

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
FEBRUARY 3, 2022**

**CONTRACT NOS. 4400023510, 4400023511, AND 4400023512
IDIQ FOR BRIDGE INSPECTION 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.

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. past performance on similar DOTD projects, weighting factor of six (6)*;
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

*The consultant is to identify in the table below those 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.

<p>Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 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 past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)</p>							
Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							100%
							100%
							100%
<p>Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.</p>							
Percent of Contract	100%						-----

*The 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.

If sub-consultants are allowed, 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 (5) (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, 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 not exceed **\$5,000,000**. Compensation to the consultant for services rendered in connection with each TO may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each TO, subject to the limitation set forth in the IDIQ contract.

Compensation may be either negotiated or non-negotiated as determined by DOTD for each individual TO. When the compensation is negotiated, it will be determined by DOTD based on work hours negotiated between DOTD and the consultant. After notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual, 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. Standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses.

The consultant should own most of the equipment required to provide the work and services. The cost of this equipment should be included in the consultant's indirect cost rate. Equipment may be considered "specialized" if it cannot be considered standard equipment for that particular consultant's normal operating business needs. If a consultant believes special equipment is needed for the contract, the consultant must inquire through the Question and Answer process, as provided herein, whether the identified item will be considered specialized equipment for the individual contract.

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.

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.
- 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/BD_EM.aspx
5. DOTD – Bridge Inspection Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Operations/BridgeMaintenance/Misc%20Documents/Louisiana%20Bridge%20Inspection%20Manual%205-29-2020.pdf
6. DOTD - Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx
7. DOTD - Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
8. DOTD - Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
9. DOTD - Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
10. DOTD - Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
11. 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
12. DOTD - Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
13. DOTD - Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Men_u_MSM.aspx

14. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
15. 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
16. DOTD - Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
17. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
18. DOTD - Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
19. DOTD - Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
20. DOTD - Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
21. DOTD - Traffic Signal Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%20207.1.20.pdf
22. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
23. 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>
24. FHWA - Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
25. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
26. 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>
27. NEPA - National Environmental Policy Act –
<https://www.epa.gov/nepa>

28. AASHTO Manual for Bridge Evaluation, United States Department of Transportation / Federal Highway Administration.
29. Inspection of Fracture Critical Bridge Members United States Department of Transportation / Federal Highway Administration.
30. National Bridge Inspection Standard, Code of Federal Regulations 23 - Highways, Part 650, Subpart C.

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 the most current version of the DOTD Form 24-102 (available at http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Manuals_Forms_Agreements.aspx). Hard copies of the consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

If more than one (1) contract is to be selected based on this advertisement, no prime consultant is allowed to be a sub-consultant on any other consultant's 24-102. If a prime consultant is submitted as a sub-consultant on another consultant's 24-102, its proposal as a prime consultant may be deemed non-responsive.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.

DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

Contract and/or part-time employees are allowed. Such employees should be shown in Section 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 4400023510, 4400023511 and 4400023512**, and must be received by DOTD via email **no later than 3:00 p.m. CST on Thursday, February 24, 2022**.

ATTACHMENT A – SCOPE OF SERVICES

The project time is **typical**.
The route classification is **NHS**.

PROJECT DESCRIPTION

Statewide bridge inspection of complex structures including but not limited to: Cable-stayed, suspension, truss, and movable bridges. The inspections will be in-depth bridge inspections following the National Bridge Inspection Standards (NBIS) criteria for bridge inspection.

STAGE 3: DESIGN

The services to be performed by the Consultant under this Contract are described more specifically as follows:

Topographic Survey (If needed) -Shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

Preliminary Plans - Shall consist of all engineering services required for the completion of Preliminary Plans and cost estimates for the Project, all under a schedule for completion which shall be in conformity with the contract time specified elsewhere in this Contract or established by supplemental agreement. Specifically, the work under this section consists of the following major items:

