

ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
May 4, 2023

CONTRACT NOS. 4400026073 AND 4400026074
IDIQ CONTRACTS FOR ELECTRICAL SERVICES
STATEWIDE

DBE GOAL = 7%

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

One (1) proposal will be selected for each contract solicited per this advertisement. Only one (1) DOTD Form 24-102 proposal is required for this advertisement, and it represents the prime consultant's qualifications and those of any and all sub-consultants proposed to be used for the referenced contract(s). All identifying contract number(s) should be listed in Section 2 of the DOTD Form 24-102. **USE THE DOTD FORM 24-102, DATED JANUARY 1, 2023, PROVIDED WITH THE ADVERTISEMENT.**

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

SCOPE OF SERVICES

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

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

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

EVALUATION CRITERIA

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

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6)*;
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

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

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

<p>Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)</p>							
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 overall contract 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 must perform greater than 50% of the work for the overall contract.

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Proposals will be evaluated as set forth in the “Evaluation Criteria” section of this advertisement. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of one (1) through five (5). The rating will then be multiplied by the corresponding weighting factor. The rating in each category will then be added to arrive at the proposal’s final rating.

DOTD’s Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the four (4) (if four are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

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

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

RULES OF CONTACT UPON ADVERTISEMENT

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

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

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

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

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

CONTRACT TIME

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

COMPENSATION

The maximum compensation payable to the consultant under each IDIQ contract shall not exceed **\$4,000,000**. Compensation to the consultant for services rendered in connection with each TO may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each TO, subject to the limitation set forth in the IDIQ contract.

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

DIRECT EXPENSES

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items that are not paid for in the firm's indirect cost rate, and are needed, and will be consumed during the life of the contract must be identified by the consultant during contract development. 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.

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

CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

QUALITY ASSURANCE/QUALITY CONTROL

The Scope of Services provided in Attachment A includes design of one (1) or more bridges and/or component parts thereof. The prime consultant shall submit a bridge design QA/QC plan document specifically developed for this contract as part of the DOTD Form 24-102. The QA/QC plan document must comply with the minimum requirements in the DOTD Bridge Design Section Policy for QA/QC as stated in Part I, Chapter 3 of the DOTD Bridge Design & Evaluation Manual (BDEM). The grading instructions, the rating matrix, and the grading sheet for the QA/QC plan document are included in Appendix G of the BDEM Part I, Chapter 3 – Policy for QA/QC. The QA/QC plan document shall be prepared to address all evaluation criteria included in the rating matrix. The QA/QC plan document must be implemented for all bridge design activities in both design phase and construction support phase of the contract. The prime consultant is fully responsible for QA/QC of their work as well as the work of all sub-consultants. All project submittals must include a QA/QC certification that the submittals meet the requirements of the QA/QC plan document. **Attach the QA/QC plan in Section 21 of the DOTD Form 24-102.**

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:

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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

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

REFERENCES

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

1. AASHTO Standards – The American Association of State Highway Transportation Officials
<https://www.transportation.org/>
2. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
3. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
4. CyberSecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
5. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BD_EM.aspx
6. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

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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

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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>
28. Standard for Electrical Safety in the Workplace (NFPA 70E)
29. IES Illumination Standards (e.g. ANSI/IES RP-8, IES DG-19)
30. DOTD “A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems”
31. DOTD Bridge Design Technical Memorandums

CONTRACT EXECUTION REQUIREMENTS

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

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

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of 7% of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms’ eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant

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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.

SECONDARY SELECTION PROCESS

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

REVISIONS TO THE ADVERTISEMENT

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

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102, DATED 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.

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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 Nos. 4400026073 AND 4400026074, Consultant's name", and **must be received no later than 3:00 p.m. Central Time** by 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.**

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; **therefore, allow sufficient time** for this process to take place when submitting your proposal.

ATTACHMENT A – SCOPE OF SERVICES

The project time is critical.

The Consultant shall perform topographic survey, and provide plans, specifications and special provisions, construction estimates, construction proposal, photometric report, engineering calculations, shop drawing, submittal, operational and maintenance manual and as-built drawing reviews/approvals, inspections, and construction related engineering services for existing and proposed interstate lighting projects.

