectors).

The consultant should own most of the equipment required to provide the work and services. The cost of this equipment should be included in the consultant's indirect cost rate. Equipment may be considered "specialized" if it cannot be considered standard equipment for that particular consultant's normal operating business needs. If a consultant believes special equipment is needed for the contract, the consultant must inquire through the Question and Answer process, as provided herein, whether the identified item will be considered specialized equipment for the individual contract.

To the extent that direct expenses are authorized to be compensated pursuant to a particular TO, all travel related expenses will be compensated under direct expenses, and will be in accordance with the most current Louisiana Office of State Travel regulations as promulgated in the Louisiana Administrative Code under the caption "PPM No. 49", with the exception that compensation for vehicle usage will be based on actual miles traveled directly and exclusively related to project needs. Vehicle rental rates will require prior approval from the PM.

## CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

## QUALITY ASSURANCE/QUALITY CONTROL

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. **Only the selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the consultant (do not include QA/QC plan in the DOTD Form 24-102).** Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the consultant. Any deliverables to be transmitted by the consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD's quality standards.

If Attachment A includes specific QA/QC requirements that contradict those set forth above, the requirements in Attachment A control.

## TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC's

Registration site. **Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.** It will be the prime consultant’s responsibility to ensure their staff and sub-consultants complete the training. Copies of training records may be obtained from the LTRC website <https://registration.ltrc.lsu.edu/login>.

### WORK ZONE TRAINING REQUIREMENTS

As part of DOTD’s on-going commitment to work zone safety, required work zone training courses must now be taken every four (4) years in order for personnel to remain eligible to work on DOTD projects. For consultants performing preconstruction services (*e.g.*, design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must successfully complete these courses. In general, the person in responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For preconstruction field services performed within the clear zone, at least one (1) member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The consultant should identify all personnel listed in the staffing plan (Section 14) for the contract who have completed the appropriate work zone training courses. All preconstruction work zone training requirements shall be met **prior to contract execution**. It will be the prime consultant’s responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services set forth in Attachment A includes Construction Engineering and Inspection (CE&I), the following training requirements shall be met **at the time the proposal is submitted and are to be included in Section 20 of the proposal**:

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
Other Field Personnel*:	Traffic Control Technician Flagger

\* excluding Asphalt Plant Inspector, Paint Managers, and Paint Inspectors

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. For more information, please contact DOTD HQ Construction at 225-379-1584. Specific training course requirements are:

Flagger:	Successful completion every four (4) years of a work zone flagger course approved by the Department. The
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“DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved by the Department. **After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.**

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a one (1)-day TCS refresher course or retake the original two (2)-day TCS course every four (4) years.

ATSSA contact information: (877) 642-4637

**\*\*\*ALL WORK ZONE TRAINING CERTIFICATIONS MUST BE ACTIVE\*\*\***

## REFERENCES

All services and documents will meet the standard requirements as to format and content of DOTD and will be prepared in accordance with the latest applicable editions, supplements, and revisions of the following:

1. AASHTO Standards – The American Association of State Highway Transportation Officials  
<https://www.transportation.org/>
2. AASHTO – A Policy on Geometric Design of Highways and Streets –  
[https://bookstore.transportation.org/collection\\_detail.aspx?ID=110](https://bookstore.transportation.org/collection_detail.aspx?ID=110)
3. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
4. CyberSecurity Training –  
<https://forms.gle/deZGAo5hUMWeSG4P6>
5. DOTD – Bridge Design and Evaluation Manual (BDEM) –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Bridge\\_Design/Pages/BDEM.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BDEM.aspx)
6. DOTD – Complete Streets –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx)
7. DOTD – Construction Contract Administration Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Pages/Engineering\\_Docs.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx)

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8. DOTD – Consultant Contract Services Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf)
9. DOTD – Hydraulics Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Public\\_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf)
10. DOTD – Location and Survey Manual – REVISED OCTOBER 2023  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location\\_and\\_Survey\\_Manual.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf)
11. DOTD – Addendum “A” to the Location & Survey Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf)
12. DOTD – Louisiana Standard Specifications for Roads and Bridges –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Standard\\_Specifications/Pages/Standard%20Specifications.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx)
13. DOTD – Materials Sampling Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Materials\\_Lab/Pages/Menu\\_MSM.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx)
14. DOTD – Minimum Design Guidelines –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Road\\_Design/Memoranda/Minimum%20Design%20Guidelines.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf)
15. DOTD – Off-System Highway Bridge Program Guidelines –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Bridge\\_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf)
16. DOTD – Pavement PRR Min Design Guidelines –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Road\\_Design/Systems\\_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf)
17. DOTD – Roadway Design Procedures and Details Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Road\\_Design/Pages/Road-Design-Manual.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx)
18. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage\\_1.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx)
19. DOTD – Testing Procedures Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Materials\\_Lab/Pages/Menu\\_TPM.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx)
20. DOTD – Traffic Engineering Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Traffic\\_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf)



