

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
FEBRUARY 17, 2025**

**CONTRACT NO. 4400031195
IDIQ CONTRACT FOR ENGINEERING AND INSPECTION SERVICES OF STATE
REGULATED DAMS
STATEWIDE WITH MAJORITY OF WORK IN DISTRICTS 04, 05, 08, AND 58**

NO DBE GOAL

Under the authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues this advertisement for consulting firms to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with the Louisiana Professional Engineering and Land Surveying (LAPELS) Board under its rules for firms. If a consultant is not in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of LAPELS must be met at the time the proposal is submitted. Prime consultants must be registered with the Louisiana Secretary of State and the Federal Government, using SAM.gov, prior to contract execution.**

One (1) proposal will be selected for the contract solicited per this advertisement. Only one (1) DOTD Form 24-102 proposal is required for this advertisement, and it represents the prime consultant's qualifications and those of any and all sub-consultants proposed to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 2 of the DOTD Form 24-102. **USE THE DOTD FORM 24-102, DATED DECEMBER 12, 2024, PROVIDED WITH THE ADVERTISEMENT.**

DOTD Contract Manager (CM) – Tim Harper

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

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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 disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102.

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

Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each discipline to be performed by that firm. The percentage estimated for each discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)							
Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							100%
							100%
							100%
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						-----

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

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If sub-consultants are used, the prime consultant must perform greater than 50% of the work for the overall contract.

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

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

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

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

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

RULES OF CONTACT UPON ADVERTISEMENT

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

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

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

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

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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 (September 2024)

The maximum compensation payable to the Consultant under the IDIQ contract shall not exceed **\$1,500,000**. Compensation to the Consultant for services rendered in connection with each TO may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each TO, subject to the limitation set forth in the IDIQ contract.

Compensation will be negotiated for each individual TO. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the Consultant. The selected consultant will be required to submit a work hour proposal. The negotiation period for each individual TO shall not exceed sixty (60) calendar days, unless an abbreviated timeframe is specified in writing by the PM.

DIRECT EXPENSES

To the extent that the Consultant is allowed to claim reimbursement for direct expenses, all direct expense items that are not paid for in the firm's indirect cost rate, and are needed, and will be consumed during the life of the contract must be identified by the Consultant during contract development. The acquisition or rental of standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses (e.g., vehicles for construction engineering and inspection (CE&I) inspectors).

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

To the extent that direct expenses are authorized to be compensated pursuant to a particular TO, all travel related expenses will be compensated under direct expenses, and will be in accordance with the most current Louisiana Office of State Travel regulations as promulgated in the Louisiana Administrative Code under the caption "PPM No. 49", with the exception that compensation for vehicle usage will be based on actual miles traveled directly and exclusively related to project needs. Vehicle rental rates will require prior approval from the PM.

CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

QUALITY ASSURANCE/QUALITY CONTROL

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. **Only the selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the Consultant (do not include QA/QC plan in the DOTD Form 24-102).** Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the Consultant. Any deliverables to be transmitted by the Consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD's quality standards.

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

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC's

Registration site. **Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.** It will be the prime consultant's responsibility to ensure their staff and sub-consultants complete the training. Copies of training records may be obtained from the LTRC website <https://registration.ltrc.lsu.edu/login>.

WORK ZONE TRAINING REQUIREMENTS

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

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

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
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
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“DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved by the Department. **After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.**

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

ATSSA contact information: (877) 642-4637

*****ALL WORK ZONE TRAINING CERTIFICATIONS MUST BE ACTIVE*****

REFERENCES

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

1. AASHTO Standards – The American Association of State Highway Transportation Officials
<https://www.transportation.org/>
2. AASHTO Highway Safety Manual -
<https://www.highwaysafetymanual.org/Pages/default.aspx>
3. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
4. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
5. CyberSecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
6. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BD-EM.aspx
7. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx

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8. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
9. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
10. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
11. DOTD – Location and Survey Manual – REVISED OCTOBER 2023
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
12. 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
13. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
14. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
15. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
16. 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
17. DOTD – Pavement PRR Min Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf
18. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
19. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
20. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx

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21. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
22. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
23. DOTD – Traffic Signal Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf
24. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
25. 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>
26. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
27. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
28. 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>
29. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within ten (10) days after receipt of the contract.

A sample of the contract provisions can be found at the following link: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Advertisements.aspx.

SECONDARY SELECTION PROCESS

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

REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all

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DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The Consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102, DATED DECEMBER 12, 2024, PROVIDED WITH THE ADVERTISEMENT.** Hard copies of the Consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

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

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

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

Contract and/or part-time employees are allowed. Such employees should be shown in Section 14 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 **PDF file shall be labeled** "CONTRACT NO. 4400031195 Consultant's name", and **must be received no later than 3:00 p.m. Central Time by** DOTDConsultantAds80@la.gov via email on Wednesday, March 12, 2025.

