

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
DECEMBER 17, 2024**

**CONTRACT NO. 4400030632
STATE PROJECT NO. H.015912.5
FEDERAL AID PROJECT NO. H015912
OFF-SYSTEM HIGHWAY BRIDGE PROGRAM
IDA MISSIONARY RD OVER NANCE BRANCH
CADDO PARISH**

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 Project Manager (PM) – Barbara Ostuno

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

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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.

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.

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

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **four (4) years**. Initial services estimated to be **two (2) years**.

COMPENSATION (September 2024)

The compensation payable to the Consultant for all services rendered in connection with this contract is estimated at **\$165,000**. 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. The negotiation period shall not exceed ninety (90) calendar days from the selection notification date. If an agreement cannot be reached with the selected consultant within that time, negotiations may be terminated and another consultant selection made from the shortlist.

Payment will be made based on negotiated lump sum.

DIRECT EXPENSES

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

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

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

CYBERSECURITY TRAINING

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

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

QUALITY ASSURANCE/QUALITY CONTROL

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 project submittals must include a QA/QC certification that the submittals meet the requirements of the QA/QC plan document. **Attach the QA/QC plan in Section 21 of the DOTD Form 24-102.**

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:

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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 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/BDEM.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>
30. Bridge Inspector’s Training Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Operations/BridgeMaintenance/Pages/Documents-and-Manuals.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.

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

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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. 4400030632 Consultant's name", and **must be received no later than 3:00 p.m. Central Time by** DOTDConsultantAds80@la.gov via email on Tuesday, January 14, 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 home office indirect cost rate shall be applicable to all services except as otherwise designated hereafter.

INITIAL SERVICES

The Consultant will be required to provide all necessary engineering and related services required for developing plans for the replacement of one bridge in Caddo Parish, which is off the State Highway System. The project number and modules required are as follows:

PROJECT NAME	RECALL NO.	STRUCTURE NOS.	MODULES REQUIRED		
			SURVEY	HYDRAULICS	PRELIM. PLANS
IDA MISSIONARY RD OVER NANCE BRANCH	300122	040933000935311	X	X	X

TOPOGRAPHIC SURVEY (STAGE 3, PART I a)

This part of the contract shall consist of all land surveying services required to make a complete topographic survey for the proper design and layout of the project. The requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual subject to the Off-System Highway Bridge Program Survey procedures.

Surveyors Certification

The Consultant shall provide DOTD Location and Survey with a survey that is accurate, correct, and conforms to all applicable minimum standards for engineering surveys. The survey deliverables must meet the “*LADOTD Software and deliverable Standards for Electronic plans*” as describe herein.

The transmittal letter shall be signed and sealed, certifying correctness of survey and deliverable standards.

Suggested transmittal letter wording:

Transmitted herewith is the completed topographic survey for the captioned project. This field survey is certified to have been performed within acceptable standards of practice for engineering surveys, has been reviewed, checked, and is considered to be correct within those standards. This transmittal is in accordance with LADOTD software and Deliverable Standards for Electronic Plans and includes the following:

A transmittal letter from the design engineer stating that the topographic survey has been reviewed and is acceptable for design is also required.

R/W SERVICES

If, during the initial services, the Consultant originally identified a property survey and R/W maps as necessary and later determines that no additional R/W is needed, the Consultant must still provide property survey and R/W map deliverables in accordance with directives in the Location and Survey Manual – Addendum A, Section 2-4.x beginning on page 2-3, which is titled “Map Requirements When No Additional Right of Way Required”.

Property Survey (STAGE 3, PART I b)

If required, the property survey shall consist of all investigations, studies, and field property surveys required for the preparation of the base R/W map. The field property survey shall be based on the same survey control as the topographic survey. The property survey plat shall show all surveyed property lines and existing right of way with ties to project centerline. Upon completion of the property survey, the Consultant will notify the Location and Survey Administrator, in writing, and provide the following:

1. ASCII file listing coordinates and descriptions of all found monuments
2. PDF copy of all documents (plats, maps, etc.) used to determine property line locations
3. PDF copy of title take-offs or title research reports used to determine property line locations
4. MicroStation DGN file of the Property Survey Plat
5. PDF file of the Property Survey Plat

Base R/W Maps

If R/W maps are required, the base R/W map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the base map. These maps shall be in the same standard format and shall form the basis for the final R/W map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of DOTD’s Location and Survey Manual Addendum A, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the base R/W map shall be furnished at approximately 60% completion, and reviewed by DOTD. Appropriate revisions recommended for inclusion in the final R/W map shall be addressed by the Consultant.

Deliverable:

- PDF copy of the Base Map including all sheets named “*H.xxxxxx_60% Base Map_yymmdd.PDF*”

Title Take-Off

Title take-off is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. If title take-offs are required, one title take-off may be obtained for each parcel, if necessary, to expedite commencement of field work. The title take-off is not considered a part of the title research report and may be performed by the surveyor.

PRELIMINARY PLANS (STAGE 3, PART III)

The hydraulic design of this site shall include viable drainage alternates. These hydraulic designs shall be reviewed and approved by the DOTD Hydraulics Section. The requirements which govern these designs are specified in the current edition of the DOTD Hydraulics Manual as modified by the Hydraulics Guidelines for Off-System Bridges.