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21. DOTD – Traffic Engineering Process and Report –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Traffic\\_Engineering/ManualsPublications/Pages/TEPR.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx)
22. DOTD – Traffic Signal Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Traffic\\_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf)
23. e-CFR – Electronic Code of Federal Regulations (all applicable) –  
<https://ecfr.io/>
24. FHWA – Bridge Inspector’s Reference Manual (BIRM) –  
website: <https://www.fhwa.dot.gov/bridge/nbis.cfm>  
manual: <https://www.fhwa.dot.gov/bridge/nbis/pubs/nhi12049.pdf>
25. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –  
<http://mutcd.fhwa.dot.gov/>
26. National Electrical Safety Code (NESC) –  
<https://standards.ieee.org/products-services/nesc/index.html>
27. NFPA 70 – National Electrical Code (NEC) –  
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
28. NEPA – National Environmental Policy Act –  
<https://www.epa.gov/nepa>

### CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

A sample of the contract provisions can be found at the following link: [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Pages/Advertisements.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Advertisements.aspx).

### DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of **2%** of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms’ eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant prior to submission of DOTD Form 24-102.

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Prime consultants must specify by firm name in Section 11 on the DOTD Form 24-102 all DBE firms which the prime intends will participate in providing services under the contract to meet the DBE goal and indicate for each the percent of the contract fee for the services that will be performed by each specified DBE firm. If the prime did not succeed in obtaining enough DBE participation to meet the goal, it must attach to the DOTD Form 24-102, behind Section 23, documentation of its good faith efforts to meet the goal.

### SECONDARY SELECTION PROCESS

When multiple IDIQ contracts with similar scopes of service are available within a DOTD Section that is prepared to issue a TO, the TO selection procedures set forth in Attachment C shall be used to award that TO. Documentation of the selection process shall be retained by DOTD.

### REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

### CLARIFICATIONS

DOTD reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in DOTD's best interest.

### PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov). **USE THE DOTD FORM 24-102, DATED SEPTEMBER 17, 2024, PROVIDED WITH THE ADVERTISEMENT.** Hard copies of the consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

If more than one (1) contract is to be selected based on this advertisement, no prime consultant is allowed to be a sub-consultant on any other consultant's 24-102. If a prime consultant is submitted as a sub-consultant on another consultant's 24-102, its proposal as a prime consultant may be deemed non-responsive.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.

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DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

Contract and/or part-time employees are allowed. Such employees should be shown in Section 14 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 **PDF file shall be labeled** "CONTRACT NO. 4400030072 Consultant's name", and **must be received no later than 3:00 p.m. Central Time by [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov)** via email on Thursday, October 10, 2024.

The PDF file must be attached in the email or as a hyperlink in the email or as an email through third-party file transfer websites such as Dropbox or WeTransfer.

Please note that delivery failure may occur on email files exceeding 25MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov); **therefore, allow sufficient time** for this process to take place when submitting your proposal.

**ATTACHMENT A – SCOPE OF SERVICES (A)  
FULL SIZE PLAN DESIGN**

The project time is compressed.

**STAGE 3: DESIGN**

The services to be performed by the Consultant under the Contract are described more specifically as follows:

**Topographic Survey**-Shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

**Property Survey**-Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of Base R/W Map. The Field Property Survey shall be based on the same survey control as the Topographic Survey. Upon completion of the property survey, the Consultant shall notify the Location and Survey Administrator, in writing, and provide an electronic text file listing coordinates and descriptions of all found monuments, a "PDF" copy of all documents (plats, maps, etc.) used to determine property line locations and a "PDF" copy of title take-offs or title research reports used to determine property line locations. Consultant shall also provide a sketch in Microstation and "PDF" formats showing all surveyed property lines and existing right of way with ties to project centerline.

**R/W Maps**-Shall consist of all services required to complete the Base and Final R/W Maps, described more specifically as follows:

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The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base R/W Map shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD's Location and Survey Manual. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates on project centerline at each end of each map sheet and P.C.'s, P.I.'s and P.T.'s of project centerline curves. The map shall be accompanied by an electronic file containing the DOTD COGO program input commands for creating parcel descriptions suitable for use by the DOTD's Real Estate Section, and a PDF copy of the Full Title Research Reports used to prepare the Map.

**Title Take-Off** is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One Title Take-Off may be obtained for each parcel, if necessary, to expedite commencement of field work. The Title Take-Off is not considered a part of the Title Research Report and may be performed by the Surveyor.