STAGE 3: DESIGN

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

Topographic Survey - Shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

Preliminary Plans & Final Plans

Project Management

A. Meetings / Site Inspections

1. Prior to issuing a task order, the Consultant shall coordinate with DOTD to develop task order and establish procedures, deliverables, and schedules. If a meeting is needed, it shall take place at the DOTD Headquarters office in Baton Rouge, LA. The Consultant shall

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deliver the task order proposals with associated man hours promptly. Turnaround time shall not exceed two weeks from the DOTD Project Manager's initial request or five days from a requested update.

2. After the task order is executed, the Consultant shall hold a kick-off meeting, hold or attend other meetings, and prepare minutes. The type and number of meetings shall be determined in each task order.
3. The Consultant shall meet with DOTD District personnel, Parish/Local Government, utility companies, and other stakeholders (if applicable) at the initial site inspection to locate any existing equipment, investigate the existing field conditions, and to discuss preferences of design and/or equipment regarding simplifying maintenance of proposed lighting system.
4. The Consultant shall deliver preliminary and finalized work schedule for plan delivery dates.
5. The Consultant shall perform site inspections during design. The number of inspections shall be determined in each task order.

B. Written Plan / Monthly Reports

A written plan describing the work being performed and a timeline to perform the work shall be provided by the Consultant. Monthly progress reports shall be prepared by the Consultant and submitted to the DOTD Project Manager to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall also include requested changes in the project schedule. Schedule changes which postpone the letting fiscal year shall not be permitted. Furthermore, the report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

C. Project Responsibility and Ownership

The Consultant shall be proactive as well as reactive during all phases of a project, including tracking/monitoring of progress and coordination/communication with DOTD, Parish/Local Government entity, utility companies and other stakeholders (if applicable), for avoidance or resolution of all issues. Coordination also includes identification of and interaction with all other ongoing projects (feasibility through construction) that interface or interfere with the project.

D. Coordination with Existing Lighting

The Consultant shall be responsible for researching, obtaining, and investigating as-built plans and other documentation related to the existing lighting system (if applicable) for the design.

Plan Standards

The Consultant shall develop a complete set of construction plans, proposal and estimate in accordance with the following:

- A. The Consultant shall provide electrical lighting plans showing the locations of existing equipment (if applicable), removal of the existing equipment (if applicable), and the proposed location of the new equipment. This includes: service points, lighting controllers/panels,

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disconnects, receptacles, pull boxes, underground junction boxes, conduit, jacked/bored casing, light poles, and luminaires. All new equipment and design must conform to the latest edition of the following:

1. LA DOTD Illumination & Electrical Standards
 2. LA DOTD “A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems”
 3. ANSI/IES RP-8
 4. IES DG-19 Design Guide for Roundabout Lighting
 5. LA DOTD Electrical Plan Layout and Presentation
 6. Louisiana Standard Specifications for Roads and Bridges
 7. National Electrical Code (NFPA 70)
 8. Standard for Electrical Safety in the Workplace (NFPA 70E)
 9. Bridge Design & Evaluation Manual
 10. Bridge Design Technical Memoranda
 11. AASHTO Design Guides
 12. All other local and applicable codes
- B. The plan sheets shall be Cad Conformed at all stages of development and contain the Cad Conformed emblem (See Electronic Deliverables).
- C. Project presentation on the plans shall strictly adhere to DOTD Electrical Design format.
- D. The Consultant shall provide plans that include all existing utilities within the project limits clearly documented. The Consultant shall work with the DOTD District Utility Representative to ensure that completed design minimizes impacts to existing utilities.
- E. The Consultant shall develop an itemized construction estimate. The estimate shall be broken down by control sections and individual pay items as defined in the **Louisiana Standard Specifications for Roads Bridges**, and AASHTO Ware Project Preconstruction, or as directed.
- F. Consultant shall submit a request to the DOTD Project Manager to obtain any DOTD standard plans that the Consultant determines are needed by the project.
- G. The Consultant shall submit a request to DOTD Project Manager to obtain copies of any CADD details. CADD details are for informational purposes only. The Consultant is responsible for developing details to meet the project criteria.
- H. The Consultant shall be responsible for researching and obtaining as-built or other data from DOTD as needed for their design.
- I. The Consultant shall prepare a preliminary Short Circuit and Arc Flash Hazard Analysis Report in accordance with NFPA 70E based upon design information. A final report shall be required during Construction based upon actual utility and field-installed equipment.
- J. Any additional requirements shall be determined in each task order.

