

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
MARCH 7, 2025**

**CONTRACT NOS. 4400031761 AND 4400031762
IDIQ CONTRACTS FOR CONSTRUCTION ENGINEERING AND
INSPECTION SERVICES (CE&I)
STATEWIDE WITH MAJORITY OF WORK IN DISTRICT 03**

NO DBE GOAL

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. **USE THE DOTD FORM 24-102, DATED DECEMBER 12, 2024, PROVIDED WITH THE ADVERTISEMENT.**

DOTD Contract Manager (CM) – Zachary Ardoin

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 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

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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 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>Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those 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 discipline to be performed by that firm. The percentage estimated for each 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 discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)</p> | | | | | | | |
|--|-----------------------|-------|--------|--------|--------|--------|------------------------------------|
| Discipline(s) | % of Overall Contract | Prime | Firm B | Firm C | Firm D | Firm E | Each Discipline must total to 100% |
| | | | | | | | 100% |
| | | | | | | | 100% |
| | | | | | | | 100% |
| <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 disciplines are: Appraiser, Bridge, CE&I/OV, CPM, Data Collection, Environmental, Geotech, ITS, Other (must specify), Planning, Right-of-Way, Road, Survey, and Traffic.

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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 four (4) (if four 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** 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 each 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

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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:

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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 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 Highway Safety Manual -
<https://www.highwaysafetymanual.org/Pages/default.aspx>
3. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
4. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
5. CyberSecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
6. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BDEM.aspx
7. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx

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8. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
9. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
10. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
11. 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
12. 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
13. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
14. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
15. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
16. 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
17. 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
18. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
19. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
20. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx

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21. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
22. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
23. 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
24. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
25. 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>
26. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
27. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
28. 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>
29. 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.

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

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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. **USE THE DOTD FORM 24-102, DATED DECEMBER 12, 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.

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 NOS. 4400031761 AND 4400031762 Consultant's name", and must be received no later than 3:00 p.m. Central Time by DOTDConsultantAds80@la.gov via email on Tuesday, April 1, 2025.

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; therefore, allow sufficient time for this process to take place when submitting your proposal.

ATTACHMENT A – SCOPE OF SERVICES

The project time is typical.

The Consultant shall be required to provide construction engineering and inspection services covered by an IDIQ Contract under separate Task Orders (TO). **The majority of work will be in District 03.** The Consultant shall 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 5: CONSTRUCTION

Construction Engineering and Inspection (CE&I)

The Consultant shall be assigned to a DOTD Construction Coordinator or designee. The Consultant shall accept work directions, guidance, and instructions from the DOTD Construction Coordinator or his assigned DOTD representative. The DOTD Construction Coordinator or designee shall determine work starting time, work hours, pre-approved overtime, work assignments, and project assignments. The Consultant provided personnel shall conduct his work within these instructions and directions using the most cost effective methods. The Consultant shall not be engaged in any other work assignments during the working times assigned by the DOTD Construction Coordinator or designee.

The Consultant shall timely and neatly complete all documentation assigned by the DOTD Construction Coordinator or designee. Additionally, at the beginning of the next work day, the Consultant shall provide a daily status report of the previous day's work to the DOTD Project Manager or designee detailing all working hours, work tasks and accomplishments, and resource utilization.

All work will be performed in accordance with the DOTD's Standards and Procedures.

Some of the various tasks to be performed by the Consultant provided personnel under this contract are described more specifically as follows:

1. Maintain all field records; make daily entries in the project diary to indicate the Consultant's personnel and the Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
2. Inspect the Contractor's operations (daily) to ensure that all work is performed in accordance with the specified plans, specifications, and using approved materials.
3. Keep clear and concise records of the contractual operations, prepare daily, weekly, monthly quantity summaries and breakdowns as well as daily progress reports in conformance with DOTD requirements.

Each Consultant shall be equipped with a reliable and dependable vehicle for use each day in the contract monitoring activities.