**Preliminary Plans-** Shall consist of all engineering services required for the completion of Preliminary Plans and cost estimates for the Project, all under a schedule for completion which shall be in conformity with the contract time specified elsewhere in the Contract or established by supplemental agreement. Specifically, the work under this section consists of the following major items:

1. The assembly and study of existing data, including improvement studies, boring information, if any, traffic data available through DOTD, and such other data as can be located through efforts of the Consultant.
2. The actual roadway section shall be furnished to the Consultant by DOTD at the Pre- Design Planning Conference.
  - a. The design criteria for this project shall be mutually determined by the Consultant's and DOTD's personnel at a Pre-Design Conference to be held at DOTD's (District 08) Headquarters Administration Building in Alexandria at the conclusion of Topographic Surveys and prior to the commencement of this Part.

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- b. A Pre-Design Planning Conference Form setting forth the design criteria for this project shall be completed at this conference and a copy shall be furnished to the Consultant. This conference shall be arranged by the DOTD's (District 08) District Administrator upon his receipt of a written request from the Project Manager. A blank copy of this form shall be furnished to the Consultant. The Consultant shall complete those portions of the form which can be completed from information derived during the performance of the topographic survey.
3. The proposed typical section shall be furnished to the Consultant by DOTD prior to the commencement of any work under this Contract.
4. The performance of all supplemental topographic surveys as may be required for the proper design and layout of the project; however, the performance of additional surveys shall not commence without prior approval of DOTD. The supplemental survey shall also include all services necessary to re-establish the project centerline where the existing stakeout has been obliterated. This work shall include the establishment of referenced iron rods along the centerline as necessary to re-establish the line.
5. The preparation of location plans for subgrade soil borings that, in the judgment of the Consultant, may be necessary for design of the Project. The Consultant shall also prepare additional location plans as may be required by DOTD for conducting additional borings deemed necessary by DOTD.
6. The performance of a cost analysis as required, determining the most economical structure design for the particular location of this Project, and the preparation of a corresponding report in reproducible form for DOTD's use.
7. The preparation and submittal of a synopsis of electronic data processing applications for the design of bridges to the DOTD's Bridge Design Engineer for his approval prior to their use. The synopsis shall include the following:
  - a. A general explanation of each electronic data processing application to be used, and certification by the Consultant that it is maintained in accordance with the latest AASHTO LRFD Bridge Design Specifications.
  - b. The name of the developer or the name of the company providing services to the Consultant for each electronic data processing application.
  - c. An account of the Consultant's experience and the experience of other organizations or agencies that use each electronic data processing application.
8. The preparation of Preliminary Plans for the Project shall be in accordance with the requirements outlined in the latest AASHTO LRFD Bridge Design Specifications and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, General Guide for Bridge Plan Preparation, and Hydraulics Manual. Statements in the Manuals which may be in conflict with requirements specified in the main body of the Contract shall be considered as superfluous information and not applicable to the Contract. Two sets of these plans shall be submitted to the Project Manager for preliminary examination and comments after they have been developed to show all information required for a Plan-in-Hand inspection and, upon receipt of any such comments, the Consultant shall revise the plans accordingly. The Consultant shall then submit to the Project Manager all computer-generated original reproducible of the Preliminary Plans.

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The Plans shall be dated and stamped "Preliminary" for further review, and for DOTD's use in developing the prints necessary for a complete Plan-in-Hand field inspection with members of DOTD and other interested parties, when so named herein, at a time and date mutually agreed to in advance by all parties.

Subsequent to the Plan-in-Hand inspection, the Consultant shall make all changes in the plans, as necessary, to reflect agreements reached at this Stage. The plans shall show the existing right-of-way and any taking lines required for additional right-of-way, and shall be referenced to the centerline of the Project. The Consultant shall then submit revised computer-generated original reproducible of the plans to the Project Manager.

Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of DOTD.

9. The preparation of estimates of construction contract costs based on estimated quantities developed for the Preliminary Plans.
10. The preparation of a sequence of construction for the Project (if necessary).
11. The preparations of all permit drawings necessary for incorporation into DOTD's application for a permit to cross navigable waterways and wetlands. Such drawings shall be original, reproducible drawings. The format of these drawings shall comply with the U. S. Coast Guard's or U. S. Corps of Engineer's standards, as the case may be, and shall be subject to the approval of the DOTD's Bridge Design Engineer before acceptance.
12. The design format for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways. The format of the plans shall conform to the standards used by DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.
13. Design for Preliminary Plans shall be done in English units of measurement.

**The Consultant cannot proceed to final plans until environmental has been cleared.**

**Final Plans-** Shall consist of all services required for the preparation of Final Plans, specifications, and estimates, all meeting the standard requirements of DOTD as to general format and content. Specifically, the work under this section consists of the following major items:

1. The design and preparation of completed detailed Final Plans drawn to acceptable scales for the Project. At a minimum, the plans shall include designs and/or details for all grading, pavement, drainage, intersections, traffic control and structures. Bar bending details and schedules are to be included in these plans as applicable. The Final Plans shall show construction limits and final R/W taking lines. The earthwork cross sections shall also show R/W taking lines and existing utilities.
2. It is the desire of DOTD that all sanitary and storm drainage, which may be required, be incorporated into the DOTD's plans and the construction contract. If the Consultant designs the sanitary or storm drainage for others, approval must be obtained from the owner of all such utilities before initiating design for same. If the design is furnished to the Consultant

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by the owner for incorporation in the plan assembly, neither the Consultant nor DOTD shall be liable for the functioning of sanitary or storm drainage due to its design.

