

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
FEBRUARY 5, 2021**

**CONTRACT NO. 4400021094
CONTRACT FOR UPDATE STATEWIDE TRANSPORTATION PLAN AND
STATEWIDE TRANSPORTATION TRAVEL DEMAND MODEL
STATEWIDE**

DBE GOAL = 6%

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 each 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.

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

SCOPE OF SERVICES

The general tasks to be performed by the consultant for this contract are described more specifically in Attachment A, which is incorporated herein by reference.

The consultant shall perform the work in accordance with the requirements of this advertisement and the resulting contract. Deliverables shall be in such format as required in Attachment A. 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:

TIER I Evaluation:

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).

TIER II Evaluation:

1. Consultant’s Interview/Presentation.

*The consultant is to identify in the table below those evaluation disciplines consistent with the approach and methodology proposed in Section 19 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>Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 19 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 as needed)</p>							
Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Firm F
<p>Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.</p>							
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 Other. The crosswalk from the old categories to the new categories can be found at the link below:

http://www.sp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/General%20Information/CPPR%20Crosswalk%20to%20New%20Evaluation%20Disciplines.pdf.

If sub-consultants are allowed, the prime consultant can perform less than 50% of the work, but none of the sub-consultants can perform a larger percentage of the overall contract than the prime consultant.

TIER I Evaluation:

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 ratings will then be multiplied by the corresponding weighting factor. The rating for each category will then be added to arrive at the proposal’s TIER I rating.

TIER II Evaluation:

The highest scored proposers in TIER I (**a maximum of three, if qualified**) will be asked to attend a Presentation/Interview subsequent to the announcement of the TIER I evaluation results.

Each proposer will be given up to 30 minutes for their Presentation, followed by a short recess, then up to 20 minutes to answer any questions asked by the DOTD Project Evaluation Team. The proposers shall provide DOTD with an electronic copy (USB flash drive or other commonly used media) of the presentation in Portable Document Format (.pdf) or PowerPoint (.pptx) format at the time of presentation.

The presentation should address the following factors, which will be evaluated (each factor’s weight to the overall presentation is shown in parentheses):

1. Proposer’s plan on how to deliver all the requirements and deliverables identified in the scope of services which will reasonably allow DOTD to assess Consultant’s ability to successfully complete this project (7)
2. Proposer’s demonstrated experience, knowledge, and expertise to perform the work identified in the scope of services. (8)
3. Proposer’s detailed description of the procedures and/or plans used to ensure good quality assurance and quality control is maintained throughout the contract term (5)

The Presentation/Interview evaluation will be based on a numerical rating process (1-5). The DOTD Project Evaluation Team will rate each evaluation factor listed above. The scores for each individual factor will be multiplied by the factor’s weight. The final Presentation/Interview score will be the sum of all of the factors’ weighted scores.

The TIER I rating in combination with the TIER II rating will be used to develop the final short-list. The TIER I rating will count 60% and the TIER II rating will count 40% towards the Consultant's final Score. A final short-list of the three (if three are qualified) highest rated Consultants will be submitted to the Secretary for 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 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.

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

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **2 years**.

COMPENSATION

The estimated compensation payable to the consultant for all services rendered in connection with this contract shall be **\$4,000,000**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual.

Payment will be made based on cost plus fixed fee.

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. 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.

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.

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.

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. The selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the consultant. 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. **Copies of training certificates are to be included in Section 22 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 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**:

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 “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 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

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 – <https://www.transportation.org/>
2. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
3. DOTD Test Procedures – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx

4. DOTD Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
5. 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
6. DOTD Roadway Design Procedures and Details –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
7. DOTD Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
8. DOTD Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
9. Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
10. Manual on Uniform Traffic Control Devices (Non-DOTD Link) –
<http://mutcd.fhwa.dot.gov/>
11. DOTD Traffic Signal Design Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%20207.1.20.pdf
12. National Environmental Policy Act (NEPA)
13. DOTD Stage 1 Planning/Environmental Manual of Standard Practice - http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
14. National Electrical Safety Code
15. National Electrical Code (NFPA 70)
16. A Policy on Geometric Design of Highways and Streets (AASHTO) –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
17. DOTD Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
18. DOTD Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
19. DOTD Bridge Design and Evaluation Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BDEM.aspx

20. Consultant Contract Services Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Oct%202020.pdf
21. Bridge Inspector’s Reference Manual – <https://www.fhwa.dot.gov/bridge/nbis.cfm>
22. Federal Aid 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
23. Code of Federal Regulations 29 CFR 1926 (OSHA)
24. Complete Streets – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx
25. Traffic Engineering Manual - http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
26. Traffic Engineering Process and Report – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx

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.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of **6%** 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.