1. The assembly and study of existing data, including improvement studies, boring information, if any, traffic data available through DOTD, and such other data as can be located through efforts of the Consultant.
 - a. The design criteria for this project shall be mutually determined by the Consultant's and DOTD's personnel at a Pre-Design Conference to be held at DOTD's Headquarters Administration Building in Baton Rouge at the conclusion of Topographic Surveys and prior to the commencement of this Part.
 - b. A Pre-Design Planning Conference Form setting forth the design criteria for this project shall be completed at this conference and a copy shall be furnished to the Consultant. This conference shall be arranged by the DOTD's Chief Engineer upon his receipt of a written request from the Project Manager. A blank copy of this form shall be furnished to the Consultant. The Consultant shall complete those portions of the form which can be completed from information derived during the performance of the topographic survey.
2. The preparation and submittal of a synopsis of electronic data processing applications for the design of bridges to the DOTD's Bridge Design Engineer for his approval prior to their use. The synopsis shall include the following:
 - a. A general explanation of each electronic data processing application to be used, and certification by the Consultant that it is maintained in accordance with the latest AASHTO LRFD Bridge Design Specifications.
 - b. The name of the developer or the name of the company providing services to the Consultant for each electronic data processing application.
 - c. An account of the Consultant's experience and the experience of other organizations or agencies that use each electronic data processing application.
3. The preparation of Preliminary Plans for the Project shall be in accordance with the requirements outlined in the latest AASHTO LRFD Bridge Design Specifications and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, General Guide for Bridge Plan Preparation, and Hydraulics Manual. Statements in the Manuals which may be in conflict with requirements specified in the main body of this Contract shall be considered as superfluous information and not applicable to this Contract. Three sets of these plans shall be submitted to the Project Manager for preliminary examination and comments after they have been developed to show all information required for a Plan-in-Hand inspection and, upon receipt of any such comments, the Consultant shall revise the plans accordingly. The Consultant shall then submit to the Project Manager all computer-generated original reproducible of the Preliminary Plans. The Plans shall be dated and stamped "Preliminary" for further review, and for DOTD's use in developing the prints necessary for a complete Plan-in-Hand field inspection with members of DOTD and other interested parties, when so named herein, at a time and date mutually agreed to in advance by all parties.

Subsequent to the Plan-in-Hand inspection, the Consultant shall make all changes in the plans, as necessary, to reflect agreements reached at this Stage. The plans shall show the existing right-of-way and any taking lines required for additional right-of-way, and shall be referenced to the centerline of the Project. The Consultant shall then submit revised computer-generated original reproducible of the plans to the Project Manager.

Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of DOTD.

4. The preparation of estimates of construction contract costs based on estimated quantities developed for the Preliminary Plans.
5. The preparation of a sequence of construction for the Project
6. The preparations of all permit drawings necessary for incorporation into DOTD's application for a permit to cross navigable waterways and wetlands. Such drawings shall be original, reproducible drawings. The format of these drawings shall comply with the U. S. Coast Guard's or U. S. Corps of Engineer's standards, as the case may be, and shall be subject to the approval of the DOTD's Bridge Design Engineer before acceptance.
7. The design format for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways. The format of the plans shall conform to the standards used by DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.
8. Design for Preliminary Plans shall be done in English units of measurement.

Final Plans - Shall consist of all services required for the preparation of Final Plans, specifications, estimates, and ratings of bridge structures, all meeting the standard requirements of DOTD as to general format and content. Specifically, the work under this section consists of the following major items:

1. The design and preparation of completed detailed Final Plans drawn to acceptable scales for the Project. If necessary, the plans shall include designs and/or details for all grading, pavement, drainage, intersections, traffic control and structures. Bar bending details and schedules are to be included in these plans as applicable. The Final Plans shall show construction limits and final R/W taking lines. The earthwork cross sections shall also show R/W taking lines and existing utilities.
2. The preparation and submittal of construction cost estimates based on the Final Plans.
3. The performance of a complete "as-designed" structural analysis of the load-carrying capacity of all superstructure structural components, except cast-in-place and precast slab spans to determine the respective inventory load, operating load, and Louisiana's posted

vehicle ratings. Ratings shall be in accordance with the latest DOTD's Bridge Design Manual. The rating shall be performed by the same person who did the design.

The original and one (1) copy of a bound rating report shall be provided. It shall include a summary rating section, a plan and profile of the bridge, and all rating calculations arranged such that each member section is sketched adjacent to the appropriate member section, load and stress data or shall be in an alternate format if proposed by the Consultant and agreed upon by DOTD in advance of execution of the analysis. All pages shall be numbered sequentially. The original of all calculations shall be submitted with the report.