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The Consultant shall be equipped with a cell phone (standard equipment as per Direct Expenses) and be available for DOTD business calls at all times while working for DOTD. The Consultant shall provide other contact information as necessary to ensure adequate and timely means of communication.

The Consultant inspectors shall be familiar with the area of work and will be able to easily and quickly navigate to and from multiple work locations, DOTD facilities, the Contractors' facilities, etc.

The Consultant shall be equipped with all necessary Personal Protective Equipment (PPE) (standard equipment as per Direct Expenses) needed for the working conditions as required by the DOTD Safety Manual and as approved by the DOTD Safety Section. At a minimum, the Consultant shall provide: hard hat, reflectorized safety vest, hearing protection, and safety glasses. The Consultant shall provide the following as needed: rubber boots, rain suit, gloves, climbing harness with lanyard, and life vest.

As a minimum, the Consultant shall be equipped with the following equipment (standard equipment as per Direct Expenses): calculator(s), measuring tape(s), clipboards, and writing instruments. The Consultant Office Support and Supervisor/Coordinator shall be equipped with a laptop computer (standard equipment as per Direct Expenses) with Microsoft Office Suite and remote wireless internet access. Payment to be determined during the development of each TO.

DOTD will provide copies of necessary construction contracts, copies of construction plans, and copies of project sampling plans. The Consultant provided personnel shall be responsible for obtaining all DOTD forms, manuals, documents, and procedures which are available on DOTD's internet site. DOTD will provide copies or make available all necessary manuals, documents, forms and procedures not available on its internet site. DOTD may provide office space and field office space as available.

The Consultant shall perform engineering and administration services and document control for DOTD Construction projects, and shall also be required to provide some or all of the following services for each individual TO. These services will be performed in accordance with DOTD's Standard and Procedures (see References). Copies of these documents will be made available through DOTD upon request.

DOTD will assign a project engineer to serve as a construction coordinator for DOTD during the project construction.

- A. Construction Engineering and Inspection (CE&I):** If specified in the particular TO, the Consultant shall be responsible for the engineering and inspection services (CE&I) as required for the construction of specific projects. The Consultant shall perform the various tasks under this contract, which include, but are not limited to the following:
1. Act as project engineer for project and coordinate with the DOTD District personnel, the Contractor, and other parties to schedule and attend the pre-construction meeting. The Consultant shall be required to conduct the meeting.

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2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel and the Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time utilizing LA DOTD software (LAPAVE, SiteManager, HeadLight, and other systems).
3. Coordinate with DOTD and appropriate utility representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel, equipment, and materials; such as cylinder molds, density gauges, etc. to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Collect and submit sampled materials to be tested by a DOTD Testing Laboratory in accordance with the stipulated Sampling Manual. Ensure samples, field tests, lab tests submitted, and test results are properly documented in LA DOTD software systems (LAPAVE, SiteManager Materials, HeadLight, and other systems).
6. Provide all necessary personnel, equipment, and materials needed to inspect the Contractor's construction operations (daily) to ensure that all work performed is in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make weekly progress reports consisting of percent complete and time elapsed, approved change order amounts, and number of change orders to the DOTD Area Engineer. Inspection of construction will not include shop and mill inspections and their approval.
8. Review and coordinate with the DOTD District Laboratory the entire final estimate package, including all document submittals from the Contractor in conformance with DOTD requirements.
9. The Consultant shall be responsible for submittal approvals required of the DOTD Project Engineer as stated in the Standard Specifications.
10. All construction activities shall be coordinated between the Consultant, the assigned representative of DOTD, and FHWA. All work standards, methods of reporting, and documentation will be in accordance with the policies and procedures of DOTD. Submit all partial and final construction estimates, and other information on forms approved by DOTD.
11. The Consultant shall perform all documentation, as prescribed by DOTD, on DOTD's construction software, SiteManager and HeadLight, unless otherwise directed by the DOTD Project Manager and any future FileNet procedures. The Consultant shall provide computer hardware, i.e., computers, printers, internet connections, scanners, etc. deemed necessary to the inspection services.
12. The Consultant shall be required to provide appropriately trained staff. **All hours and costs for the Consultant's staff training are not billable hours or directly reimbursable.** For example, the Consultant's staff may be required to participate in training sessions to receive instructions into the use of SiteManager

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(approximately four (4) hours). DOTD will provide a qualified instructor for the SiteManager training.

