

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
AUGUST 18, 2020**

ADDENDUM NO. 1, AUGUST 25, 2020

CONTRACT NO. 4400019379

~~ENTITY~~ CONTRACT FOR LA 30: EBR PL – I-10

STATE PROJECT NO. H.013797

F.A.P. NO. H013797

ROUTE LA 30

ASCENSION, EAST BATON ROUGE, AND IBERVILLE PARISHES

DBE GOAL = 3%

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.

~~The contract will be between the selected consultant and Capital Region Planning Commission, referred to as the "Entity".~~

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

SCOPE OF SERVICES

The general tasks to be performed by the consultant for this contract are described more specifically in Attachment A, which is incorporated herein by reference.

The consultant shall perform the work in accordance with the requirements of this advertisement and the resulting contract. Deliverables shall be in such format as required in Attachment A. The work performed by the consultant shall be performed in a manner consistent with that degree of

care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

EVALUATION CRITERIA

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

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

*The consultant is to identify in the table below those evaluation disciplines consistent with the approach and methodology proposed in Section 19 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 19 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 should not be less than 5%, and it will not control the actual performance or payment of the work. (Add rows as needed)</p>							
Evaluation Disciplines	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Firm F
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						

*A list of the Past Performance Evaluation Disciplines can be found at the following link:
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/General%20Information/CPPR%20Crosswalk%20to%20New%20Evaluation%20Disciplines.pdf

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

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

DOTD’s Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the three (3) (if three are qualified), highest rated consultants to the Secretary of DOTD. The Secretary will make the final selection.

COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS

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

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

RULES OF CONTACT UPON ADVERTISEMENT

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

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

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

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

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

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **three (3) years**.

COMPENSATION

The estimated compensation payable to the consultant for all services rendered in connection with this contract shall be **\$1,555,980**, plus a 10% contingency of **\$134,282**, for a maximum compensation of **\$1,690,262**. 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. The contingency amount set forth herein may be utilized upon specific written authorization of the DOTD project or task manager for payment for services occasioned by unforeseen events or circumstances, such as, but not limited to, unforeseeable delays occasioned by the acts of third parties or the unexpected or spontaneous development of unsafe work conditions beyond the reasonable control of the Consultant.

Within fifteen (15) calendar days of notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. All negotiations must be completed within the timeframe set forth in the Consultant Contract Services Manual.

Payment will be made based on cost plus fixed fee (environmental and survey) and lump sum (line and grade, traffic engineering and bridge).

Compensation to the consultant for the services specifically set forth herein has a maximum limitation of **\$1,690,262**, which is subdivided as follows:

Task	Compensation Type	Maximum Limitation
1	Cost Plus Fixed Fee (environmental/survey)	\$954,397 with fixed fee of \$102,824
2	Lump Sum (line and grade, traffic engineering and bridge)	\$735,865

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

DOTD requires the selected consultant and all sub-consultants to develop a Quality Assurance/Quality Control (QA/QC) program in order to provide a mechanism by which all deliverables will be subject to a systematic and consistent review. The selected consultant shall address in its plan the review of all sub-consultant work and deliverables. The selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the consultant. Consultants must ensure quality and adhere to established DOTD policies, procedures, standards and guidelines in the preparation and review of all deliverables. DOTD may provide limited input and technical assistance to the consultant. Any deliverables to be transmitted by the consultant shall be transmitted with a DOTD Quality Assurance/Quality Control Checklist, and a certification that the deliverables meet DOTD's quality standards.

If Attachment A includes specific QA/QC requirements that contradict those set forth above, the requirements in Attachment A control.

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages), 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 (*e.g.*, design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must successfully complete these courses. In general, the person in responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For preconstruction field services performed within the clear zone, at least one (1) member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The consultant should identify all personnel listed in the staffing plan for the contract who have completed the appropriate work zone training courses. All preconstruction work zone training requirements shall be met **prior to contract execution**. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services set forth in Attachment A includes Construction Engineering and Inspection (CE&I), the following training requirements shall be met **at the time the proposal is submitted**:

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
Other Field Personnel*:	Traffic Control Technician Flagger

* excluding Asphalt Plant Inspector, Paint Managers, and Paint Inspectors

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. For more information, please contact DOTD HQ Construction at 225-379-1584. Specific training course requirements are:

Flagger:	Successful completion every four (4) years of a work zone flagger course approved by the Department. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.
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Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved by the Department. After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.

