

ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
May 5, 2020

CONTRACT NO. 4400019336
CONTRACT FOR RURAL BRIDGE REPLACEMENT INITIATIVE PHASE II
MULTIPLE STATE PROJECT NUMBERS
DISTRICTS 04 AND 05

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 Federal Government using SAM.gov prior to contract execution.**

All prime and sub-consultants submitting proposals for this advertisement must have an Annual Personnel List (APL) on file with DOTD.

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.

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. consultant's firm experience on similar projects, weighting factor of three (3);
2. consultant's staff experience on similar projects, weighting factor of four (4);
3. consultant's firm size as related to the Project Magnitude, weighting factor of two (2);
4. consultant's past performance on similar DOTD projects, weighting factor of six (6)*; and
5. consultant's current work load with DOTD, weighting factor of three (3).

*Past performance rating categories listed in the table below will be used for performance ratings for this contract.

Project Category Weighting - Typical

The project complexity is **simple**.

The project time is **compressed**.

The contract amount is \geq **\$2,500,000**.

The route classification is **Non-NHS State**.

Therefore, the Project Magnitude for this advertisement is **MEDIUM**.

If any sub-consultants are proposed to be used for the referenced contract(s), then Section 11 must represent the percentage of overall work that will be done by each firm.

THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN SECTION 11 OF THE PRIME CONSULTANT’S DOTD FORM 24-102 PROPOSAL.

Prime consultants who perform 100% of the work may state so in lieu of including this table. In all other cases, the prime consultant shall fill in the table by entering the name of each firm that is part of the proposal and the percentage of work in each past performance rating category to be performed by that firm. Consultants shall not add past performance rating categories. The percentage estimated for each past performance rating category is for grading purposes only, and will not control the actual performance or payment of the work.							
Past Performance Rating Categories**	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Firm F
Location and Survey (LC)	25%						
Geotechnical (GD)	25%						
Road Design - Rural (RR)	20%						
Bridge Design (BDS)	10%						
Environmental (EV)	10%						
Contract Management (CM)	10%	100%	n/a	n/a	n/a	n/a	n/a
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						

**Consultants with no past performance rating in a given category will be assigned the average rating of the firms submitting for that category, the statewide average rating for that category, or three (3.0), whichever is lowest as of the date the advertisement was posted.

Consultants 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 firm’s rating in each category will then be added to arrive at the consultant’s final rating.

If sub-consultants are used, the prime consultant can perform less than 50% of the work, but none of the sub-consultants can perform a larger percentage of the overall contract than the prime consultant. The prime consultant and each sub-consultant will be evaluated on their part of the contract. The individual prime consultant and sub-consultant ratings, proportional to the amount of their work, will then be added to arrive at the total consultant rating.

DOTD's Project Evaluation Team 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.

RULES OF CONTACT

These rules are designed to promote a fair and unbiased selection process. 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 heads, 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.

No protest or appeal will be entertained unless made in accordance with the procedures found on DOTD's website, which are incorporated herein by reference and can be accessed at: http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Process_Procedures.aspx.

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **1350 days**.

COMPENSATION

The estimated compensation payable to the consultant for all services rendered in connection with this contract shall be **\$4,983,589**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of notification of selection, a kick-off

meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual.

Payment will be made based on lump sum, except, all geotechnical work will be made on cost per unit work. See Geotechnical rates below.

Table 1: Statewide Geotechnical Rates

	UNITS	RATE
FIELD FUNCTIONS		
MOBILIZATION/DEMobilIZATION, DRILLING EQUIPMENT	mi	Negotiated
DRILL CREW TRAVEL TIME	hr	\$150.00
SUPPORT TRUCK	mi	PPM
DRILLING & SAMPLING (ASTM D1586, D1587, D3441)		
5ft. On Center		
100ft or less	ft	\$18.00
101ft to 150ft	ft	\$25.00
151ft to 200ft	ft	\$30.00
Continuous Sampling		
100ft or less	ft	\$30.00
Water Buggy	day	\$188.00
ATV Rates	day	\$200.00
Cone Penetrometer Testing		
100ft or less, including grouting	ft	\$13.00
101ft to 150ft	ft	\$15.00
AUGER DRILLING	ft	\$12.00
DIFFICULT BORING ACCESS	hr	\$215.00
SETTING CASING	ft	\$10.00
SEALING BOREHOLES, 4"	ft	\$6.00
CORING OF PORTLAND CEMENT CONCRETE FOR BORINGS	in	\$16.75
DIFFERENTIAL GLOBAL POSITIONING	ea.	\$28.75
LABORATORY TESTING		
STRENGTH TESTING		
ASTM D2850: TRIAXIAL - UNCONSOLIDATED UNDRAINED	ea.	\$65.00
ASTM D7181: TRIAXIAL - CONSOLIDATED DRAINED 3 PT.	ea.	\$700.00
ASTM D4767: TRIAXIAL - CONSOLIDATED UNDRAINED w/Pore Water Pressures	ea.	\$640.00
ASTM D3880: DIRECT SHEAR TEST	ea.	\$700.00
INDEX TESTING		
ASTM D4318: ATTERBERG LIMITS - METHOD A (MULTIPOINT LL)	ea.	\$95.00
ASTM D4318: ATTERBERG LIMITS - METHOD B (ONE-POINT LL)	ea.	\$62.00
ASTM D422: PARTICLE SIZE ANALYSIS (1/4" through 200 Sieve)	ea.	\$56.00
ASTM D422: PARTICLE SIZE ANALYSIS WITH HYDROMETER	ea.	\$100.00
ASTM D2216: MOISTURE CONTENT	ea.	\$10.50
ASTM D1140: PERCENT PASSING No. 200 SIEVE (WET)	ea.	\$40.00
CONSOLIDATION TESTING		
ASTM D2435: CONSOLIDATION TESTS WITH REBOUND	ea.	\$525.00

