

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
AUGUST 26, 2025**

**CONTRACT NOS. 4400033117, 4400033118, AND 4400033119
IDIQ CONTRACTS FOR BRIDGE PRESERVATION SERVICES
STATEWIDE**

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 PROVIDED WITH THE ADVERTISEMENT.**

DOTD Contract Manager (CM) – Brian Allen

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 by the Consultant shall be performed in a manner consistent with that degree of care and skill

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ordinarily exercised by members of the same profession currently practicing under similar circumstances.

For evaluation purposes only, the consultant shall assume that at least **five (5) task orders** may be active concurrently at any given time per contract. This assumption should be reflected under **Section 13: Team Size**.

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

*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.

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)							
Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							100%
							100%
							100%
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						-----

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*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.

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 five (if five 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 under Contract Execution Requirements, 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.

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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.

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 (August 2025)

The maximum compensation payable to the Consultant under each IDIQ contract shall not exceed **\$7,000,000**. 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

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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

The Scope of Services provided in Attachment A includes design of one (1) or more bridges and/or component parts thereof. The prime consultant shall submit a bridge design QA/QC plan document specifically developed for this contract as part of the DOTD Form 24-102. The QA/QC plan document must comply with the minimum requirements in the DOTD Bridge Design Section Policy for QA/QC as stated in [Part I, Chapter 3](#) of the DOTD Bridge Design & Evaluation Manual (BDEM). The grading instructions, the rating matrix, and the grading sheet for the QA/QC plan document are included in Appendix G of the BDEM Part I, Chapter 3 – Policy for QA/QC. The QA/QC plan document shall be prepared to address all evaluation criteria included in the rating matrix. The QA/QC plan document must be implemented for all bridge design activities in both design phase and construction support phase of the contract. The prime consultant is fully responsible for QA/QC of their work as well as the work of all sub-consultants. All project submittals must include a QA/QC certification that the submittals meet the requirements of the QA/QC plan document. **Attach the QA/QC plan in Section 21 of the DOTD Form 24-102.**

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

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC's Registration site. **Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.** It will be the prime consultant's responsibility to ensure their staff and sub-consultants complete the training. Copies of training records may be obtained from the LTRC website <https://registration.ltrc.lsu.edu/login>.

WORK ZONE TRAINING REQUIREMENTS

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

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

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

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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 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](#)
2. [AASHTO Highway Safety Manual](#)
3. [AASHTO – A Policy on Geometric Design of Highways and Streets](#)
4. [ASTM Standards](#)
5. [CyberSecurity Training](#)
6. [DOTD – Bridge Design and Evaluation Manual \(BDEM\)](#)
7. [DOTD – Complete Streets](#)
8. [DOTD – Construction Contract Administration Manual](#)
9. [DOTD – Consultant Contract Services Manual](#)

10. [DOTD – Hydraulics Manual](#)
11. [DOTD – Location and Survey Manual – REVISED OCTOBER 2023](#)
12. [DOTD – Addendum “A” to the Location & Survey Manual](#)
13. [DOTD – Louisiana Standard Specifications for Roads and Bridges](#)
14. [DOTD – Materials Sampling Manual](#)
15. [DOTD – Minimum Design Guidelines](#)
16. [DOTD – Off-System Highway Bridge Program Guidelines](#)
17. [DOTD – Pavement PRR Min Design Guidelines](#)
18. [DOTD – Roadway Design Procedures and Details Manual](#)
19. [DOTD – Stage 1 Planning/Environmental Manual of Standard Practice](#)
20. [DOTD – Testing Procedures Manual](#)
21. [DOTD – Traffic Engineering Manual](#)
22. [DOTD – Traffic Engineering Process and Report](#)
23. [DOTD – Traffic Signal Manual](#)
24. [e-CFR – Electronic Code of Federal Regulations \(all applicable\)](#)
25. [FHWA – Bridge Inspector’s Reference Manual \(BIRM\)](#)
26. [FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways \(MUTCD\)](#)
27. [National Electrical Safety Code \(NESC\)](#)
28. [LTRC – Local Public Agency Qualification Program: Construction, Engineering and Inspection course](#)
29. [NFPA 70 – National Electrical Code \(NEC\)](#)
30. [NEPA – National Environmental Policy Act](#)

ADDITIONAL REFERENCES

31. AASHTO LRFD Bridge Design Specifications
32. AASHTO LRFD Moveable Highway Bridge Design Specifications
33. AASHTO Manual for Bridge Evaluation
34. AASHTO Manual for Maintenance Inspection for Bridges
35. AASHTO Roadside Design Guide
36. AASHTO Standard Specifications for Structural Supports of Highway Signs, Luminaires, and Traffic Signals
37. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
38. AREMA Manual for Railway Engineering
39. CFR 23 National Bridge Inspection Standard
40. DOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
41. DOTD Bridge Design Technical Memoranda
42. DOTD Environmental Impact Procedures (Vols. I-III)
43. DOTD Geotechnical Engineering Services Document

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- 44. DOTD Guidelines for Bridge Rating and Evaluation
- 45. DOTD Maintenance Directives
- 46. FHWA Inspection of Fracture Critical Bridge Members
- 47. FHWA-IF-09-014 Load Rating Guidance and Examples for Bolted and Riveted Gusset Plates in Truss Bridges, February 2009

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: https://bit.ly/CCS_SampleContractProvisions.