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

ATSSA contact information: (877) 642-4637

REFERENCES

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

1. AASHTO Standards – <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 and Evaluation 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%20rev%20Feb%202020.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/TEPR.aspx

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 **3%** of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant.

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 21, documentation of its good faith efforts to meet the goal.

REVISIONS TO THE ADVERTISEMENT

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

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov using the most current version of the DOTD Form 24-102 (available at http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Manuals_Forms_Agreements.aspx). Hard copies of the consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

If more than one (1) contract is to be selected based on this advertisement, no prime consultant is allowed to be a sub-consultant on any other consultant's 24-102. If a prime consultant is submitted as a sub-consultant on another consultant's 24-102, its proposal as a prime consultant may be deemed non-responsive.

Any consultant failing to submit any of the information required on the DOTD Form 24-102, or providing inaccurate information on the DOTD Form 24-102, may be considered non-responsive.

DOTD employees may not submit a proposal, nor be included as part of a consultant's proposal.

Contract and/or part-time employees are allowed. Such employees should be shown in Section 15 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 should be identified with **contract number 4400019379 and/or State Project No. H.013797**, and must be received by DOTD via email **no later than 3:00 p.m. CST on Thursday, September 17, 2020**.

ATTACHMENT A – SCOPE OF SERVICES

The project time is **typical**.

The route classification is **NHS**.

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

Louisiana Highway 30 between LA 42 (Burbank Drive) in East Baton Rouge Parish and I-10 in Ascension Parish is heavily congested by daily commuters and by vehicles that use the corridor as an alternative to I-10. In addition, there has been tremendous residential growth along this corridor in the recent past and this is expected to continue in the future. As per the growth projections in the MPO's long range transportation plan MOVE2042, The LA 30 corridor itself is projected to experience about 46% growth in population by 2042. The route is a direct link to many of the chemical plants and other industries located along the Mississippi River; making it a desirable choice of commute for residents from Ascension, Iberville and East Baton Rouge Parishes. As per the growth projections in the MPO's MOVE2042 Long Range Transportation Plan, this corridor is expected to foresee an increase of 118% in employment from about 14,000 jobs in 2015 to 31,000 in 2042. This growth in regional population and employment is further going to exacerbate congestion and safety along this corridor.

The proposed project is along LA 30 from East Baton Rouge Parish Line to I-10. The project is approximately 14 miles long with a third of the length paralleling the CN railroad. Alternatives should keep the pavement edge outside of railroad right-of-way.

This scope of services covers the preparation of a Stage 1 Environmental Assessment (EA) to further the findings of the Stage 0 Feasibility Studies for the LA 30 Corridor (LA 42 to US 61 dated July 2013; Highland Road to LSU dated May 2013; and Nicholson Drive dated June 2017). The Stage 1 Environmental Assessment shall be completed in accordance with National Environmental Policy Act guidelines, as amended, along with the Federal Highway Administration (FHWA) regulations and guidelines. The EA shall be prepared in accordance with FHWA's Technical Advisory and shall contain the latest environmental checklist and summary of mitigation, permits, and commitment sheet. The Consultant shall meet with the Louisiana Department of Transportation and Development (DOTD), Environmental Coordinator/Project Manager, and the Capitol Region Planning Commission (CRPC) within ten (10) days after receiving the notice to proceed.

The scope of services will involve, but are not limited to the following services:

Part 1: Traffic Engineering Services

- A. Develop the Project Management Plan in accordance with DOTD and FHWA guidance.
- B. Prepare list of agencies and coordination plan. Update both as needed throughout the life of the project.
- C. Prepare the list of stakeholders and involvement plan. Update both as needed throughout the life of the project.

- D. Collect traffic counts and other pertinent data to perform traffic analysis of the study area using the latest DOTD approved software. Grow the traffic volumes using DOTD approved methods and analyze the future conditions. Perform Safety Analysis. Utilize the collected data to analyze alternatives that accomplish the goals of the Purpose and Need.
- E. Conceptual cost estimate for each alternative.

