

ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
June 4, 2020

CONTRACT NO. 4400019680
CONTRACT FOR OWNER VERIFICATION SERVICES FOR
COLLEGE DRIVE FLYOVER RAMP I-10/I-12 WEST
STATE PROJECT NO. H.013897
F.A.P. NO. H013897
ROUTE I-10 AND I-12
EAST BATON ROUGE PARISH

DBE GOAL = 2%

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 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 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. consultant's firm experience on similar projects, weighting factor of three (3);
2. consultant's staff experience on similar projects, weighting factor of four (4);
3. consultant's past performance on similar DOTD projects, weighting factor of six (6)*; and
4. consultant's Work Plan and Schedule for accomplishment of tasks, weighting factor of (3)**.

*Past performance rating categories listed in the table below will be used for performance ratings for this contract.

**In addition to DOTD Form 24-102, a work plan shall be submitted for evaluation after Section 17 of the prime consultant's DOTD Form 24-102. The work plan shall be on letter size paper, and should not be more than 8 pages single-sided with a font size of at least 12. The goal of the work plan is to demonstrate the Consultant Team's understanding of the overall project; proposed plan of action towards contract administration, project oversight and inspection; approach to document control; and utilization of consultant team personnel.

Project Category Weighting - Typical

The project complexity is **complex**.

The project time is **critical**.

The contract amount is \geq **\$2,500,000**.

The route classification is **NHS**.

Therefore, the Project Magnitude for this advertisement is **MEGA**.

If any sub-consultants are proposed to be used for the referenced contract(s), then Section 11 must represent the percentage of overall work that will be done by each firm.

THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN SECTION 11 OF THE PRIME CONSULTANT’S DOTD FORM 24-102 PROPOSAL.

Prime consultants who perform 100% of the work may state so in lieu of including this table. In all other cases, the prime consultant shall fill in the table by entering the name of each firm that is part of the proposal and the percentage of work in each past performance rating category to be performed by that firm. Consultants shall not add past performance rating categories. The percentage estimated for each past performance rating category is for grading purposes only, and will not control the actual performance or payment of the work.							
Past Performance Rating Categories**	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Firm F
Construction, Engineering and Inspection - CE&I (CC)	70%						
Contract Management (CM)	30%	100%	n/a	n/a	n/a	n/a	n/a
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						

**Consultants with no past performance rating in a given category will be assigned the average rating of the firms submitting for that category, the statewide average rating for that category, or three (3.0), whichever is lowest as of the date the advertisement was posted.

Consultants 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 firm’s rating in each category will then be added to arrive at the consultant’s final rating.

If sub-consultants are used, the prime consultant must perform a minimum of 51% of the work for the overall contract. The prime consultant and each sub-consultant will be evaluated on their part of the contract. The individual prime consultant and sub-consultant ratings, proportional to the amount of their work, will then be added to arrive at the total consultant rating.

DOTD’s Project Evaluation Team 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.

RULES OF CONTACT

These rules are designed to promote a fair and unbiased selection process. 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 heads, 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.

No protest or appeal will be entertained unless made in accordance with the procedures found on DOTD's website, which are incorporated herein by reference and can be accessed at: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Process_Procedures.aspx.

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **900 days**.

COMPENSATION

The estimated compensation payable to the consultant for all services rendered in connection with this contract shall be **\$4,988,626**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of 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 within thirty (30) calendar days following the notification of selection. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual.

Payment will be made based on specific rates of compensation (billable rates).

DIRECT EXPENSES

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items which are not paid for in the firm's indirect cost rate and which 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.

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

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

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. For consultants performing traffic engineering services (i.e., traffic

analysis throughout all DOTD project stages), 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 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 (*i.e.*, 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. **The consultant shall explain in Section 16 of DOTD Form 24-102 how they plan to meet the work zone requirements.** 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 Barry Lacy 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 – <https://www.transportation.org/>
2. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
3. DOTD Test Procedures – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
4. DOTD Location and Survey Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
5. 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
6. DOTD Roadway Design Procedures and Details – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx

7. DOTD Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
8. DOTD Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
9. Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
10. Manual on Uniform Traffic Control Devices (Non-DOTD Link) –
<http://mutcd.fhwa.dot.gov/>
11. DOTD Traffic Signal Design Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V2.0%205-28-2015.pdf
12. National Environmental Policy Act (NEPA)
13. DOTD Stage 1 Planning/Environmental Manual of Standard Practice - http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
14. National Electrical Safety Code
15. National Electrical Code (NFPA 70)
16. A Policy on Geometric Design of Highways and Streets (AASHTO) –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
17. DOTD Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
18. DOTD Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
19. DOTD Bridge Design Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BDEM.aspx
20. Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Feb%202020.pdf
21. Bridge Inspector's Reference Manual – <https://www.fhwa.dot.gov/bridge/nbis.cfm>
22. Federal Aid 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
23. Code of Federal Regulations 29 CFR 1926 (OSHA)

24. Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx
25. Traffic Engineering Manual -
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
26. Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Publications/Pages/TEPR.aspx

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.

