

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES**  
**May 4, 2023**

**CONTRACT NO. 4400026028**  
**STATE PROJECT NO. H.012311.2**  
**FEDERAL AID PROJECT NO. H012311**  
**LA 429 CONNECTOR (LA 30 / LA 73 TO US 61)**  
**ROUTES: I-10, LA 429, LA 30**  
**ASCENSION PARISH**

**DBE GOAL = 4%**

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](mailto: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. 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><b>Sub-consultants are allowed to be used for this proposal.</b> 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%
<p>Identify the percentage of work for the <b>overall contract</b> to be performed by the prime consultant and each sub-consultant.</p>							
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).

If sub-consultants are used, the prime consultant can perform less than 50% of the work, but none of the sub-consultants can perform a larger percentage of the overall contract than the prime consultant.

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](mailto: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 **3 years**.

### **COMPENSATION**

The compensation payable to the consultant for all services rendered in connection with this contract is estimated at **\$1,086,773**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual.

Payment will be made based on cost plus fixed fee.

### **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
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Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

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

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

ATSSA contact information: (877) 642-4637

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

## REFERENCES

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

1. AASHTO Standards – The American Association of State Highway Transportation Officials  
<https://www.transportation.org/>
2. AASHTO – A Policy on Geometric Design of Highways and Streets –  
[https://bookstore.transportation.org/collection\\_detail.aspx?ID=110](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](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](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](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](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf)
9. DOTD – Hydraulics Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Public\\_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf](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](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](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](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](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](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](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](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](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](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](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](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](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf)
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](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 **4%** 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](mailto: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. 4400026028, Consultant's name", and **must be received no later than 3:00 p.m. Central Time by** [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov) **via email on Thursday, May 25, 2023.** **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.**

Contract No. 4400026028

Please note that delivery failure may occur on email files exceeding 30MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to [DOTDConsultantAds80@la.gov](mailto: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.**

### **I. INTERCHANGE JUSTIFICATION REPORT (IJR):**

The Consultant shall prepare and coordinate an interchange justification report (IJR) to analyze no build and future conditions to identify possible interchange alternatives at the location of I-10 at LA 429 with the proposed widening of I-10 and the new LA 429 alignment connecting LA 30 to the existing LA 429 to the east of the interstate. Since this study area is adjacent to the I-10 at LA 74 Traffic Study (H.003771 Contract No. 4400026027), both Consultants shall coordinate with the each other throughout the projects' process. This interchange justification report will be prepared in conjunction with the environmental study and in accordance with *FHWA policy on Changes in Access to the Interstate System issued August 18, 2009, published in Federal Register Volume 74 Issue 165 on August 27, 2009 ; the DOTD Engineering Directives and Standards Manual (EDSM) No: I.4.3.2: Request for New or Modified Access on Control of Access Facilities dated December 22, 2017 ; and the DOTD Engineering Directives and Standards Manual (EDSM) No: VI.1.1.2: Intersection Control Evaluation dated December 2, 2020.*

The Consultant shall analyze all interchange alternatives that were recommended in the Tier 1 Analysis from the I-10 - LA 73 to LA 429 Study (H.003771.2) including the new LA 429 alignment with semi-control of access per the traffic and environmental study (see attached sketch), and any other NEPA derived alternatives. The Tier 1 Analysis from H.003771.2 includes:

- Diamond Interchange
- Single – Point Urban Interchange (SPUI)
- Diverging Diamond Interchange (DDI)
- Par Clo B – Single Loop

Please note that in the sketch located at the end of the Attachment A, the intersection location of the LA 429 connector with LA 30 is approximate and shall be determined in this study. All alternatives shall be analyzed with and without auxiliary lanes and frontage roads along LA 429.

### **Objective and Limits**

The objective is to relieve traffic congestion along LA 30 and its I-10 interchange by diverting traffic to LA 429 with the connection to LA 30 with a four lane divided roadway with semi-control of access via a new interchange at I-10. This will also create an alternative access point for industrial traffic including large trucks to I-10.