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 21, documentation of its good faith efforts to meet the goal.

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 using the most current version of the DOTD Form 24-102 (available at http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Manuals_Forms_Agreements.aspx). 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.

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 15 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 should be identified with **contract number 4400021094** and must be received by DOTD via email **no later than 3:00 p.m. CST on Thursday, April 8, 2021**

ATTACHMENT A – SCOPE OF SERVICES

The project time is **critical**.

The home office indirect cost rate shall be applicable to all services except as otherwise designated hereafter.

The Consultant will update the State of Louisiana’s Statewide Transportation Plan, Statewide Aviation System Plan, Statewide Rail System Plan, Freight Mobility Plan, and the Transportation Asset Management Plan (TAMP) as required by federal laws and transportation planning rules. The work will consist of many detailed and complex tasks, covering all transportation modes, and includes extensive public, elected officials, state administrative and stakeholder involvement.

The current Louisiana State Transportation Plan was developed over a three-year period from 2012 to 2015. It was adopted as the official statewide transportation plan for Louisiana in December 2015. During the development of this plan, a statewide travel demand forecasting model was built, and this model was used to examine various combinations of proposed projects which eventually resulted in the final plan. The plan is based on several proposed funding scenarios. The current Louisiana Statewide Transportation Plan is available at the following website address: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Transportation_Plan/Pages/default.aspx

As a result of significant changes in the state’s demographics and transportation systems, including funding outlooks – and as required by federal transportation planning rules – it is appropriate to update the statewide transportation plan.

The development, review, and adoption of the new Louisiana Statewide Transportation Plan must meet all federal rules as described in the US Code of Federal Regulations, Title 23: Highways, Part 450 – Planning Assistance and Standards, Subpart B – Statewide Transportation Planning and Programming.

The following is a summary description of the major tasks required of the selected Consultant team: a complete, detailed Scope of Services will be negotiated with the Consultant and become part of the final contract with DOTD. Note that many of the tasks can be performed concurrently.

Task 1.0 Conduct a review of the current Louisiana Statewide Transportation Plan, December 2015, all relevant Metropolitan Planning Organization (MPO) products for portions of the state transportation systems within the MPO areas, the LA Strategic Highway Safety Plan and all other relevant plans. The 2015 Plan contains various Plan recommendations, policies, program and project estimates which should be considered for inclusion in this new Plan Update.

Task 2.0 Coordinate with DOTD Administration, state administration officials, elected officials, other state comprehensive planning offices, and other affected public agencies to develop a broad Vision for the Louisiana Statewide Transportation Plan, including specific goals and objectives. Assist DOTD with updating or developing new Performance Measures, used to determine success in implementation of the Louisiana Statewide Transportation Plan.

Task 3.0 Analyze the historic, current, and forecasted socioeconomic characteristics of the state of Louisiana. Using this new data, and other relevant data, update the existing Louisiana Statewide Travel Demand Forecasting Model.

- 3.1 update highway networks
- 3.2 update Traffic Analysis Zones (TAZ) demographic data
- 3.3 forecast TAZ data to new horizon years
- 3.4 revise truck origin-destination forecasts by commodity type and account for empty trucks
- 3.5 recalibrate and revalidate new model with latest available DOTD ADT data

Task 4.0 Analyze the existing state transportation system conditions by mode. Forecast both passenger and freight movements by mode for necessary horizon year(s).

