

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
MAY 25, 2023**

**CONTRACT NO. 4400027184
STATE PROJECT NO. H.015537.1
FEDERAL AID PROJECT NO. H015537
STRATEGIC HIGHWAY SAFETY PLAN (SHSP)
NORTH SHORE REGIONAL SAFETY COALITION COORDINATOR
DISTRICT 62**

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 the contract solicited per this advertisement. Only one (1) DOTD Form 24-102 proposal is required for this advertisement, and it represents the prime consultant's qualifications and those of any and all sub-consultants proposed to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 2 of the DOTD Form 24-102. **USE THE DOTD FORM 24-102, DATED JANUARY 1, 2023, PROVIDED WITH THE ADVERTISEMENT.**

Sub-consultants will not be considered in this selection.

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

SCOPE OF SERVICES

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

The consultant shall perform the work in accordance with the requirements of this advertisement and the resulting contract. Deliverables shall be in such format as required in Attachment A. The work performed by the consultant shall be performed in a manner consistent with that degree of

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

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

EVALUATION CRITERIA

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

- 1. firm experience on similar projects, weighting factor of three (3);
- 2. staff experience on similar projects, weighting factor of four (4);
- 3. approach and methodology, weighting factor of nine (9).

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

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

Sub-consultants are not allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, and the percentage of work in each past performance evaluation discipline to be performed. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. (Add rows as needed)	
Past Performance Evaluation Discipline(s)	% of Overall Contract

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

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

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

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

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

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

RULES OF CONTACT UPON ADVERTISEMENT

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

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

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

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

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

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **5 years**.

COMPENSATION

The compensation type for this contract is non-negotiated specific rates of compensation.

Compensation to the consultant for the services set forth herein shall be based on actual work hours and established specific rates of compensation for the work performed and the direct expenses incurred by the consultant, with a maximum limitation of **\$1,000,000**.

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.

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.

REFERENCES

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

1. AASHTO Standards – <https://www.transportation.org/>
2. American Automobile Association - <https://aaafoundation.org/>
3. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
4. Center for Analytics & Research in Transportation Safety - <https://carts.lsu.edu/>
5. Complete Streets
– http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx
6. Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%202017.pdf
7. Destination Zero Deaths - <https://destinationzerodeaths.com/>
8. Federal Highway Administration – <https://safety.fhwa.dot.gov/>
9. Federal Motor Carrier Safety Administration - <https://www.fmcsa.dot.gov/>
10. Federal Transit Administration - <https://www.transit.dot.gov/>
11. Governors Highway Safety Association - <https://www.ghsa.org/>
12. Highway Safety Manual - <http://www.highwaysafetymanual.org/Pages/default.aspx>
13. Louisiana Association of Chiefs of Police - <https://lachiefs.org/>
14. Louisiana Department of Education - <https://www.louisianabelieves.com/>
15. Louisiana Department of Health - <https://ldh.la.gov/>

Contract No. 4400027184

16. Louisiana Department of Insurance - <http://www.lidi.louisiana.gov/>
17. Louisiana Department of Transportation and Development - <http://www.dotd.la.gov/>
18. Louisiana District Attorneys Association - <https://www.ladaa.org/main/home>
19. Louisiana Highway Safety Commission - <https://www.lahighwaysafety.org/>
20. Louisiana Local Technical Assistance Program - <https://www.ltrc.lsu.edu/ltap/>
21. Louisiana Motor Transport Association - <https://www.lmta.la/>
22. Louisiana Municipal Association - <https://www.lma.org/>
23. Louisiana Office of Motor Vehicles - <https://www.expresslane.org/>
24. Louisiana Operation Lifesaver - <https://community.oli.org/state/la#about>
25. Louisiana Sheriffs' Association - <https://www.lsa.org/>
26. Louisiana State Police - <http://www.lsp.org/>
27. Manual on Uniform Traffic Control Devices (Non-DOTD Link) – <http://mutcd.fhwa.dot.gov/>
28. Mothers Against Drunk Driving - <https://www.madd.org/>
29. National Highway Traffic Safety Administration - <https://www.nhtsa.gov/>
30. Students Against Destructive Decisions - <https://www.sadd.org/>
31. Transportation Research Board - <https://www.nationalacademies.org/trb/transportation-research-board>

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.