The study limits are as follows:

- I-10 (just west of LA 73 interchange to just east of LA 30 interchange)
- LA 429 (LA 73 and 1300 feet east of the alternative interchange terminal)
- LA 30 (west of LA 3251 (Ashland Rd) and east of LA 44)

Info to be provided to Consultant by DOTD and used in developing final report:

- H.003771.2 – I-10 from LA 73 to LA 429 Study
  - Chapter 1
  - Chapter 2
  - VISSIM Model Calibration Report
  - Appendix A – Initial Data Collection
  - Appendix B – Final Data Collection
  - Appendix C – Existing Safety Analysis
  - Appendix D – VISSIM
  - Build Volume Redistribution Files
  - Tier 1
  
- H.009266 - I-10: LA 73 to LA 30 Project
- H.005197 – Widen I-10 to Six Lanes Stage 0 Study
- H.010572.1 - LA 30: LA 3251 to LA 44 Study
- H.012311.1 - LA 429 Connector (LA 30/LA 73 to US 61)
- H.013797 – LA 30 (EBR PL to I-10)

### **Task 1.0 – Data Collection**

The Consultant shall review and verify all previous studies and data provided by DOTD to ensure that they are warranted for the analyses of this project. Also, the Consultant shall utilize the counts that are collected for study H.013797 to assist in determining a location for the LA 429 connector with LA 30. Also, the Consultant shall verify that the FHWA Interstate Access Policy Points 1 and 2 can be answered.

#### ***Task 1.0 Deliverables (approval needed before proceeding to Data Collection Meeting):***

- Chapter 1
- Appendix A and B (may consist of data and information from previous studies)
- QA/QC Deliverable
- Plan for additional data collection (if necessary)

### **Task 2.0 – Data Collection Meeting**

This meeting is to discuss all verified data collection provided from previous studies.

#### ***Task 2.0 Deliverables:***

- Data Collection Meeting Minutes – submitted to Task Manager within 3 days

### **Task 3.0 - Existing, No Build, Tier 1 and Preliminary Tier 2 Verification**

The Consultant shall review and verify Tier 1 and preliminary Tier 2 performed in previous study to ensure that they are warranted for the analyses of this project.

Also, the Existing and No Build Analysis at the LA 73 and LA 30 ramp terminals must be redone to compare similar Measures of Effectiveness (MOEs) results to the Build analyses in this study.

The Existing (2018) and No Build (2038) analyses shall be performed in HCS7 during the design year (2038). A 15-minute multi-period analysis is required for the approval of the entire peak periods and shall include the following MOEs:

- For interchange terminals:
  - 95<sup>th</sup> percentile queue lengths (per movement per lane)
  - Delay (per lane)
  - v/c ratio (per lane)
- For the I-10 Mainline (per lane for all merge, diverge, weaving and basic segments):
  - Density
  - Speed
  - v/c ratio

Please note that these MOEs apply to Existing, No Build and Alternative analyses so that the results may be compared.

**Task 3.0 Deliverables:**

- Chapter 2 (compiled from previous studies and updated analyses)
- Appendix C (compiled from previous studies and updated crash data for mainline and ramp)
- Appendix D (compiled from previous studies and updated analyses)
- Draft Tier 1 and Preliminary Tier 2
- QA/QC Deliverable

**Task 4.0 – Tier 1 and Preliminary Tier 2 Meeting** *(must occur before proceeding to Tier 2 Analysis):*

The Consultant shall conduct a meeting with all parties. A stakeholder list will be provided by the Project Manager. The purpose of this meeting is to recap of the Tier 1 and preliminary Tier 2 progress that was completed in the previous I-10 from LA 73 to LA 429 (H.003771.2) Study. Also, the Consultant will present the recommended alternatives from the previous study which will be analyzed for this current project along with any other recommendations. This meeting will also establish the foundation for continued coordination, to develop a mutual understanding of the deliverables, agree on the procedures to follow, as well as the Measures of Effectiveness (MOEs) to be compared for analysis.

The following documents are required for the Consultant to provide during the meeting:

- Agenda
- Sign in Sheet
- Project Schedule
- Tier 1 and Preliminary Tier 2

Any requests or exchange of information from either party necessary to complete the scope of services should be done at this meeting. It is the Consultant's responsibility to take minutes for this meeting and distribute copies to all attendees within 3 days of the meeting.