3. The Consultant shall compute earthwork mathematically (by computer or otherwise) and provide it to DOTD. Methods which are not subject to a precise mathematical check shall not be permitted. A tabulation of elevations and distances of all break points on the design template shall also be provided by the Consultant.
4. The preparation and submittal of construction cost estimates based on the Final Plans.
5. Bridge hydraulics shall conform to the procedures outlined in the latest edition of the DOTD's Hydraulics Manual amended as follows:

Bridge backwater and water surface profiles shall be calculated according to the latest edition of the FHWA computer program WSPRO, Water Surface Profile, (HY-7). The bridge scour calculations shall be performed according to the latest edition of the FHWA manual Evaluating Scour at Bridges, (HEC-18). The grade of the bridge and approach roadway shall be established according to the procedures outlined in the Hydraulics Section Design Memorandum, Procedure for Determining Roadway Grade, dated April 26, 1995.

6. The performance of a complete "as-designed" structural analysis of the load-carrying capacity of all superstructure structural components, except cast-in-place and precast slab spans to determine the respective inventory load, operating load, and Louisiana's posted vehicle ratings. Ratings shall be in accordance with the latest DOTD's Bridge Design Manual. The rating shall be performed by the same person who did the design.

The original and one (1) copy of a bound rating report shall be provided. It shall include a summary rating section, a plan and profile of the bridge, and all rating calculations arranged such that each member section is sketched adjacent to the appropriate member section, load and stress data or shall be in an alternate format if proposed by the Consultant and agreed upon by DOTD in advance of execution of the analysis. All pages shall be numbered sequentially. The original of all calculations shall be submitted with the report.

Controlling inventory, operating, and Louisiana posted vehicle ratings shall be placed on the structure general notes sheet of the Final Plans.

7. The submittal to the Project Manager of original unsigned reproducible drawings of the Final Plans for Advanced Check Print (ACP) review and special provisions for review.
8. The preparation of all special specifications required.
9. After ACP's have been reviewed and comments incorporated, Final Plans shall be submitted accompanied by a properly indexed, neatly arranged, bound copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission.
10. The Title Sheet for Final Contract Plans shall be reproduced on high-quality, 4-mil, double-matte film using a plotting or reproduction process that fuses the graphics to ensure durability. All other Final Plan Sheets may be reproduced on high-quality 24 lb. Premium Bond paper for submittal to DOTD. Repeated handling and friction due to stacking of plans shall not smear, flake or rub off the graphics. Improper plotter settings and plotter



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wear may cause inconsistent durability of the drawings. The Consultant shall test samples of the submitted drawings for durability. Advance samples of matte films may be submitted with the ACPs; however, the Contract Plans shall be tested separately. Failures shall result in rejection of the submittal. Additions or changes shall be made with a permanent type of waterproof ink made for this purpose.

The outside measure of each plan sheet shall be 22 x 36 inches or 23 x 36 inches with margins measuring not more than 21 inches x 34 inches. Top, bottom, and right hand margins shall be at least ½ inch, and left-hand margin shall be at least 1 ½ inches.

Lettering on plans shall be of adequate size to facilitate a 50% reduction of plans.

All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD and the DOTD's Project Manager may reject any plans not conforming to these standards.

11. Design for Final Plans shall be done in English units of measure.

**Construction Proposal Services-** Shall consist of the following:

Pre-bid activities consist of packaging the PS&E documents with other required bidding documents, making plan and specification revisions, when appropriate and producing addenda to be distributed by DOTD. Normally this operation is performed by DOTD. The Consultant shall be responsible for many of these tasks for this Project.

The Consultant shall prepare the construction proposal documents in accordance with DOTD's standard practices.

The Consultant shall deliver the bid documents, including the construction proposal, to DOTD for their review and approval a minimum of eight (8) weeks prior to the scheduled letting. Following DOTD's approval, the Consultant shall deliver the final construction proposal in both electronic format and single sided hard copy a minimum of six (6) weeks prior to the scheduled letting. The final construction proposal shall be prepared in MS Word. DOTD shall be responsible for reproducing plans and bid documents in sufficient number to accommodate bidders and copies for DOTD and the Consultant.

The Consultant shall review the Final PS&E documents for completeness and proper coordination of plans, specification, construction items and quantities prior to delivery of these documents to DOTD. The Contractor shall notify the Project Manager of any corrections required.

The Consultant shall prepare a construction estimate using DOTD's standard bid items. A summary of the estimated quantities shall be furnished by the Consultant to the DOTD for entry into DOTD's BIDS system.