Plan Deliverables

A. The Consultant shall deliver plans in accordance with the following:

1. The plans shall be delivered in the fashion stated in Electronic Deliverables. Additional PDF and hard copies of plans shall also be delivered as required by the DOTD Project Manager.
2. The Plan Constructability/Biddability Review shall be performed.
3. The QA/QC required by Bridge Design and Evaluation Manual (BDEM) Part I Chapter 3 shall be performed.
4. The Transportation Management Plans (TMP) shall be prepared and submitted as required by DOTD EDSM No. VI.1.1.8.
5. A FAA evaluation shall be performed and documentation submitted to the FAA as required.
6. A Construction Cost estimate shall be included in every package.
7. Prior to transmitting 60% Final Plans, the Consultant shall develop a roadway illumination analysis with the project limits and submit a complete report to DOTD for review at each milestone. The report shall include all roadways and/or interchanges within the limits of the project and confirm to illumination standards specified under Plan Standards. Update as required. Subsequent resubmittals of the report by the Consultant shall be transmitted to DOTD for review until DOTD takes no exceptions. The report shall be prepared with the following information:
 - a. Full size (22"x34") PDF and contain multiple sheets as needed for legibility and clarity.
 - b. A legible point-by-point illuminance-grid (i.e. iso-footcandle) plot of roadway surfaces within the limits of the project. Calculated average foot-candle data points shall be on a maximum 10' x 10' centers, each plotted to 0.00 decimal points.
 - c. Stationing (matching plan drawings)
 - d. North arrow
 - e. Scale bar
 - f. Travel lanes and shoulders. Note: Travel lanes shall include highway name/route number and vehicular directional arrows
 - g. Adjacent structures, drainage, driveways, parking spaces, buildings, driveway entrances, sidewalks, vegetation
 - h. Light pole and luminaire locations
 - i. Calculated statistical data for:
 1. Average foot-candles
 2. Average foot-candles
 3. Average-to-minimum ratio
 4. Maximum-to-minimum ratio
 - j. Veiling luminance
 - k. Pole, luminaire and lamp information such as:
 1. Description
 2. Initial lumens

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3. Type
4. Luminaire .ies file name
5. Luminaire mounting height
6. Arm length
7. Catalog cutsheet
8. Luminaire iso-illuminance contours
9. Maximum-to-minimum ratio
- l. Light Loss Factor (LLF)
- m. Include the following, as a minimum, general information:
 1. Calculation Title
 2. Table of Contents (if necessary)
 3. Design Engineer Name, P.E. Number, and Company Name
 4. DOTD Project Name and Number
 5. Date
 6. Louisiana Professional Engineering and Land Survey Board (LAPELS) "Pocket Card" indicating current status of license in Louisiana.

Note: Additional report information may be requested by DOTD.
8. Beginning with 95% Final Plans, the following electrical calculations are required. Update as required.
 - a. Voltage Drop for Service Points, Branch Circuits, etc.
 - b. Fault Current for Service Points.
 - c. Conduit Fill for all circuits
 - d. Preliminary Arc Flash and Hazard Analysis Report

Note: Provide respective formulas, constants, values, and parameters used for all calculations.
 - e. Include the following, as a minimum, general information with all calculations:
 1. Calculation Title
 2. Table of Contents (if necessary)
 3. Design Engineer Name, P.E. Number, and Company Name
 4. DOTD Project Name and Number
 5. Date
 6. Louisiana Professional Engineering and Land Survey Board (LAPELS) "Pocket Card" indicating current status of license in Louisiana.

Note: Additional "general information" may be requested by DOTD.
9. Construction Proposal Documents (to be submitted separate from Plan Set Sheets and Documents Package) to include:
 - a. Technical Special Provisions

Note: Electrical specifications and equipment description lists are consolidated under a single document called "Technical Special Provisions".
10. Any additional requirements shall be determined in each task order.

- B. The Consultant shall deliver plans to the DOTD Project Manager for review at each of the following increments. Deliverables that do not comply with a milestone description cannot qualify for any subsequent milestone.