13. The Consultant shall be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
14. When stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, follow DOTD policies for obtaining such approval.
15. The Consultant shall be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made in red. "As-Built" plans shall be full sized unless the project was let with letter sized plans. In addition to submitting a copy of the "As-Built" plans with the final estimate, an additional copy shall be provided to the district.
16. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.
17. The Contractor shall perform construction layout, and the Consultant shall perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
18. Any proposed changes in plans or in the nature of the work will be pre- approved in writing by DOTD, prior to the performance of stipulated work.
19. Change Orders throughout the life of the project will also have to be written by the Consultant and approved through DOTD's process.
20. The Consultant shall monitor and document all construction claims in accordance with the appropriate EDSM, and provide recommendations on disposition of claims.
21. The Consultant shall manage the RFI (Request for Information) process as defined on the DOTD internet site, http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/RFI/Forms/AllItems.aspx.
22. The Consultant shall be responsible for performing and documenting inspections of erosion control measures as well as ensuring compliance with the Storm Water Pollution Prevention Plan (SWPPP) and all other DEQ, Army Corp of Engineers, and U.S. Coast Guard Permits.
23. DOTD requires that the Consultant assign a fulltime-consultant project engineer to this project. The assigned project engineer must be knowledgeable of all facets of the Contractor's operations. The project engineer shall have electronic linkage capability via cell phone, fax machine, and internet for transmitting and receiving relevant contractual information and arranging for onsite operations. The project engineer must be physically capable of responding to the DOTD Area Engineer within thirty (30) minutes.
24. The Consultant is required to perform any other duties normally required by the DOTD Project Engineer's Office as directed by the DOTD Area Engineer.

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25. The Consultant is required to disseminate press releases to the local media outlets pertaining to project status and any anticipated traffic pattern changes on a timely basis. The DOTD Area Engineer will approve all press releases prior to dissemination by the Consultant.
26. The Consultant is required to review and approve the Contractor's Critical Path Method (CPM) for Construction Progress Scheduling submissions for the project in compliance with the Special Provisions of the Construction Proposal.
27. The Consultant shall become intimately familiar with the Contractor's contract in order to assist the Department in administering the contract, which is different from the standard current edition of the Standard Specifications for Roads & Bridges.

B. Staff Augmentation Services (SAS): The Consultant shall provide the required equipment and level of staffing with hours and contractual terms negotiated for each TO. The Consultant's staff shall augment and provide similar functions to those that exist in the DOTD's Project Engineer's staff rather than act as the project engineer. Staff augmentation may be during the design stage of a project, for the duration of a project, or on an "on call" basis for one or multiple projects and can range from one person to several support staff members in one or more of the following areas: Consultant Resident Engineer (RE), Consultant Assistant Resident Engineer (ARE), Consultant Certified Inspector, Consultant Construction Inspector, and/or Consultant Office Manager (COM).

The Consultant shall provide staff augmentation to the DOTD Project Engineer and will confer with the Contractor, as appropriate to the position filled, on behalf of DOTD during construction of the project.

The Consultant, as appropriate to the position, shall have administrative authority to enforce all contract provisions, specifications and plans, and perform engineering and inspection duties, material testing, and functions for DOTD as required under current DOTD and Federal Highway Administration (FHWA) construction policies and procedures.

The DOTD Project Engineer has the ultimate authority on all questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of the project, there are instances where the requirements of the construction contract may be unclear or need further clarification DOTD has final authority in interpreting and enforcing the contract.