**Task 4.0 Deliverables:**

- Agenda- submitted to DOTD one week prior to the meeting
- Tier 1 and Preliminary Tier 2 Meeting Minutes – submitted to Task Manager within 3 days

**FINAL ALTERNATIVE ANALYSIS**

**Task 5.0 – Tier 2 Analysis**

***Operational Analysis***

The Alternative analyses shall be performed in HCS7 during the design year (2038). A 15-minute multi-period analysis is required for the approved entire peak periods and shall include the following MOEs:

- For interchange terminals:
  - 95<sup>th</sup> percentile queue lengths (per movement per lane)
  - Delay (per lane)
  - v/c ratio (per lane)
- For the I-10 Mainline (per lane for all merge, diverge, weaving and basic segments):
  - Density
  - Speed
  - v/c ratio

Please note that these MOEs apply to Existing, No Build, and Alternative analyses so that the results may be compared.

*If, during the analysis of the alternatives, it becomes evident that the selected alternatives are not viable due to unacceptable operations, critical geometry issues, or environmental issues that cannot be remedied, then DOTD must be notified of these developments ASAP.*

***Safety Analysis***

The build safety analysis should consider impacts on the mainline, ramps, intersections of proposed access point, applicable portions of the local street network and then nearest adjacent interchange. The analysis shall include an assessment on the impacts and ability of the alternatives to safely and efficiently collect, distribute and accommodate traffic (see Policy Point 3 in FHWA 8 Policy Points). Mitigation may be needed to offset any safety concerns.

The alternatives safety analyses shall be compared among each other as well as the existing safety analysis. Figures should be used to illustrate each alternative.

### ***Critical Geometry***

This is the same drawing required by the environmental document. It is not the intent of DOTD to have this work duplicated. The traffic Consultant shall work in conjunction with the Environmental team during this process to ensure the geometry being developed reflects the traffic analysis results.

#### **Task 5.0 Deliverables (approval needed before proceeding to Tier 3 Analysis):**

- Appendix E:
  - a) 11 x 17 map(s) showing redistributed future year volumes of each alternative
  - b) 11 x 17 map(s) aerials of queues comparing alternatives and No Build (hard copy and pdf)
  - c) Electronic copy of No Build and Build Analysis for Operations
  - d) Software Reports/ Analysis Outputs – only relevant reports with inputs and Measures of Effectiveness (MOE) are needed, not every page of every report available (.pdf file)
  - e) Intersection Summaries
  - f) Safety Analysis software files
    - a. Summary and figures (to be included in Chapter 3 of Final Report)
  - g) Summary Table of Results compared to No Build and all other Alternatives (to be included in Chapter 3 of Final Report)
  - h) 11 x 17 Critical Geometry Layout with the following (hard copy, pdf, and CADD files) (provided by Environmental team):
    - a. Alternatives will be drawn on an aerial using a single sketch line technique. Each line shall represent each ramp and traveled way of the highway in the plan view. Number of lanes required and controlling horizontal curve information shall be noted in plan view. The alternatives shall also be drawn in profile using single lines indicating existing grade and each tier of the proposed interchange or alternative with relative elevations. These lines will be developed to scale and apply design criteria and operational characteristics. Both existing and proposed Right of Way (ROW) and Control of Access (COA) boundaries shall be shown.
    - i) Design Guideline Report and a list of any waivers/exceptions needed
    - j) Miscellaneous Analyses and Considerations
    - k) QA/QC Documentation

#### **Task 6.0 - Tier 2 Meeting (must occur before proceeding to Tier 3 Analysis)**

The purpose of this meeting is to present the following alternatives to move forward to Tier 3 analysis. The Consultant shall conduct a meeting with the following parties:

- Local officials
- DOTD project team
- FHWA

#### **Task 6.0 Deliverables:**

1. Meeting minutes submitted within 3 days



### **Task 7.0 – Tier 3 Analysis**

The selected alternatives identified as the Environmental preferred alternative(s) are developed further in geometric form in Tier 3.