DBE - The selected consultant shall have a Disadvantaged Business Enterprise (DBE) goal of **2%** of the contract fee. DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant. Credit will only be given for use of DBEs that are certified by the Louisiana Unified Certification Program.

Prime consultants must specify by firm name in Section 10 on the DOTD Form 24-102 all DBE firms which the prime intends will participate in providing services under the contract to meet the DBE goal and indicate for each the percent of the contract fee for the services that will be performed by each specified DBE firm. If the prime did not succeed in obtaining enough DBE participation to meet the goal, it must attach to the DOTD Form 24-102, behind Section 17, documentation of its good faith efforts to meet the goal.

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

One (1) original (**stamped "original"**) and **five (5)** copies of the consultant's response to this advertisement must be submitted to DOTD on 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) along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (PDF). 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.

Any sub-consultants to be used in performance of this contract, must also submit a DOTD Form 24-102, which is completely filled out and contains all information pertinent to the work to be performed. The sub-consultant's DOTD Form 24-102 must be firmly bound to the prime consultant's DOTD Form 24-102.

Contract and/or part-time employees are allowed. Such employees should be shown in Section 12 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 should be identified with **contract number 4400019680 and/or State Project No. H.013897**, and shall be submitted **prior to 3:00 p.m. CST on Tuesday, July 7, 2020**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Darhlene Major
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802
Phone: (225) 379-1025

ATTACHMENT A – SCOPE OF SERVICES

The home office indirect cost rate shall be applicable to all services except as otherwise designated hereafter. *Field office indirect cost rates shall be applicable to the designated service(s).

The scope of this project consists of modifying the I-10 West/College Drive exit into separate I-12 West and I-10 West exits. Motorists traveling westbound on I-12 will exit to College Drive between the I-12 West/I-10 East ramp and the I-12 West/I-10 West merge. Motorists traveling westbound on I-10 will exit to College Drive between Essen Lane and the I-10 West/I-12 West merge to join the I-12 West/College Drive ramp creating a west bound two-lane ramp parallel to and physically separated from I-10 West ending at College Drive.

The Consultant shall provide all necessary engineering and related services to provide Design-Build Owner Verification.

STAGE 5: OWNER VERIFICATION SERVICES

TASK 1: CONTRACT ADMINISTRATION

1. The Consultant shall be thoroughly familiar with the Final Request for Proposal (RFP) and the selected Design-Builder's Proposal, the combination of which shall ultimately become the Contract Documents between the selected Design-Builder and the Louisiana Department of Transportation and Development (DOTD).
2. The Consultant shall provide assistance and support to the DOTD Project Manager to ensure that the requirements of the Contract Documents are met.
3. The Consultant shall be the designee of the DOTD Project Manager at regularly scheduled meetings related to the project and shall be responsible for all meeting minutes.
4. The Consultant shall be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
5. The Consultant shall utilize DOTD's documentation databases as required in the Construction Quality Assurance Program (CQAP).
6. The Consultant shall review and approve the Design-Builder's Critical Path Method (CPM) for Construction Progress Scheduling submissions for the project in compliance with Contract Documents. The Consultant shall review the logic used within the Design-Builder's CPM schedule (including all updates/changes) and document any dispute of logic for use in possible future owner directed scope changes.
7. The Consultant shall ensure that SiteManager is setup for all Price Centers and Progress Check Points as indicated in the Design-Builder's Price Proposal.
8. The Consultant shall conduct non-reimbursable training sessions for personnel to receive instructions into the use of SiteManager (approximately four hours) as necessary. DOTD shall provide a qualified instructor for this training.