1. Preliminary Plans (30% Final Plans)

The 30% Final Plans submittal shall be a complete representation of what shall be submitted later as Final Plans. Every sheet of the Final Plans shall be represented in the 30% Final Plans submittal. The overall project development shall be 30%; however, some sheets shall be nearly completed while others shall be developed less than 30% and a few sheets may be blank. All sheets shall have correct title blocks as well as proper sheet names. This stage provides the opportunity to verify complete understanding of project requirements.

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

2. Design Development (60% Final Plans)

- a. Illumination Analysis Report
- b. The 60% Final Plans submittal shall meet all the requirements of the 30% Final Plans submittal and address all comments from the 30% Final Plans submittal. The overall project development shall be 60%; however, some sheets may be completed while the bulk shall be nearly completed and a few sheets may be noticeably less than 60% complete. However, no sheets shall be void of relevant project data or blank.

3. Advance Check Prints (95% Final Plans)

The 95% Final Plans submittal shall meet all the requirements of the 60% Final Plans submittal and address all comments from the 60% Final Plans submittal. The overall project development shall be at least 95% complete. All sheets shall be essentially 100% finished but may lack minor details (polish). No sheet shall lack any relevant information needed by those reviewing the plans at this distribution point. The final placement of some equipment may not be known until ACP comments have been received from the field. The submittal shall be transmitted by the Project Manager to DOTD Plan Quality Unit for review.

4. Final Plans (98% Final Plans)

The 98% Final Plans submittal shall meet all requirements of the 95% Final Plans submittal and address all comments from the 95% Final Plans submittal. All sheets shall be 100% finished. The Consultant's Final Plans, Construction Estimate, and Summary of Estimated Quantities shall be submitted and then transmitted by DOTD Project Manager to DOTD Construction Contract Services Unit for review.

5. Consultant's Project Delivery (100% Final Plans)

The 100% Final Plans submittal shall meet all the requirements of the 98% Final Plans submittal and address all comments from the 98% Final Plans submittal. The Consultant shall deliver the Final Plans, Specifications, and Construction Estimate.

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- C. The Consultant shall answer all pre-bid RFI's in Falcon from bidders and provide official response and/or plan revisions as needed to DOTD.
- D. The Consultant shall perform bid review analysis and provide official response to DOTD.

STAGE 5: CONSTRUCTION ENGINEERING SERVICES

Construction Support/Construction Related Engineering

The Consultant shall provide engineering support and monitoring of construction activities described as follows:

Project Management

A. Meetings / Site Inspections

1. The Consultant shall attend pre-construction meeting, site inspections, and pre-final and final inspections as stated below. The Consultant shall also attend meetings requested by the DOTD Project Manager when needed for a specific issue during construction phase. The Consultant shall prepare the minutes of all meetings for review by the attendees. The Consultant shall initiate advanced discussion with Project Engineer to assume best in class project performance.
2. The Consultant shall deliver the task order proposals with associated man-hours promptly. Turnaround time shall not exceed two weeks from the DOTD Project Manager's initial request or five days from a requested update.

B. Written Plan / Monthly Reports

A written plan describing the work being performed and a timeline to perform the work shall be provided by the Consultant. Monthly progress reports shall consist of more details than man-hour invoice giving a verbal assessment of progress and prompt notification of any problems that may require the DOTD Project Manager's attention.

C. Project Responsibility and Ownership

The Consultant shall be proactive as well as reactive during all phases of a project, including tracking/monitoring of progress and coordination/communication with DOTD, Parish/Local Government entity, utility companies and other stakeholders (if applicable), for avoidance or resolution of all issues. Coordination also includes identification of and interaction with all other ongoing projects (feasibility through construction) that interface or interfere with the project.

Pre-Construction Conference

The Consultant shall attend the Pre-Construction meeting to represent DOTD Electrical Design in setting the procedures and discussing any concerns about the construction with the contractor. Other issues such as document distribution and shop drawing submittals shall be reviewed. Attendance by the Design Engineer is mandatory. The Consultant shall issue the documented proceedings to the DOTD.

