

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
APRIL 30, 2024**

ADDENDUM NO. 1, MAY 17, 2024

**CONTRACT NO. 4400027987
STATE PROJECT NO. H.015373.1
FEDERAL AID PROJECT NO. H015373
LRSP AND SRTPP PROGRAM MGMT
STATEWIDE**

DBE GOAL = 7%

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 JANUARY 1, 2023, PROVIDED WITH THE ADVERTISEMENT.**

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

SCOPE OF SERVICES

The general tasks to be performed by the consultant for this contract are described more specifically in Attachment A, which is incorporated herein by reference.

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

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

EVALUATION CRITERIA

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

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. past performance on similar DOTD projects, weighting factor of six (6)*;
4. current work load with DOTD, weighting factor of five (5);
5. approach and methodology, weighting factor of nine (9);
6. local presence, existing or to be established, in the location where the work will be performed (Baton Rouge, LA), weighting factor of three (3).

*The consultant is to identify in the table below those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102

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

<p>Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)</p>							
Past Performance Evaluation 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 past performance evaluation disciplines are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and/or Other (**please specify**).

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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 **5 years**.

COMPENSATION

The compensation type for this contract is non-negotiated specific rates of compensation.

Compensation to the consultant for the services set forth herein shall be based on actual work hours and established specific rates of compensation for the work performed and the direct expenses incurred by the consultant, with a maximum limitation of **\$5,000,000**.

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

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

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

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD’s on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC’s Registration site. **Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.** It will be the prime consultant’s responsibility to ensure their staff and sub-consultants complete the training. Copies of training records may be obtained from the LTRC website <https://registration.ltrc.lsu.edu/login>.

WORK ZONE TRAINING REQUIREMENTS

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

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

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
Other Field Personnel*:	Traffic Control Technician Flagger

* excluding Asphalt Plant Inspector, Paint Managers, and Paint Inspectors

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. For more information, please contact DOTD HQ Construction at 225-379-1584. Specific training course requirements are:

Flagger:	Successful completion every four (4) years of a work zone flagger course approved by the Department. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.
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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 – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
3. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
4. CyberSecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
5. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BD-EM.aspx
6. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx
7. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
8. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf

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9. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
10. DOTD – Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
11. DOTD – Addendum “A” to the Location & Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf
12. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
13. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
14. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
15. DOTD – Off-System Highway Bridge Program Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf
16. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
17. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
18. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
19. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
20. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
21. DOTD – Traffic Signal Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf

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22. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
23. FHWA – Bridge Inspector’s Reference Manual (BIRM) –
website: <https://www.fhwa.dot.gov/bridge/nbis.cfm>
manual: <https://www.fhwa.dot.gov/bridge/nbis/pubs/nhi12049.pdf>
24. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
25. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
26. NFPA 70 – National Electrical Code (NEC) –
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
27. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

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.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of 7% of the contract fee. Credit for 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 prior to submission of DOTD Form 24-102.

Prime consultants must specify by firm name in Section 11 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 23, documentation of its good faith efforts to meet the goal.

REVISIONS TO THE ADVERTISEMENT

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

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102, DATED JANUARY 1, 2023, 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. 4400027987 Consultant's name", and **must be received no later than 3:00 p.m. Central Time by** DOTDConsultantAds80@la.gov **via email on Tuesday, ~~May 21~~ June 4, 2024.** **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.**

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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.

The Louisiana Strategic Highway Safety Plan (SHSP) was developed to reduce the human and economic toll on Louisiana’s surface transportation system due to traffic crashes through widespread collaboration and an integrated 4E approach: engineering, education, enforcement, and emergency services. Implementation of SHSP strategies on the state and local road networks can be particularly challenging due to the number of agencies with direct responsibility for managing state and local road safety. Both the Local Road Safety Program (LRSP) and the Safe Routes to Public Places Program (SRTPPP) are part of the overall Highway Safety Improvement Program (HSIP) and fall under the umbrella of the Louisiana SHSP. The vision for the SHSP is Destination Zero Deaths and the HSIP is the core federal-aid program that aims to implement the SHSP’s mission to achieve a significant reduction in fatalities and serious injuries on all public roads using a data driven approach.

