ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
June 3, 2020

ADDENDUM NO. 2, JULY 6, 2020
ADDENDUM NO. 1, JUNE 19, 2020
CONTRACT NOS. 4400019183 AND 4400019184
IDIQ CONTRACTS FOR SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES STATEWIDE

~~**DBE GOAL = 4%**~~ **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 Federal Government using SAM.gov prior to contract execution.**

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

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

SCOPE OF SERVICES

The general tasks that the consultant may be required to perform are described more specifically in Attachment A, which is incorporated herein by reference. The selected consultant will perform the specific services covered in an Indefinite Delivery/Indefinite Quantity (IDIQ) contract as detailed in individual Task Orders (TOs), which will specify TO-specific scope of services, contract time, and compensation.

The consultant shall perform the work in accordance with the requirements of this advertisement, the resulting contract, and any TOs issued thereunder. Deliverables shall be in such format as required in Attachment A, unless otherwise specified in an individual TO. The work performed by the consultant shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

EVALUATION CRITERIA

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

1. 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 firm size as related to the Project Magnitude, weighting factor of two (2);
4. consultant's past performance on similar DOTD projects, weighting factor of six (6)*****; and
5. consultant's current work load with DOTD, weighting factor of three (3).

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

Project Category Weighting - Typical

The project complexity is **simple**.
The project time is **typical**.
The contract amount is $\geq$ **$2,500,000**.
The route classification is **NHS**.
Therefore, the Project Magnitude for this advertisement is **MEDIUM**.

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
Road Design – Subsurface Utility Engineering (RD)	90%						
Contract Management (CM)	10%	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 four (4) (if four 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.

CONTRACT TIME

This IDIQ contract shall be in effect for **five (5) years**. **All TOs must be completed by the termination date of the IDIQ contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

COMPENSATION

The maximum compensation payable to the consultant under each IDIQ contract shall not exceed **$3,000,000**. Compensation to the consultant for services rendered in connection with each TO may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each TO, subject to the limitation set forth in the IDIQ contract.

Compensation may be either negotiated or non-negotiated as determined by DOTD for each individual TO. When the compensation is negotiated, it will be determined by DOTD based on work hours negotiated between DOTD and the consultant. After notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual, unless an abbreviated timeframe is specified in writing by the PM.

DIRECT EXPENSES

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items 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.

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

QUALITY ASSURANCE/QUALITY CONTROL

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. The selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the consultant. Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the consultant. Any deliverables to be transmitted by the consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD's quality standards.

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

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. 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%202017.pdf

21. Bridge Inspector's Training Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Operations/BridgeMaintenance/Pages/Documents-and-Manuals.aspx
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/Federal%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 **4%** 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.~~

SECONDARY SELECTION PROCESS

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

REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

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 4400019183 and 4400019184,** 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 Consultant shall perform engineering related services to assist project development and implementation on possibly any DOTD project under project-specific Task Orders (TO). The Consultant shall be required to execute a TO that will specify the scope of services, contract time and compensation. Each TO will become a part of the IDIQ contract.

The services to be rendered for this Project shall consist of the following:

I. General

A. Work Standards

Except as may be modified or specified herein, or otherwise approved by DOTD, the collection and depiction of information, and any required submittals, shall conform to the applicable provisions of CI/ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." A copy may be obtained from the American Society of Civil Engineers at www.asce.org.

B. Certification

The Consultant's Professional Engineer or Professional Land Surveyor in responsible charge of the work shall perform a final review of, seal, and sign all applicable submittals, including but not limited to original field notes and sketches (or copies of same if approved by DOTD), hard copies of electronic data, and plan drawings.

C. Electronic Data

1. The Consultant's selected hardware and software, methodology, and format for deliverables, shall conform to the applicable requirements of the DOTD Survey and/or Manuals, or shall be as otherwise directed or approved by DOTD.
2. The Consultant shall contact the Project Manager, prior to creating any electronic data, to verify the current collection and submission requirements.
3. The Consultant shall identify each unit of portable data submitted, with adhesive labels affixed to the media and containing identifying and archival information prescribed by the Project Manager.
4. A letter must accompany the portable data and shall contain the same information as required to be affixed to the media, and shall also contain a description of the software utilized.