MISCELLANEOUS TESTING		
ASTM D2976: pH DETERMINATION	ea.	\$27.00
ASTM D4943: ORGANIC CONTENT	ea.	\$60.00
ASTM G187: RESISTIVITY	ea.	\$200.00
ASTM D854: SPECIFIC GRAVITY	ea.	\$102.00
SHELBY TUBE SAMPLE EXTRACTION – IN LAB	ea.	\$25.00
DRY PREPARATION OF SUBGRADE SOIL SAMPLES	ea.	\$50.00
UNIT WEIGHT OF UNDISTURBED SAMPLES (w/out Strength Testing)	ea.	\$25.00

Louisiana State Travel Regulations shall be used to determine reimbursement for meals, lodging rates, and mileage.
DOTD Traffic Control Manual shall be used to define procedures to be used for traffic control. Police Officers used for public safety shall be in accordance with DOTD's <i>Policy for Use of Police Officers in Construction/Maintenance Work Zones</i> .
Supplies (consumables such as gloves, cement, etc.) shall be no more than 10% of the drilling costs, with receipts required.
In the event of lost or damaged equipment, including but not limited to: cone penetrometers, drilling bits and rods, tools, etc. DOTD shall not be liable to absorb the cost of replacement.
All requests for additional administrative or other (not listed) compensation must be pre-approved by DOTD's Pavement & Geotechnical Services Section prior to submittal to the Consultant Contract Services Section.
Any Metric projects assigned to the Consultant will be required to be reported in Metric units except for invoices, which will use English unit equivalents.
Additional test procedures not listed above will be negotiated on a per Task Order basis as required.

DIRECT EXPENSES

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items which are not paid for in the firm's indirect cost rate and which 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.

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 contract proposals must include a QA/QC certification that the proposals meet the requirements of the QA/QC plan document.

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. For consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages), 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. Copies of training certificates are to be included in 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 (i.e., 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. **The consultant shall explain in Section 16 of DOTD Form 24-102 how they plan to meet the work zone requirements.** 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 Barry Lacy 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 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 – <https://www.transportation.org/>
2. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
3. DOTD Test Procedures – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
4. DOTD Location and Survey Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
5. 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
6. DOTD Roadway Design Procedures and Details – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
7. DOTD Design Guidelines – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
8. DOTD Hydraulics Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf
9. Louisiana Standard Specifications for Roads and Bridges – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
10. Manual on Uniform Traffic Control Devices (Non-DOTD Link) – <http://mutcd.fhwa.dot.gov/>
11. DOTD Traffic Signal Design Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V2.0%205-28-2015.pdf
12. National Environmental Policy Act (NEPA)
13. DOTD Stage 1 Planning/Environmental Manual of Standard Practice - http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
14. National Electrical Safety Code
15. National Electrical Code (NFPA 70)

16. A Policy on Geometric Design of Highways and Streets (AASHTO) – https://bookstore.transportation.org/collection_detail.aspx?ID=110
17. DOTD Construction Contract Administration Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
18. DOTD Materials Sampling Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
19. DOTD Bridge Design Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BDEM.aspx
20. Consultant Contract Services Manual – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%202017.pdf
21. Bridge Inspector’s Reference Manual – <https://www.fhwa.dot.gov/bridge/nbis.cfm>
22. Federal Aid 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
23. Code of Federal Regulations 29 CFR 1926 (OSHA)
24. Complete Streets – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx
25. Traffic Engineering Manual - http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
26. Traffic Engineering Process and Report – http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Publications/Pages/Process%20and%20Report.aspx
27. FHWA Geotechnical Engineering Circular No. 5 (GEC 5) – <https://www.fhwa.dot.gov/engineering/geotech/pubs/nhi16072.pdf>
28. FHWA Geotechnical Engineering Circular No. 12 (GEC 12) – <https://www.fhwa.dot.gov/engineering/geotech/pubs/gec12/index.cfm>
29. LADOTD Construction of Geotechnical Boreholes and Groundwater Monitoring Systems – http://www.dnr.louisiana.gov/assets/OC/env_div/gw_res/200010_GREENBOOK.pdf
30. LTRC Project No. 98-3GT: Evaluation of Bearing Capacity of Piles from Cone Penetration Test Data – https://www.ltrc.lsu.edu/research_products.html

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.

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

One (1) original (**stamped "original"**) and **five (5)** copies of the consultant's response to this advertisement must be submitted to DOTD on the most current version of the DOTD Form 24-102 (available at http://bit.ly/CCS_ManualsFormsAgreements) along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (PDF). 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.

Any sub-consultants to be used in performance of this contract, must also submit a DOTD Form 24-102, which is completely filled out and contains all information pertinent to the work to be

performed. The sub-consultant's DOTD Form 24-102 must be firmly bound to the prime consultant's DOTD Form 24-102.