The Project Segment quantities shall be broken down according to construction phases and logical sequences of construction. Should the plans not contain enough information to determine the sequences; assumptions shall be made and documented.

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The quantities shall be estimated for each phase of excavation, embankment, drainage structures, piling, concrete, base, and paving.

The duration of each of these activities shall be determined based on project specific production rates. These activities shall be linked in a Critical Path Method (CPM) schedule or other approved method to determine the contract time to be specified.

DOTD shall be responsible for the letting and award of the Project.

Following DOTD's award of the construction contract, the Consultant shall prepare the construction contract documents in accordance with DOTD's standard practice. A draft shall be submitted for DOTD's review. Once the documents are approved by DOTD, the Consultant shall submit them to DOTD for execution and distribution.

### **STAGE 5: CONSTRUCTION**

**Construction Support-** Shall consist of all services required to review and address all Requests for Information (RFI's) from the DOTD's Construction Contractor that concern plan/specification clarity or plan/specification error. The Consultant shall be required to respond to all RFI's within forty-eight (48) hours.

Cost recovery for all RFI's due to plan/specification clarity or plan/specification error shall be as noted in the Errors and Omissions clause as established in the Original Contract.

In order to provide efficient construction contract administration and minimize construction delay costs, the Consultant may be required to provide construction on-call support in order to complete the Project. The Consultant shall be available to assist DOTD with information meetings with the Contractor with a twenty-four (24) hour notice. These meetings shall be authorized by DOTD. The Consultant shall be required to respond to and deliver requested minor design changes and plan/specification corrections within seven (7) calendar days. DOTD has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. This item shall be used only when directed and authorized by the DOTD's Project Manager. The Consultant does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing material or performing any work on the project.

**Shop Drawings-** Shall consist of all services required to review all shop drawings and equipment submittals for conformity with the construction contract document, and the distribution of approved submittals as per the project distribution list.

**Shop Drawings-** if required, the Consultant shall be contracted to provide the structural shop drawing review during construction. Shop drawing review services may be performed under supplemental agreement or a separate contract.

**SHOP DRAWING REVIEW:**

Review and approval of Contractor submittals, such as shop drawings, product data, and other data, as required by DOTD's contract with the Contractor, but only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. The Consultant's scope shall be limited to a review of quantities, details, dimensions and weights or gauges. Services provided by the Consultant under this Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The Consultant's scope shall not include a review of fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all which are the sole responsibility of the Contractor. The Consultant's review shall be conducted with reasonable promptness while allowing sufficient time in the Consultant's judgment to permit adequate review. Review and approval of these drawings and other required submittals shall not relieve the Contractor of his responsibility under his contract. The Consultant shall not be responsible for any deviations from the contract documents not brought to the attention of the Consultant in writing by the Contractor.

**SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD**

The following services and/or data will be provided, if available:

1. All traffic assignments required for determination of design of the Project.
2. Title abstracts; showing current property owners along the project.
3. As-Built Plans, design plans, shop drawings, structure maintenance record, etc., if available and if required, can be reviewed at the applicable DOTD offices. Copies may be purchased at the normal DOTD rates.
4. Topographic survey for this Project as completed by DOTD or others. Any additional topographic surveys as necessary to complete the plans shall be performed by DOTD or the Consultant, at the option of DOTD. If performed by the Consultant, such work shall be established by a fully executed Supplemental Agreement or by Extra Work Letter.
5. All subsurface soil investigations and laboratory analyses, including core drillings and borings with laboratory reports, as may be necessary for the design of the Project, in appropriate form for incorporation in the plans.
6. All information which DOTD has in its files as to location of route, tentative locations of intersections and bridges, boring and test data if any, plans and studies within the area of the Project which may be useful to the Consultant in carrying out this work and assistance in securing similar data from others to the extent available.
7. Numbered field survey books as needed, as only field books furnished by DOTD shall be acceptable for the recording of field data. These books shall be furnished at the request of the Consultant through the Project Manager.
8. Standard plan prints of bridges, culverts and incidental drainage structures prepared by DOTD. It is the intent of this Contract that standard plans be used insofar as these plans are available in the design of all structures required for the Project. Under the stipulated

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Contract compensation, the Consultant shall prepare complete designs for structures required on the Project for which DOTD's standard plans are not available.

9. Prepare construction proposals for the Project from the plans prepared by the Consultant and handle all bidding procedures applying thereto.

Immediately upon receiving authorization to proceed with the work, the Consultant shall receive and review the approved Construction Contractor's proposed progress schedule or bar chart, which shall show in particular, the appropriate items of work, times of beginning and completion by calendar periods, and other data pertinent to each schedule. In addition, this schedule or bar chart shall be arranged so the actual progress can be shown as the items of work are accomplished. It shall be revised monthly and submitted with other monthly data required. One (1) original and two (2) copies of this schedule shall be submitted.

