

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
JUNE 30, 2022**

**CONTRACT NO. 4400024461
CONTRACT FOR LA 385: RYAN STREET INTERSECTION IMPROVEMENTS
STATE PROJECT NO. H.012685
F.A.P. NO. H012685
ROUTE: LA 385 / LA 3186
CALCASIEU PARISH**

DBE GOAL = 2%

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 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 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>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 three (3) (if three are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

DOTD has established supplemental ethics requirements applicable to consultants and PET members. These requirements are found in the “Supplemental Ethics Requirements” article of the sample contract linked to this advertisement, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

By submission of a proposal to perform services pursuant to this advertisement, the consultant agrees to comply with DOTD’s Supplemental Ethics Requirements.

RULES OF CONTACT UPON ADVERTISEMENT

DOTD is the single source of information regarding the contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by DOTD’s designated representative via the DOTD website. The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection. Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with DOTD. Any contact determined to be improper, at the sole discretion of DOTD, may result in the rejection of the proposal (i.e., DOTD Form 24-102).

Consultants and consultant organizations shall correspond with DOTD regarding this advertisement only through the email address designated herein; DOTDConsultantAds80@la.gov and during DOTD sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any DOTD employee, other than as specified herein. This prohibition includes, but is not limited to, the contacting of: department, office, or section heads, project managers, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

DOTD will not be responsible for any information or exchange that occurs outside the official process specified above.

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

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **550 days**.

COMPENSATION

The compensation type for this contract is non-negotiated lump sum.

Consultant agrees to accept as full compensation for the services specifically set forth herein, a lump sum of **\$712,255**.

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.

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.
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

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 – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
10. DOTD – Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
11. DOTD – Addendum “A” to the Location & Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf
12. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
13. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx

14. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
15. DOTD – Off-System Highway Bridge Program Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf
16. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
17. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
18. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
19. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
20. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
21. DOTD – Traffic Signal Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf
22. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>
23. FHWA – Bridge Inspector’s Reference Manual (BIRM) –
website: <https://www.fhwa.dot.gov/bridge/nbis.cfm>
manual: <https://www.fhwa.dot.gov/bridge/nbis/pubs/nhi12049.pdf>
24. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
25. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
26. NFPA 70 – National Electrical Code (NEC) –
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
27. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

CONTRACT EXECUTION REQUIREMENTS

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

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

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of **2%** of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant prior to submission of DOTD Form 24-102.

Prime consultants must specify by firm name in Section 11 on the DOTD Form 24-102 all DBE firms which the prime intends will participate in providing services under the contract to meet the DBE goal and indicate for each the percent of the contract fee for the services that will be performed by each specified DBE firm. If the prime did not succeed in obtaining enough DBE participation to meet the goal, it must attach to the DOTD Form 24-102, behind Section 23, documentation of its good faith efforts to meet the goal.

REVISIONS TO THE ADVERTISEMENT

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

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102, DATED 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 number 4400024461 and/or State Project No. H.012685**, and must be received by DOTD via email **no later than 3:00 p.m. Central Time on Tuesday, July 26, 2022.**

ATTACHMENT A – SCOPE OF SERVICES

The project time is **compressed**.

The route classification is **NHS**.

The home office indirect cost rate shall be applicable to all services except as otherwise designated hereafter.

The Consultant will provide engineering and related services to design roadway and traffic/signal improvements along LA 385 and LA 3186 as stated below.

Traffic Engineering Study Update

The Consultant shall perform services to provide a supplement to the existing Traffic Study/Stage 0 to reflect the impacts of the District's proposed raised medians at eleven (11) raised medians at a total of eight (8) intersections throughout the project limits.

CS 195-04 Log Mile 0.00-1.835

- Striping Enhancements
- Consolidate Driveway consolidation (126 to 82, 44 removed)
- Remove and replace existing sidewalks.
- Replace sidewalk ramps to comply with ADA

CS 195-03 Log Mile 8.54-8.84

- Striping Enhancements
- Addition of Sidewalks on both sides of road.

CS 810-30 Log Mile 0.00-0.516

- Striping Enhancements
- Remove and replace existing sidewalks.
- Replace sidewalk ramps to comply with ADA

LA 385 (Ryan Street) @ Sale Street

- Widen and install NB & SB LT Lanes
- Replace Traffic Signal (due to widening)
- Add pedestrian heads and pushbuttons

LA 3186 (McNeese Street) @ Kirkman Street

- Replace span signal with Mast Arms
- Install Pedestrian Heads and Push Buttons.
- Add pedestrian heads and pushbuttons

Add Pedestrian Heads & Pushbuttons

- LA 385 (Ryan Street) @ Prien Lake Road
- LA 385 (Ryan Street) @ I-210 WB Exit Ramp
- LA 385 (Ryan Street) @ School Street
- LA 385 (Ryan Street) @ College Street

The scope of work will include all engineering services necessary for Stage 3 Design.

