

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
MAY 18, 2022**

**CONTRACT NOS. 4400023972 AND 4400023973
IDIQ CONTRACTS FOR CULTURAL RESOURCES
STATEWIDE**

NO DBE GOAL

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

One (1) proposal will be selected for 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. **USE THE DOTD FORM 24-102, DATED MARCH 1, 2022, 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 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. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6)*;
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

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

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

<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>							
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 Other.

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 four (4) (if four 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.

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 **\$1,000,000**. 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 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. 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.

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. 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. 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 22 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 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 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 – 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/Multimodal/Highway_Safety/Complete_Streets/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
9. DOTD – Geotechnical Engineering Services Document –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pavement_Geotechnical/Geotechnical%20Guidelines/Geotechnical%20Services%20Document.pdf

10. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
11. DOTD – Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
12. DOTD – Addendum “A” to the Location & Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf
13. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
14. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
15. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
16. DOTD – Off-System Highway Bridge Program Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf
17. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
18. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
19. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
20. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
21. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
22. 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
23. e-CFR – Electronic Code of Federal Regulations (all applicable) – <https://ecfr.io/>

24. 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>
25. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
26. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
27. 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>
28. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

CONTRACT EXECUTION REQUIREMENTS

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

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

SECONDARY SELECTION PROCESS

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

REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all 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 MARCH 1, 2022, 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 should be identified with **contract numbers 4400023972 and 4400023973** and must be received by DOTD via email **no later than 3:00 p.m. Central Time on Thursday, June 9, 2022.**

ATTACHMENT A – SCOPE OF SERVICES

The project time is **typical**.
The route classification is **N/A**.

PROJECT DESCRIPTION

The Consultant shall perform archaeological and historical evaluations including cultural resources surveys, archaeological testing [National Register of Historic Places (NRHP) testing], data recovery, NRHP eligibility evaluations, both Historic American Engineering Record (HAER), Historic American Building Survey (HABS), and Historic American Landscapes Survey (HALS) documentation, and all necessary Section 106 documentation for statewide projects covered by an Indefinite Delivery / Indefinite Quantity (IDIQ) contract under separate Task Orders (TO). The Consultant will be required to execute a TO which will specify the scope of services, contract time, and compensation. Each TO will become a part of the IDIQ Contract.

The Consultant will be required to provide some or all of the following services for each TO:

LANDOWNER INFORMATION – The Consultant shall obtain the names, addresses, and contact information from the associated parish’s assessor’s office for the last known resident or nonresident landowners from whom additional right-of-way will be required for the purpose of contacting the landowners prior to entering their property for field visits. The Consultant shall request landowner permission to carry out the cultural resources survey and written consent to remove, analyze, and curate artifacts. All of the following fieldwork tasks will follow the most current Louisiana Divisions of Archaeology and Historic Preservation Guidelines for Fieldwork Standards. Archaeological survey will not be conducted outside the approved direct Area of Potential Effects (APE), unless directed to do so by DOTD.

LOUISIANA ONE CALL

The Consultant shall contact Louisiana One Call, to mark any buried utilities, pipelines, cables etc. within the direct APE, prior to the initiation of ground disturbance.

TIMEFRAME OF TASK ORDERS – Each TO must be completed in a timely manner and delays in progress that would affect the completion of the contract in the allotted time must be documented in writing and provided to DOTD. Depending on the scope of services for the TO the contract time may vary based upon a reasonable and negotiated timeframe, generally not to exceed 160 calendar days.

CULTURAL RESOURCES SURVEYS – The Consultant will be provided with a plan layout or marked aerial photograph designating the study area/Area of Potential Effects (APE). The Consultant will: (1) determine the presence of cultural remains, historic and/or prehistoric, and whether these sites are eligible for or listed on the National Register of Historic Places (NRHP), and (2) determine the presence of standing structures, landscapes, or other places or objects and whether these are eligible for or listed on the NRHP. The survey will include sites within DOTD’s existing and/or proposed right-of-way and standing structures, etc. within the direct and indirect APE. The resulting Cultural Resources Survey reports will contain recommendations of eligibility

and of effect for each of these archaeological sites (including Historic Areas as defined by LDOA), standing structures, etc., encountered. Each eligibility assessment will include the criteria for evaluation along with assessment of integrity as outlined in the Louisiana Divisions of Archaeology and Historic Preservation guidelines. All reports and fieldwork will meet the most current standards of the Louisiana Department of Culture, Recreation and Tourism, Divisions of Archaeology and Historic Preservation.

All coordination with the State Historic Preservation Officer (SHPO) will be through, or with the express approval of, the DOTD Environmental Section.