### **ELECTRONIC DELIVERABLES**

Consultant hereby agrees to produce electronic deliverables in conformance with DOTD Software and Deliverable Standards for Electronic Plans document in effect as of the effective date of the most recent contract action or modification, unless exempted in writing by the Project Manager. Consultant is also responsible for ensuring that sub-consultants submit their electronic deliverables in conformance with the same standards. DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require Consultant to purchase additional software. Prior to proceeding with plan development, Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any Digital Plan Delivery Standard conflicts with written documentation, including DOTD plan-development Manuals, the Digital Plan Delivery Standard governs. Consultant is responsible for contacting the Project Manager should questions arise.

Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline "Plans" folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools

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- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

**ATTACHMENT A – SCOPE OF SERVICES (B)  
PAVEMENT PRESERVATION PROJECT DESIGN**

The project time is compressed.

The Consultant will perform engineering and related services to prepare preliminary and final plans for pavement preservation, transportation systems management (TSM) and similar type projects at proposed locations within District 08 (Alexandria) covered by a IDIQ Contract under separate Task Orders (TO). The Consultant will be required to execute a TO which will specify the scope of services, contract time, and compensation. Each TO will become a part of the IDIQ Contract.

**STAGE 3: DESIGN**

The services to be performed by the Consultant under this Contract are described more specifically as follows:

**Topographic Survey**-Shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. The DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but is not limited to, one or more of the following:

1. Station the project centerline every 100'. Paint stations on paved shoulder, or where no paved shoulder exists, paint stations on travel lanes outside of apparent wheel paths.
2. Station reference points along the project in the event the painted centerline stations fade.
3. Station, offset and inspect all drainage structures. Note condition, cover, size, type, thickness, safety end treatment, headwall, length and other information required in EDSM I.1.1.11. Cross-section the roadway and ditches at cross drain locations.
4. Cross-section the roadway and ditches at a minimum of every 1000' but not less than 3 representative sections. Cross-section the roadway at the PC, PT, and apex of curves to determine superelevation rates, and at visible changes in cross slopes. Station and cross section intersecting roads or driveways within curves and note radii, if applicable. Cross section 0', 25', 50', 100', 200' 300' and 400' from bridge ends or obstacles requiring guard rail protection.
5. Station and measure travel lanes and shoulder widths at transition points or changes in material type. Station and measure turn lanes, acceleration and deceleration lanes, crossovers, and parking lanes. Locate all roads and driveways within 200' of bridge end.

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6. Determine the degree of curves, note directions, and locate the stations of the observed PCs and PTs.
7. Count existing mailboxes within project limits. Count number of single, double, and multiple mailbox supports. Record the length and width of any existing mailbox pads.
8. Measure the length, draw up the attachment, and cross-section the existing guard rails. Record the bridge number and type of end treatments on the bridge and other information required in EDSM I.1.1.11.
9. Station and describe with approximate quantities, the type of striping, symbols, school crossings, railroad crossings, turn arrows, legends, and posted speed limit signs.
10. Count all driveways. Note type of material, whether residential, field, or commercial. Measure the width of concrete driveways at or near the edge of the shoulder. Measure the width of asphaltic driveways at a point approximately 8' from the near edge of the travel lane.
11. Station all railway grade crossings within project limits. Measure and record crossing length, including existing pads.
12. Measure the area to be overlaid on parish and state turnouts.
13. Station any exceptions, such as a new bridge replacement that does not need overlaying and concrete bridge decks that need no work.
14. Station and offset all manholes, water valves, gas valves, and any other utilities that need to be adjusted during construction.
15. Locate utilities within limits of construction.
16. Note any existing vehicle detectors and locate by cross road names.
17. Station and provide offset and description of any fixed appurtenances within 15' of the edge of the travel lane.
18. Station and measure the size of existing roadway patches. Station and measure location of required roadway patching.
19. Stations are to be correlated with Control Section Log Miles (CSLM) at the beginning and end of the project, drainage structures, railway crossings, and as directed by the Project Manager.
20. Preparation of right-of-way maps when required for TSM or other related projects.

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**Preliminary Plans-** Shall consist of all engineering services required for the completion of Preliminary Plans and cost estimates for the Project, all under a schedule for completion which shall be in conformity with the contract time specified elsewhere in the Contract or established by supplemental agreement. Specifically, the work under this section consists of the following major items:

1. Assembly and study of existing data, As-Built plans, improvement studies, boring information, traffic data, and field reconnaissance. A copy of the relevant information used for plan development is to be sent to the Project Manager with the preliminary plan submittal.
2. If sub-grade soil borings are required the Consultant may be tasked to perform one or more of the following:
  - a. Prepare location plans for the borings and any subsequent plans for additional locations as deemed required by DOTD. At a minimum, sampling locations and reporting shall be in accordance with EDSM I.1.1.11. Location plans shall be approved by the Project Manager and District Laboratory Engineer.
  - b. Perform the sampling and/or testing and reporting of the borings. The Consultant shall utilize an AASHTO accredited laboratory for soils sampling and testing. Qualified laboratories can be found on the website [www.amrl.net](http://www.amrl.net). Information regarding sampling and testing shall be in accordance with the DOTD Materials Sampling Manual and DOTD Testing Procedures Manual.
  - c. Perform the sampling and/or testing and reporting of the pH and resistivity. At a minimum, the locations shall be in accordance with EDSM II.2.1.6.
  - d. Testing schedules and reports shall be approved by the District Laboratory Engineer.
3. The design and preparation of preliminary plans shall be in accordance with the requirements outlined in the latest Louisiana Standard Specifications for Highways and Bridges and in the current editions of DOTD's Roadway Design Procedures and Details Manual, Bridge Design Manual, Hydraulics Manual, EDSM I.1.1.11, Guidance for PRR Projects, 3R Minimum Design Guidelines and DOTD Pavement PRR Minimum Design Guidelines, and DOTD Minimum Design Guidelines, if applicable, and in accordance with the Project Manager and the Program Manager.
4. The plan submittals are as follows:
  - a. One (1) set of preliminary plans to the Environmental Section and one (1) set to the Pavement Design Section. The Consultant will be responsible for providing information to the DOTD to be used in the Environmental Clearance process. This information shall include, but not limited to, drawings required to obtain permits.



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- b. One set of plans, needed for site inspection, shall be submitted to the Project Manager for review. The Consultant shall be required to correct the plans, if applicable, prior to scheduling the site inspection. The Consultant shall coordinate the site inspection with the Project Manager, appropriate DOTD staff, and others as directed by the Project Manager. After completion of site inspection and incorporation of comments into the plans, the Consultant shall then submit one copy of the plans, EDSM I.1.1.11 attachments, and Constructability/Biddability form to the Project Manager. The revised plans are to be dated and stamped "Preliminary." Following review of the preliminary plans, the Consultant shall incorporate the comments accordingly.
5. Specifications for the projects shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges and with the current practices of DOTD.
6. Preparation of Design Report, Design Exceptions, Design Waivers, Storm Water Pollution Prevention Plan form, and other pertinent documents.
7. Preparation of initial cost estimates based on the preliminary plans.
8. Preparation of all special specifications, specialty item descriptions, and details for the projects.
9. The design standards for the improvements shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways and the current DOTD Design Guidelines for Preservation Projects. The format of the plans shall conform to the standards used by DOTD in the preparation of its contract plans for items of work of similar character.
10. Design of preliminary plans shall be done in English units of measurement.

**The Consultant cannot proceed to final plans until environmental has been cleared.**

**Final Plans-** Shall consist of all services required for the preparation of Final Plans, specifications, and estimates, all meeting the standard requirements of DOTD as to general format and content. Specifically, the work under this section consists of the following major items:

1. Design and preparation of completed detailed final plans shall be in accordance with requirements as listed in Part III. The final plans are to include detailed final drawings for specialty items, layouts, utility locations, if applicable, or any other special details.
2. Preparation and submittal of construction cost estimates based on the final plans.
3. Written justification of estimated costs following the construction bid if estimate is not in conformance with actual bid costs.
4. Distribution of the final plans for review, as directed by the Project Manager. Disposition of preliminary plan review comments to the Project Manager.

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5. Submittal of the completed Pavement Preservation Constructability/Biddability Review documents to the Project Manager.
6. After reviews have been received and comments incorporated, final plans shall be stamped and signed. A copy of the plans shall be sent to the Project Manager along with copies of any comments received from the review.
7. Submittal of stamped, signed final plans to the Program Manager. The plans are to be accompanied by an usb drive containing PDF's of the plan sheets and CAD files in .dgn format. The usb drive shall be properly indexed, neatly arranged and contain a copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers, as applicable. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository. More information may be found on the website [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_disclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp)
8. Plan sheets shall typically be letter size, 8 1/2" x 11 1/2." Top, bottom, and right hand margins shall be at least 1/4 inch, and left-hand margin shall be at least 3/4 inch. On occasion, full size plans may be required.
9. All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD and the DOTD's Chief Engineer may reject any plans not conforming to these standards.

The Consultant shall review the Final PS&E documents for completeness and proper coordination of plans, specification, construction items and quantities prior to delivery of these documents to DOTD. If any corrections are required, the Consultant shall notify the Project Manager.

The Consultant shall prepare a construction estimate using DOTD's standard bid items. A summary of the estimated quantities shall be furnished by the Consultant to DOTD for entry into DOTD's BIDS system.

The Project Segment quantities shall be broken down according to construction phases and logical sequences of construction. Should the plans not contain enough information to determine the sequences; assumptions shall be made and documented.

The quantities shall be estimated for each phase of excavation, embankment, drainage structures, concrete, and base

DOTD shall be responsible for the letting and award of the Project.