SECONDARY SELECTION PROCESS

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

REVISIONS TO THE ADVERTISEMENT

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

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The Consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102 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.

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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. 4400033117, 4400033118, AND 4400033119 Consultant's name", and must be received no later than 3:00 p.m. Central Time by DOTDConsultantAds80@la.gov via email on Wednesday, September 24, 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 provide the following scope of engineering services. The Consultant should expect to perform task orders for individual services for specialized work.

1. Bridge Design Services

1.1 General Bridge Engineering Services

Provide bridge engineering services for fixed and movable bridges. Bridge project types may include, but are not limited to, new bridges, bridge replacements, bridge rehabilitation, bridge preventive maintenance and repair, and roadway lighting. Bridge engineering services include, but are not limited to, structural, mechanical, electrical, and architectural feasibility, design, and plan development and the following:

- Bridge/structural inspection and evaluation of existing bridges or other structures (sign trusses, fender systems, etc.). Associated reports shall be provided as required.
- As-designed, as-built, and condition bridge ratings.
- Design peer review of developed plans or conceptual designs to verify concept, constructability, and accuracy of designs along with associated reports, conclusions, calculations, and recommendations as needed.
- Construction engineering support including construction drawing review, shop drawing review, request for information support, contractor proposals, etc.

1.2 Sampling, Instrumentation, and Non-destructive Testing

Provide sampling, instrumentation, and non-destructive testing services. These services may include, but are not limited to, collection of samples of materials from existing structures for evaluation, diagnostic and/or proof testing to determine specific structure response characteristics and/or to determine the causation of observed distresses, instrumentation, and the following:

Sampling

- Collection of samples.
- Evaluation of protective coating material samples for determination of compatibility with proposed coatings, analysis for heavy metals, proper procedures for treatment, handling, disposal of waste, etc.

Instrumentation

- Design of instrumentation plans. Installation of instrumentation, data acquisition, analysis, and evaluation of structure based on instrumentation plan.

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- Provision and installation of instrumentation, including all materials required to mount the instrumentation.
- Provision of data acquisition systems, software updates, power supplies, communication to data servers, data hosting services, maintenance, and data access to DOTD.
- Calibration services for instrumentation systems and sensors.
- Maintenance services to repair and/or replace sensors, data acquisition systems, and power supplies.
- Analysis and evaluation of accumulated data and final assessments and development of corresponding reports based on data and associated calculations.

Non-destructive Testing

- Proof loading.
- Estimation of concrete strength.
- Assessment of reinforcement condition, cover, location, and diameter.
- Detection of cracks, voids, and delamination in concrete.
- Assessment of steel member condition.

2. Geotechnical Services

Provide all geotechnical services necessary to perform geotechnical investigations, analysis, and design. These services may include, but are not limited to, the following:

- Geotechnical field investigations including both shallow and deep soil borings.
- Geotechnical laboratory testing and analysis.
- Preparation of soil boring logs.
- Geotechnical analysis and design based on obtained data or data furnished by DOTD.
- Construction related engineering services.

3. Road Design and Traffic Services

Provide all services necessary to perform hydraulic, road, and traffic investigation, analysis, and design. These services may include, but are not limited to, the following:

- Preliminary and final roadway design and plan development.
- Hydraulic analysis and design.
- Traffic engineering, traffic control design, and data collection.
- Transportation Management Plan (TMP) development.

4. Surveying and Title Work Services

Provide all surveying and title work services necessary to perform topographic, and boundary surveying, develop right-of-way maps, and provide other existing site data. These services may include, but are not limited to, the following:

- Topographic surveying, 3D laser scanning, and underwater acoustical imaging including both multi-beam and side scan hydrographic surveys.
- Property and boundary surveying.
- Property title work including title research and reports.
- Construction related surveying services.

5. Bridge Inspection Services

Provide all services required to perform Statewide NBIS In-Depth Inspections of complex structures. These services may include, but are not limited to, the following:

- Detailed in-depth field inspection on all bridge components, including an element level inspection. An NBIS underwater bridge inspection may be required for submerged elements.
- Assessment of the coating system, conducted by a certified SSPC Protective Coating Specialist or a certified NACE Bridge Coating Inspector.
- In-depth inspection report outlining recommended repairs, rehabilitation, and corrections.

6. Environmental and Permitting Services

Provide all environmental and permitting services necessary to obtain State, Federal, and local approvals, including project permits. Required permits may include, but are not limited to, the following:

- Coastal Use permits (CUP) from the LA Department of Natural Resources.
- Wetland permits (404 and Nationwide) and Section 10 permits from the US Army Corps of Engineers.
- Water Quality Certification from the LA Department of Environmental Quality.
- Scenic Stream permits from the LA Department of Wildlife and Fisheries.
- Bridge permits from the US Coast Guard.
- Levee permits from various levee boards.