- ***Geometric Layout***  
The Line and Grade document is the same drawing required by the environmental document. It is not the intent of DOTD to duplicate this work effort. The traffic Consultant shall work in conjunction with the Environmental team during this process to ensure that the Striping/Signing Layouts and Line and Grade reflect the traffic analysis results.
- ***Striping Layout***  
A striping layout on plan view will be completed for alternatives advanced to Tier 3. The layout will include all applicable interstate and crossroad striping standards and show the appropriate measurements/distances.
- ***Signing Layout***  
A signing layout on plan view will be completed for alternatives advanced to Tier 3. The layout will include all applicable interstate guide signs and show location and composition of each sign along interstate routes and cross roads. This should show new signs and supports along with existing signs.

#### **Task 7.0 Deliverables:**

- Appendix E (continuation of Task 5.0):
  - a) Geometric Layout with the following labels (from Environmental)
    - a. Utility conflicts
    - b. Label driveways and roadway connections
    - c. Label drainage structures and bridges
  - b) Striping Plan
  - c) Signing Layout
- Chapter 3 of Final Report
- QA/QC Documentation

### **Task 8.0 - FHWA 8 Policy Points**

Additional information beyond the completed traffic report is needed to address the FHWA 8 Policy Points. The Consultant shall investigate, compile, analyze and document all necessary information required to address all 8 FHWA Interstate Access Policy Points in this study.

#### **Task 8.0 Deliverables:**

- FHWA 8 Policy Points

## **Task 9.0 – Final Report**

The Final Report will be prepared to address the purpose & need of the project and will include the following reviewed and approved deliverables (Chapters and Appendices):

- FHWA 8 Policy Points (Task 8)
- Executive Summary
- Introduction
- Chapter 1: Data Collection
- Appendix A: Initial Data Collection (may consist of data and information from previous studies)
- Appendix B: Final Data Collection (may consist of data and information from previous studies)
- Appendix C: Existing Safety Analysis (compiled from previous studies)
- Chapter 2: Existing and No Build Analysis (compiled from previous studies and Task 3)
- Appendix D: Existing and No Build Network (compiled from previous studies and Task 3)
- Chapter 3: Alternative Analysis (Task 7)
- Appendix E: Final Alternative Analysis – Tier 1, Tier 2, and Tier 3 (compiled from previous studies, Task 5, and Task 7)
  - Tier 1 and CAP-X Analysis and Documentation
  - Tier 2 Analysis and Documentation
  - Tier 3 Analysis and Documentation
    - Geometric Layout (from Environmental)
    - Signing and Striping Layout

Upon review and approval, the three final hard copies of each of the reports will be submitted for acceptance contingent upon findings and shall be included in the appendix of the Environmental document as the traffic study.

### **Task 9.0 Deliverables:**

- Sealed Report (Draft must be approved before final submission)
- 3 hard copies of reports
- 2 electronic copies

## **II. LINE AND GRADE STUDY:**

The Consultant shall prepare a line and grade study for the alternative(s) that were determined to move forward to the IJR Tier 3 analysis from H.012311. In addition to the interchange(s), the line and grade study shall include the proposed LA 429 connector which will connect LA 30 to the existing LA 429 just east of the interstate (the connection of the LA 429 connector to LA 30 will be determined by the IJR Tier 3 analysis from H.012311). The connector will be a four lane divided roadway with semi-control of access.

A capacity analysis will partly determine geometry (such as the separation between ramp terminals and lane configurations.) The horizontal and vertical alignment will be accurately defined and a new

access point request will be prepared in accordance with the State's and FHWA's procedures for new Interstate access. The line and grade study shall include but not be limited to:

- Establishment of design criteria.
- Traffic study.
  - Capacity analyses of major intersections.
  - Required lane configurations based on traffic engineering analysis.
- Develop typical roadway and bridge sections.
- Develop horizontal geometry.
- Develop vertical geometry and set minimum roadway grade.
- Identify major drainage structure locations.
- Establish approximate required right of way limits.
  - Develop a list of impacted improvements and a Utility Conflict Matrix to be used in future stages of development.
- Cost estimates for right of way, utility relocation, construction, and mitigation measures. All cost estimates shall account for escalation, risk, inflation, etc. Consultant shall prepare the engineering estimate using all pay items that could reasonably be used in the project along with assumed quantities as applicable.