The PDF file must be attached in the email or as a hyperlink in the email or as an email through third-party file transfer websites such as Dropbox or WeTransfer.

Please note that delivery failure may occur on email files exceeding 25MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to DOTDConsultantAds80@la.gov; **therefore, allow sufficient time** for this process to take place when submitting your proposal.

ATTACHMENT A – SCOPE OF SERVICES

The project time is typical.

The Consultant shall perform engineering and related services required for dam safety inspections primarily but may include other dam related services such as, terrain and watershed analysis, breach analysis, hydraulics, hydrology, geotechnical and structural engineering, and under water survey/investigations. The Consultant will be required to execute a Task Order, which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the IDIQ Contract.

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

1. scheduling and notification of inspections
2. field inspections
3. reporting of inspection results
4. follow-up on required corrective actions
5. engineering services; breach analysis, inundation map, under water investigations, hazard impact classification determination/confirmation, preparation and/or update of Emergency Action Plans (EAP), and engineer evaluation reports for a number of dams may be required, as determined by the Project Manager
6. other tasks as related to dam safety

Scheduling and Notifications

The Consultant shall use the Louisiana dam inventory database inspection frequency and previous inspection dates to schedule inspections. All field work shall be coordinated and organized to minimize travel then obtain DOTD's approval. A written notification of each inspection shall be provided to the dam owner, interested stakeholders, and the appropriate DOTD District Offices, on DOTD letterhead. All written notifications shall be sent to the Project Manager for signature and mailing no later than 21 days prior to the scheduled inspection. In most instances, contact information is available, but in some cases, court records may have to be searched to determine owner's identification along with additional research to determine owner contact information. Verbal coordination is strongly encouraged with stakeholders. All dam owner contact information shall be reviewed and updated in the dam safety database.

High hazard potential dams are inspected annually. Significant hazard potential dams shall be inspected every three years. Low hazard dams are inspected on a five-year rotation frequency; however, DOTD will have the option to inspect some of the low hazard dams, as determined by the Project Manager. All state-maintained dams are inspected annually regardless of the hazard classification. Inspection schedules and variations from specified frequencies must be approved by the Project Manager.

Field Inspections

All inspections will use an electronic collection system. The inspection tool platform currently uses iOS or Android compatible devices that have GPS capability. Software is free and training will be provided by DOTD. The inspection for all high and significant hazard category dams will be conducted with at least one professional engineer participating as part of the field inspection team. Prior to the field inspection, all available inspection reports, instrumentation records, project modifications, drawings, and other available information shall be reviewed. The Consultant shall collect and update historical information such as high water elevations, overtopping events and repair work other than normal maintenance from the owner and stakeholders by the most convenient method. The Consultant shall confirm and update the owners contact information, emergency contact information and other dam related fields within the inspection tool. All other available historical reports and information will be made available via the inspection tool.

The inspection shall include all accessible features of the project, including embankments, concrete sections, spillways, galleries, and intakes. Particular attention should be given to detecting evidence of leakage, erosion, seepage, instability, undue settlement, displacement, tilting, cracking, deterioration, and improper function of drains relief wells and piezometers. The adequacy and quality of maintenance and operating procedures as they pertain to the safety of the dam and operation of the control facilities should also be assessed. Photographs and drawings should be freely used to record conditions in order to supplement and support written descriptions of observations and deficiencies.

The field inspection should include review of the following:

- Concrete structures including concrete surfaces, structural cracking, movement – horizontal and vertical alignment, junctions and tie-ins with abutments and/or embankments, drains – foundation, joint, and face drains, water passages, seepage or leakage, monolith joints, construction joints, foundations, etc.
- Embankment structures including settlement, slope stability, seepage, drainage systems, slope protection, etc.
- Spillway structures including control gates and operating machinery, unlined spillways, approach and outlet channels, stilling basin and energy dissipation, etc.
- Outlet works including intake structure, operating and emergency control gates, conduits, water passages, etc.
- Drawdown facilities including safety and performance instrumentation, reservoir, downstream channel, operation and maintenance features, etc.

When review of information for the preparation of field inspection reveals a question on the hazard classification, additional field work and possible breach analysis may be required to determine if a hazard classification change is needed. This information will be reviewed with the Project Manager to determine if the tasks (additional field work, breach analysis, etc.) will be completed. Where a breach analysis and/or an Emergency Action Plan are being prepared the area of potential impact will be investigated in the field to determine property at risk, terrain features and physical attributes of structures.

Reporting

The Consultant shall submit a draft Dam Inspection and Evaluation Report-using DOTD's electronic template, to the Project Manager for review and comments within fifteen working days after the completion of the dam inspection. The final report shall be submitted to the Project Manager within ten working days after receipt of comments. When the report is approved by the Project Manager, the consultant shall deliver the inspection report, cover letter and any applicable supplemental items to the dam owner(s) or stakeholders via the preferred delivery method identified in the inspection tool. In addition to inspection reports, the consultant shall submit a written monthly summary of activities by the end of each month.

