

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
FEBRUARY 14, 2022**

**CONTRACT NOS. 4400023722 AND 4400023723
IDIQ CONTRACTS FOR DEBRIS MONITORING
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 DEBRIS MONITORING, DATED FEB. 1, 2022, PROVIDED WITH THE ADVERTISEMENT.**

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 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. current work load with DOTD, weighting factor of five (5); and
5. approach and methodology, weighting factor of nine (9).

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.

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

The maximum compensation payable to the consultant under each IDIQ contract shall be **\$30,000,000**. Compensation to the consultant for services rendered in connection with each TO shall be based on actual work hours and non-negotiated specific rates of compensation for the work performed and the direct expenses incurred by the consultant.

The non-negotiated specific rates of compensation are identified below:

Classification	Billable Hourly Rates
Contract Manager	\$144.00
GIS/ Data Analyst	\$70.00
Monitor Supervisor	\$67.00
Office Supervisor	\$60.00
Emergency Operations Center (EOC) Liaison	\$45.00
Disposal Site Monitor	\$36.00
Roadway Monitor	\$34.00
Office Support	\$28.00

DIRECT EXPENSES

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.

Travel costs lodging, mileage, and food will be reimbursed according to State Travel Regulations. Mileage shall be defined as beginning at the first scheduled work site for the day and ending at the last work site for the day. A detailed mileage log will be required for each vehicle, which must be certified and signed by driver and supervisor. DOTD will not reimburse the Consultant for any other direct expense items related to tasks performed under a Task Order. Costs for equipment, facilities, and any other expenses will be sole responsibility of the Consultant.

QUALITY ASSURANCE/QUALITY CONTROL

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. The selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the consultant. Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the consultant. Any deliverables to be transmitted by the consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD’s quality standards.

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

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD’s on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted. **Copies of training certificates are to be included in Section 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 for the contract who have completed the appropriate work zone training courses. All preconstruction work zone training requirements shall be met **prior to contract execution**. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

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

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

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

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

Flagger:	Successful completion every four (4) years of a work zone flagger course approved by the Department. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.
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Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.

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

ATSSA contact information: (877) 642-4637

REFERENCES

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

1. AASHTO Standards – The American Association of State Highway Transportation Officials
<https://www.transportation.org/>
2. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
3. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
4. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BDEM.aspx
5. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx
6. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
7. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
8. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf

9. DOTD – Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
10. 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
11. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
12. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
13. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
14. 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
15. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
16. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
17. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
18. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
19. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
20. 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
21. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>

22. 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>
23. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
24. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
25. 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>
26. 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 DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD’s best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov using **DOTD FORM 24-102 DEBRIS MONITORING, DATED FEB. 1, 2022, 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 should be identified with **contract numbers 4400023722 and 4400023723**, and must be received by DOTD via email **no later than 3:00 p.m. CST on Tuesday, March 8, 2022**.

ATTACHMENT A – SCOPE OF SERVICES

The project time is **critical**.

The route classification is **Non-NHS and NHS**.

PROJECT DESCRIPTION

The Consultant will provide the necessary staffing, equipment, and resources to supplement DOTD resources in the monitoring of debris removal, reduction, and disposal as a result of natural or man-made disaster(s)/event(s) for statewide projects.

The Consultant will be required to provide some or all of the following services for each Task Order (TO):

1. assist and support the assigned DOTD Project Manager(s) in the inspection and monitoring of debris removal, reduction, and disposal contracts on state owned/maintained routes including quality control and enforcement of removal contract;
2. document debris removal, reduction, and disposal contracts with an automated debris management system (ADMS) in lieu of paper load tickets while also keeping a record of any significant events that occur with the removal contractor(s);
3. provide an electronic database accessible through an internet portal to process, store and query all data including photographs, field documents, haul truck certification, etc.;
4. provide automated electronic GIS data compatible with DOTD's Arc GIS system showing the status of debris removal.

The Consultant will have forty-eight hours from Notice to Proceed date/time to mobilize resources to provide the services as stated in the Task Order.

SPECIFIED SERVICES

The Contract Manager will be assigned work by a DOTD Project Manager or designee. At the beginning of each work day, the Contract Manager 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.

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

1. Use of an automated debris management system (ADMS)
2. Writing haul tickets for debris removal if necessary.
3. Maintain all field and personnel records under each Task Order.
4. Estimating and documenting debris quantities.