9. The Consultant shall:
 - a. Keep clear and concise records of the contractual operations;
 - b. Prepare monthly pay estimates and
 - c. Make weekly progress reports to the DOTD Project Manager consisting of:
 - i. Percent complete and time elapsed (as appropriate for the Design-Build payment structure);
 - ii. Approved change order amounts and
 - iii. Number of change orders.
10. The Consultant shall maintain records to initiate, substantiate, investigate, track, and recommend remedial procedures and verify actions taken with regard to Request for Information (RFI), Change Orders, and Non-conformance Reports (NCR's).
11. The Consultant shall prepare change orders throughout the life of the project. Change orders shall be written by the Consultant and approved through DOTD's process. Any proposed changes in plans or in the nature of the work shall be pre-approved in writing by DOTD prior to the performance of stipulated work.
12. The Consultant shall monitor and document all construction claims in accordance with the appropriate Engineering Directives and Standards Manual (EDSM), and provide recommendations on disposition of claims.
13. The Consultant shall manage the RFI process as defined on the DOTD internet site.
14. The Consultant shall provide computer hardware, i.e., computers, printers, internet connections, scanners, etc. deemed necessary to provide services.
15. The Consultant shall review and coordinate with the appropriate DOTD personnel the entire final estimate package, including all document submittals from the Design-Builder in conformance with DOTD requirements.
16. The Consultant shall perform any other activities deemed necessary by the DOTD Project Manager to ensure that the Contract requirements are being met.

TASK 2: DESIGN SUPPORT SERVICES

PROJECT OVERSIGHT AND ACCEPTANCE

The Consultant shall be responsible for Design Acceptance systems, which are to be part of the overall Design-Build Project's Quality Assurance Program (QAP), in accordance with 23 CFR 637 and the Federal Highways Administration (FHWA) Publication No. FHWA-HRT-12-039.

The Consultant shall assist DOTD with the following:

1. Informal Design Acceptance
 - a. "Over the Shoulder" in-progress design reviews and audits.

2. Formal Design Acceptance
 - a. Type, Size, and Location Approval
 - b. Design Unit milestones and Ready for Construction (RFC) plan approvals

Design assistance may include, but is not limited to:

1. Provide support to the DOTD Bridge, Road, Environmental and Geotechnical Design sections as needed throughout the duration of the Design-Build project
2. Audits of the Design-Builder's Quality Control (QC) design policies and procedures
3. Review of the Design-Builder's design and plan development
4. Review, recommendation and processing of RFIs and Change Orders. Design reviews associated with construction policies or procedures.

TASK 3: CONSTRUCTION SUPPORT SERVICES

PROJECT OVERSIGHT AND ACCEPTANCE

The Consultant shall be responsible for Construction Verification systems, which are to be part of the overall Design-Build Project's QAP, in accordance with 23 CFR 637 and FHWA Publication No. FHWA-HRT-12-039.

The Consultant shall assist DOTD with the following:

1. Acceptance Inspection
2. Acceptance Verification Sampling and Testing
3. Monitor/Audit the Design-Builder's Construction Quality Assurance Program (CQAP) activities related to Construction and Fabrication. Services include, but are not limited to:
 - a. Monitor the Design-Builder's adherence to the QAP requirements, and verify compliance with the Design-Builder's Quality Management Plan (QMP) and QC plans.
 - b. Monitor the receipt and documentation of all materials and fabricated products on the construction worksite.
 - c. Provide all personnel, equipment, and materials necessary to perform the required field-testing for quality assurance in accordance with Appendix G: the Required Minimum Sampling and Testing of the Project's CQAP.
 - d. Monitor the collection, submission, and test results of sampled materials in accordance with the Appendix G of the CQAP. If the DOTD District lab is unable to perform the testing, the Consultant shall contract with a qualified independent testing laboratory (per 23 CFR 637 .209) to perform these services.
4. Review and audit the Design-Builder's "As-Built" plans and final estimate.

***CONSTRUCTION ENGINEERING AND INSPECTION (CE&I)**

The Consultant shall be responsible for the Construction Engineering and Inspection services (CE&I) as required for the construction of the Design-Build project. The Consultant shall perform all tasks under this contract including, but not limited to the following:

1. Assign a fulltime-consultant Project Engineer (PE) to this project.
 - a. The assigned PE must be knowledgeable of all facets of the Contract Documents and the Design-Builder's operations.
 - b. The PE shall have electronic linkage capability via cell phone and Internet for transmitting and receiving relevant contractual information and arranging for onsite operations.
 - c. The PE must be physically capable of responding to the DOTD Project Manager within (30) minutes.
2. Become thoroughly familiar with the Design-Build Contract in order to assist DOTD in administering the Contract which is different from the standard current edition of the Standard Specifications for Roads & Bridges "Purple Book" projects.
3. Ensure that all construction inspection personnel utilized by the Consultant meet and retain the same qualification and certification requirements as required of DOTD construction personnel.
4. Coordinate with DOTD HQ/District personnel, Design-Builder, and other parties to schedule and attend the Pre-construction Meeting. The Consultant shall be required to conduct the meeting.
5. Inspect the Design-Builder's construction and operations (daily) to ensure that all work performed is in accordance with the plans and specifications.
6. Maintain all construction field records making daily entries in the project diary (DWR) to indicate:
 - a. Consultant's personnel and Design-Builder's personnel present on the job site
 - b. Design-Builder's personnel and equipment being utilized on the project
 - c. Work being accepted,
 - d. Acceptability of traffic control
 - e. Weather conditions;
 - f. Charging of contract time utilizing the SiteManager system.
7. Coordinate all construction activities between the Consultant, DOTD, and the FHWA. All work standards, methods of reporting, and documentation shall be in accordance with the policies and procedures of DOTD.
8. Perform all documentation, as prescribed by the DOTD, on the DOTD's construction software, SiteManager, and any future Content Manager procedures.