Contract and/or part-time employees are allowed. Such employees should be shown in Section 12 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 should be identified with **contract number 4400019336**, and shall be submitted **prior to 3:00 p.m. CST on Thursday, June 4, 2020**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Darlene Major
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802
Phone: (225) 379-1025

ATTACHMENT A – SCOPE OF SERVICES

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

The Consultant will be required to provide all necessary engineering and related services required for developing plans for the replacement of 40 bridges on the State Highway System in District 04 and District 05. The project numbers and recall numbers are as follows:

Project No.	Recall	Route	Crossing Description	Latitude	Longitude	Parish
H.014217	013262	LA0537	POSTEN BAYOU	32.96489	-93.7825	Bossier
H.014217	013252	LA0537	DRAIN	32.9648	-93.76	Bossier
H.014217	013241	LA0537	STILLHOUSE BAYOU	32.96476	-93.7521	Bossier
H.014219	040060	LA0507	CREEK	32.40608	-92.9128	Bienville
H.014219	040121	LA0507	CREEK	32.41927	-92.8857	Bienville
H.014219	022360	LA0507	WILSON CREEK	32.45974	-92.8255	Lincoln
H.014219	022388	LA0507	CREEK	32.53052	-92.7897	Lincoln
H.014218	019190	LA0002A	THORNY BRANCH	32.9454	-93.2915	Webster
H.014218	019210	LA0002A	INDIAN CREEK	32.94828	-93.2526	Webster
H.014222	011550	LA0516	POLAND BRANCH	32.4059	-93.1593	Bienville
H.014225	012761	LA0528	CLARKE BAYOU	32.64381	-93.47563	Bossier
H.014228	019570	LA0159	LEONARD BRANCH	32.97658	-93.3097	Webster
H.014228	019580	LA0159	CREEK	32.99075	-93.3096	Webster
H.014228	019590	LA0159	CYPRESS CR RELIEF	33.01536	-93.318	Webster
H.014228	019600	LA0159	CYPRESS CREEK	33.01799	-93.3186	Webster
H.014231	010821	LA0153	TOPY CREEK RELIEF	32.17287	-93.1282	Bienville
H.014231	010831	LA0153	TOPY CREEK RELIEF	32.17489	-93.1303	Bienville
H.014231	010841	LA0153	DRAIN	32.18347	-93.1394	Bienville
H.014231	010851	LA0153	DRAIN	32.18928	-93.1466	Bienville
H.014233	012660	LA0160	CYPRESS BAYOU RELIEF	32.78711	-93.7087	Bossier
H.014233	012690	LA0160	CYPRESS BAYOU	32.78675	-93.7084	Bossier
H.014236	019802	LA3008	CANEY CREEK	32.85015	-93.326	Webster
H.014236	019791	LA3008	BLACK BAYOU RELIEF	32.84807	-93.3244	Webster
H.014236	019781	LA3008	BLACK BAYOU	32.84646	-93.3231	Webster
H.014236	019771	LA3008	BLACK BAYOU RELIEF	32.84579	-93.3226	Webster
H.014236	019762	LA3008	HOLDER CREEK	32.79472	-93.3066	Webster

Project No.	Recall	Route	Crossing Description	Latitude	Longitude	Parish
H.014236	019751	LA3008	HOLDER CREEK	32.76677	-93.3244	Webster
H.014236	019742	LA3008	FLAT LICK RELIEF ELIEF	32.76124	-93.3273	Webster
H.014238	022472	LA0818	CREEK	32.46082	-92.6921	Lincoln
H.014238	022480	LA0818	BARNET SPRINGS CR	32.50333	-92.6743	Lincoln
H.014264	021380	LA0556	NEALY BRANCH	32.46584	-92.4342	Jackson
H.014264	021390	LA0556	HUEY BRANCH	32.46781	-92.4504	Jackson
H.014264	021400	LA0556	POLE BRIDGE CREEK	32.46815	-92.4598	Jackson
H.014264	021410	LA0556	DRY CREEK	32.47653	-92.4814	Jackson
H.014264	021420	LA0556	JACK CREEK	32.47787	-92.4833	Jackson
H.014264	021430	LA0556	SO CHOUDRANT CR	32.479	-92.4849	Jackson
H.014264	021436	LA0556	CREEK	32.48183	-92.4889	Jackson
H.014264	021440	LA0556	BRANCH	32.49485	-92.5076	Jackson
H.014264	022652	LA0556	LITTLE CHOUDRANT	32.51758	-92.514	Lincoln
H.014239	028650	LA0589	LYON BAYOU	32.79187	-91.4032	West Carroll

SITE EXPECTATIONS AND ASSUMPTIONS

These locations have been selected based on several specific features. If during project development the proposed work falls outside the following conditions, stop work and notify the project manager immediately:

- Pipe/Culvert/Bridge will be sized such that the details are available in the department's special details or standard plans catalog.
- Environmental investigation will result in a categorical exclusion.
- Disturbance to the nearby roadway will be kept to a minimum. Replacement of full depth pavement sections is not anticipated.
- Transportation Management Plan is a level 1 or level 2.
- New substructures will be driven pile-supported bridges or ground-supported culvert structures.
- Less than two feet of fill is anticipated to raise the grade.
- The following geotechnical design considerations will not be needed:
 - Settlement monitoring and mitigation measures such as wick drains, surcharging, and lightweight fill
 - Permanent earth retaining structures such as MSE walls, cantilever retaining walls, sheet piles, etc.
 - Ground improvement methods such as strength gain due to consolidation, deep soil mixing, rammed aggregate piers, stone columns, etc.
 - Drilled shafts or other types of cast-in-place foundations.