Shop Drawings and Equipment Submittals

The Consultant shall review and approve shop drawings and equipment submittals. This includes distribution of the submittals to the appropriate parties as agreed in the Pre-Construction meeting. A log shall be maintained with the status of the submittals as well as a complete set of submittals. The Consultant shall promptly notify the DOTD Project Engineer of Contractor's submittal issues that need resolution and/or which may delay the submittal process beyond the Assembly Period.

Short Circuit and Arc Flash Hazard Analysis

The Consultant shall obtain actual utility and field-installed equipment information from the Contractor and perform an Arc Flash Hazard Analysis per NFPA 70E on the electrical system based upon actual utility and field-installed equipment to determine and calculate available incident arc energy and design appropriate warning labels for equipment. This analysis will be performed after the actual equipment has been installed and field verified and the necessary field data is collected for use in the analysis and calculations. This report will be based on the preliminary report completed during design and shall be considered final upon completion of the analysis. The Consultant shall collect or confirm the following information for the Arc Flash calculations upon completion of the project:

- Utility Account Numbers and Service Location Descriptions for all electrical services set up for the project
- Length and Size of Installed Conductors
- Submittal Data for all Equipment and Overcurrent Protective Devices
- Available Utility Fault Current (Max, Min, Normal)
- Utility Transformer KVA, Voltage, % Impedance, and X/R ratio

The Consultant shall provide the Contractor with the detailed information required to be printed upon the Arc Flash label. The Consultant shall review sample Arc Flash Hazard label cut sheets submitted by the Contractor. Upon acceptance, the Contractor shall be responsible for printing and installing Arc Flash Hazard Warning labels for each applicable piece of equipment in accordance with UL 969, ANSI Z535.4, NEC 110.16, and NFPA 70E 130.3 guidelines.

Operation and Maintenance Manuals

The Consultant shall review and verify Operation and Maintenance Manuals include accurate data, and are complete and prepared in accordance with §822.06.6 of LSSRB. The final accepted manuals shall be distributed in accordance with the procedures outlined in the Pre-Construction meeting. In addition to data specified within §822.06.6 of LSSRB, other pertinent information to be included and be minimum points for verifications are as follows:

1. State/Entity Lighting Agreement ▲
 2. Roadway Lighting Operational Plan ▲
 3. Final Acceptance Letter ▲
 4. Light Pole Certifications
 5. Luminaire Installation and Maintenance
 6. Test Reports
- ▲ DOTD to provide to Consultant for insertion into manual

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As-Builts

The Consultant shall track the progress of the As-Builts during construction. The Consultant shall review the As-Builts to determine if they are complete and accurate. A final copy of the Electrical Record Drawings shall be included by the Contractor in the Operation and Maintenance Manuals.

Request for information (RFI's)

The Consultant shall process all RFI's using DOTD construction's standard RFI form for the project and maintain a log of the RFI's with the status of the responses.

Field Inspections

During the course of construction for each project, periodic field inspection shall be made by the Consultant to track the progress of the work and verify the proper installation of the equipment. It is the Consultant's responsibility to plan and coordinate the timing of each inspection for effectiveness and to meet the need of the DOTD Project Engineer. Attendance by the Design Engineer is mandatory. Exceptions require the written preapproval from DOTD Electrical Design. Field inspections are to be coordinated with the DOTD Project Engineer and the DOTD Statewide Electrical Inspector. Written inspection reports shall be prepared and delivered to DOTD. Tasks and man-hours shall be based upon a specific number of field inspections. The number of field inspections (not counting pre-final and final inspections) shall be determined based on each project.

Pre-Final and Final Inspections

The Consultant shall make both a pre-final and a final inspection to verify the completion of the work based on the plans and specifications. Attendance by the Design Engineer is mandatory. The Consultant shall coordinate the pre-final and final inspections with all parties. At the pre-final inspection, the Consultant shall create a punch list of incomplete items and submit to DOTD the pre-final inspection report along with a punch list of incomplete items. At the final inspection, the Consultant shall verify and confirm that all punch list items have been addressed by the contractor, and provide additional comments as necessary. The task order is complete upon final acceptance of the project or acceptance of O&M Manuals, whichever occurs later.