9. Perform, or hire a licensed surveyor to perform, any necessary spot checks of the Design-Builder's construction layout for verification. All surveying must be in accordance with the requirements of the Louisiana Professional Engineer and Land Surveying Board.
10. Coordinate with DOTD and appropriate utility representative for all relocations/adjustments of utility facilities for the construction of work site.
11. Perform and document inspections of erosion control measures as well as ensuring compliance with the Storm Water Pollution Prevention Plan (SWPPP) and all other Department of Environmental Quality, Army Corp of Engineers, and U.S. Coast Guard Permits.
12. Provide field verification testing and sampling, as required by the Project's QAP with testing requirements and frequencies based on the Design-Build Contract and the Design-Builder's approved Sampling & Testing plan.
13. When stipulated by the Contract that approval by DOTD is required for material, equipment, and/or construction procedures, follow DOTD policies for obtaining such approval.
14. Perform any other duties normally required by DOTD Project Engineer's Office.

TASK 4: DEPARTMENT LIAISON

At the direction of the DOTD Project Manager, the Consultant shall serve as the liaison between DOTD and others. This may include, but is not limited to, the Design-Builder, public entities, utilities and any other stakeholders. This will also include assisting the DOTD Project Manager to coordinate with the DOTD Public Relations/Customer Service Section and Public Information Consultant for providing accurate and timely information to the public and media on construction activities and traffic impacts to the travelling public (lane closures, night work, etc.). This also includes helping to identify, prevent, and/or resolve problems that arise with all stakeholders and enhancing the public image of DOTD and its consultants, Design-Builders, etc. during this project.

TASK 5: PARTNERING

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

TASK 6: DISPUTE RESOLUTION

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

TASK 7: PROJECT CLOSEOUT

The Consultant shall provide the required field documentation, change orders, summary of test results, as-built plans as submitted by the Design-Builder, and correspondence required for Project closeout.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

- Construction Quality Assurance Program (CQAP) Manual
- All available DB Project Documentation

ELECTRONIC DELIVERABLES

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.

ATTACHMENT B – MINIMUM PERSONNEL REQUIREMENTS (MPRs)

The following requirements must be met at the time the proposal is submitted:

1. At least one (1) principal of the prime consultant shall be a registered professional engineer in the state of Louisiana.
2. At least one (1) principal or other responsible member of the prime consultant shall be currently registered in the state of Louisiana as a professional engineer in civil engineering
3. At least one (1) principal or other responsible member of the prime consultant shall be a professional civil engineer, registered in the state of Louisiana, ~~in civil engineering~~, shall have a minimum of five (5) years of experience in responsible charge of performance-based specification interpretation, conflict evaluation, research, resolution, and contract administration on Design-Build delivery projects.
4. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in the construction of roads and bridges on major bridge structure and substructure projects.
5. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in the design of roads and bridges on major bridge structure and substructure projects.

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

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

MPR Nos. 4 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 must be identified in the prime consultant's DOTD Form 24-102.
- The Prime Consultant shall use Section No. 12 and Section No. 16 of the DOTD Form 24-102 to convey the organizational structure and plan on how to timely deliver all the requirements and deliverables identified in the Scope of Services and allow DOTD to assess the consultant's ability to successfully complete this project.

- All relevant personnel and support staff necessary to perform the Scope of Services and satisfy Environmental commitments and mitigations, such as, but not limited to, interstate and roadway lighting, interstate guide signs, complex and conventional structural design and rating, and complex urban sequence of construction, shall be identified in Section No. 12 and their resumes included in Section 14 of the DOTD Form 24-102. This includes both individuals designated as satisfying MPRs and individuals not designated as satisfying MPRs but relevant to the contract.
- All relevant personnel and support staff necessary to perform the Scope of Services, such as certified inspectors, shall be identified in Section No. 12 and their resumes included in Section no. 14 of the DOTD Form 24-102.
- **DOTD-certified inspector certifications must be submitted with and made part of the Consultant's/Sub-Consultant's DOTD Form 24-102. Inspectors may only inspect activities in which they hold an active DOTD certification. (See DOTD Construction Contract Administration Manual).**