- 4.1 Highway system
- 4.2 Trucking
- 4.3 Aviation
- 4.4 Freight and Passenger Rail
- 4.5 Ports & Waterways
- 4.6 Surface Passenger (including Transit and Bicycle/Pedestrian)

Task 5.0 Perform a full transportation systems needs assessment for all modes. For Highway and Bridges, the Consultant will use DOTD provided management systems data and analysis. The Consultant will also use the updated statewide travel demand forecasting model for highway system analysis.

Task 6.0 Conduct a large-scale projects and program prioritization analysis, and through coordination with DOTD staff, prepare recommendations for inclusion of specific projects and elements in the new Plan.

Task 7.0 Conduct a financial analysis of transportation infrastructure in the state of Louisiana, including historic and current sources of funding. Prepare revenue forecasts for all modes. Research and provide condensed reports on transportation improvement funding mechanisms used specifically in the U.S., especially with respect to innovative financing techniques.

In consultation with DOTD staff and stakeholders, develop baseline alternative future funding scenarios that will implement the various prioritized improvements to the state's transportation systems.

Task 8.0 Formulate an initial draft plan, based on the needs analysis, determined funding scenarios, prioritization of projects and programs, and developed through the public involvement process established by DOTD for the Statewide Transportation Plan, described in Task 9.0.

Task 9.0 Public Involvement. Through continuous coordination with DOTD, the Consultant will seek out input from a wide range of interested parties throughout the development of the draft and final plans – including the general public, elected officials, representatives from the various

transportation modes, DOTD staff, and other public agencies. The public involvement activities will engage people in all geographic areas of the state, urban and rural, and include, but are not limited to:

- 9.1 Advisory Councils. DOTD has currently established eight (8) Transportation System Advisory Councils to provide stakeholder input for the various transportation modes: Aviation, DOTD Staff, Freight Rail, Intermodal, Ports and Waterways, Regional Planning Officials, Surface Passenger, and Trucking. Additional Advisory Councils may need to be established, for example, a Connected and Automated Vehicles advisory council. As part of this task, the Consultant will plan, schedule, conduct, document and synthesize results of Advisory Council meetings. The estimated number and timing of meetings will be determined during contract negotiations.
- 9.2 Poll(s). The Consultant will conduct a formal, scientific poll of the general public regarding the Statewide Transportation Plan. The timing of the poll, method of polling, geographic reach, and exact wording of questions will be negotiated with DOTD.
- 9.3 Questionnaire(s). The Consultant will develop a questionnaire for all members of the legislature regarding the new State Plan, with emphasis on funding for transportation.
- 9.4 Interviews. The Consultant will interview key legislators and other elected officials, state or local government officials, and other stakeholders – as determined by DOTD.
- 9.5 Website. The Consultant will develop a Louisiana Statewide Transportation Update web site, with a user-friendly comment delivery system.
- 9.6 Indian Tribe consultation. The Consultant will include a separate task to notify and request input from identified tribes in Louisiana.
- 9.7 DOTD Public Hearings. The Consultant will prepare materials for a State Plan Update status report, to be presented at the yearly Legislative Public Hearings conducted for the annual Highway Program, as required by state law. DOTD will use the annual hearings to update the public, elected officials, and state legislators on the development and status of the Louisiana Statewide Transportation Plan Update.
- 9.8 Advocate Presentation Meetings. The Consultant will assist DOTD with conducting meetings for the various groups, commissions, task forces, government entities, etc. who wish to make presentations to DOTD about specific projects or programs that they are advocating and want included in the new State Plan. It is anticipated that these presentations by the advocates will be delivered to the Regional Planning Officials Advisory Council. The Consultant will attend these meetings and prepare a synopsis of each, which will include any documentation materials provided by the presenters.
- 9.9 Louisiana Statewide Transportation Plan Conference. The Consultant will assist DOTD with the planning, organizing, conducting, and documenting of one (1) Plan conference – to present the Draft Louisiana Statewide Transportation Plan. The estimated content, length and location of the conference will be negotiated with the Consultant team.

Task 10 Produce a final draft plan. This final draft plan document, produced after the public involvement activities described in Task 9, will be distributed for comment in compliance with the DOTD Public Involvement Procedures for the Louisiana Statewide Transportation Plan.