II. Miscellaneous Tasks

A. Training and Orientation

Assist DOTD in conducting training and orientation sessions for interested parties. A training session will cover such items as available services, detection and excavation technology, project deliverables, and task order development.

B. Scoping Assistance for Task Orders

Assist DOTD in developing the scope of work for a subsequent task order by assessing project SUE needs, generating alternatives, and/or making recommendations.

C. Work Plan and Schedule

Develop a detailed work plan and schedule of activities showing conformance to the work requirements and time constraints imposed by the task order, and obtain DOTD's approval of said work plan prior to commencing work.

D. Mobilization

1. Deploy necessary personnel, equipment, and supplies from the Consultant's central location to the work site, in preparation for the work.
2. Unless otherwise approved by DOTD, the consultant shall not be compensated for more than one mobilization per task.

E. Traffic Control

1. Whenever the work will affect the movement of traffic or traffic safety, provide traffic control and utilize traffic control devices in conformance with the MUTCD, and the Louisiana Supplement thereto adopted pursuant to L.R.S. 42-4-104.
2. Traffic Control shall be directed by a worksite traffic supervisor certified by the American Traffic Safety Services Association (ATSSA), or the Louisiana Contractors Association (CCA).
3. The Consultant's Traffic Control Plan (TCP) and Method(s) of Handling Traffic (MHT(s)) shall be subject to acceptance by DOTD prior to commencing work.

F. Permits and Rights of Entry

1. The Consultant shall obtain all necessary permits from DOTD and/or local jurisdictions to allow work within public rights-of-way.
2. If work must be performed on private property, the Consultant shall obtain written permission from the property owner for the Consultant and DOTD to enter the premises, including names and telephone numbers of contact persons should notification prior to entry be necessary.
3. Work on DOTD rights-of-way may require a Special Use Permit or similar authorization, which will prescribe necessary conditions and controls. The DOTD Project Manager will provide liaison between the Consultant and the involved DOTD permit office.

G. Condition Assessments

1. Perform interior pipe wall inspections and/or thickness tests of existing buried utility lines, utilizing video, ultrasonic, and/or visual techniques as appropriate.

H. Aerial or Ground-Mounted Utility Facilities

1. If specified by DOTD, Quality Level D or C services as further described herein shall include records research, identification, surveying, correlation, and/or depiction of aerial or ground-mounted utilities, notwithstanding that such surface features may not be associated with an existing subsurface utility line or system.

I. Unknown Lines

1. If, when performing an assigned task, the Consultant detects line(s) of unknown function, status, or ownership, the Consultant shall obtain, record, and depict information on such line(s) to a quality level that is commensurate with that of the original assigned task.

III. Project Utility Coordination/Design Tasks

A. Project Meetings, Site Reviews

1. Attend project meetings and/or site reviews with DOTD staff and/or other involved parties.
2. Record and report on proceedings.
3. Attend weekly/biweekly meetings between DOTD and the contractor when the project goes to construction.

B. Preconstruction Utility Coordination

Coordination activities include but are not limited to:

1. Implement and comply with established DOTD project utility coordination procedures.
2. Notify and furnish preliminary project data to involved utility owners.
3. Provide liaison among DOTD, utility owners, and other involved parties.
4. Schedule and conduct coordination meetings and field reviews with utility owners.
5. Identify and coordinate the resolution or mitigation of utility conflicts.
6. Determine financial responsibility for utility relocation costs.
7. Negotiate and secure utility relocation agreements, owner commitments, or sign-offs.
8. Facilitate the incorporation of existing/proposed utility facility information into project plans.
9. Prepare project contract documents describing utility activities and utility/contractor coordination requirements.
10. Prepare project utility clearance documents certifying that all utility work has been completed, or that all necessary arrangements have been made for the work to be properly coordinated with the highway construction project.

C. Conflict Assessment, Development of Alternatives, Cost Estimates

1. Work with DOTD and utility owners to determine conflict points between planned construction and existing or planned utility facilities.
2. Develop and make recommendations on relocation alternatives, with emphasis on cost effectiveness and on minimizing conflicts.