5. Assessing debris eligibility, types and acceptable disposal methods.
 - Guidance on debris eligibility, types and disposal methods can be found in these publications:
 - FEMA Debris Management Guide
 - DOTD Region Debris Management Plan
6. Measuring and computing haul truck volumes.
7. Inspect the debris removal, reduction, and disposal contractor's operations (daily) to ensure that all work is performed in accordance with the specified plans, specifications, and reimbursement program requirements including DMS site documents and regulatory requirements.
8. 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 to include road operations, historical road and site assessment records, and traffic control non-compliance.

Consultant shall be equipped with a reliable and dependable vehicle(s) for use each day in the contract monitoring activities, as needed to perform the duties set forth in the Task Order. Consultant shall be equipped with a cell phone(s) and be available for DOTD business calls at all times while working for DOTD. Consultant shall provide other contact information as necessary to ensure adequate and timely means of communication. Consultant 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, Consultant facilities, etc. Consultant shall be equipped with all Personal Protective Equipment (PPE) needed for the working conditions, as required by OSHA and the DOTD Safety Manual. Consultant must provide the following for its personnel as needed: rubber boots, rain suit, insect repellent, gloves, climbing harness with lanyard, and life vest.

All work will be performed in accordance with all applicable DOTD Standards and Procedures

Automated Debris Management System (ADMS)

The purpose of this section is to provide specifications for an automated debris management system (ADMS) to be utilized in disaster debris management missions tasked under this contract(s). The ADMS must meet the following minimum performance characteristics:

1. Track and document all necessary data to ensure full federal reimbursement for eligible debris removal, reduction and disposal costs.

2. Generate electronic load tickets at the point of debris loading into the transport container. Paper tickets are optional. At a minimum, the system must produce a load ticket exhibiting the following characteristics:
 - Project No./Name
 - Contractor
 - Truck No.
 - Certified Capacity
 - Subcontractor
 - Driver
 - Date
 - Begin/End Time
 - Route/LRS-ID
 - District/Parish
 - Federal Aid Road
 - To & From Load Location/Address
 - Begin/End Lat./Long
 - Type of Debris
 - Record digital images of debris, location, and/or other images
 - User id/signature
3. Evaluate daily event status, production information, and performance information using web-based reporting, off the shelf software, and GIS tools.
4. Coordinate contractor invoices, FEMA documentation and applicant payment processes enabled thru an integrated database management system.
5. The ticket/tower applications at a minimum must include:
 - Date/Time
 - Dumpsite Name & Location
 - Load Est. (%)
 - Max Capacity
 - Cubic yards (cy) in truck: (calculated by load % and max capacity)
 - User id/ signature
6. Truck certification is used to register authorized debris hauling vehicles and equipment. As a minimum, the following must be included:
 - A means of electronically registering authorized debris contractor vehicles and equipment
 - Link electronic registration to digital images
 - Utilize uniform measurements e.g. feet and inches
 - Capture vehicle volume
 - Utilize industry standard equations for all volume calculations
 - Capture drivers and certification team member unique identification number
 - Record unique GPS identifier for each piece of equipment
 - Recertify vehicles Create a printed certification record and administrative reporting capabilities

7. Perform administrative duties, verify vehicle audit information, display real-time collection volumes, and review ticket/tower personnel GPS audit logs.
8. Transactional data must be summarized, validated, presented and audited to provide an overall status of mission performance. The Data Consolidation applications must facilitate billing, error reporting, performance tracking and graphical data preparation.
9. Prevent modification to original data by unauthorized or unauthenticated users
10. Insert audit records for modifications to original data by authorized, authenticated users
11. Provide automated electronic GIS data compatible with DOTD's ArcGIS system showing the status of debris removal.
12. The underlying location data shall be based on DOTD's ESRI base map layers. All event data will store, at a minimum, the associated route ID (ALRS), Measure, Temporal, and event description for the purpose of geoprocessing within ESRI GIS systems by DOTD and by other agencies. DOTD will supply base data in the form of ESRI REST API services and in turn DOTD will be supplied the collected event data in a database timetable.