PROJECT SCHEDULE

The 100% Final Plan date for all twelve (12) projects on this contract is November 31, 2023. Before beginning work on the items listed below, submit a project schedule for the major work items listed below for the twelve projects on this contract. Additionally, before beginning preliminary plans, submit a project schedule containing at a minimum, all dates for deliverables in the preliminary and final plans section.

ENVIRONMENTAL SERVICES

The work to be performed for the proposed project consists of providing all services required to provide the documentation necessary for a Categorical Exclusion from the Federal Highway Administration (FHWA).

SOLICITATION OF VIEWS

The Consultant is then responsible for sending out the necessary solicitation of views and categorical exclusion clearance documentation required for environmental clearance for each project. Solicitation of Views (SOV) are to begin after the approval of replacement structure has been received.

CATEGORICAL EXCLUSION (CE)

The Categorical Exclusion (CE) document must be prepared in order to comply with the National Environmental Policy Act (NEPA) and written according the current applicable Federal Highway Administration (FHWA) technical Advisory Guidance.

Items to be addressed in the CE document:

1. Environmental Determination checklist (Copy can be obtained from DOTD's Environmental Section)
2. Purpose and Need
 - Include relevant information supporting project need
 - Include the proposed letting date
3. Descriptions of Alternatives
 - Include a typical section
 - Include estimated right-of-way requirements, if any
4. Impacts
 - Wetlands
 - Endangered Species
 - Permits/Mitigation
 - Hazardous Materials (like Underground Storage Tanks, etc.)
 - Public Lands (Wildlife Management Areas)
 - Social impacts/Environmental Justice
 - Economic Impacts
 - Recreation Resources
 - Historic/Cultural resources

Flood Plain

An estimate of construction and right-of-way costs

5. Comments and coordination Section

Copies of SOV letter, mailing list, responses, and follow-ups

Upon completion of the CEs, copies shall be submitted for review by the DOTD and by the FHWA.

In addition to the CE a wetlands report, including photographs, data forms, site maps, soil descriptions and flora reports along with an evaluation of wetland's quality, will be required. This should be included in the Appendices of the CE.

The Consultant will identify any wildlife refuge, endangered and threatened species, and/or historic structure affected by this project. Any bridges 50 years or older may qualify as historic. If such a property is affected by this project, coordination with the DOTD is required for additional work necessary to comply with Section 106 and Section 4(f).

Coordination with stakeholders, local officials, emergency response personnel, and the affected community is required during the closure of bridges or roads.

A number of recognized Native Americans Tribes occupy the lands of Louisiana and might have interest in the area. Consultants are not to send anything to tribal government. Consultants should send information to DOTD to send to the tribes, if required.

Louisiana is under the jurisdiction of four US Army Corps of Engineer Districts: New Orleans, Vicksburg, Fort Worth, and Galveston. The Consultant will be required to obtain a US Corps of Engineer Nationwide Permit when necessary. A Nationwide Permit application must be submitted to the DOTD liaison at the Corps of Engineers Louisiana Main Office. When submitted, the Environmental Project Manager should be notified. Included in this application will be 1) purpose and need statement; 2) the total project area, including the total cubic yards of excavation and fill, and total number of wetlands and other waters to be impacted; 3) paragraph concerning the mitigation for the wetlands impacted; 4) scheduled letting date. The Consultant will send a copy of the permit application to the DOTD Environmental Section. Once a permit is received, the Consultant will submit a copy to the Environmental Section for distribution within the DOTD.

WETLAND STUDY

Wetlands within the project area will be identified and delineated using the latest Corps of Engineers (COE) guidelines. The Consultant shall conduct a ground level investigation of the right-of-way to locate wetlands and verify the aerial base mapping. Wetlands will be classified by type. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers noted. Impacted wetland acreage will be calculated and will be marked on exhibits for wetland report. Color photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be taken and included in the report. Field data sheets will be prepared in the field and will be neat and legible. The Wetland Determination Data Form (Atlantic and Gulf Coastal Plain Region) will be used to document the wetlands delineation/identification effort. GPS sampling point locations will be included.

Preparation of Wetland Findings Report

A Wetlands Finding Report using the latest Federal Highway Administration (FHWA) criteria will be written and submitted to the DOTD Project Manager with SOV packet and their responses.

The Wetland Findings Report to be prepared will include discussions of existing wetlands, vegetation communities and soils based on published soil surveys and soil sampling. The data sheets, photos, and wetland mapping prepared by the Consultant during the field investigations will be included in the Findings Report. Wetland impact areas quantified by type will be reported.

This report shall include color photographs and a plan sheet indicating impacted wetlands. Photographs will be taken of the existing project area and the proposed project site with location referenced on a plan sheet. All photographs will be sharply focused, with accurate color and high resolution. High resolution digital technology shall be used and the image shall be comparable in quality to a good 35mm photographic image.

Report Standards

All reports submitted to the DOTD shall be prepared in publishable format according to current organizational and illustrative standards of professional biological journals. Reports shall be typed single space, on letter size white bond paper with top, bottom and side margins not less than one inch wide. All pages shall be numbered and there will be no hand written parts with the exception of field data entry sheets. The Consultant's name will not appear on each page of the text. Photographs, plans, maps, drawings and text shall be clear and clean with typed or mechanically lettered captions. It is understood that all reports produced or resulting from these investigations will become property of the DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of the DOTD, including conclusions, recommendations, drawings, renderings, perspectives, sketches, photographs, specifications, cost estimates, etc.