Background research, including a literature search, will be required. The following data will be delivered to DOTD as applicable:

1. A Letter Summary of initial results including recommendation for any sites located within the project area.
2. A Management Summary of initial results including recommendations for any sites located within the project area may be required for some TOs.
3. A Draft Cultural Resources Survey report including recommendations for any National Register eligible/listed archaeological sites/standing structures located within the Area of Potential Effects (APE), or draft Negative Findings report if no archaeological sites or standing structures are identified.
4. Completed archaeological site record/site record update forms
5. Completed Louisiana Historic Resource Inventory forms
6. Completed Louisiana Historic Resource Inventory Spreadsheet
7. A Final Cultural Resources Survey or Negative Findings report
8. A curation receipt prior to end of the TO

The Consultant will notify the Environmental Project Manager when the fieldwork begins and ends. The Consultant will also submit to the Environmental Project Manager a bi-weekly report of their progress in the fieldwork. Archaeological fieldwork shall be completed within the timeframe required by each TO after the notice to proceed is issued. Within ten (10) days after completion of the fieldwork, two copies of the typed, site record form/site record update form (also with a Management Summary if required for the project) and a version on PDF will be forwarded to the Environmental Project Manager. If a site does not appear to be eligible for the NRHP, a statement to this effect along with supporting reasons will be included in the Management Summary and/or the Draft Cultural Resources Survey Report.

All items recovered from the fieldwork will be laboratory processed and analyzed to accepted professional standards. All materials will be curated in accordance with the current guidelines of the Louisiana Department of Culture, Recreation and Tourism, Division of Archaeology. Any diagnostic artifacts will be illustrated within the report. Within the time frame established for each TO, five (5) copies of the Draft Report and a version on searchable PDF will be submitted to DOTD for review. Any necessary revised reports will also be submitted in this quantity and

format. Upon receipt of an acceptable version, the Consultant will be instructed to submit five (5) bound copies and a searchable PDF of the Final Report.

ARCHAEOLOGICAL SITE TESTING – In most cases, archaeological shovel testing is included under Cultural Resources Survey (see above). However, the occasion may arise where archaeological NRHP site testing is needed.

Site testing will define the limits within existing and/or required right-of-way, will establish cultural affiliation and will determine eligibility for listing in the NRHP. Background research will be required with particular emphasis on any past archaeological work in the area. Sites will be mapped and delineated with subsurface testing. Once the site limits are determined, test units will be excavated (number of test units to be agreed upon dependent on the site). Test units will measure one meter by one meter. Placement of test units within the site limits will be at the discretion of the Principal Investigator using initial subsurface testing information.

Documentation (Letter Summary, Management Summary, site/structure forms, report, etc.) and notification (fieldwork start dates, etc.) requirements will be the same as described above if this work is not included under Cultural Resources Surveys (see above). All reports and fieldwork will meet the standards of the Louisiana Department of Culture, Recreation and Tourism, Divisions of Archaeology and Historic Preservation.

DATA RECOVERY – A scope of service and compensation for data recovery will be established upon satisfactory completion of the Cultural Resources Survey report and determination of the need for additional services by DOTD. Data recovery may be required at archaeological sites not previously examined under services for this Retainer Contract. Prior to conducting the data recovery, the Consultant will be required to submit a data recovery plan. Five (5) copies of the plan will be submitted to DOTD within two (2) weeks after the notice to proceed has been issued (this may vary depending on the site). After review by both DOTD and the SHPO and possibly a Tribal Historic Preservation Officer (THPO), the Consultant will be allowed one (1) week to incorporate recommended changes and resubmit the plan for review. After DOTD and the SHPO (and possibly THPO) have accepted the final data recovery plan, the Consultant will begin fieldwork.

Documentation (management summary, site/structure forms, report, etc.) and notification (fieldwork start dates, etc.) requirements will be the same as described above. All reports and fieldwork will meet the standards of the Louisiana Department of Culture, Recreation and Tourism, Divisions of Archaeology and Historic Preservation.

STANDING STRUCTURES (ARCHITECTURAL)/ BUILT ENVIRONMENT SURVEY – All standing structures, objects, etc., (including bridges, cemeteries, churches and landscapes) fifty years or older will be evaluated to determine their eligibility for the NRHP. Documentation of structures will have an approaching year buffer considering the longevity of project planning. Photographs and brief descriptive data, including accurate locational information and an actual or estimated date of construction along with basis for date of construction will be required for each structure evaluated. DOTD will determine whether this task is to be performed separately or in conjunction with the Cultural Resources Survey. Information on all structures will be populated

into the spreadsheet format provided by the Louisiana Division of Historic Preservation which will then be submitted to the Division of Historic Preservation with the request for Standing Structure Numbers. All Standing Structure forms will be typed, completed – including Standing Structure Number - and submitted in hard copy and searchable PDF version.

HISTORIC AMERICAN ENGINEERING RECORD – Historic American Engineering Record (HAER) documentation will be prepared by the Consultant for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service. The consultant should be able to carry out all levels of HAER documentation as part of this contract.

HISTORIC AMERICAN BUILDING SURVEY – Historic American Building Survey (HABS) documentation will be prepared by the Consultant for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service.