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, DATED JANUARY 1, 2023, 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 No. 4400027184, Consultant's name", and **must be received no later than 3:00 p.m. Central Time by** DOTDConsultantAds80@la.gov **via email on Tuesday, June 20, 2023.** **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 30MB 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 majority of the work will be in District 62 and the Consultant shall be required to have a full-time professional assigned within the North Shore Region. Field office indirect cost rate shall be applicable to professional rate.

This project involves development, implementation and evaluation of SHSP at the Regional level within the North Shore Louisiana Region.

Louisiana's Strategic Highway Safety Plan (SHSP) is a plan to reduce traffic fatalities and injuries on Louisiana's roadways through widespread collaboration and an integrated 4-E approach: engineering, education, enforcement and emergency services. The vision of the SHSP is Destination Zero Deaths and the goal is to reduce the number of fatalities by half by the year 2030.

The development, implementation, and updating of the SHSP was first required under Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which established the Highway Safety Improvement Program (HSIP) as a core federal program. 23 USC 148/23 CFR 924 continued the HSIP as a core Federal-aid program and the requirement for states to develop, implement, evaluate and update an SHSP that identifies and analyzes highway safety problems and opportunities on all public roads. MAP-21 also introduced a performance management framework that was continued with the Fixing America's Surface Transportation (FAST) Act. The FAST Act also continued the HSIP and SHSP requirement. Final regulation requires States to set annual targets for the HSIP and they must be coordinated with the Highway Safety Plan (HSP). FAST Act required that the SHSP is developed after consultation with a broad range of safety stakeholders, which includes regional transportation planning organizations and metropolitan planning organizations (MPOs), if applicable; State and local traffic enforcement officials; county/parish transportation officials; other major Federal, State, tribal, and local safety stakeholders, and; other stakeholders as outlined in 23 U.S.C. 148(a)(12). Infrastructure Investment and Jobs Act (IIJA) continues requirement for the SHSP. Depending on the SHSP safety priority areas and strategies, additional partners such as representatives from the public health, education, and medical professions may be involved.

Louisiana has established a two-pronged approach for implementation of the SHSP — statewide emphasis area teams that promote proven effective strategies through constantly evolving action plans and regional safety coalitions that implement those action plans at the local level. A regional safety coalition coordinator is a critical component of the implementation of the SHSP at the local level.

In order to regionally implement and sustain the SHSP, it is necessary to provide support for regional safety coalition coordination through a consultant. The primary task of the agreement between the consultant and state will be to implement and sustain the SHSP by bridging all gaps between Louisiana Department of Transportation and Development (DOTD) personnel, Louisiana Highway Safety Commission initiatives, local governments, local law enforcement, the community, local civic organizations, emergency services/hospitals, school boards, tribal agencies, and other safety partners within the region.

1.0 SHSP Regional Safety Planning Activities

- Develop, implement, and sustain Regional level action plans for each SHSP emphasis area. See Attached Emphasis Area Action plans.
- Attend and actively participate in Statewide SHSP Implementation Team and Emphasis Area Team Meetings, SHSP trainings, and other regional and/or local meetings that promote, support and assist with implementing transportation safety planning and improvements and/or emphasis area action plan action steps.
- Plan and coordinate meetings within each of the Regional Emphasis Area teams on a quarterly basis.
- Plan and coordinate at least two (2) Hybrid Regional Safety Coalition meetings annually.
- Plan and coordinate preparation meetings as needed with regional emphasis area team leaders prior to working group and/or full Regional Safety Coalition meetings.
- Assist in planning and coordination of the Louisiana Highway Safety Corridor Program as needed.