STAGE 3 DESIGN

The services to be performed by the Consultant under this contract are described more specifically as follows:

Traffic Services

Traffic Engineering Study Update

The Consultant shall perform services to provide a supplement to the existing Traffic Study/Stage 0 to reflect the impacts of the District's proposed raised medians throughout the project limits. The supplement shall follow the Traffic Engineering Process and Report (TEPR). This supplement shall be performed prior to plan development.

Traffic Signal Plan Development

The Consultant shall perform services to deliver a complete Traffic Signal plan set for eleven (11) signals. The plans for all eleven (11) signals shall be designed for the inclusion in District 07's existing Adaptive Traffic Signal System. Development of the Traffic Signal plan set shall follow and meet requirements provided in the LADOTD Traffic Signal Manual, LADOTD Traffic Engineering Manual and EDSMs.

Preliminary Plans

Preliminary Plans shall consist of all engineering services required for the completion of Preliminary Plans and cost estimates for the Project, all under a schedule for completion which shall be in conformity with the contract time specified elsewhere in this contract. Specifically, the work under this section consists of the following major items:

- Prior to submitting any document to DOTD for review and comment, the Consultant shall complete detailed checks of all work product and peer reviews of substantial deliverables and specialized analyses. Detailed checks shall be completed by a staff person who is not directly associated with the development of the work product.
- The assembly and study of existing data, including improvement studies, boring information, if any, traffic data available through DOTD, and such other data as can be located through efforts of the Consultant.
- The performance of all supplemental topographic surveys as may be required for the proper design and layout of the project; however, the performance of additional surveys shall not commence without prior approval of DOTD. The supplemental survey shall also include all services necessary to re-establish the project centerline where the existing stakeout has been obliterated. This work shall include the establishment of referenced iron rods along the centerline as necessary to re-establish the line.
- The preparation of location plans for subgrade soil borings that, in the judgment of the Consultant, may be necessary for design of the Project. The Consultant shall also prepare additional location plans as may be required by DOTD for conducting additional borings deemed necessary by DOTD.

- Project kick off meeting, design/production meetings, site visit(s) as required.
- Preparation and submittal of design criteria, QA/QC plan document, and Preliminary Plans
- The preparation of Preliminary Plans for the Project shall be in accordance with the requirements outlined in the current editions of DOTD's Roadway Design Procedures and Details Manual and Hydraulics Manual. Design for Preliminary Plans shall be done in English units of measurement. Statements in the Manuals which may be in conflict with requirements specified in the main body of this contract shall be considered as superfluous information and not applicable to this contract. Three sets of these plans, at the 30%, 60%, 90%, and 100% Preliminary Plans stages, as well as links to the posted plans in ProjectWise, shall be submitted to the Project Manager for preliminary examination and comments after they have been developed to show all information required for a Plan-in-Hand inspection and, upon receipt of any such comments, the Consultant shall revise the plans accordingly. The Consultant shall then submit to the Project Manager all computer-generated original reproducible of the Preliminary Plans. The Plans shall be dated and stamped "Preliminary" for further review, and for DOTD's use in developing the prints necessary for a complete Plan-in-Hand field inspection with members of DOTD and other interested parties, when so named herein, at a time and date mutually agreed to in advance by all parties.
 - Subsequent to the Plan-in-Hand inspection, the Consultant shall make all changes in the plans, as necessary, to reflect agreements reached at this Stage. The plans shall show the existing right-of-way and any taking lines required for additional right-of-way, and shall be referenced to the centerline of the Project. The Consultant shall then submit revised computer-generated original reproducible of the plans to the Project Manager.
 - Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of DOTD.
- The preparation and submittal of (but not limited to) the following:
 - Estimates of construction contract costs based on estimated quantities developed for each submittal of Preliminary Plans.
 - Special Provisions and Non-Standard Pay Items (if required).
 - Design Report and QA/QC Certification (with all signatures).
 - Documentation of all Required and Approved Design Waivers and/or Exceptions.
- The design format for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways. The format of the plans shall conform to the standards used by DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.

The Consultant shall provide preliminary roadway plans for the project including, but not limited to:

- Title Sheet
- Typical Section and Details
- Summary of Estimated Quantities
- Misc. Details & General Notes
- Reference Points and Bench Mark Elevation Sheets
- 1"=20' Plan/Profile sheets (with subsurface drainage when required)
- 1"=50' Plan sheets (sidewalks, driveways etc. modification)
- Design Drainage Maps
- Geometric Details
- Temp. Const. Signs, Suggested Seq. of Construction
- Cross-Sections (earthwork)
- Geometric Details
- Design Report
- Design Waivers or Design Exceptions (if required)
- Preliminary Construction Cost Estimate

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

Final Plans

Final Plans shall consist of all services required for the preparation of Final Plans, specifications, and estimates, all meeting the standard requirements of DOTD as to general format and content. The Final Plans phase shall be initiated upon issuance of a separate Notice to Proceed from DOTD. The schedule for all deliverables will be set by DOTD. All submittals are subject to review by DOTD. Specifically, the work under this section consists of the following major items:

- The design and preparation of completed detailed Final Plans drawn to acceptable scales for the Project. At a minimum, the plans shall include designs and/or details for all grading, pavement, drainage, intersections, traffic control and structures. The Final Plans shall show construction limits and final R/W taking lines. The earthwork cross sections shall also show R/W taking lines and existing utilities.
- Preparation and submittal of construction cost estimates based on the Final Plans.
- The submittal to the Project Manager of original unsigned reproducible drawings of the 95% Final Plans.
- Attendance at a 95% Final Plan Review meeting, as determined by the DOTD Project Manager.
- The completion of all required forms, checklists, etc., as required by DOTD guidelines, standards, and project development practices.
- Submittal of stamped, signed Final Plans are to be accompanied by PDF's of the plan sheets and shall be properly indexed, neatly arranged and contain a copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers, as applicable. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified

personnel has been made prior to submission. At any stage of the plan development process, plan delivery by other methods may be required. That includes, but is not limited to, the uploading of the plans to ProjectWise.

- In addition to 60%, 95% Final plan submittals, a 98% Final Plan submittal stamped and signed by Engineer of Record is to be made for submittal to DOTD Contract's for DOTD's preparation of the construction proposal.
- The preparation of any non-standard specifications or special provisions, if required
- Submittal of the completed Final Design Waiver/ exceptions (if required) Constructability Review Form, the QA/QC Checklist, the Contract Time Worksheet and the Storm Water Pollution Prevention Plan (SWPPP) and other pertinent forms required for completion of final plans. A 95% final plan meeting may be held in lieu of completing the Constructability Review form.
- Distribution of the plans for review at each submittal stage, as directed by the DOTD Project Manager. Submittal of written disposition of all plan review comments to the DOTD Project Manager.
- The Consultant shall review the PS&E documents for completeness and proper coordination of plans, specification, construction items and quantities once a draft of the proposal has been made available by DOTD.
- The Consultant shall prepare construction estimates using DOTD's standard bid items. A summary of the estimated quantities shall be furnished by the Consultant to DOTD for entry into DOTD's BIDS system.
- The Project Segment quantities shall be broken down according to construction funding sources and project control sections. Should the plans not contain enough information to determine the breakdown; DOTD will provide guidance.
- Provide responses to all Falcon questions related to the details, quantities, and method of construction related to design plans. If comments from Falcon questions result in a plan revision, the consultant must do so in a timely manner that does not result in a delay of the letting.
- Written justification of estimated costs following the construction bid if estimate is not in conformance with actual bid costs.
- Plan sheets shall be full size, 22" x 34". Provide a 0.50" margin on the top, bottom and right hand side of the sheet and a 2" margin on the left hand side of the sheet. The compensation value is predicated upon the development of preliminary and final plans for a full size (22" x 34") plan set.
- The title sheet shall be provided on a matte film with a minimum thickness of 3.5 mils. All other sheets shall be provided on high quality, opaque, white bond paper with a minimum 20-pound weight and a minimum 92% brightness.
- Lettering on plans shall be of adequate size to facilitate a 50% reduction of plans.

- All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD and the DOTD's Chief Engineer may reject any plans not conforming to these standards.
- Design for Final Plans shall be done in English units of measure.

The Consultant shall provide final roadway plans for the project including, but not limited to:

- Title Sheet
- Typical Section and Details
- Summary of Estimated Quantities and Summary Table Sheets
- Misc. Details & General Notes
- Reference Points and Bench Mark Elevation Sheets
- 1"=20' Plan/Profile sheets (with subsurface drainage when required)
- 1"=50' Plan sheets (sidewalks, driveways etc. modification)
- Design Drainage Maps
- Summary of Drainage Structures
- Pavement Marking Layout Sheets
- Geometric Details
- Graphical Grading (if required)
- Joint Layout (if required)
- Temp. Const. Signs, Suggested Seq. of Construction
- Cross-Sections (earthwork)
- Geometric Details

SERVICES TO BE PERFORMED/ITEMS TO BE PROVIDED BY DOTD

1. Topographic survey for this Project as completed by DOTD or others. Any additional topographic surveys as necessary to complete the plans shall be performed by DOTD or the Consultant, at the option of DOTD. If performed by the Consultant, such work shall be established by a fully executed Supplemental Agreement or by Extra Work Letter.
2. All subsurface soil investigations and laboratory analyses, including core drillings and borings with laboratory reports, as may be necessary for the design of the Project, in appropriate form for incorporation in the plans.
3. Pavement Design
4. Standard plans and Details

ELECTRONIC DELIVERABLES

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

Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

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

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

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

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

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

SPECIFIC SOFTWARE AND / OR EQUIPMENT DESIRED

- Electronic files will be in MicroStation and Inroads formats. Plans shall be CADD Conformed and stored in ProjectWise.

ATTACHMENT B – MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

1. At least one (1) principal of the prime consultant shall be a registered professional engineer in the state of Louisiana.
2. At least one (1) principal or other responsible member of the prime consultant shall be currently registered in the state of Louisiana as a professional engineer in civil engineering.
3. At least one (1) principal or responsible member of the prime consultant shall be a professional civil engineer, registered in the state of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of the preparation of roadway plans.
4. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in the traffic/signal design.

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

MPR Nos. 1 through 4 may be met by the same person.

MPR No. 4 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.