The Consultant, as appropriate to the position, shall perform the various tasks under this contract, which include, but are not limited to the following:

1. Consultant Resident Engineer (RE) and/or Consultant Assistant Resident Engineer (ARE)

- a. The Consultant Resident Engineer and/or Consultant Assistant Resident Engineer shall be responsible for but not limited to the following activities:
 - Plan quality review
 - Biddability review
 - Constructability review
 - Writing and circulating change orders
 - Utility coordination
 - Site Inspection
 - Traffic control plan review
 - Drafting correspondence
 - Engineering analysis
 - Negotiations with Contractors
 - Auditing crew records
 - Public involvement assistance
 - Schedule review
 - Environmental oversight
 - Preparation of As-Built plans
 - Preparing and submitting Final Estimates
- b. The RE or ARE shall prepare and justify change orders; process claims; review and update schedules; prepare over-run/under-run statements; provide informal meetings for claims; and keep complete and accurate documentation using accepted DOTD forms, information systems, and procedures. The RE or ARE shall obtain approval prior to beginning work covered by a change order.
- c. The RE or ARE shall administer the coordination and relocation of utilities. This coordination will include inviting the utility companies to the preconstruction conference, and being familiar with the required utility relocation plans and the terms of the corresponding utility relocation agreements.
- d. The RE or ARE shall protect the safety of workers and the traveling public by assuring the Contractor's traffic control follows MUTCD and DOTD TC-standard plans and policies. This includes reviewing the traffic control plans for compliance with DOTD standards. The RE or ARE shall assure the Contractor adheres to all safety and health laws and ordinances and obtains any necessary permits. The RE or ARE shall forward to the DOTD Project Engineer any complaints involving the project.
- e. The RE or ARE shall be required to make frequent visits to the job site. On these visits the RE or ARE shall confer with the project inspectors on any relevant project specifications and spot check to ensure acceptance and documentation standards are met.
- f. The RE or ARE shall attend weekly coordination meetings with the Contractor.

2. Consultant Construction Inspector and Consultant Certified Inspector

- a. The Consultant Construction Inspector and/or Consultant Certified Inspector shall act either as the lead inspector or as support of the lead inspector for the assigned project. One or more DOTD engineering technicians may be assigned to the lead inspector. The lead inspector is expected to provide continuous training for the DOTD Engineering Technician throughout the life of the project or task assigned.
- b. The Consultant Construction Inspector and/or Consultant Certified Inspector shall provide current, thorough, and complete documentation. The inspector shall be physically present on the job site at all times during significant construction activities. The inspector shall not knowingly accept work for payment that does not meet plans and specifications.
- c. The Consultant Construction Inspector and/or Consultant Certified Inspector shall monitor the Contractor's work so that lines and grades meet the plan lines and grades within allowable limits as specified.
- d. The Consultant Construction Inspector and/or Consultant Certified Inspector shall be responsible for completing and maintaining daily records and assessing time charges. The inspector shall review and comment on the initial and updated construction schedules provided by the Contractor to help ensure timely completion of the work. Any contract time suspensions will be documented by memorandum to DOTD.
- e. The DOTD Project Engineer must be notified of any and all potential changed conditions, overruns, or anything on the project that could potentially affect the project budget or schedule.
- f. The Consultant Construction Inspector and/or Consultant Certified Inspector shall inspect work performed by the utility companies for compliance with the individual agreements and the Manual for the Accommodation of Utilities and the Control and Protection of State Highway Rights of Way. For those companies whose relocation costs require reimbursement by DOTD, the inspector shall maintain daily Force Account Records of all work performed by the utility companies. Monitor and document utility relocation schedules and progress to allow evaluation and determination of impacts to the project schedule.
- g. The Consultant Construction Inspector and/or Consultant Certified Inspector shall inspect, test, accept, and document for payment any utility installation or relocation work performed by the Contractor as required by the project specifications.
- h. The Consultant Construction Inspector and/or Consultant Certified Inspector shall attend weekly coordination meetings with the Contractor. The inspector shall also attend weekly crew meetings.