3. Develop or facilitate comparative cost estimates.

D. Utility Design

1. Subject to owners' approval, design and prepare plans and specifications for utility facilities to be relocated or installed on the DOTD project.
2. Incorporate utility design information into project plans and furnish documentation to DOTD and/or utility owners as needed.
3. Comply with applicable DOTD and/or utility design standards and DOTD utility accommodation policies.

E. Construction Coordination and Monitoring

1. Provide liaison among DOTD, construction contractors, and utility owners in the coordination, scheduling, and performance of utility work.
2. Monitor and report on utility relocation or installation work.
3. Determine and ensure compliance with construction plans, specifications, and schedules.
4. Negotiate field changes as conditions warrant.
5. Prepare as-built documentation and quantities.

IV. Locating and Designating Tasks

Quality Level D

A. Records and Information Research

1. Conduct appropriate investigations (e.g., owner records, DOTD records, Louisiana One Call records, Parish records, personal interviews, visual inspections, etc.), to help identify utility owners that may have facilities within the project limits or that may be affected by the project.

B. Records Collection

1. Collect applicable records (e.g., utility owner base maps, "as-built" or record drawings, permit records, field notes, geographic information system data, oral histories, etc.), on the existence and approximate location of existing involved utilities.

C. Records Review

1. Review records for: evidence or indication of additional available records; duplicate or conflicting information; need for clarification.

D. Aerial or Ground-Mounted Facilities

1. Include records research, identification, and depiction of aerial or ground-mounted utility facilities in QL D tasks if specified.

E. Compilation and Presentation of Data

1. Transfer information on all involved utilities to appropriate plan sheets, electronic files, and/or other documents as required or directed by DOTD.
2. Exercise professional judgment to resolve conflicting information.
3. For information depicted, indicate: utility type and ownership; date of depiction; quality level(s); end points of any utility data; line status (e.g., active, abandoned, out of service); line size and condition; number of jointly buried cables; and encasement.

Quality Level C Tasks

A. Inclusive of QL D Tasks

1. Perform tasks as described for QL D. There is no prescribed order in which QL D and C tasks must be performed.

B. Identification of Surface Utility Features

1. Identify surface features, from project topographic data (if available) and from field observations that are surface appurtenances of subsurface utilities.

C. Aerial or Ground-Mounted Facilities

1. Include survey and correlation of aerial or ground-mounted utility facilities in QL C tasks if specified.

D. Surveys

1. Survey surface features of subsurface utility facilities or systems, if such features have not already been surveyed by a Registered Professional. If previously surveyed, check survey data for accuracy and completeness.
2. The survey shall also include (in addition to subsurface utility features visible at the ground surface); determination of invert elevations of any manholes and vaults; sketches showing interior dimensions and line connections of such manholes and faults; any surface makings denoting subsurface utilities, furnished by utility owners for design purposes.

E. Confined Space Procedures

1. Whenever the work requires the entry of personnel into confined spaces (including but not limited to manholes, vaults, and pipes), comply with applicable OSHA (Occupational Safety and Health Administration, U.S. Department of Labor) procedures and requirements.

F. Correlation, Interpretation, and Presentation of Data; Resolution of Discrepancies

1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
2. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of QL D and QL C information.

3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
4. As appropriate, amend the indicated quality level of depicted information.

Quality Level B Tasks

A. Inclusive of QL C Tasks

1. Perform tasks as described for QL C. There is no prescribed order in which QL C and B tasks must be performed.

B. Line Detection and Marking

1. Select and apply appropriate surface geophysical methods to search for and detect subsurface utilities within the project limits, and/or to trace a particular utility line or system.
2. Based on an interpretation of data, mark the indications of utilities on the ground surface, for subsequent survey. Utilize paint or other methods acceptable to DOTD for marking of lines.
3. Utilize the uniform color code of the American Public Works Association for marking of utilities.
4. Unless otherwise directed, mark centerline of single-conduit lines, and outside edges of multi-conduit systems.
5. Unless otherwise approved, maintain horizontal accuracy of +/- 1.5 feet (450 mm) in the marking of lines.
6. As an alternative to the physical marking of lines, the Consultant may, with DOTD's approval, utilize other means of data collection, storage, retrieval, and reduction that enables the correlation of surface geophysical data to the project's survey control.