The Local Road Safety Program (LRSP) is responsible for implementing strategies included in the SHSP that are appropriate for the local road network and/or developing specific strategies that can be implemented to improve local road safety. Implementing the SHSP strategies on the local road network includes managing the administration of a variety of cost-effective safety improvements that have been selected by the LRSP Technical Team and Project Selection Committee. These projects shall include safety improvements related to selected intersections, roadway departures, and non-motorized locations that show high potential for crash reduction. LRSP outreach and application processes are also aided by the Louisiana Local Technical Assistance Program (LA LTAP) as part of their regular local agency Outreach, Technical Assistance, and Roadway Safety functions.

The Safe Routes to Public Places Program (SRTPPP) is responsible for implementing strategies included in the SHSP that are appropriate for both the state and local road network and/or developing specific strategies that can be implemented to improve non-motorized safety. These projects shall include safety improvements determined to potentially reduce pedestrian and bicyclist fatalities and injuries. HSIP funds are eligible to be spent on projects to improve safety for pedestrians and bicyclists on all public roads (state- and locally-owned).

All projects within the two programs must be coordinated with local sponsors and require significant oversight and interaction with the local sponsor and road owner. Projects are typically administered through DOTD in accordance with requirements of federal aid projects to local public agencies. The Consultant shall provide technical assistance and engineering support statewide, as needed, for the identification, development, implementation and construction management of infrastructure projects in the LRSP and SRTPPP. The Consultant shall report to the DOTD Program Manager.

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The Consultant shall provide consulting services that shall consist of providing program management services consistent with the policies and procedures of the Local Road Safety Program and Safe Routes to Public Places Program.

The Consultant will be required to provide a minimum of two (2) Registered Professional Engineers. They may be stationed at DOTD Headquarters, the Consultant's home office, or other location as determined by the Consultant on a full-time basis. The Consultant may provide additional staff as needed to perform specific tasks.

In addition, tasks to be performed by the Consultant include, but not be limited to, the following:

Program Coordination

- Assist in the development of Indefinite Delivery, Indefinite Quantity (IDIQ) consultant advertisements, and project distribution to consultants for design, and Construction, Engineering, and Inspection (CE&I) services;
- Coordinate work activities within the consultant staff;
- Monitor program funding levels for the current state fiscal year and recommend adjustments as needed to the DOTD Program Manager;
- Maintain program letting information in various documents and databases;
- Provide program updates to the DOTD Highway Safety Section and their partners on a timely basis (i.e. other Sections within the DOTD, the Louisiana Local Technical Assistance Program (LTAP), Regional Safety Coalitions, etc.);
- Assist in annual review of the application process and development of updates for each successive year;
- Schedule and manage the SRTPPP and/or LRSP application process;
- Assist DOTD, LTAP, Regional Safety Coalitions, and local public agencies in identifying potential projects and developing project applications;
- Participate in project selection activities, including application review, eligibility, scoring and prioritization, assisting with scheduling Project Selection Team meetings and notification of approved and denied applications;
- Coordinate the LRSP application process with the LTAP. Provide guidance to local public agencies for improving applications, making recommendations on safety countermeasures, and providing estimated costs of engineering, materials and construction;
- Perform site visits as necessary;
- Lead and/or participate in LRSP and SRTPPP program team meetings;
- Assist in the development of consultant project delivery standards and procedures;
- Monitor and maintain historical bid data of the LRSP and SRTPPP to improve accuracy and efficiency when estimating future project costs; and
- Assist in the development of updated HSIP/SRTPPP/LRSP guidance documents.

Project Management

- Prepare consultant task orders for existing IDIQ contracts, to perform feasibility/safety studies, traffic studies, design, and CE&I services. Task order development shall include but not be limited to: scopes, fee estimates, project delivery schedules and Notices to Proceed.
- Develop Entity-State Agreements for approved projects in accordance with the DOTD Consultant Contract Services Manual;
- Request federal authorization for funding using DOTD’s established procedures;
- Meet with project owner representatives and other critical stakeholders throughout the project delivery process to review project scope, entity responsibilities, and resolve unforeseen issues;
- Manage traffic engineering studies as required for LRSP and SRTPPP projects in accordance with DOTD’s established processes and procedures;
- Monitor and modify project delivery scope, budget and schedule as necessary to meet project goals;
- Review IDIQ Consultant’s project construction plan submittals for adherence to DOTD policy and procedures, accuracy of quantity calculations and constructability;
- Manage project budgets for preconstruction activities, construction costs, and construction engineering & inspection (CE&I) services within allocated funds approved by the DOTD Project Manager;
- Lead and/or participate in project team meetings;
- Provide technical assistance to local entities and design IDIQ Consultants as needed on various engineering issues related to the projects including interpretations of the Manual on Uniform Traffic Control Devices, ADA standards, other engineering related topics, and project design and construction;
- Review design IDIQ Consultants and CE&I IDIQ Consultant’s invoices for accuracy and process payment through DOTD management systems;
- Evaluate Consultant performance in accordance with the Consultant Contract Services Manual; and,
- Close out projects after Final Acceptance.