The inspection report will encompass information obtained from the pre-inspection review and the results of the field inspection. The content of the report should include, but is not limited to, the following:

- Executive Summary (Significant Findings)
- Description of Project Features
- Summary of Construction History, Operations, and Modifications
- Dam Performance (overtopping, auxiliary spillway use, high water elevations etc.)
- Instrumentation
- Field Inspection
- Structural Stability
- Spillway Adequacy
- Adequacy of Maintenance and Methods of Operations
- Conclusions
- Recommendations

Follow-up on corrective actions

If identified deficiencies warrant the need for a corrective action response/plan from an owner, then the Consultant shall provide additional correspondence as directed by the Project Manager. If the Consultant or DOTD does not receive correspondence regarding corrective action/plan request from an owner within 90 days, the Consultant will send a certified letter to the owner requesting that corrective action be taken when directed by the Project Manager. The Project Manager must be notified prior to all certified letters being sent.

Engineering

All engineering tasks are assigned and approved by the Project Manager. A request for task authorization must be proposed and justified in writing to the Project Manager for review and consideration. Any work completed by the Consultant is subject to budgetary constraints and monthly status reports outlining progress.

Deliverables

For a breach analysis and/or Emergency Action Plan (EAP), the Consultant will provide two (2) hard copies of the report for review and the final electronic files (Word, HEC-RAS, HEC-HMS, ArcGIS, DSAT, etc.) and five hard copies of the final report(s) to DOTD. (Breach analysis report will include all assumptions and calculations). The Breach analysis will also follow certain format requirements that will be provided when analysis is assigned.

1. Breach analysis, inundation map, and report will follow the format of DOTD-maintained dams or as directed by the Project Manager.
 - a. Any analysis or format deviations must be approved by the Project Manager.
2. EAP will follow the format of the DOTD-maintained dams or as directed by the Project Manager.
 - a. All EAP's will include inundation mapping of the reservoir at stages determined by the PM. Design surcharge data will be included if available.
 - b. EAP updates involve revising contact information and/or identifying public buildings within the impact area and any additional updates requested by the Project Manager. Electronic files will be required as noted above. Updated EAP will be sent to stakeholders as directed by the Project Manager.

ELECTRONIC DELIVERABLES

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

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

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

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

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

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. The Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

SPECIFIC SOFTWARE AND / OR EQUIPMENT DESIRED

- Studio Go App
- Other ESRI / GIS based software as determined 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 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 in the inspection of dams including, but not limited to, concrete structures, embankment structures, spillway structures, outlet works, and/or drawdown facilities.
4. At least two (2) individuals experienced in the inspection of dams and/or levee systems, and familiar with state of Louisiana rules and regulations governing dam safety.
5. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of the five (5) years of experience.

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS,
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 Section 14 of the DOTD Form 24-102 and their resumes included in Section 16 of the DOTD Form 24-102.

ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS

Procedures for selecting among IDIQ contracts for issuance of Task Orders

If proposed new TO is to be issued for the purpose of extending services related to services performed under a previously issued TO by a particular consultant with whom DOTD has an existing IDIQ contract containing the appropriate scope of services and with time and funding capacity available sufficient to support the issuance of the new TO under said contract, then that consultant's contract will be tasked.

Otherwise, when more than one IDIQ is available for the provision of the services required, the following procedure will be employed to determine which of the IDIQ contracts will be tasked.

1. Identify all IDIQ contracts that apply – type/scope of work in contract
 - a. If applies, move to next step
 - b. If does not apply, then cannot use the contract
2. Determine if there is sufficient time remaining on the contract to complete the work
 - a. If yes, proceed to next step
 - b. If no, then cannot use the contract
3. Determine if there is sufficient compensation remaining on contract to complete the work
 - a. If yes, proceed to next step
 - b. If no, cannot use the contract
4. Determine if specialty tasks are required or if timing of performance is critical
 - a. If yes, can the Consultant perform the work, as needed? (Consideration may be given to experience with task(s), current workload, and past performance.)
 - i. If yes, the Consultant can perform the work, then proceed to next step
 - ii. If no, the Consultant should not or is not able to perform the work, do not use the contract. Document the reasons, *e.g.*, the Consultant is less experienced, past performance indicates that the Consultant may have difficulty with task(s), the Consultant has multiple jobs ongoing for DOTD so timeliness may be an issue, etc.
 - b. If no specialty tasks or timeliness issues are present, then proceed to the next step.
5. If more than one IDIQ contract reaches this step, then they will be distinguished from one another by the Consultants': 1) familiarity or experience with the services required; 2) locality, where a local presence will add value to the quality and efficiency of the project; or 3) the amount of remaining contract time or remaining available compensation.
 - a. Select the contract whose consultant is most familiar or experienced with the services required.

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- 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.