All reports shall include color photographs and a plan sheet indicating impacted wetlands, and species and/or habitat, as applicable. Photographs will be taken of the existing project area and the proposed project site with locations referenced on the plan sheet. All photographs will be sharply focused, with accurate color and high resolution. High resolution digital technology shall be used and the image shall be comparable in quality to a good 35 mm photographic image.

DELIVERABLES

- Categorical Exclusion Document and Related Appendices (Preliminary and Final)
- Wetland Findings Report (Preliminary and Final)
- US Army Corps of Engineers (USACE) Permit as required

TOPOGRAPHIC SURVEY SERVICES

A topographic survey shall be required along a portion of the existing route. A complete topographic survey including all utilities with depths and all drainage is required, along with finish floor elevations of all buildings that fall in the survey limits. This project shall be completed in accordance with the Location and Survey Manual and all current accepted Location and Survey Automation procedures and also meet the designer's requirements.

The survey shall begin and end 500 feet beyond either end of the subject structure. The width of the Survey and DTM shall extend from apparent right of way to apparent right of way. The project alignments shall be established using the existing centerline of roads.

Permission of land owners shall be acquired by the Consultant before entering any property associated with this description.

All work shall be done in the English units of measurement, and no drainage map is required.

DELIVERABLES

- 2D MicroStation file showing all survey features located in the field.
- 3D MicroStation file with a digital terrain model and contours.
- Field notes
- ASCII coordinate file of all points located in the field and a hard copy of the coordinates.

PROPERTY SURVEY

Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of the Base R/W Map. The Field Property Survey shall be based on the same survey control as the Topographic Survey. The Property Survey Plat shall show all surveyed property lines and existing right of way with ties to project centerline. Upon completion of the property survey, the Consultant will notify the Location and Survey Administrator, in writing, and provide the following:

1. ASCII file listing coordinates and descriptions of all found monuments,
2. PDF copy of all documents (plats, maps, etc.) used to determine property line locations.
3. PDF copy of title take-offs or title research reports used to determine property line locations
4. MicroStation DGN file of the Property Survey Plat, and
5. PDF file of the Property Survey Plat

BASE R/W MAPS

The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual Addendum A, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base R/W Map shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

DELIVERABLES

1. Two full size paper copies of the Base Map
2. PDF copy of the Base Map including all sheets named
“*H.xxxxxx_60% Base Map_ymmdd.PDF*”

FINAL R/W MAPS

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD’s Location and Survey Manual Addendum A. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates on project centerline at each end of each map sheet and P.C.’s, P.I.’s and P.T.’s of project centerline curves.

DELIVERABLES

1. The original matte films.
2. MicroStation DGN file of the Right of Way Map.
3. PDF Copy of the Final Right of Way Map named
“*H.XXXXXX_FINAL ROW Map_ymmdd.PDF*”
4. PDF copy of each required Full Title Research Report with affected Parcel Numbers listed in the upper right hand corner. Named “*H.XXXXXX_Parcel X.PDF*”.
5. ASCII file containing the DOTD COGO program input commands for creating parcel descriptions suitable for use by the DOTD’s Real Estate Section, named “*H.XXXXXX.IN*”

TITLE TAKE-OFF

Title Take-Off is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One Title Take-Off may be obtained for each parcel, if necessary, to expedite commencement of field work. The Title Take-Off is not considered a part of the Title Research Report and may be performed by the Surveyor.

HYDRAULIC ANALYSIS AND DESIGN SERVICES

The Consultant shall evaluate each site and provide a recommended drainage alternate type and applicable dimensions. DOTD will review the proposed drainage alternate and accept or reject the proposal. Upon acceptance, the Consultant shall perform the hydraulic design of the drainage structure in accordance with the DOTD Hydraulics manual and any other applicable DOTD requirements. All hydraulic designs will be reviewed and approved by the DOTD before completing preliminary plans.

DELIVERABLES

- Hydraulic Design Table for bridges as applicable
- Hydraulic Summary Table for culverts as applicable
- No Rise Certification if required per Bridge Design Technical Memorandum.

GEOTECHNICAL INVESTIGATION AND DESIGN SERVICES

The geotechnical portion of this project will consist of furnishing geotechnical investigation services and foundation design for the following proposed bridge or culvert structures. Hereafter, all sites are referred to as bridge sites, regardless of whether the final design includes a bridge or culvert.

Project No.	Recall	District	Crossing Description	Length (ft)	No. Borings
H.014217	013262	4	POSTEN BAYOU	153	3
H.014217	013252	4	DRAIN	57	2
H.014217	013241	4	STILLHOUSE BAYOU	57	2
H.014219	040060	4	CREEK	27	1
H.014219	040121	4	CREEK	26	1
H.014219	022360	5	WILSON CREEK	58	2
H.014219	022388	5	CREEK	19	1
H.014218	019190	4	THORNY BRANCH	57	2
H.014218	019210	4	INDIAN CREEK	152	3
H.014222	011550	4	POLAND BRANCH	95	2
H.014225	012761	4	CLARKE BAYOU	95	2
H.014228	019570	4	LEONARD BRANCH	57	2
H.014228	019580	4	CREEK	38	1
H.014228	019590	4	CYPRESS CR RELIEF	114	3
H.014228	019600	4	CYPRESS CREEK	114	3
H.014231	010821	4	TOPY CREEK RELIEF	133	3
H.014231	010831	4	TOPY CREEK RELIEF	114	3
H.014231	010841	4	DRAIN	76	2
H.014231	010851	4	DRAIN	57	2
H.014233	012660	4	CYPRESS BAYOU RELIEF	57	2
H.014233	012690	4	CYPRESS BAYOU	134	3
H.014236	019802	4	CANEY CREEK	96	2
H.014236	019791	4	BLACK BAYOU RELIEF	115	3
H.014236	019781	4	BLACK BAYOU	210	4
H.014236	019771	4	BLACK BAYOU RELIEF	210	4
H.014236	019762	4	HOLDER CREEK	134	3
H.014236	019751	4	HOLDER CREEK	57	2
H.014236	019742	4	FLAT LICK RELIEF ELIEF	172	3
H.014238	022472	5	CREEK	76	2
H.014238	022480	5	BARNET SPRINGS CR	59	2
H.014264	021380	5	NEALY BRANCH	38	1
H.014264	021390	5	HUEY BRANCH	57	2
H.014264	021400	5	POLE BRIDGE CREEK	38	1