C. Surveys

1. Survey all markings that indicate the presence of a subsurface utility.
2. Perform surveys to a horizontal accuracy consistent with applicable DOTD survey standards. Reference surveys to the project's survey control.
3. If requested, record depth information as may be indicated by the particular detection method used.

D. Correlation, Interpretation, and Presentation of Data; Resolution of Discrepancies

1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
2. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of QL D, QL C, and QL B information.
3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
4. As appropriate, amend the indicated quality level of depicted information.

Quality Level A Tasks

A. Inclusive of QL B Tasks

1. Perform tasks as described for QL B. There is no prescribed order in which QL B and QL A tasks must be performed.

B. Selection of Test Locations

1. DOTD may require QL A data where the precise horizontal and vertical location of utilities, obtained by exposure and survey of the utility at specific points, is needed for conflict assessment/resolution purposes.
2. The Consultant may recommend test locations based on the requirements of the project and on existing subsurface utility information.

C. Selection of Method

1. When available, verifiable information on previously exposed and surveyed utilities (such as survey records during utility line construction) shall be furnished in lieu of new excavation, exposure, and survey at that same point, or at a suitable nearby point.
2. Otherwise, when utility lines must be exposed and surveyed at specified locations, the Consultant Shall use minimally intrusive excavation techniques, acceptable to DOTD, that ensure the safety of the excavation, the integrity of the utility line to be measured, and that of other lines which may be encountered during excavation.
3. DOTD intends that excavation shall be by means of air or water-assisted vacuum excavation equipment manufactured specifically for the purpose. Provided, however, that approval of water-assisted vacuum excavation may be subject to additional findings by DOTD that such method poses minimal risk of damage to the highway facility or utility lines.

D. Compliance with the Louisiana One Call Requirements

1. The Consultant shall comply with all applicable provisions of Article 1.5 of Title 9, L.R.S., entitled “Excavation Requirements”, when planning or performing excavations at utility test hole sites.
2. Compliance actions include, but are not limited to: notifying owners or operators of underground utility facilities at least two business days prior (not including the day of actual notice) to making or beginning excavations in the vicinity of such facilities; contact the Louisiana One Call at (225) 275-3700, for the marking of member utilities; contacting non-member utilities directly; coordinating with utility owner representatives as required for inspection or other on-site assistance; immediately ceasing excavation work and report any resultant utility line damage to owner.

E. Excavation of Test Holes

1. Clear the test hole area of surface debris.
2. In Paved areas, neatly cut and remove existing pavement, which cut shall not exceed 225 square inches (0.15 square meters), unless otherwise approved.

3. Excavate the test hole by the method(s) acceptable to DOTD and to the standards set forth herein (see also "Selection of Method" above). The nominal diameter of the test hole shall not exceed 15 inches (375 mm) unless otherwise approved.
4. Expose the utility only to the extent required for identification and data collection purposes.
5. Avoid damage to lines, wrappings, coatings, cathodic protection or other protective coverings and features.
6. Hand-dig as needed to supplement mechanical excavation and to ensure safety.
7. Revise the test hole location as necessary to positively expose the utility.
8. Store excavated material for re-use or disposal, as appropriate.

F. Collection, Recording, and Presentation of Data

Measure and/or record the following information on an appropriately formatted test hole data sheet that has been sealed and dated by the Consultant:

1. Elevation of top and/or bottom of the utility tied to the project datum, to a vertical accuracy of +/- 0.05 feet (15 mm).
2. Elevation of existing grade over utility at test hole.
3. Horizontal location referenced to project coordinate datum, to a horizontal accuracy consistent with applicable DOTD survey standards.
4. Field sketch showing horizontal location referenced to a minimum of three swing ties to physical structures existing in the field and shown on the project plans.
5. Approximate centerline bearing of utility line.
6. Outside diameter of pipe, width of duct banks, and configuration of non-encased multi-conduit systems.
7. Utility structure material composition, when reasonably ascertainable.
8. Identity of benchmarks used to determine elevations.
9. Utility facility condition.
10. Pavement thickness and type when applicable.
11. Soil type and site conditions.
12. Identity of utility owner/operator.
13. Other pertinent information as is reasonably ascertainable from test hole.