2.0 Regional and State Safety Data Analysis Activities

- Develop extensive knowledge of SHSP web based crash data dashboards.
- Analyze regional safety (crash, traffic and roadway) data needed to inform strategies and targeted focus areas for regional efforts.
- Interpret safety data for region and state.
- Identify trends in safety data to assist with developing, prioritizing, implementing, and evaluating regional strategies and tactics.
- Clearly communicate safety trends to various types of audiences including the general public, local planners and engineers, SHSP safety coalition stakeholders, legislative delegations, etc.
- Research best practices for collecting and analyzing safety

3.0 SHSP Stakeholder Education and Outreach Activities

- Develop productive partnerships with SHSP Stakeholders including but not limited to LADOTD, Louisiana Highway Safety Commission (LHSC) including their grantees, Louisiana State Police (LSP), Local Technical Assistance (LTAP), local law enforcement agencies, municipalities/parishes, emergency services, school board officials, elected officials, tribal agencies, and other safety advocates to promote the SHSP and seek out highway safety related activities to participate in within the region.
- Maintain productive partnerships with SHSP stakeholders through routine in-person consultations, support and technical assistance in SHSP programs and activities.
- Recruit new regional safety coalition members, Emphasis Area team leaders, and task leaders for SHSP action steps to maintain continuous engagement and progress.
- Conduct local media outreach through collaboration with law enforcement and public safety advocates by promoting national, statewide and regional safety initiatives and campaigns within the SHSP emphasis areas. Outreach could include circulating public service announcements, publishing news articles and posting online press releases specific to the region.

- Identify and establish strong professional relationships with local media news organizations (radio, print and TV), DOTD Public Information Officers (PIO), and other traffic safety PIOs.
- Create and maintain a strong social media presence on platforms such as Facebook, Twitter, YouTube, etc. as guided by the annual Emphasis Area action plan outreach strategies and the SHSP Safety Campaign Media Scheduler.
- Prioritize and conduct educational outreach efforts to inform the public and SHSP stakeholders about highway safety concerns and countermeasures in the SHSP emphasis areas.
- Develop and distribute educational outreach materials such as newsletters, press releases, safety campaign material, or other safety materials to current and potential safety partners.
- Incorporate the Destination Zero Deaths (DZD) state and regional branding in all outreach and educational materials.
- Actively participate in regional, statewide, and national transportation focused conferences and trainings as related to the SHSP emphasis areas.
- Keep up to date on National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA) safety programs/grants with goal of identifying potential federal funded projects.

4.0 Administrative

- Prepare and submit monthly invoices and progress reports by the 20th of each month. Monthly progress reports and expenses shall be tied to the action steps in the Regional Emphasis Area Action Plans.
- Maintain Standard Operating Procedures for critical tasks.
- Track and maintain contact list of Regional Safety Coalition members and leaders.
- Provide support to Regional Emphasis Area Teams and working groups for documenting meetings/discussions and progress.
- Track ongoing and upcoming transportation safety projects funded through LHSC and DOTD.
- Report quarterly progress to the State on strategies and/or tactics within each of the Emphasis Area action plans.
- Produce necessary documentation and deliverables in order to implement Regional action steps
- Track, monitor, and communicate Regional Safety Coalition activities.

SERVICES TO BE PERFORMED/ITEMS TO BE PROVIDED BY DOTD

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

- 2022 SHSP
- SHSP/CARTS Dashboard Training
- Access to Google Drive
- Access to DZD website and password protected documents
- Other relevant training items
- Meeting Space

ELECTRONIC DELIVERABLES

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

SPECIFIC SOFTWARE AND/OR EQUIPMENT DESIRED

Proficient experience with the following:

- Microsoft office products-Excel, Word, PowerPoint
- Creating digital media
- Social media platforms
- Conducting Hybrid meetings

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 field of transportation safety required for the project.
2. At least one (1) principal or responsible member of the prime consultant shall have a minimum of five (5) years of experience in responsible charge of or major expertise in implementing and sustaining highway safety initiatives and/or programs.
3. At least one (1) principal or other responsible member of the prime consultant shall be professionally competent in the 4E (Engineering, Enforcement, Education and Emergency response) approach to highway safety.

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.

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.