Plan Quality Assurance

- Review all IDIQ Consultant submitted plans for completeness and adherence to DOTD standards and procedures.
- Assist the project managers in identifying required revisions and deficiencies in submitted plans.

Data Analysis

- Assist DOTD and local public entities to implement systemic/system-wide safety improvement projects focused on Louisiana’s SHSP Emphasis Areas, as prioritized by the DOTD Program Manager and/or the DOTD Data Analysis team. Related tasks with selected parishes and municipalities may include, but are not limited to:
 - Review of crash, traffic, and roadway characteristics data;
 - Use available data and on-site evaluations to assist in determining and prioritizing high priority locations for safety improvements. Recommend locations for inclusion in existing funding programs;

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- Develop the scope for safety improvement project(s) able to be implemented on local roads or for submission to the LRSP or SRTPPP;
- Provide technical assistance for compliance with federal requirements associated with local Model Inventory of Roadway Elements (MIRE) Fundamental Data Elements (FDE).
- Assist DOTD and LTAP in the development of the Road Safety Assessments (RSA) program for the regional safety coalitions and individual local entities. Related tasks include, but are not limited to:
 - Evaluate RSAs as a tool to promote the involvement of local stakeholders in safety decision making and planning;
 - Develop a plan to implement a strategic RSA program by region, parish and/or municipality to support regional safety coalition efforts, local safety plans, etc. Coordinate with SHSP Implementation Team;
 - Implement RSA program on a regional and statewide basis;
 - Identify candidate sites with regional safety coalitions or local entities;
 - Coordinate RSA planning activities including team selection and notification; acquisition and review of crash data and roadway information; scheduling; training etc.;
 - Serve as RSA team leader as necessary;
 - Prepare or oversee preparation of RSA reports conducted as part of the program.
- Develop new or updated existing network screening and data analysis reports for locally owned roadways at high priority locations based on Highway Safety Manual methods. This may include any of the following:
 - Conduct analysis of over-represented crash types on local roads, expand the Local Road Crash Data Profiles as necessary;
 - Develop a methodology for systemic and/or hot-spot analysis of local roads and intersections based on available data;
 - Develop a methodology for systemic and/or hot-spot analysis of non-motorized user related high risk locations based on available data;
 - Develop methodology for dissemination of available Traffic Count data on locally owned roads for use in estimating crash rates, prioritizing roads with AADT of 1000 vehicles or higher.
- Use the network screening and data analysis reports, associated methodologies and project selection guidelines to develop project packages to be proposed to local agencies for potential projects within their jurisdiction that meet HSIP inclusion criteria, and are ready to be designed.
- Assist LTAP as necessary to conduct and/or coordinate training classes and workshops for local agency personnel and safety stakeholders as determined by the DOTD Program Manager. Examples of class topics include:
 - Application of systemic tools for problem identification
 - Use of HSM at the local level
 - HSIP, LRSP and SRTPPP application process
- Participate as a member of the LRSP and/or SRTPPP Project Selection Team for project reviews. Related tasks shall include but are not limited to:
 - Review applications for completeness and technical merit;
 - Determine eligibility of specific projects within the guidelines of the program;