G. Site Restoration

1. Replace bedding material around exposed utility lines in accordance with owner's specifications or as otherwise directed or approved.
2. Backfill and compact the excavation in a manner acceptable to DOTD. If approved, re-use excavated material with approved moisture/density control.
3. Install color-coded warning ribbon within the backfill area and directly above the utility line.
4. As applicable, provide permanent pavement restoration within the limits of the original cut using materials, compaction, and pavement thickness acceptable to DOTD.
5. Repair or replace backfill or pavement that fails (i.e., subsidence and/or loss of pavement material) within two years of the original restoration work.

6. For excavations in unpaved areas, restore disturbed area as nearly as practicable to pre-existing conditions.
7. Furnish and install permanent surface marker (e.g., P.K. nail, peg, steel pin, or hub) directly above the centerline of the structure and record the elevation of the marker.

H. Interpretation of Data and Resolution of Discrepancies

1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
2. Update plan/profile sheets, electronic files, and/or other documents to reflect the integration of QL D, QL C, QL B, and QL A information.
3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
4. As appropriate, amend the indicated quality level of depicted information.

Additional Services

The Consultant, without additional compensation, shall make minor revisions in the described work for each TO as the work progresses. Considerations for minor revisions have been included in the compensation computations. If DOTD requires revisions that are more substantial or additional work that the Consultant believes warrant additional compensation, the Consultant shall notify DOTD in writing within thirty (30) days of being instructed to perform such work. The Consultant shall not commence additional work for which the Consultant intends to seek additional compensation unless written authority has been given by DOTD. If DOTD agrees that the required work is necessary and warrants additional compensation, a supplement to the TO may be issued.

If DOTD disagrees that additional compensation is due for the required work, it shall be the Consultant's responsibility to perform the work and adhere to the procedures as set forth in the Claims and Disputes provisions set forth in the Claims and Disputes provisions in the IDIQ contract.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

DOTD shall provide copies of or access to traffic data, pavement design, standard plans, and/or any other pertinent information, if available. It shall be the responsibility of the Consultant to review these documents and collect any required information at the applicable DOTD offices.

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.

SPECIFIC EQUIPMENT REQUIRED

The following requirements must be demonstrated in **Section 16** of the submittal:

1. The Prime Consultant shall demonstrate that it owns mechanically and electronically sound equipment capable of conducting Quality Level B Designating tasks including but not limited to:
    a. Ground-Penetrating Radar
    b. Telecom Toner and Wand
    c. Electromagnetic Pipe and Cable Locating Equipment capable of both passive and active means of detection.
2. The Prime Consultant shall demonstrate that it either owns a mechanically sound vacuum truck or has contractual agreements with at least one sub-consultant or vendor that owns a mechanically sound vacuum truck.

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 responsible member of the prime consultant shall be currently registered as a professional land surveyor in Louisiana.
3. At least one (1) principal or responsible member of the prime consultant shall be a professional engineer and/or land surveyor, registered in the state of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of conducting subsurface utility engineering services. At least one (1) year of experience must have been conducting quality level "A" utility location survey.
4. At least one (1) professional engineer of the prime consultant, registered in the state of Louisiana, shall demonstrate having at least one (1) year of experience conducting utility coordination during construction or design phases.
5. The prime consultant shall have a minimum of:
    a. At least (1) individual shall have a minimum of three (3) years of experience with at least one (1) Quality Level B designating technique; **or**
    b. At least two (2) individual employees, each with two (2) years of experience (4 years total) with at least one (1) Quality Level B designating technique.

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. 1 through 4~~;~~ and ~~either~~ 5(a) may be met by the same person.

OR

MPR Nos. 1 through 4 and ~~or~~ one individual from 5(b) may be met by the same person.