Controlling inventory, operating, and Louisiana posted vehicle ratings shall be placed on the structure general notes sheet of the Final Plans.

4. The submittal to the Project Manager of original unsigned reproducible drawings of the Final Plans for Advanced Check Print (ACP) review and special provisions for review.
5. The preparation of all special specifications required.
6. After ACP's have been reviewed and comments incorporated, Final Plans shall be submitted accompanied by a properly indexed, neatly arranged, bound copy of all design computations used in developing the pay quantities. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission.
7. The Title Sheet for Final Contract Plans shall be reproduced on high-quality, 4-mil, double-matte film using a plotting or reproduction process that fuses the graphics to ensure durability. All other Final Plan Sheets may be reproduced on high-quality 24 lb. Premium Bond paper for submittal to DOTD. Repeated handling and friction due to stacking of plans shall not smear, flake or rub off the graphics. Improper plotter settings and plotter wear may cause inconsistent durability of the drawings. The Consultant shall test samples of the submitted drawings for durability. Advance samples of matte films may be submitted with the ACPs; however, the Contract Plans shall be tested separately. Failures shall result in rejection of the submittal. Additions or changes shall be made with a permanent type of waterproof ink made for this purpose.

The outside measure of each plan sheet shall be 22 x 36 inches or 23 x 36 inches with margins measuring not more than 21 inches x 34 inches. Top, bottom, and right hand margins shall be at least ½ inch, and left-hand margin shall be at least 1 ½ inches.

Lettering on plans shall be of adequate size to facilitate a 50% reduction of plans.

All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD and the DOTD's Project Manager may reject any plans not conforming to these standards.

8. Design for Final Plans shall be done in English units of measure.

Inspection Services- The Consultant will provide all services required to perform Statewide NBIS in-depth inspections of complex structures that include structure types such as: cable-stayed, suspension, truss, and movable. In addition to the above, the Consultant will provide underwater bridge inspections of submerged bridge elements.

1. A detailed in-depth field inspection will be performed on, all components of the superstructure, and all components of the substructure in conformance with AASHTO Manual for Bridge Evaluation, the NBIS, and LADOTD Bridge Inspection Manual. The Consultant will perform an NBIS inspection including an element level inspection. An NBIS underwater bridge inspection may be required for all submerged elements.
2. An assessment of the coating system, if necessary, will be conducted by a certified SSPC Protective Coating Specialist or a certified NACE Bridge Coating Inspector to determine the condition of the existing coating system.
3. All deteriorated/damaged members will be measured in detail. Sketches and pictures showing corrosion/deterioration shall be submitted. Provide non-destructive evaluation when necessary. Ultrasonic testing of pins will be performed on fracture critical truss pins, pin assemblies, etc.
4. Recommendations as to repairs, rehabilitation, load capacity analysis, corrections, and any other maintenance functions will be incorporated into the report where deficiencies and deterioration are reported and summarized at the conclusion of the inspection report. The Consultant may be assigned to design repairs/rehabilitation plans and perform load capacity analysis.
5. Inspection and bridge access equipment and any required Non-Destructive Evaluation (NDE) testing equipment will be provided by the Consultant.
6. Traffic control operations and procedures, when necessary, will be the responsibility of the Consultant. These operations and procedures will be coordinated through the DOTD District offices. The Consultant shall submit a Traffic Control Plan to the District where work is being performed.
7. The Consultant will institute his own quality control process to assure that all inspection requirements are being met. The quality control process will also be subject to advance approval and audit throughout the program.

STAGE 5: CONSTRUCTION

Construction Support- Shall consist of all services required to review and address all Requests for Information (RFI's) from the DOTD's Construction Contractor that concern plan/specification clarity or plan/specification error. The Consultant shall be required to respond to all RFI's within forty-eight (48) hours.

Cost recovery for all RFI's due to plan/specification clarity or plan/specification error shall be as noted in the Errors and Omissions clause as established in this Original Contract.

In order to provide efficient construction contract administration and minimize construction delay costs, the Consultant may be required to provide construction on-call support in order to complete the Project. The Consultant shall be available to assist DOTD with information meetings with the Contractor with a twenty-four (24) hour notice. These meetings shall be authorized by DOTD. The Consultant shall be required to respond to and deliver requested minor design changes and plan/specification corrections within seven (7) calendar days. DOTD has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. This item shall be used only when directed and authorized by the DOTD's Project Manager. The Consultant does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing material or performing any work on the project.