All work shall be performed in accordance with all applicable DOTD policies, procedures, and manuals. Design criteria shall be developed and submitted to the Bridge Task Manager for review and approval prior to proceeding with design.

Project submittals, associated schedule, and format shall be established in each Task Order. At minimum, all bridge plan submittals shall be submitted in pdf format and the 100% signed final plans shall be submitted both in full size paper and in pdf format. Design and rating calculations shall be submitted in pdf format no later than 30 days after the 100% final plan submittal.

Unless waived by the Task Order Project Manager, ProjectWise shall be utilized for all PDF submittals and electronic plan delivery will be required. See the following website for details on electronic plan delivery:

<https://www.dotd.louisiana.gov/media/ip5corrwladotd-software-standards-for-electronic-plans.pdf>

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

If available, DOTD will provide the following information as applicable:

- Existing survey, plans, details, and design information.
- Right of Way Maps, Title Research Reports, Updates, Take-Offs, and Property Survey.
- Pavement design.
- Hydraulic data.
- Traffic data.
- Standard Plans and Special Details.
- As-built plans.
- Access to General Files for viewing available plans, details, and records.
- Access to Virtis input tables for On-System Bridges.
- DOTD design and rating manuals, policies, and guidelines.

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. The 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

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- 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 Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone, or sooner, if directed by the Project Manager.

SPECIFIC SOFTWARE AND / OR EQUIPMENT DESIRED

A list of pre-approved commercially available software is posted on the bridge design website at the following location:

<https://dotd.la.gov/media/5gpg0f2i/bridge-design-approved-software-list.pdf>

If any other software is required for unique applications for which pre-approved software cannot be used, a synopsis of the software shall be submitted to the Bridge Design Engineer Administrator for approval prior to use. The synopsis shall include the name of the software and the developer, a general description of the functions, a certification from the software developer stating that it is maintained in accordance with the latest AASHTO LRFD Bridge Design Specifications, and an account of the requester's experience and the experience of other organizations or agencies that use the software. Data/results from in-house software will not be accepted as part of the deliverable.

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 fixed and movable bridge design, including but not limited to various concrete and steel girder bridges.
4. At least one (1) professional civil engineer, registered in the State of Louisiana, shall have a minimum of five (5) years of experience in bridge rating experience.
5. At least one (1) professional mechanical engineer, registered in the State of Louisiana, shall have a minimum of ten (10) years of experience in designing mechanical systems for movable bridges and operator houses, and shall have served as the Engineer of Record and in responsible charge of the mechanical design for at least three (3) movable bridge projects.
6. At least one (1) professional electrical engineer, registered in the State of Louisiana, shall have a minimum of ten (10) years of experience in designing electrical systems for movable bridges and operator houses, and shall have served as the Engineer of Record and in responsible charge of the electrical design for at least three (3) movable bridge projects.
7. At least one (1) professional civil engineer, registered in the State of Louisiana, shall have a minimum of ten (10) years of experience in the design of movable bridges, and shall have served as the Engineer of Record and in responsible charge of the structural design for at least three (3) movable bridge projects.
8. At least two (2) professional civil engineers, registered in the State of Louisiana, shall have a minimum of five (5) years of experience in roadway design.
9. At least one (1) professional civil engineer, registered in the State of Louisiana, shall have a minimum of five (5) years of experience in geotechnical design involving Louisiana soils and bridge structures.
10. At least one (1) professional land surveyor, registered in the State of Louisiana, shall have a minimum of five (5) years of experience in conducting Topographic Surveys for DOTD.

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11. At least one (1) environmental professional shall have experience in the preparation of documents involving evaluations of historical significance and shall have completed the course on Section 106 of the National Historic Preservation Act.
12. At least one (1) principal investigator for the archaeological work shall meet the Secretary of Interior's Professional Qualifications Standards for Archaeology and Archaeologist Qualifications as published in the Louisiana Register on April 20, 1994.
13. At least one (1) professional shall have experience in standing structures and built environment assessment, meeting the Secretary of Interior's Qualifications for historic preservation.
14. At least one (1) environmental professional shall have a minimum of five (5) years of experience in performing wetland delineations and threatened and endangered species surveys.

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 14 may be satisfied through the use of a sub-consultant(s).

MPR No. 10 – more than one (1) person may be utilized to satisfy the requirement for responsible charge of and the Engineer of Record on the mechanical design for at least three (3) movable bridge projects, however, all such individuals shall also meet the minimum ten (10) years of experience requirement.

MPR No. 11 – more than one (1) person may be utilized to satisfy the requirement for responsible charge of and the Engineer of Record on the electrical design for at least three (3) movable bridge projects, however, all such individuals shall also meet the minimum ten (10) years of experience requirement.

MPR No. 12 – more than one (1) person may be utilized to satisfy the requirement for responsible charge of and the Engineer of Record on the structural design for at least three (3) movable bridge projects, however, all such individuals shall also meet the minimum ten (10) years of experience requirement.

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

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

ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS

Procedures for selecting among IDIQ contracts for issuance of Task Orders – Section 25 Bridge Design

If the 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 contract 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.

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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.
 - 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.