Project No.	Recall	District	Crossing Description	Length (ft)	No. Borings
H.014264	021410	5	DRY CREEK	135	3
H.014264	021420	5	JACK CREEK	154	3
H.014264	021430	5	SO CHOUDRANT CR	78	2
H.014264	021436	5	CREEK	19	1
H.014264	021440	5	BRANCH	19	1
H.014264	022652	5	LITTLE CHOUDRANT	60	2
H.014239	028650	5	LYON BAYOU	57	2

The following scope is applicable to the typical type of bridge site anticipated for this project. The number of borings is estimated based on bridge length and conforms to typical DOTD practice. The Consultant shall notify DOTD immediately if it becomes evident that a particular site requires geotechnical investigation and/or engineering efforts that are beyond this scope, including additional borings.

GEOTECHNICAL INVESTIGATION

The Consultant shall perform a geotechnical investigation consisting of soil borings, laboratory testing, optional cone penetrometer test (CPT) soundings, soil classification, site characterization, and soil boring logs. In addition to the referenced ASTM designations, refer to *FHWA Geotechnical Engineering Circular No. 5 (GEC 5)* for best practices pertaining to geotechnical site characterization.

Field Investigation

The field investigation may consist of traditional soil borings with laboratory testing, or a combination of that along with CPT soundings (ASTM D3441, ASTM D5778). At least one soil boring shall be made at each bridge site. Cone penetrometer soundings may be used in lieu of additional borings, but shall not be utilized where the geology does not permit the CPT rig to acquire data to the depth needed to perform foundation design for the bridge. It is the Consultant's responsibility to conduct a desk study prior to commencing fieldwork in order to determine the adequacy of the proposed fieldwork for that particular site.

Borings/soundings shall be made to a minimum depth of 110 feet below existing grade; however, actual depths may need to be deeper depending on the anticipated foundation reactions. Reduction in foundation capacity due to scour shall be considered when planning the geotechnical investigation.

Water level readings shall be made in all soil borings. If the field investigation requires multiple days to complete, at least one 24-hour water level observation shall be made. Boring/sounding locations shall be located using a hand-held GPS. GPS coordinates shall be verified with measurements taken from the bridge ends. Surface elevations at boring and CPT locations shall be located to an accuracy of ± 6 inches.

Sampling

Soil borings shall be made using wet/mud rotary methods below the water table, with solid-stem augering (ASTM D1452) permissible above the water table. Sampling shall consist of pushing thin-walled Shelby tubes in cohesive soils (ASTM D1587) and Standard Penetration Testing (SPT) in cohesionless soils (ASTM D1586). Continuous sampling shall be performed within the upper 10 feet, followed by either:

- Sampling at 5-foot centers in cohesive soils, or
- Sampling at 3-foot centers in cohesionless soils.

Shelby tube sampling in cohesionless soils and SPT sampling in cohesive soils will not be allowed, except on a case-by-case basis where Shelby tubes cannot be pushed into very hard cohesive soils. When a Shelby tube is retrieved with no recovery, the hole shall be cleaned out and a SPT shall be performed directly below the previous sampling interval.

Borehole Abandonment

Boreholes and CPT soundings shall be backfilled in accordance with all local, State, and Federal regulations. Refer to the *Construction of Geotechnical Boreholes and Groundwater Monitoring Systems Handbook* for State regulations in the making of boreholes.

Sample Storage and Transport

The following practices shall be observed during transport and storage of the samples:

- Samples shall not be extruded in the field;
- Shelby tubes shall be sealed using expansion packers to prevent moisture loss and disturbance;
- Samples shall be extruded at the geotechnical laboratory using a continuous pressure hydraulic ram. Extrusion by any other method, such as water pressure, is prohibited;
- Samples shall be extruded directly onto a sample trough, not caught by the hand; and
- Samples shall be transported vertically in the same orientation that they were sampled.

Follow ASTM D4220 for sample transportation except as noted herein.

Field Logs

Soil borings shall be logged in the field by observing the ends of Shelby tubes and the contents of SPT samplers. The field log shall use the visual-manual method for classification (ASTM D2488).

Laboratory Testing

All laboratory testing shall conform to applicable ASTM test designations. The following laboratory tests shall be performed, at a minimum:

- Moisture content (ASTM D2216) – all samples;
- Unconsolidated-undrained triaxial compressive strength (ASTM D2850) – 75% of all cohesive samples;

- Atterberg Limits (ASTM D4318) – 75% of all cohesive samples; and
- Grain size testing (ASTM D1140 and ASTM D6913) – as needed to classify granular soils.