Shop Drawings- Shall consist of all services required to review all shop drawings and equipment submittals for conformity with the construction contract document, and the distribution of approved submittals as per the project distribution list. If required, the Consultant shall be contracted to provide the structural shop drawing review during construction. Shop drawing review services may be performed under supplemental agreement or a separate contract.

SHOP DRAWING REVIEW:

Review and approval of Contractor submittals, such as shop drawings, product data, and other data, as required by DOTD's contract with the Contractor, but only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. The Consultant's scope shall be limited to a review of quantities, details, dimensions and weights or gauges. Services provided by the Consultant under this Agreement 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. The Consultant's scope shall not include a review of fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all which are the sole responsibility of the Contractor. The Consultant's review shall be conducted with reasonable promptness while allowing sufficient time in the Consultant's judgment to permit adequate review. Review and approval of these drawings and other required submittals shall not relieve the Contractor of his responsibility under his contract. The Consultant shall not be responsible for any deviations from the contract documents not brought to the attention of the Consultant in writing by the Contractor.

ADDITIONAL SERVICES

Environmental Services, if required, shall be established by a Supplemental Agreement.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

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

1. All traffic assignments required for determination of design of the Project.
2. Title abstracts; showing current property owners along the project.
3. As-Built Plans, design plans, shop drawings, structure maintenance record, etc., if available and if required, can be reviewed at the applicable DOTD offices. Copies may be purchased at the normal DOTD rates.
4. Topographic survey for this Project as completed by the DOTD or others. Any additional topographic surveys as necessary to complete the plans shall be performed by DOTD or the Consultant, at the option of DOTD. If performed by the Consultant, such work shall be established by a fully executed Supplemental Agreement or by Extra Work Letter.
5. All subsurface soil investigations and laboratory analyses, including core drillings and borings with laboratory reports, as may be necessary for the design of the Project, in appropriate form for incorporation in the plans.
6. All information which DOTD has in its files as to location of route, tentative locations of intersections and bridges, boring and test data if any, plans and studies within the area of the Project which may be useful to the Consultant in carrying out this work and assistance in securing similar data from others to the extent available.

ELECTRONIC DELIVERABLES

All Bridge Inspections must be submitted Electronically using Pre-Approved DOTD Bridge Inspection Software. Consultant-led inspections will be documented in the DOTD approved inspection software to document current conditions, element quantities, condition states, streambed profile, and inspection notes. Properly identify everyone who participates in the inspection by full name and function and attach any documentation supporting their credentials, if not already on file. The report must be submitted to the Headquarters Bridge Inspection Office as soon as appropriate, but no later than 45 calendar days after field work completion, with the final inspection report as an attachment.

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. 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.

Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. 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 Consultant to purchase additional software. Prior to proceeding with plan development, Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any Digital Plan Delivery Standard conflicts with written documentation, including DOTD plan-development Manuals, the Digital Plan Delivery Standard governs. Consultant is responsible for contacting the Project Manager should questions arise.

Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify 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. 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

- All Bridge Inspections must be submitted in Assetwise or other DOTD approved inspection software if available.
- Inspection, NDE, and bridge access equipment will be provided by the Consultant.

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 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 five (5) years of experience in responsible charge of bridge design/structural inspection of river crossing structures.
4. At least one (1) individual shall have a minimum of five (5) years of experience in underwater imaging.
5. At least one (1) professional land surveyor, registered in the state in Louisiana, shall have a minimum of one (1) year of experience in topographic survey.

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 and 5 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, such as certified bridge inspectors and divers, must be identified in Section 14 of the DOTD Form 24-102 and their resumes included in Section 16 of the DOTD Form 24-102.
- When applicable, certifications/certificates for bridge inspectors and divers must be submitted in Section 20 of the DOTD Form 24-102 for the following:
 - Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course certificates;
 - Society for Protective Coatings (SSPC) certificates;
 - National Association of Corrosion Engineers (NACE) certificates;
 - American Society of Nondestructive Testing (ASNT) Level III certificates;
 - CFR Title 23 650.309 training certificates; and
 - Association of Diving Contractors (ADC) Consensus certificates.

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.