## **Specifics**

### **A. Horizontal Alignment**

A horizontal alignment study will be prepared. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance and be developed consistent with all applicable Access Management, Complete Streets and other Department policies and manuals. The final refinement to the alignment will be adjusted based on the performance of a constructability review. This review will assess if the proposed alignment can be constructed in accordance with Department standards (considering maintenance of traffic, etc). The location of the final alignment should consider:

- Existing roadway conditions.
- Maintenance of traffic
- Existing bridge
- Location of utilities.
- Environmentally sensitive areas.
- Topographic features.
- Developed Properties.
- Proposed future developments.
- Railroad crossings.

A plan view of the proposed horizontal alignment will be prepared. The following geometric data will be displayed on the plan view:

- Curve Lengths (L)
- Tangent Lengths (T)
- Curve Radii (R)
- Superelevation rates and transition lengths
- Control of Access limits

- Existing and estimated r/w limits

In addition, intersection and interchange schematics will be shown on the plans.

## **B. Vertical Alignment**

A vertical alignment study will be prepared. The vertical alignment shall consider above ground and underground utility clearance, major drainage or structure locations, overpass clearances, etc.

A profile view of the proposed vertical alignment will be prepared. The following geometric data will be displayed on the profile:

- P. V. I. Location
- Vertical Grades
- Length of Vertical Curve (V. C.)
- Headlight or Stopping Sight Distance (H. L. S. D. or S. S. D.)
- Required Vertical Clearances

## **C. Deliverables**

1. New access request document.
2. The line and grade study will be included as part of the environmental document and will contain the following:
  - Table of Design Criteria
  - Plan and profile displays as noted in sections A and B
  - Displays of typical roadway and bridge sections
  - Cost estimates for right of way, utility relocation and construction.
  - Design Report(s), any required design waivers and exceptions
  - Electronic files for all plan sheets and displays and others.

## **III. ENVIRONMENTAL STUDY:**

The scope of services for this project consists of the preparation of an Environmental Assessment (EA) in accordance with the National Environmental Policy Act (NEPA) and other applicable laws for the proposed alternatives at the location of I-10 at LA 429 (Cornerview Road) with the proposed widening of I-10 and the new LA 429 alignment connecting LA 30 to the existing LA 429 to the east of I-10. The Consultant will evaluate the social, economic, and environmental consequences of the alternatives (including the no-build) and present this information in the Environmental Assessment. A Stage 0 was previously prepared for the project. The Consultant will be provided a copy of this study, which contained alternatives and an Environmental Inventory. Solicitation of Views (SOV) will be distributed to Federal, State, and local agencies, organizations, and individuals within the project area. A Public Meeting will be held to inform the public of the project, potential impacts of the project, and to obtain comments and input from the public on the alternatives, design features, and impacts. A Public Hearing will be held to inform the public of the results and conclusions of the Environmental Assessment and to obtain input from the public on the Environmental Assessment. The Consultant will obtain a Finding of No

Significant Impact (FONSI) from the Federal Highway Administration (FHWA) once the Environmental Assessment has been approved by FHWA.

### A. SOLICITATION OF VIEWS

The Consultant will distribute SOV packets to Federal, State, and local agencies, organizations, and individuals whose expertise may assist with the identification of possible adverse concerns (economic, social, or environmental) within the project area. This SOV packet described the alternative alignments being studied in the Environmental Assessment and contained a preliminary project description and vicinity map. The Department will provide the Consultant with the SOV distribution list and the Consultant will be responsible for supplementing and maintaining it throughout the duration of the project.

All communications and coordination with other Federal, State and local agencies will be closely coordinated with the Environmental Section and approved by the Environmental Section prior to contact.

### B. ITEMS TO BE ADDRESSED IN ENVIRONMENTAL ASSESSMENT

#### 1. Purpose and Need for Action

The purpose and need for the proposed action shall be discussed in the Environmental Assessment. Traffic needs (including existing and future needs), traffic patterns, and traffic movements will be provided by DOTD.

#### 2. Alternatives

All alternatives examined in the Stage 0 study will be discussed in the Environmental Assessment. Those alternatives eliminated from further study will be identified and reasons for this elimination will be discussed in the Environmental Assessment. A preferred alternative will be identified in the Environmental Assessment and reasons for its viability will be discussed in the Environmental Assessment. There are two Build alternatives proposed in the study with the possibility of an additional NEPA derived alternative. All proposed Build alternatives and the No Build alternative will be described and analyzed in the Environmental Assessment.