SERVICES TO BE PERFORMED/ITEMS TO BE PROVIDED BY DOTD

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

- Existing survey, plans, details, and design information.
- Right of Way Maps, including Title Research Reports, Updates, Take-Offs, and Property Survey
- General Road Plans
- General Bridge Plans or Type Size and Location of Structure
- Plans at an intermediate stage (Electronic files will be provided by DOTD if the project is to be initiated during a phase of development.)
- Pavement design
- Hydraulic data
- Traffic Data
- Standard Plans and Special Details
- Access to as-built plans
- Access to General Files for viewing available plans, details, and records
- DOTD design manuals, policies, and guidelines

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

A list of pre-approved commercially available software is posted on the Bridge Design website at the following location: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/QC-QA.aspx

If any other software is required for unique applications for which pre-approved software cannot be used, a synopsis of the software shall be submitted to the Bridge Design Engineer Administrator for approval prior to use. The synopsis shall include the name of the software and the developer, a general description of the functions, a certification from the software developer stating that it is maintained in accordance with the latest AASHTO LRFD Bridge Design Specifications, and an account of the requester's experience and the experience of other organizations or agencies that use the software. Data/results from in-house software will not be accepted

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 electrical engineering.
3. 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 electrical engineering.
4. At least two (2) individuals, one of which, must be a professional electrical engineer, registered in the state of Louisiana:
 - a. One (1) professional electrical engineer or engineer intern, registered in the State of Louisiana, shall have a minimum of eight (8) years of experience designing interstate lighting. A minimum of three (3) years of interstate lighting experience must be within the last five (5) years. These three (3) years are not required to be contiguous; and
 - b. One (1) professional electrical engineer or engineer intern, registered in the State of Louisiana, shall have a minimum of five (5) years of experience in designing interstate lighting. The last five (5) years must contain a minimum of three (3) years of design of interstate lighting projects. These three (3) years are not required to be contiguous.
5. At least one (1) professional engineer, registered in the state of Louisiana, shall have a demonstrated experience in quality assurance for all engineering disciplines represented in the plans.
6. At least two (2) structural or civil professional engineers or engineer interns, registered in the state of Louisiana, each shall have a minimum of five (5) years of experience in the design of structural components of light poles (steel and aluminum), and light pole foundations including anchor bolts, base plate, concrete components, and drilled shafts, as well as structure mounted light pole attachments including barrier mounted structural components, such as concrete blisters, steel brackets, and concrete anchors in accordance with AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals. At least one (1) of the personnel must be licensed in the State of Louisiana as a professional engineer.
7. At least one (1) field inspector with up-to-date NEC and NFPA 70E courses and shall have a minimum of five (5) years of experience in electrical inspection and reporting.
8. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have at least five (5) years of experience in conducting topographic surveys.

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 No. 4a may be met by the individual(s) who meet MPR No. 2 or MPR No. 3.

MPR Nos. 5 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.

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

ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS

**Procedures for selecting among IDIQ contracts for issuance of Task Orders – Section 25
Bridge Design**

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

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

1. Identify all IDIQ contracts that apply – type/scope of work in contract
 - a. If applies, move to next step
 - b. If does not apply, then cannot use the contract
2. Determine if there is sufficient time remaining on the contract to complete the work
 - a. If yes, proceed to next step
 - b. If no, then cannot use the contract
3. Determine if there is sufficient compensation remaining on contract to complete the work
 - a. If yes, proceed to next step
 - b. If no, cannot use the contract
4. Determine if specialty tasks are required or if timing of performance is critical
 - a. If yes, can the consultant perform the work, as needed? (Consideration may be given to experience with task(s), current workload, and past performance.)
 - i. If yes, the consultant can perform the work, then proceed to next step
 - ii. If no, the consultant should not or is not able to perform the work, do not use the contract. Document the reasons, *e.g.*, the consultant is less experienced, past performance indicates that the consultant may have difficulty with task(s), the consultant has multiple jobs ongoing for DOTD so timeliness may be an issue, etc.
 - b. If no specialty tasks or timeliness issues are present, then proceed to the next step.
5. If more than one IDIQ contract reaches this step, then they will be distinguished from one another by the consultants': 1) familiarity or experience with the services required; 2) locality, where a local presence will add value to the quality and efficiency of the project; or 3) the amount of remaining contract time or remaining available compensation.
 - a. Select the contract whose consultant is most familiar or experienced with the services required.

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