It is unlikely that consolidation testing will be needed; however, one-dimensional consolidation tests (ASTM D 2435) may be performed in special cases where settlement due to fill is expected to be significant.

Dry preparation methods shall not be used for any bridge or culvert borings.

Extrusion Logs

While extruding soil samples in the lab, an extrusion log shall be made using the visual-manual classification method. New pocket penetrometer readings shall be made on representative portions of the samples.

Site Characterization & Boring Logs

The Consultant shall use the field and laboratory data to classify the soils according to the Unified Soil Classification System (USCS) (ASTM D2487). The results shall be presented on signed and sealed soil boring logs adhering to the standard DOTD boring log format. In addition to the USCS classification, the soil descriptions shall include soil consistency/strength, color, and other details or inclusions such as seams, nodules, organics, etc.

Cone penetrometer test soundings shall be presented on signed and sealed logs adhering to the standard DOTD CPT log format. This standard format presents tip resistance, side friction, pore water pressure, and classification based on the Zhang and Tumay method. Examples of boring logs and CPT logs can be furnished upon request.

GEOTECHNICAL ENGINEERING DESIGN

Driven Pile Design

Driven pile foundations shall be used to support proposed bridge structures. Pile tip elevations shall be designed using the static equilibrium methods presented in FHWA Geotechnical Engineering Circular No. 12 (GEC 12). Specifically, the Nordlund and α methods shall be used in cohesionless and cohesive soils, respectively.

If CPT soundings are made, pile design shall also be evaluated by the Schmertmann, LCPC, and DeRuiter & Beringen Methods, which are presented in the final report for LTRC Project 98-3GT, *Evaluation of Bearing Capacity of Piles from Cone Penetration Test Data* (Hani and Abu-Farsakh, 1999). The computations can be automated using the Louisiana Pile Design by Cone Penetration Test software, published by LTRC and located at <http://www.ltrc.lsu.edu/downloads.html>. In general, the most conservative pile capacity curves generated from the GEC 12 and CPT direct methods should be used in design.

LRFD Design

The load and resistance factor design (LRFD) method shall be used to set pile lengths. A resistance factor (ϕ) of 0.50 shall be used, based on local calibration of static design methods. Field verification will consist of estimating end-of-drive capacity using the energy equation.

Scour

Pile design shall consider scour in accordance with *Bridge Design Technical Memorandum 21* (BDTM.21). Per *Bridge Design Technical Memorandum 32, Rev. 3* (BDTM.32.3), required nominal resistances shall be computed for two cases and presented on the Pile Data Tables:

- The case where the pile is driven to the required tip elevation without the benefit of predrilling, and thus developing full side friction along its entire embedment length; and
- The case where the contractor performs predrilling to the scour elevation in order to advance the pile; thus eliminating side friction within the predrill/scour zone.

Note that the Louisiana Pile Design by Cone Penetration Test software does not take scour into account; therefore, for sites with a significant overburden effect (sand profiles), pile design using CPT may not be appropriate.

Other Considerations

Additional design considerations such as lateral loading, uplift, group effect, downdrag, etc. shall be addressed in accordance with GEC 12.

Culvert Design

Culvert design shall consider the following elements, at a minimum:

- Earth pressure;
- Bearing capacity;
- Settlement (including differential settlement);
- Bedding material type and thickness; and
- Constructability.

Slope Stability

End slopes steeper than 3(H):1(V) shall be analyzed for slope stability using the Spencer method. A maximum resistance factor of 0.75 (equivalent minimum FoS \approx 1.3) shall be used for typical conditions. A maximum resistance factor of 0.85 (equivalent minimum FoS \approx 1.2) is adequate for rapid drawdown conditions. All potentially critical geometry, groundwater, surface water, and other loading conditions shall be considered.

DELIVERABLES

Geotechnical Investigation Plan

Prior to beginning the field work associated with the geotechnical investigation, submit a site layout with proposed boring/CPT locations for review and approval. Additionally, coordinate with district and provide traffic control plan if traffic will be affected. Traffic control plan should include anticipated dates of road/lane closure and limits of road/lane closure. Final traffic control plan should be submitted 60 days prior to anticipated closure dates.

Geotechnical Interpretation Report

For each bridge or culvert site, the Consultant shall furnish a final Geotechnical Interpretation Report (GIR) detailing assumptions, design methodologies, and final recommendations. The report shall be signed and sealed by a Professional Civil Engineer registered in the State of Louisiana, and shall include the following items, at a minimum:

1. Cover letter with executive summary describing the structure type, loads, and pile lengths
2. Table of contents
3. Report Body containing the following sections, at a minimum:
 - a. Project Description
 - i. Summary of structure type
 - ii. Summary of subsurface investigation
 - iii. Summary of laboratory testing performed
 - b. Subsurface Conditions
 - i. Generalized subsurface profile
 - ii. Summary of groundwater conditions
 - c. Pile Foundation Analyses (if applicable)
 - i. Summary of design codes and specifications followed
 - ii. Description of static pile analysis method(s) used
 - iii. Recommended pile tip elevations/lengths
 - iv. Brief construction recommendations, identification of potential difficult driving conditions, etc.
 - d. Culvert Recommendations (if applicable)
 - e. Slope Stability Recommendations (if applicable)
4. Appendix containing the following items, at a minimum:
 - a. Boring plan
 - b. General bridge plan & profile sheet
 - c. Half-size soil boring logs
 - d. Interpreted soil profile used for design
 - e. Nominal pile resistance versus elevation plots
 - f. Pile data table
 - g. Laboratory test data sheets, including extrusion logs, stress vs. strain plots for triaxial testing, consolidation test deformation vs. time plots (when applicable), Atterberg Limit worksheets, etc.