#### 3. Impacts

Analysis of each alternative, including the No Build will be made and discussed in the Environmental Assessment. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, hazardous waste sites, wetlands, floodplains, farmland, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the Environmental Assessment. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

#### **Wetlands**

Wetlands in the project area will be identified and delineated utilizing the latest appropriate US Army Corps of Engineers (USACE) guidelines. A Wetlands Finding, using latest FHWA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not

substitute for an on-site field determination which will be made. Acreage of impacted wetlands and their value will be calculated and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project and the areas to be impacted will be made. These results will be in the form of a wetlands report produced by the Consultant. All paperwork necessary for the permit application will be prepared by the Consultant. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a USGS quadrangle sheet as well as a layout map with the station numbers noted.

### **Endangered & Threatened Species**

During field surveys, a search will be made for those threatened and/or endangered species suspected to be in the area, and/or for their habitat, if applicable. A biological report will be written indicating the methods utilized in the field survey and the resulting conclusions and recommendation. All coordination with other agencies will be through the Department's Environmental Section or with their expressed approval.

### **Scenic Streams**

A Class B Scenic Stream permit application, if required, will be prepared for each scenic stream in the project area, by the Consultant. Seven (7) copies (all with original photos or color laser print copies) will be provided to the Department's Environmental Section.

### **Other Permits**

All potential permits and their requirements to implement the project will be identified. All items necessary to obtain the permits (with the concurrence of the Department) will be provided by the Consultant. Those permits to be identified include but are not limited to:

- Corps of Engineers (Section 404 permit and/or Section 10 permit)
- Water Quality Certification
- Scenic Streams Class B Permit
- Coast Guard Bridge Permit
- Storm Water Permits

### **Environmental Site Assessment**

A Phase I Environmental Site Assessment will be performed for this project in accordance with the ASTM Standards E 1527-00. The Phase I Environmental Site Assessment has four components: Records Review, Site Reconnaissance, Interviews, and Report. The Consultant will meet with the Environmental Section's Project Coordinator if Recognized Environmental Conditions (RECs) are discovered. Results of site evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the Environmental Assessment.

### **Noise and Air Quality**

Noise samples will be measured and the current FHWA approved noise model (FHWA TNM Version 2.5) will be used. As the project area is not positioned within a non-attainment zone, the Consultant will include in the Environmental Assessment a discussion on the impacts to air quality for similar projects and compare the results to this project area. This information will be presented in a noise report prepared by the Consultant.

**Cultural Resources Survey and Archaeology/Historic Properties (106 & 4(f))**

A survey will be made to determine the presence of National Register eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges, that may be eligible for listing on the National Register of Historic Places. The survey will meet the current standards of the Louisiana Division of Archaeology. All research and documentation necessary to comply with 106 and 4(f) will be prepared by the Consultant (i.e., Preliminary Case Reports, Cultural Resources Survey report, Documentation for a Determination of No Adverse Effect or Adverse Effect, Section 4(f) Statements). All coordination with the SHPO's office will be through the Environmental Section or with the express approval of the Environmental Section.

The Consultant will obtain the names/addresses of property owners from whom additional right-of-way is anticipated to be required. The Consultant will also contact and request permission from the property owners prior to accessing their property.

Two copies of an unbound typed updated site form for each site and two copies of unbound typed updated Louisiana Historic Resource Inventory forms (with original black and white photographs affixed to the forms) for each standing structure will be submitted to DOTD's Environmental Section.

**Socio-Economic / Community Impacts**

The Consultant shall evaluate the social and economic impacts, including any adverse effects of the proposed actions, on the local community. The Consultant shall collect compiled summary demographics on the project area. Discussion shall include anticipated permanent and temporary impacts of the proposed project on the established business districts, land uses, community services/facilities, and residents in the project vicinity, as well as impacts to planned developments known by public officials at the time of data collection. Projects in the study area shall be researched by the Consultant through contact with local planning officials, public safety officials, school officials, and organizations in an effort to determine other long-range plans, upcoming projects, or planned developments. Consistency with these plans shall be assessed and documented.