Task 11 Produce the final Louisiana Statewide Transportation Plan documents, which may include a separate Executive Summary and Brochure. The number of hard copies will be

determined during contract negotiations. The final Plan document(s) will also be provided in electronic format suitable for presentation on the DOTD website.

Task 12 In addition to the Louisiana Statewide Transportation Plan, the Consultant will update the Louisiana Statewide Aviation System Plan, the Louisiana Statewide Rail System Plan, the Louisiana Freight Mobility Plan, and the Transportation Asset Management Plan (TAMP) in accordance with federal requirements.

The summary of work activities for the Aviation System Plan include:

- a. Criteria and Benchmarks
- b. Inventory
- c. Trends
- d. Aviation Forecast
- e. Demand Analysis
- f. System Adequacy Analysis
- g. Options Analysis
- h. Economic Impact Analysis
- i. Final Plan development

The summary work activities for the Rail System Plan include:

- a. Review of the current Plans and Studies
- b. Stakeholder outreach
- c. Data Collection
- d. Public Rail Planning in Louisiana
- e. Rail Traffic Flows
- f. Profile and Evaluate Louisiana Freight Rail System
- g. Profile and Evaluate Louisiana Passenger Rail System
- h. Framework for Rail Investment Evaluation
- i. Funding evaluation
- j. Final Plan Development

The summary work activities for the Freight Mobility Plan(s) include:

- a. Review of current Plan and studies
- b. Review of identified freight corridors
- c. Review/update freight goals and performance measures
- d. Evaluate Freight Existing Conditions and Performances
- e. Stakeholder outreach
- f. Freight Investment Analysis
- g. Final plan development

The summary work activities for the Transportation Asset Management Plan (TAMP) include:

- a. Review of current TAMP, previous TAMPs, and TAMPs for the other states as necessary
- b. Review of FHWA Transportation Performance Management (TPM) guidance as necessary
- c. Review MAP-21 Requirements

- d. Review TAMP relative to other plans especially the State Transportation Plan
- e. Review/update TAMP Goals, Targets, Performance Measures, & GAP Analysis
- f. Review Asset Management Structure, Plans, Tools, Inventory, & Traffic Volumes
- g. Review Asset Condition Measures & Data
- h. Review/update Risk Management Analysis
- i. Review/update Life Cycle Planning Analysis
- j. Review/Update Financial Plan and Asset Evaluation
- k. Review/Update Investment Strategies
- l. Review/Update Asset Management Enhancements
- m. Stakeholder outreach
- n. Final TAMP development

Task 13 Economic Analysis. The Consultant will perform an analysis of the estimated economic impact on the entire state of Louisiana from the implementation of the new Louisiana Statewide Transportation Plan. The Consultant will be required to use the Regional Economic Model Inc. (REMI) software package for this work, to determine the estimated effects of the new Plan on such economic parameters as population, employment income, etc. The analysis will be performed on the final, adopted Plan.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables as instructed by the Project Manager. The Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

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 must be professionally competent in the field of Statewide Transportation Plan development in compliance with all Federal Transportation Planning laws and rules.
2. At least one (1) principal or responsible member of the prime consultant shall have a minimum of five (5) years of experience in responsible charge of statewide, multi-modal transportation plan development.
3. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in highway traffic engineering, or highway design engineering.
4. At least one (1) professional civil engineer, registered in the state of Louisiana, or Travel Demand Forecasting Modeler, shall have a minimum of five (5) years of experience using the TransCAD® software package.
5. At least one (1) individual shall have a minimum of five (5) years of experience conducting scientific polling of general populations.
6. At least one (1) individual shall have a minimum of five (5) years of experience performing economic analyses of proposed state government plans, using the Regional Economic Model Inc.® (REMI) software.
7. At least one (1) individual shall have a minimum of five (5) years of experience in public involvement related to development and adoption of statewide public agency transportation plans.

MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS OF THE PRIME CONSULTANT, UNLESS STATED OTHERWISE BELOW.

MPR Nos. 1 and 2 may be met by the same person.

MPR Nos. 3 through 7 must be met by separate individuals and 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 15 of the DOTD Form 24-102 and their resumes included in Section 17 of the DOTD Form 24-102.