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EXPERIENCE AND TRAINING

The Consultant **shall** provide persons experienced and trained in construction inspection activities and/or debris removal monitoring. Consultant shall provide documentation verifying that key personnel have attended proper training to perform assigned tasks. For supervisors and managers, the Consultant shall provide certified work and training history including reference information indicating sufficient work experience and training. The requirements for each classification are listed below:

Classification	Training Requirements
Contract Manager	(minimum 5 years of experience) Shall possess a knowledge of: <ul style="list-style-type: none"> • Debris Management Standard Operations Procedures • IDIQ Debris Removal and Disposal Contract(s) • Contract Administration • FEMA Debris Management Guide Will be required prior to issuance of contract execution: <ul style="list-style-type: none"> • Debris Management/Monitoring course FEMA G/E-202 • ATSSA Work Zone Supervisor Certification
Monitor Supervisor	(minimum 2 years of experience) <ul style="list-style-type: none"> • Debris Management/Monitoring course FEMA G/E-202 • ATSSA Work Zone Supervisor Certification will be required prior to commencement of work under a Task Order
Disposal Site Monitor	<ul style="list-style-type: none"> • Formal training developed and/or provided by the Consultant. The formal training program completion certifications shall be submitted to the Project Manager. • Will be required prior to commencement of work under a Task Order
Roadway Monitor	<ul style="list-style-type: none"> • Formal training developed and/or provided by the Consultant. The formal training program completion certifications shall be submitted to the Project Manager. • Will be required prior to commencement of work under a Task Order

Note: All personnel shall possess knowledge of the following:

- Manual on Uniform Traffic Control Devices
- FEMA Debris Management & Monitoring Guidance Documents
- DOTD Debris Management Plan

ORGANIZATIONAL STRUCTURE

The Consultant shall provide:

Contract Manager:

One (1) Contract Manager to act as company representative to act as point of contact for services provided to DOTD.

Emergency Operations Center (EOC) Liaison:

One (1) Liaison to the State Debris Manager at DOTD HQ to assist in answering operation questions or ensure communication with Contract Manager or Monitor Supervisors in the field. May be required to accumulate data or reports from the field for reporting to State Debris Manager.

Monitor Supervisors:

Monitor Supervisors at a minimum ratio of **one (1) Monitor Supervisor for every five (5) Roadway Monitors**, unless otherwise directed by the DOTD District Debris Manager.

Disposal Site Monitors:

Two (2) Disposal Site Monitors for each disposal site that is receiving materials as part of the contracted DOTD debris removal operation.

Roadway Monitors:

One (1) Roadway Monitor for each Debris Removal crew deployed during operation.

Office Supervisor:

One (1) Office Supervisor to oversee back office processes for documentation handling, billing and invoicing, and compiling of records.

GIS/ Data Analyst:

One (1) GIS/Data Analyst to process and validate GPS data to ensure eligibility of tickets, manage other categories of no-pay ticket items, and manage any GIS dashboards or maps generated and maintained for public or DOTD internal use.

Office Support:

Personnel to process operational or personnel documentation in support of DOTD debris monitoring operations.

Note: It is at the discretion of the DOTD District Debris Manager to determine if a greater number of personnel as listed are required, due to geographical or other factors might hinder monitoring operations.

SPECIFIC SOFTWARE AND / OR EQUIPMENT DESIRED

- Automated Debris Management System (ADMS)
- Electronic Database: DOTD shall be able to access online all documents and reports generated for DOTD during the course of the operation. Examples include invoices, reports submitted to Louisiana Department of Environmental Quality, and daily reports.
- The ability to display quantities of debris removed, routes cleared, coordinate point of generated tickets via GIS platform based on and compatible with DOTD GIS data.
- Host a public facing website to answer common questions regarding debris, log tickets for the location of debris issues by GPS coordinate within a GIS system, possess the ability to make public announcements.

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 professionally competent in debris removal monitoring.
2. At least one (1) principal or responsible member of the prime consultant shall be a contract manager with a minimum of five (5) years of experience in responsible charge of debris removal monitoring.
3. At least one (1) member of the prime consultant shall be an office supervisor with a minimum of two (2) years of experience in debris removal monitoring.
4. At least one (1) monitor supervisor with a minimum of two (2) years of experience in debris removal monitoring.

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

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

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

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

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

ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS

Procedures for selecting among IDIQ contracts for issuance of Task Orders Office of Operations (all sections except 56)

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 this TO is necessary to meet the requirements of a federally mandated program (such as the NBIS) 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 specialty task(s) and/or possession of special equipment/assets required that are on hand available to dedicate to the task(s), past performance, current workload)
 - 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, as needed, do not use the contract. Document the reasons, *e.g.*, the consultant is less experienced with the type of task(s), does not have assets on hand available to dedicate to the task(s), past performance indicates that the consultant may have difficulty with pertinent task(s), the consultant has multiple jobs ongoing for DOTD such that 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 the amount of remaining or 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.
6. Once a selection for a TO is made, a memo will be prepared by the Project Manager justifying the selection of a particular consultant for an individual TO. The memo will be signed by the appropriate Section Head, approving the selection.