The Consultant will be responsible for identifying any potential Title VI or Environmental Justice issues in the proposed project area. Any instances where Title VI populations bear the bulk of project-related impacts will be reported to the Environmental Section so that appropriate measures may be undertaken to prevent or mitigate for such occurrences.

**Conceptual Stage Relocation**

Impacts to land uses and community services along each alternative shall be addressed in the Environmental Assessment along with the social and economic impacts to the community, including any potential impacts to Title VI properties. Relocation impacts shall be confirmed via field surveys as well. A Conceptual Stage Relocation Plan shall be prepared and submitted to the Environmental Section. Cost estimates for the number and type of relocations or displacements (including number of persons in household, ethnic affiliation, and approximate income level), right-of-way, construction costs, etc. shall be included in the document. Also to be included in the

document are the type and estimated value of housing and the location and quantity of available replacement housing. For businesses, the location and type of business to be displaced will be documented as will the ethnic affiliation of the owner, the number of employees and their ethnic affiliation, bypassed businesses if applicable, and a listing of available commercial buildings and sites. This estimation of costs of required right-of-way and relocation assistance will be submitted to the Environmental Section's Project Coordinator for review.

#### **Recreational Resources (4(f) and 6(f))**

All publicly-owned recreational and publicly-owned park land, wildlife and waterfowl refuges, and all historic sites will be identified and delineated. Research, analysis, and documentation of compliance with Section 4(f) of the DOT Transportation Act will be done by the Consultant. Use of Land and Water Conservation Funds will be identified by the Consultant. If such resources are present, the Consultant will prepare all documentation for coordination with the appropriate agencies.

#### **4. Public Meeting**

At least one Public Meeting will be required for this project. If additional Public Meetings are required, these will be added at the discretion of the Department and FHWA. All arrangements for the Public Meeting(s), including location, time, preparation of notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the Environmental Section's approval. The Public Meeting(s) will be an open-house format or the latest public involvement guidance advised by FHWA in regards to COVID-19 protocol. The Consultant will advertise the notice of the Public Meeting(s) (upon the Department's approval of the notice) in the newspaper(s) as well as other media agreed upon by the Department. The text of the notice will be provided to the Environmental Section's Project Coordinator for review at least one (1) month prior to the anticipated Public Meeting(s) date. Public Meeting exhibits, handouts, and technical presentations will be supplied to the Environmental Section's Project Coordinator for approval prior to the Public Meeting(s) date.

Actual conduct of the Public Meeting(s) will be by the Consultant. The Consultant will have knowledgeable informed staff present at the Public Meeting(s) to address the queries of the public in regard to environmental, engineering and other project related issues. As the purpose of the Public Meeting(s) is to assist the public in understanding how the project fits into and impacts their community, exhibits aiding in the visualization of the project at the Public Meeting(s) will be the responsibility of the Consultant. Such visualization methods shall be submitted to the Environmental Section's Project Coordinator one month prior to the Public Meeting(s). The Consultant will record and prepare a verbatim transcript of the Public Meeting(s).

#### **5. Other**

Other items that will be evaluated and coordinated with the appropriate agencies include, but are not limited to, prime farmland, sole source aquifers, 100 year floodplain, and water wells. Some of these items utilize standard forms; other coordination is by letter or permit application. Items of special or local interest should also be noted and evaluated within the context of the project.



### C. REVIEW OF DRAFT ENVIRONMENTAL ASSESSMENT

The Environmental Assessment shall be written in accordance with FHWA's guidelines. Two (2) copies and a pdf of the review document will be provided to DOTD's Environmental Section for their review, comment, and distribution. For each revision, an additional pdf and two (2) copies of the document will be required. All comments will be addressed by the Consultant prior to the Environmental Section issuing approval to print the Environmental Assessment for public distribution. Distribution of the Draft Environmental Assessment will be the responsibility of the Consultant. The Environmental Section's Project Coordinator will provide the Consultant with the mailing list to be used for distribution of the Draft Environmental Assessment.

### D. ENVIRONMENTAL ASSESSMENT

The document will be typed, single spaced, on 8.5 x 11 inch paper with inside margins of not less than 1 inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8.5 x 11 inch format are preferred. The Consultant's name and logo shall not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed the Department's name and logo.