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- Evaluate proposed projects for impact on reducing crashes as prioritization for selection, which may include benefit/cost analysis;
 - Review proposals for cost of engineering and materials and construction for accuracy;
 - Make recommendations and/or suggest modifications such as alternative countermeasures;
 - Make site visits, as necessary;
 - Help Local Public Agencies revise or make improvements to applications;
 - Assist in the annual review of the LRSP and SRTPPP application processes and development of updates for each successive year; and
 - Assist in documentation of project selection and justification.
- Conduct data analysis using DOTD's Crash Data Tools, roadway data sets, and information from the Center for Analytics and Research for Transportation Safety (CARTS) and other relevant data sources to assist Local Public Agencies in problem identification and to facilitate system wide problem identification for statewide efforts prioritization.
 - Coordinate LRSP and SRTPPP technical assistance activities at the state and local level with other safety partners and advocates, such as DOTD HQ Highway Safety and Traffic Engineering staff; DOTD District Traffic Operations staff; Louisiana Highway Safety Commission; state and local law enforcement; SHSP partners, local safety advocates, etc. at the direction of the DOTD Program Manager.
 - Participate on local and state technical committees and attend related SHSP, traffic records, safety, traffic engineering or other transportation related meetings and events at the direction of the DOTD Program Manager to communicate with local and state safety professionals.
 - Provide engineering and technical assistance on LRSP and SRTPPP activities, project implementation and construction management as needed.

SERVICES TO BE PERFORMED/ITEMS TO BE PROVIDED BY DOTD

- Local Road Safety Program Guidelines and related documents
- Safe Routes to Public Places Program Guidelines and related documents
- Legacy Parish Crash Data Profiles
- Local Road Safety Plans
- Districtwide Safety Investment Plans
- Pedestrian Crash Assessment
- Vulnerable Road Users Assessment
- Roadway Departure Plan
- Highway Safety Analysis Toolbox
- Crash and roadway data
- Office Space and Supplies for coordination meetings

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

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in conformance with the same standards. DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

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

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

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

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

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

SPECIFIC SOFTWARE AND/OR EQUIPMENT DESIRED

- Experience with the State of Louisiana’s Enterprise Resource Planning System (LaGOV).
- Experience with Highway Safety Manual Software - IHSDM and ISATe.
- Experience with Louisiana Crash Tool (formerly CATScan)

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 Program Management of highway projects, and/or, a working knowledge of financial management and tracking of highway project funding, including authorizations and amounts expended, highway project development and data management.
4. The Program Coordinator position shall be a professional engineer, registered in the state of Louisiana, shall have specific experience in all of the following areas:
 - a. At least five (5) years of experience in Program Management of highway projects;
 - b. At least five (5) years of experience in a supervisory position; **and**
 - c. Meet all requirements of MPR No. 5.
5. The Project Manager position(s) shall be professional engineer(s), registered in the state of Louisiana, shall have specific experience in all of the following areas:
 - a. At least one (1) year professional engineering experience in Project Management;
 - b. At least one (1) year professional engineering experience in the design and review of highway projects;
 - c. Completion of at least one (1) general road safety training course, including any Low Cost Safety Improvements, Roadway Departure, Road Safety Analysis and/or Crash Countermeasures;
 - d. At least one (1) year of experience working with the Local Road Safety Program, Safe Routes to Public Places Program, or similar federal program focused on data driven safety improvements to public roads and Federal implementation requirements guidelines; **and**
 - e. At least one (1) year of experience in dealing with local and state government officials on road and traffic safety issues.
6. The Plan Quality Assurance Engineer shall be professional engineer(s), registered in the state of Louisiana, shall have specific experience in the following area:
 - a. At least five (5) years of professional engineering experience in road design and plans preparation in accordance with DOTD policies and procedures.

7. The Data Analyst position shall have a bachelor's degree and shall have specific experience in the all of following areas:
- a. At least five (5) years of experience querying, editing, and managing data sets;
 - b. At least three (3) years of experience in roadway safety network screening, crash data analysis, and prioritization of locations for potential safety investment;
 - c. Completion of at least one (1) general road safety training course, including any Low Cost Safety Improvements, Roadway Departure, Road Safety Analysis, Crash Countermeasures, any DOTD Highway Safety Training Course and/or the Highway Safety Manual course; **and**
 - d. At least one (1) year of experience in dealing with local and state government officials on road and traffic safety issues.

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS,
UNLESS STATED OTHERWISE BELOW.**

MPR Nos. 1 through 5 may be met by the same person.

MPR Nos. 5 through 7 may be satisfied through the use of a sub-consultant(s).

MPR No. 6 and 7 may be met by any person and combined with other MPR Nos.

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.
- Proposed employee classifications from the minimum personnel requirements shall be included in Section 14, staffing organizational chart, of the DOTD Form 24-102.