3. Consultant Office Manager

- a. The Consultant Office Manager shall be responsible for, but not limited to the following activities:
 - Preparing meeting agendas
 - Preparing meeting minutes
 - Scheduling appointments
 - Providing accurate and complete project filing and documentation of records for the project
 - Preparing partial estimates using SiteManager
 - Tracking materials certifications, Buy America requirements, EEO documentation
- b. File all inspection and engineering reports including the following:
 - Diary records compiled by inspectors and engineers bound in field books
 - Weekly progress reports
 - Change orders
- c. Ensure all the Contractors provide the following:
 - Materials and testing results
 - Final payment documentation
 - Buy America Certificates
 - Materials Certificates
 - EEO documents

4. All Consultant Staff

- a. All Consultant staff shall ensure that materials and work performed on the project are properly documented according to DOTD standards and procedures, utilizing LA DOTD software systems (LAPAVE, SiteManager, HeadLight, and other systems). The Consultant staff shall keep records showing that the documentation, appropriate to their position, is current. These records will be audited on a monthly basis.
- b. No material shall be incorporated in the project, or paid for, without certification testing that assures materials meet DOTD specifications. The Consultant shall collect material Certificates of Compliance and assure adequate materials certificates are collected for materials placed.
- c. The Consultant staff shall contact the DOTD Project Engineer for interpretation or clarification of any technical questions concerning the construction project.
- d. Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according with DOTD policies and procedures.
- e. The Consultant staff shall keep all notations in ink in diaries or an acceptable

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alternate for survey checks, and pay quantities will be documented daily. The Consultant shall furnish all computers and/or laptops or any other equipment utilizing LA DOTD software systems (LA PAVE, SiteManager, HeadLight, and other systems) needed to meet the contract requirements.

- f. The Consultant staff shall keep the DOTD Project Engineer informed of project overruns. All direction of orders to the Contractor shall be documented in writing.
- g. The Consultant staff must stay current in documenting pay quantities. The monthly estimates will be submitted to DOTD and the Contractor for review and acceptance of paid quantities before payment. Estimates will be reconciled with the Contractor and the DOTD Project Engineer and submitted for payment within one week of the estimate closing date.
- h. The Consultant staff shall perform all work under this contract in accordance with the Standards, Specifications and Policies and Procedures established by DOTD. During the course of construction, the Consultant shall accept work on behalf of DOTD as appropriate for the position filled; however, Final Owner Acceptance will be granted by DOTD.
- i. The Consultant shall be liable for negligent or fraudulent action, inaction or negligent direction resulting in a claim. The Consultant shall document in writing all direction of orders to the Contractor.
- j. Upon substantial completion of the project the COM if included in the TO will coordinate and notify in writing all interested parties to attend a final inspection. Minutes of the final inspection will be provided to all attendees.
- k. A punch list will be generated by the final inspection and the Consultant Construction Inspector and/or Consultant Certified Inspector shall monitor the progress of completion of the punch list items.
- l. The Consultant's key staff members shall remain under contract and attached to the project until the Contractor's final estimate is approved. The Consultant shall assist in assembling materials books and other project documents as appropriate to the position.
- m. The Consultant shall attend a post construction conference. This may not be held at the same time as final inspection.

C. Design-Build Contract Engineering and Administration: The Consultant may also be required to perform contract engineering and administration services for Design-Build projects and shall be required to provide some or all of the following services for each TO in addition to all other general requirements of this contract, as follows:

Contract Administration: The Consultant shall be intimately familiar with the Final Request for Proposal (RFP) and the selected Design-Builder's Proposal, the combination of which will ultimately become the Contract Documents between the selected Design-Builder and DOTD. The Consultant shall provide assistance and support to the DOTD Project Manager to assure that the requirements of the Contract Documents are met. These

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activities may include acting as the designee of the DOTD Project Manager at regularly scheduled and called meetings related to the project, and any other activities deemed necessary by the DOTD Project Manager to assure that the contract requirements are administered fairly and thoroughly.