### E. PUBLIC HEARING

After approval by the Department's Environmental Section and FHWA, the draft Environmental Assessment will be made available to the Public and a Public Hearing will be scheduled. The Public Hearing will be an open-house format or the latest public involvement guidance advised by FHWA in regards to COVID-19 protocol. All arrangements for the Public Hearing, including location, time, preparation of the notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the Environmental Section's approval. The Consultant will advertise the notice of the Public Hearing in the newspaper(s) as well as other media agreed upon by the Department. The text of the notice, including the project map, will be provided to the Environmental Section's Project Coordinator for review at least three (3) months prior to the anticipated Public Hearing date. Public Hearing exhibits and the Public Hearing technical presentation will be supplied to DOTD's Environmental Section's Project Coordinator for approval prior to issuing approval of the Public Hearing date and authorizing the advertisement. The scale ratio of the exhibits for the Public Hearing must be approved by the Environmental Section.

Actual conduct of the Public Hearing will be by the Consultant. Preparation of a handout for distribution to the interested stakeholders present at the meeting will be the responsibility of the Consultant. This handout will be submitted to the Environmental Section's Project Coordinator one month prior to the scheduled Public Hearing. The Consultant will have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues, before the Hearing, at the recess, and after the Hearing. The Consultant will record and prepare a verbatim transcript of the Public Hearing.

## F. PUBLIC HEARING & ENVIRONMENTAL ASSESSMENT COMMENTS

All comments received during the commenting period on the Environmental Assessment, including those received at the Public Hearing, will be addressed in the Final Environmental Assessment by the Consultant. After approval by the Department's Environmental Section of the final document and issuance by FHWA of the FONSI, the Environmental Assessment FONSI will be distributed by the Consultant. The Environmental Section's Project Coordinator will provide the mailing list to be used for distribution of the FONSI.

## G. MISCELLANEOUS

The Consultant shall notify the Environmental Section when fieldwork begins and ends. The Consultant will also update the Environmental Section weekly as to their progress in the field.

All reference material utilized will be noted and an accurate and complete bibliography supplied to the Department with the draft and final documents. Accessibility and location of all reference material utilized will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the Environmental Section prior to its use in the document.

On all correspondence with the Department's Environmental Section the Consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, and parish, and federal aid project number (this last, if and when applicable).

The Consultant shall provide the Environmental Section with a monthly progress report. The report will include the estimated and actual date of completion of each task to be performed. The Consultant will use the Department's standard form for invoicing.

No more than two (2) agency meetings will be required for this project.

No more than two (2) public meeting, hearing preparation and/or review meetings with the project team will be required.

No more than two (2) public official meetings will be required.

## **SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD**

If available, DOTD will provide the following information as applicable:

- Traffic data
- Stage 0 Report
- Standard Plans and Special Details
- Access to General Files for viewing available plans, details, and records

## **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 the preparation of environmental documents required for the project.
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 or major expertise in NEPA documentation.
3. At least one (1) individual responsible for the preparation of the environmental document shall have a minimum of five (5) years of experience with the primary responsibility for authoring NEPA documents; this shall include authoring an Environmental Assessment(s) for the Federal Highway Administration (FHWA) for which a Finding of No Significant Impact (FONSI) was issued and must have taken the NHI Course No. 142005, “National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an approved equivalent course.
4. At least one (1) biologist with a degree in biology, ecology, or a related field shall have a minimum of three (3) years of experience preparing wetland delineations and performing threatened and endangered species surveys.
5. At least one (1) principal investigator for the archaeological work shall meet the Archaeologist Qualifications as published in the Louisiana Register on April 20, 1994, and have taken a course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or its equivalent training.
6. At least one (1) architectural historian shall meet the Secretary of Interior’s Professional Qualifications Standards for Architectural History.
7. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in roadway design.
8. At least two (2) professional civil engineers, one of which shall be a professional traffic operations engineer (PTOE), registered in the state of Louisiana, shall have a minimum of five (5) years of traffic analysis experience with signal warrants and signal timing.

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

**MPR Nos. 1 through 3 may be met by the same person.**

**MPR Nos. 3 through 8 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.**

Contract No. 4400026028

- 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.