HISTORIC AMERICAN LANDSCAPES SURVEY - Historic American Landscapes Survey (HALS) documentation will be prepared by the Consultant for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service.

FINDING OF EFFECT DOCUMENTATION – Section 106 documentation for Finding of No Historic Properties Affected/No Adverse Effect/Adverse Effect for cultural resources that may be affected by projects will be prepared by the Consultant as necessary.

OTHER - The Consultant will provide the Environmental Section with a bi-weekly progress report. The report will include the estimated and actual date of completion of each task to be performed.

REPORT STANDARDS - Reports must be prepared in publishable format according to current organizational and illustrative standards of professional archaeological, architectural, and historic journals. Reports will follow the most current standards of the Louisiana Divisions of Archaeology and Historic Preservation. Reports must be typed, single-spaced, on letter size 8.5 x 11 in white bond paper. All pages must be numbered and no hand written parts will be accepted. The Consultant is strictly forbidden to print their name on each page of the text. Photographs, plans, maps, drawings, and text must be clear and clean with typed or mechanically lettered captions. Archaeological site forms and standing structure forms must be typed and submitted in hard copy and PDF format. Draft reports must contain the required site numbers and standing structure numbers as provided by SHPO. All reports produced or resulting from these investigations will become the property of DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of DOTD. This includes conclusions, recommendations, drawings, rendering, perspectives, sketches, photographs, specifications, cost estimates, etc.

SOFTWARE STANDARDS - All GPS documentation must be of sub-meter accuracy. Any GIS data provided must follow current DOTD standards.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

DOTD shall provide copies of or access to scope, maps, DGN files, surveys, plans, r/w information and/or any other pertinent information if available.

ELECTRONIC DELIVERABLES

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

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

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

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

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

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

ATTACHMENT B – MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

1. At least one (1) principal of the prime consultant shall be professionally competent in Section 106 of the National Historic Preservation Act documentation.
2. At least one (1) principal or responsible member of the prime consultant shall have a minimum of five (5) years of experience in responsible charge of Section 106 of the National Historic Preservation Act documentation.
3. At least one (1) environmental professional experienced in the preparation of documents that involve evaluations of historical significance who have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation.
4. At least one (1) principal investigator for the archaeological work, meeting the Archaeologist Qualifications published in the Louisiana Register dated April 20, 1994. These standards parallel the Secretary of the Interior's Professional Qualifications Standards for Archaeology.
5. At least one (1) professional for the standing structures and built environment assessment, meeting the Secretary of Interior's Qualifications for historic preservation.
6. At least one (1) professional with knowledge of the National Park Service's requirements and experience in the preparation of all levels of HABS/HAER/HALS documentation.
7. At least one (1) professional with knowledge of HABS/HAER/HALS photographic documentation.

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

MPR Nos. 1 and 2 may be met by the same person.

MPR Nos. 3 through 7 must be met by separate individuals and may be satisfied through the use of a sub-consultant(s).

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

- Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services must be identified in Section 14 of the DOTD Form 24-102 and their resumes included in Section 16 of the DOTD Form 24-102.

ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS

Procedures for selecting among IDIQ contracts for issuance of Task Orders - Section 28

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

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

1. Identify all IDIQ contracts that apply – type/scope of work in contract
 - a. If applies, move to next step
 - b. If does not apply, then cannot use the contract

2. Determine if there is sufficient time remaining on the contract to complete the work
 - a. If yes, proceed to next step
 - b. If no, then cannot use the contract

3. Determine if there is sufficient compensation remaining on contract to complete the work
 - a. If yes, proceed to next step
 - b. If no, cannot use the contract

4. Determine if specialty tasks are required or if timing of performance is critical
 - a. If yes, can the consultant perform the work, as needed? (Consideration may be given to experience with task(s), current workload, and past performance.)
 - i. If yes, the consultant can perform the work, then proceed to next step
 - ii. If no, the consultant should not or is not able to perform the work, do not use the contract. Document the reasons, *e.g.*, the consultant is less experienced, past performance indicates that the consultant may have difficulty with task(s), the consultant has multiple jobs ongoing for DOTD so timeliness may be an issue, etc.
 - b. If no specialty tasks or timeliness issues are present, then proceed to the next step.

5. If more than one IDIQ contract reaches this step, then they will be distinguished from one another by the consultants': 1) familiarity or experience with the services required; 2) locality, where a local presence will add value to the quality and efficiency of the project; or 3) the amount of remaining contract time or remaining available compensation.
 - a. Select the contract whose consultant is most familiar or experienced with the services required.

- b. If the consultants are equal regarding familiarity/unfamiliarity with the services required, then select the contract whose consultant is local to the project area, provided that a local presence will add value to the quality and efficiency of the project.
- c. If the consultants are equal on the criteria of familiarity and experience with the services required and locality, if applicable, then select the contract with the most available time or the most available compensation on the contract, with due consideration given to the risks involved and the needs of the project.