Report Format

The report shall be submitted in electronic format as a searchable .pdf file with bookmarks denoting the various sections of the report. Report body, charts, and figures shall be generated directly from the source applications in order to minimize file size. Documents scanned as raster images shall only be used when no other option exists for their inclusion into the report. All pages shall print to either 8.5" x 11" or 11" x 17" without scaling or adjustment.

Geotechnical Data

All geotechnical data shall be furnished to DOTD adhering to the DOTD's standard gINT schema, either as a .gpj file, or as an Excel spreadsheet capable of being imported into gINT.

Soil Boring Logs

In addition to including half-size boring logs in the GIR, the logs shall also be included in the plans as signed and sealed full-size sheets.

PRELIMINARY PLAN DEVELOPMENT SERVICES

The Consultant shall develop preliminary plans and all associated forms and reports for each project outlined above. The Consultant shall provide preliminary plans for the project including, but not limited to, the following:

- Title Sheet
- Typical Section and Details
- Summary of Estimated Quantities
- Miscellaneous Details & General Notes
- Temporary Construction Signs, Suggested Sequence of Construction/Detour Route Signing
- Cross-Sections (Earthwork)
- Geometric Details
- Plan/Profile Sheets
- Construction Cost Estimate
- Bridge Sheets as outlined in the DOTD Bridge Design and Evaluation Manual

DELIVERABLES

- Proposed Plan Development Schedule
- Bridge Design Criteria
- 60% Preliminary Plans
- 90% Preliminary Plans
- Plan-in-Hand Meeting Attendance
- 100% Preliminary Plans
- Transportation Management Plan Checklist
- Plan Constructability Review Form
- Preliminary Design Report
- Design Waivers or Design Exceptions (if required)
- Preliminary Construction Cost Estimate

FINAL PLAN DEVELOPMENT SERVICES

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

Title Sheet

- Typical Section and Details
- Summary Sheets
- Summary of Estimated Quantities
- Miscellaneous Details & General Notes
- Temporary Erosion Control
- Temporary Construction Signs, Suggested Sequence of Construction/Detour Route Signing
- Cross-Sections (Earthwork)
- Geometric Details
- Plan/Prof Sheets
- Construction Cost Estimate
- Bridge Sheets as outlined in the DOTD Bridge Design and Evaluation Manual

The Consultant shall develop final plans and all associated forms and reports for each project outlined above.

DELIVERABLES

- 60% Final Plans
- 90% Final Plans
- Final Plan Review Meeting Attendance
- 98% Final Plans for plan quality unit (if required)
- Plan development required documentation (with 98% Final Plans if required)
- 100% Final Plans
- Final Transportation Management Plan Checklist
- Final Bridge Design Criteria
- Final Design Report
- Final Design Waivers or Design Exceptions (if required)
- Final Construction Cost Estimate
- As-Design Rating Report and Summary Sheet
- Calculation Book
- Design and Rating Software files

Additional Comments

Electronic files will be in MicroStation and Inroads formats. Plans shall be CADD Conformed and submitted with the 100% Preliminary Plan and 100% Final Plan Submittals.

The Consultant shall be required to provide the DOTD Project Manager with Meeting Minutes for all meetings (including Plan in Hand and Final Plan Review) conducted with DOTD and/or Agency Stakeholders no later than 3 business days.

The Consultant shall keep a log of all Agency provided comments and shall provide DOTD with a disposition of comments response following each plan submittal.

The Consultant shall provide the Department with a Final Calculations Report (electronic format is acceptable) of all design and engineering related calculations pertinent to the project including a copy of all comments and disposition of comments. The report should be indexed and tabbed for ease of navigation. Information contained in the report should be neatly arranged and legible.

The Consultant shall ensure that a Preliminary and Final QA/QC Checklist is submitted at the completion of Preliminary and Final Plans.

Construction Support will be handled by Supplemental Agreement.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

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

- Shallow borings
- Traffic Data
- Pavement Design
- Access to As-built plans
- Standard plans and special 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.

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 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 structural design involving bridge structures.
4. At least one (1) environmental professional shall have a minimum of five (5) years of experience with the primary responsibility for authoring NEPA documents.
5. At least one (1) biologist with a degree in biology, ecology, or a related field shall have a minimum of three (3) years of experience preparing wetland delineations and have a minimum of three (3) years of experience preparing threatened and endangered species surveys.
6. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of 5 years of experience in conducting topographic surveys, conducting property surveys and preparing Right of Way Maps.
7. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in the geotechnical design involving Louisiana soils and bridge structures.
8. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in the hydraulic design involving bridge structures and box culverts.
9. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in roadway design.

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

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

MPR Nos. 4 through 9 may be satisfied through the use of a sub-consultant.

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 the prime consultant's DOTD Form 24-102.
- The Prime Consultant shall use Section No. 12 and Section No. 16 of the DOTD Form 24-102 to convey the organizational structure and plan on how to timely deliver all the requirements and deliverables identified in the Scope of Services and allow DOTD to assess the consultant's ability to successfully complete this project.

- All relevant personnel and support staff necessary to perform the Scope of Services, shall be identified in Section No. 12 and their resumes included in Section 14 of the DOTD Form 24-102. This includes both individuals designated as satisfying MPRs and individuals not designated as satisfying MPRs but relevant to the contract.