Quality Assurance Coordination: DOTD's Owner Verification (OV) Consultant shall be responsible for administrative oversight of the Quality Assurance Plan. This program includes the Design-Builder's construction QA and QC, as well as Design Reviews to confirm and verify that the Design-Builder's Quality Acceptance (QA) and Quality Control (QC) contract requirements are met. The Consultant shall not assume responsibility for either of the Design-Builder's QA or the QC programs, but shall assist the DOTD Project Manager in coordinating, overseeing, and implementing the sampling, testing, and data tracking activities of DOTD's OV operations.

Partnering: The Consultant shall participate in the partnering efforts on the project. This involvement shall include preparing for the partnering meetings, following up with action items generated through the partnering sessions, and working with all parties to foster working relationships to maintain forward progress of the project.

Dispute Resolution: The Consultant shall provide both engineering and administrative research, documentation, and records to assist DOTD in any potential claim(s), or dispute resolution(s). The Consultant may be required to defend his opinions and advice in court or on arbitration panels.

Department Liaison

At the direction of the DOTD Area Engineer, the Consultant may serve as the liaison between DOTD and others. This may include, but is not limited to, the Contractor, public entities, utilities, and any other stakeholders. This will also include assisting the DOTD Area Engineer to coordinate with the DOTD Public Affairs Section for providing accurate and timely information to the public and Media on construction activities, traffic impacts to the travelling public (lane closures, night work, etc.), etc. This also includes helping to identify, prevent, and/or resolve problems (real or perceived) that arise with all stakeholders enhancing the public image of DOTD and Contractors, etc., during the project.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

- All lab testing to be performed by the District, unless otherwise specified by a TO.
- Access to project plans and contract proposals.
- Sampling plan for the project.
- Oversight of all shop fabrication inspection to be performed by DOTD structural/marine fabrication engineer.
- Review and approval of any project shop drawings generated by the Contractor.
- Boring and CPT data, and pile order lengths.
- Technical support for electrical and signal work, if required.
- Traffic data, if required.
- SiteManager Instructor and technical support.

INDEPENDENT TESTING LABORATORY

In the event the DOTD Testing Laboratory is not available, the selected consultant must have access to a qualified independent testing laboratory, per 23 CFR 637.209. The selected consultant must provide documentation verifying access to a qualified independent testing laboratory to the DOTD Project Manager within 10 business days of the award notification to the Consultant.

ELECTRONIC DELIVERABLES

The 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. The 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.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The 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 the Consultant to purchase additional software. Prior to proceeding with plan development, the 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.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. The 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 the 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. The Consultant 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.

SPECIFIC SOFTWARE AND / OR EQUIPMENT DESIRED

- Laptop with ability to synchronize with SiteManager
- I-Pad with mobile data and HeadLight software

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 ten (10) years of experience in responsible charge of CE&I projects.
4. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in managing road construction projects.
5. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in managing bridge construction projects.
6. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in managing electrical construction projects (transportation projects – traffic signals and ITS projects).
7. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in managing mechanical construction projects (transportation projects – movable bridge construction projects).

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

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

MPR Nos. 4 through 7 may be satisfied through the use of a sub-consultant(s).

MPR Nos. 4 through 7: A single engineer is allowed to fulfill a maximum of two (2) of these requirements.

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, such as certified inspectors, 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.
- When applicable, DOTD-certified inspector certifications must be submitted in Section 20 of the DOTD Form 24-102. Inspectors may only inspect activities in which they hold an active DOTD certification. (See DOTD Construction Contract Administration Manual)

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.