**STAGE 5: CONSTRUCTION**

**Construction Support-** Shall consist of all services required to review and address all Requests for Information (RFI's) from the DOTD's Construction Contractor that concern plan/specification clarity or plan/specification error. The Consultant shall be required to respond to all RFI's within forty-eight (48) hours.

Cost recovery for all RFI's due to plan/specification clarity or plan/specification error shall be as noted in the Errors and Omissions clause as established in the Original Contract.

In order to provide efficient construction contract administration and minimize construction delay costs, the Consultant may be required to provide construction on-call support in order to complete the Project. The Consultant shall be available to assist DOTD with information meetings with the Contractor with a twenty-four (24) hour notice. These meetings shall be authorized by DOTD. The Consultant shall be required to respond to and deliver requested minor design changes and plan/specification corrections within seven (7) calendar days. DOTD has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. This item shall be used only when directed and authorized by the DOTD's Project Manager. The Consultant does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing material or performing any work on the project.

**SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD**

The following services and/or data will be provided, if available:

Copies of or access to traffic data, pavement design, standard plans, and/or any other pertinent information if available. It shall be the responsibility of the Consultant to review these documents and collect any required information at the applicable DOTD offices.

**ELECTRONIC DELIVERABLES**

Consultant hereby agrees to produce electronic deliverables in conformance with DOTD Software and Deliverable Standards for Electronic Plans document in effect as of the effective date of the most recent contract action or modification, unless exempted in writing by the Project Manager. Consultant is also responsible for ensuring that sub-consultants submit their electronic deliverables in conformance with the same standards. DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require Consultant to purchase additional software. Prior to proceeding

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with plan development, Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any Digital Plan Delivery Standard conflicts with written documentation, including DOTD plan-development Manuals, the Digital Plan Delivery Standard governs. Consultant is responsible for contacting the Project Manager should questions arise.

Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

**ATTACHMENT B – MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

The following requirements must be met at the time the proposal is submitted:

1. At least one (1) principal of the prime consultant shall be a registered professional engineer in the state of Louisiana.
2. At least one (1) principal or other responsible member of the prime consultant shall be currently registered in the state of Louisiana as a professional engineer in civil engineering.
3. At least one (1) principal or responsible member of the prime consultant shall be a professional civil engineer, registered in the state of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of the preparation and the development of roadway design plans.
4. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in conducting topographic surveys.

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS,  
UNLESS STATED OTHERWISE BELOW.**

**MPR Nos. 1 through 3 may be met by the same person.**

**MPR No. 4 may be satisfied through the use of a sub-consultant(s).**

**NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.**

- Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services must be identified in Section 14 of the DOTD Form 24-102 and their resumes included in Section 16 of the DOTD Form 24-102.

**ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS**

**Procedures for selecting among IDIQ contracts for issuance of Task Orders**

If proposed new TO is to be issued for the purpose of extending services related to services performed under a previously issued TO by a particular consultant with whom DOTD has an existing IDIQ contract containing the appropriate scope of services and with time and funding capacity available sufficient to support the issuance of the new TO under said contract, then that consultant's contract will be tasked.

Otherwise, when more than one IDIQ is available for the provision of the services required, the following procedure will be employed to determine which of the IDIQ contracts will be tasked.

1. Identify all IDIQ contracts that apply – type/scope of work in contract
  - a. If applies, move to next step
  - b. If does not apply, then cannot use the contract
  
2. Determine if there is sufficient time remaining on the contract to complete the work
  - a. If yes, proceed to next step
  - b. If no, then cannot use the contract
  
3. Determine if there is sufficient compensation remaining on contract to complete the work
  - a. If yes, proceed to next step
  - b. If no, cannot use the contract
  
4. Determine if specialty tasks are required or if timing of performance is critical
  - a. If yes, can the consultant perform the work, as needed? (Consideration may be given to experience with task(s), current workload, and past performance.)
    - i. If yes, the consultant can perform the work, then proceed to next step
    - ii. If no, the consultant should not or is not able to perform the work, do not use the contract. Document the reasons, *e.g.*, the consultant is less experienced, past performance indicates that the consultant may have difficulty with task(s), the consultant has multiple jobs ongoing for DOTD so timeliness may be an issue, etc.
  - b. If no specialty tasks or timeliness issues are present, then proceed to the next step.
  
5. If more than one IDIQ contract reaches this step, then they will be distinguished from one another by the consultants': 1) familiarity or experience with the services required; 2) locality, where a local presence will add value to the quality and efficiency of the project; or 3) the amount of remaining contract time or remaining available compensation.
  - a. Select the contract whose consultant is most familiar or experienced with the services required.

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- b. If the consultants are equal regarding familiarity/unfamiliarity with the services required, then select the contract whose consultant is local to the project area, provided that a local presence will add value to the quality and efficiency of the project.
- c. If the consultants are equal on the criteria of familiarity and experience with the services required and locality, if applicable, then select the contract with the most available time or the most available compensation on the contract, with due consideration given to the risks involved and the needs of the project.