The approximate numbers of plan sheets required are as follows:

DESCRIPTION	NO. OF SHEETS
Title Sheet	1
Typical Section	1
Plan/Profile Sheets: (Rural - 1"=50') (Urban - 1"=20')	1
Drainage Map	1
Construction Signing Sheet	1
General Bridge Plan Sheet	1
Cross-Section / Earthwork (Mainline)	5
(Stream)	1

SOLICITATION OF VIEWS AND CATEGORICAL EXCLUSION

The Consultant is responsible for sending out the necessary Solicitation of Views (SOV) and categorical exclusion clearance documentation required for environmental clearance for each project. The fee for these services is included in the direct expenses. Solicitation of Views are to begin after the approval of replacement structure has been received.

WETLAND STUDIES

Wetlands within the project area will be identified and delineated using the latest Corps of Engineers (COE) guidelines. The Consultant shall conduct a ground level investigation of the existing and required right-of-way and any temporary or required servitude to locate wetlands and verify the aerial base mapping. Wetlands will be classified by type. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers noted. Impacted wetland acreage will be calculated and will be marked on exhibits for wetland report. Color

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photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be taken and included in the report. Field data sheets will be prepared in the field and will be neat and legible. The Wetland Determination Data Form (Atlantic and Gulf Coastal Plain Region) will be used to document the wetlands delineation/identification effort. GPS sampling point locations will be included.

Preparation of Wetland Findings Report

A Wetlands Finding Report using the latest FHWA criteria will be written and submitted to the DOTD Off-System Program Manager with SOV packet and their responses.

The Wetland Findings Report to be prepared will include discussions of existing wetlands, vegetation communities and soils based on published soil surveys and soil sampling. The data sheets, photos, and wetland mapping prepared by the Consultant during the field investigations will be included in the Findings Report. Wetland impact areas quantified by type will be reported.

Report Submittals

All reports will be submitted with the SOV responses and Environmental Checklist to the DOTD Program Manager. A Preliminary Jurisdictional Determination (PJD) shall be part of the SOV package to the DOTD Program Manager.

Report Standards

All reports submitted to DOTD shall be prepared in publishable format according to current organizational and illustrative standards of professional biological journals. Reports shall be typed single space on letter size white bond paper with top, bottom and side margins not less than one inch wide. All pages shall be numbered and there will be no handwritten parts with the exception of field data entry sheets. The Consultant's name will not appear on each page of the text. Photographs, plans, maps, drawings and text shall be clear and clean with typed or mechanically lettered captions. It is understood that all reports produced or resulting from these investigations will become property of DOTD and no portions of the reports maybe released to any outside party or otherwise published in any form without prior written consent of DOTD, including conclusions, recommendations, drawings, renderings, perspectives, sketches, photographs, specifications, cost estimates, etc.

All reports shall include color photographs and a plan sheet indicating impacted wetlands, and species and/or habitat, as applicable. Photographs will be taken of the existing project area and the proposed project site with locations referenced on the plan sheet. All photographs will be sharply focused, with accurate color and high resolution. High resolution digital technology shall be used and the image shall be comparable in quality to a good 35 mm photographic image.

ENVIRONMENTAL CLEARANCE

The Consultant will be responsible for providing information to the Parish or the DOTD Program Manager to be used in the Environmental Clearance process. This information shall include, but

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not limited to, permit drawings required to obtain COE permits; Permit drawing format is as shown in the Off-System Highway Bridge Program Guidelines. The Consultant will receive additional compensation for USCG permit drawings, if applicable.

RIGHT-OF-WAY AGREEMENT

The Consultant shall furnish to the DOTD Program Manager the necessary right-of-way agreements for each site to facilitate right-of-way acquisition. The right-of-way agreements will be prepared after the plan-in-hand inspection. A sample of the agreement will be provided to the Consultant. The R/W agreements are for information only as per the Off-System Highway Bridge Program Guidelines.

The Consultant cannot proceed to final plans until environmental has been cleared.

ADDITIONAL SERVICES

The scope of services and compensation for the following additional services will be authorized by Supplemental Agreement(s):

- Final Plans, if required, shall be based on lump sum.
- Construction Support, if required, shall be based on specific rates of compensation.

FINAL PLANS (STAGE 3, PART IV)

If required, final plans will be determined upon satisfactory completion of preliminary plans.

CONSTRUCTION SERVICES (STAGE 5, PARTS I AND II)

If required, the Consultant will provide construction support and structural shop drawing review during construction.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

Geotechnical series will be provided by DOTD. DOTD will furnish pH and resistivity reports and channel probing's (if needed) to the Consultant.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY THE PARISH

The Parish will acquire all required rights-of-way, relocate utilities and obtain all required permits. Permit applications will be prepared by the Parish.

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

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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.

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 the DOTD ProjectWise repository at each plan delivery milestone. The Consultant is 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 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 Consultant 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.

City of Ida



Caddo Parish

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 bridge design.
4. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of five (5) years of experience.
5. At least one (1) environmental professional shall have a minimum of five (5) years of experience in wetland delineation.

**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 through 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.