~~**MPR No. 5(a) and 5(b) must be met by separate individuals.**~~

NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.

Although the MPRs must be met by the prime consultant only, this does not preclude the use of sub-consultant(s) in the performance of the contract.

- 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 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.

ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS

Procedures for selecting among IDIQ contracts for issuance of Task Orders - Section 24
Subsurface Utility Engineering

If the 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. A selection matrix has been developed to determine which consultant will be selected for each task order. Five factors are considered in the secondary selection matrix and each are described below. Each of these factors are assigned a weighted multiplier. The weights are used in addition to the numbers to assign a level of significance of each factor to the other.

The first factor considered is the number of active task orders executed on each contract. This denotes how many active SUE services projects a consultant is working on through the IDIQ contract. This could affect the consultant's availability and ability to complete the task order in a timely manner. Failure to respond quickly to and complete the task order as scheduled could impact the project's delivery schedule.

The next factor in the matrix captures the compensation of all task orders executed for the respective consultant. The cumulative cost of task orders executed will be the heaviest weighted factor in the selection matrix and is considered to maintain fairness and balance between contracts. This factor will be normalized in the matrix by dividing the previously approved task order compensations by $100,000 so its magnitude won't overwhelm the other factors being considered.

The next factor considered is cumulative project length, in miles, for all previously issues task orders. Project length is considered because there is a moderate correlation between high priority projects and longer project lengths. It illustrates how much work DOTD has set out to do and when utility conflicts are present they tend to span the project length. However, it is weighted lower than the prior two factors because the number of utilities can vary based on the area (rural, urban, pipeline field, chemical plant, etc.).

The next factor considered is past performance as this is the best indicator we have to demonstrate the quality of work completed. A consultant's past performance ratings for the RD and CM categories will each be averaged with a 90/10 weighted factor applied, respectively; an equation is provided below for clarity. The cumulative rating for each consultant will be included in the matrix as a subtracted value so a higher rating provides a consultant a higher chance of selection and a lower rating yields a lower likelihood. If a consultant doesn't have a past performance rating, a value of 3 will be assigned.

The last factor considered is past experience on the project in the subject task order. If a consultant has provided services on a project in a previous Stage or phase, it is preferable to have them perform any additional services later in project development. Some of the expected benefits are reduced cost and time of task orders and ensure consistency in the deliverables as the consultant will be responsible for all SUE services on the project. If a consultant has experience on a project, a value of "1" is assigned; if not, a value of "0" is assigned. This factor is then subtracted in the equation, thereby lowering the consultant's selection coefficient.

A spreadsheet has been developed to compute the factors and the contract manager is responsible for making sure the data used for each factor can be found on the tab named for its respective consultant in the spreadsheet. The IDIQ contract manager will have access to past performance ratings. For ratings unavailable to the contract manager, a request will have to be made to Consultant Contract Services. Once a task order is executed, the contract manager will update the number of task orders designating which are active or closed, cumulative contract compensation, and project length fields on the respective consultant's tab in the spreadsheet.

The selection coefficient is the sum of all factors after their respective weighted values are applied as shown in the equation below and is the value the contract manager uses to select a consultant. The selection coefficient is an arbitrary number whose exact value is not important, only its comparative value between the consultants; the next task order is assigned to the consultant with the lowest score. The equation and instructions on how to use the Secondary Selection Matrix are listed below.

1. For any task order that has been executed, make sure task order information has been filled in on the Consultant's respective tab.
2. The Selection Coefficient has been calculated using weighted values of the following factors:
    a. Number of active task orders executed on the contract. (0.25)
    b. Total compensation of task orders on this retainer. (0.35)
    c. Project length executed for task orders. (0.15)
    d. Past performance on task orders completed in this contract. (0.25)

$$PP = (0.90 * Avg\ RD) + (0.10 * Avg\ CM)$$

    e. Past experience on subject project. * (0.20)

$$SC = (a * 0.25) + \left(\frac{b}{100K} * 0.35\right) + (c * 0.15) + (d * -0.25) + (e * -0.2)$$

3. Issue the next task order to the consultant with the lowest selection coefficient.