Main Deliverables:

- Project Management Plan
- Scope identified in each task as applicable
- Traffic Study Scope for approval
- All Data Collection (Initial and Final)
- Existing Safety Analysis
- Existing and No Build Analysis
- Alternative Analysis
- Final Report
- Conceptual Cost Estimate

The scope of services, compensation and contract time for Part 2 will be established by new Supplemental Agreement(s) or by new advertisement. It is anticipated that the scope of services for Part 2 will involve, but are not limited to, the following services:

Part 2: Environmental Evaluation

- A. Complete preliminary items including but not limited to preparation of Solicitation of Views and refine statement of Purpose and Need for the project.
- B. Update the Project Management Plan in accordance with DOTD and FHWA guidance.
- C. Update list of agencies and coordination plan. Update both as needed throughout the life of the project.
- D. Update the list of stakeholders and involvement plan. Update both as needed throughout the life of the project.
- E. Obtain the names/addresses of property owners from whom additional right-of-way is anticipated to be required. Contact and request permission from the property owners prior to accessing their property.
- F. Perform environmental analysis and prepare technical reports. All studies and reports must comply with NEPA standards and requirements. Analyses and technical reports shall include, but are not limited to, noise and air studies, cultural resources surveys, biological surveys, wetland delineations, threatened and endangered species surveys, community impact analyses, conceptual stage relocation plan, phase 1 environmental site assessments, economic studies, and Section 4(f) and Section 6(f) evaluations. Develop a matrix for comparing the remaining alternatives.
- G. Prepare all environmental documentation in reader friendly format – draft and final EA and Finding of No Significant Impacts documents, public involvement transcripts, responses to comments, technical reports, etc. All documents for public distribution should be in an accessible pdf format properly formatted and bookmarked with metadata and able to be read aloud for posting on the internet
- H. Coordinate with FHWA and cooperating agencies to select a preferred alternative.

- I. Conduct one public meeting in each of the following parishes: Ascension, East Baton Rouge, and Iberville
- J. Conduct one public hearing in each of the following parishes: Ascension, East Baton Rouge, and Iberville.
- K. Prepare other documentation including any required for mitigation and for federal, state, and local permit applications. Fill out all required permit applications.
- L. Provide Critical field Data along the corridor to be used for preliminary design /analysis.
- M. Production of a .DTM or .TIN surface/Model of the corridor from LIDAR data to be available at the time of contracts award
- N. Developing the design criteria, perform a line and grade study, determine type, size, and location (TS&L) for bridges required.
- O. Produce a QL “D” SUE deliverable and database from records research along the corridor.
- P. Develop cost estimates for the alternatives including engineering design, right-of-way, utility relocations, environmental commitments and mitigation, and construction.

Main Deliverables:

- Environmental Assessment
- Finding of No Significant Impact
- Technical reports and comparison matrix
- Detailed cost estimates
- Mitigation documentation and permit applications
- Project Management Plan
- Scope identified in each task as applicable
- Line and grade drawings and typical sections

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

- DOTD Location and Survey Section will provide LIDAR data for the project
- Any available as-built plans

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 civil engineering.
4. At least one (1) individual responsible for the preparation of the environmental document shall have a minimum of five (5) years of experience with the primary responsibility for authoring NEPA documents; this shall include authoring an Environmental Assessment(s) for the Federal Highway Administration (FHWA) for which a Finding of No Significant Impact (FONSI) was issued and must have taken the NHI Course No. 142005, “National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an approved equivalent course.
5. At least one (1) professional traffic engineer, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in traffic forecasting and capacity analysis.
6. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in roadway design.
7. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in bridge design.
8. At least one (1) professional land surveyor or professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in topographic surveying and in developing surface models from LiDAR data.
9. At least one (1) professional land surveyor or a professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in conducting subsurface utility engineering services.

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

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

MPR Nos. 8 and 9 may be met by the same person.

MPR Nos. 4 through 9 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 15 of the DOTD Form 24-102 and their resumes included in Section 17 of the DOTD Form 24-102.