

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES  
SEPTEMBER 14, 2020**

**CONTRACT NO. 4400020412  
LRSP/SR2PP CRASH DATA ENGINEER 2020-2025  
STATE PROJECT NO. H.013396  
F.A.P. NO. H013396  
STATEWIDE**

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.

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

**SCOPE OF SERVICES**

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

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

## MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

### EVALUATION CRITERIA

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

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

\*The consultant is to identify in the table below those evaluation disciplines consistent with the approach and methodology proposed in Section 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.

| <b>Sub-consultants are not allowed to be used for this proposal.</b> Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 19 of the DOTD Form 24-102*, and the percentage of work in each past performance evaluation discipline to be performed. The percentage estimated for each evaluation discipline should not be less than 5% and is for evaluation purposes only, and it will not control the actual performance or payment of the work.<br>(Add rows as needed) |                       |
|---|-----------------------|
| Evaluation Disciplines  | % of Overall Contract |
|   |                       |
|   |                       |
|   |                       |

\*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](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/General%20Information/CPPR%20Crosswalk%20to%20New%20Evaluation%20Disciplines.pdf)

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

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

## **COMPLIANCE WITH SUPPLEMENTAL ETHICS REQUIREMENTS**

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

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

## **RULES OF CONTACT UPON ADVERTISEMENT**

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

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

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

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

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

## **PROJECT TIME**

The overall time for the completion of the scope of services is estimated to be **five (5) years**.

## **COMPENSATION**

The compensation type for this contract is non-negotiated specific rates of compensation.

Compensation to the consultant for the services set forth herein shall be based on actual work hours and using the DOTD-established specific rate of compensation of **\$77 per hour** for the work performed and the direct expenses incurred by the consultant, with a maximum limitation of **\$397,500**. The maximum limitation includes an allocation for direct expenses not to exceed **\$12,500**.

## **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<br>Traffic Control Supervisor<br>Flagger |
| Field Engineer Interns:   | Traffic Control Technician<br>Traffic Control Supervisor<br>Flagger |
| Field Senior Technicians,<br>Survey Party Chiefs, and<br>SUE Worksite Traffic Supervisors*: | Traffic Control Technician<br>Traffic Control Supervisor<br>Flagger |

Other Field Personnel\*: Traffic Control Technician  
Flagger

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

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

Flagger: Successful completion every four (4) years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved 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](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](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](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](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](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](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](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](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](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](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](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](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](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](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](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](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](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](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](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**

The consultant's proposal for this advertisement must be submitted by email to [DOTDConsultantAds80@la.gov](mailto: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](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 4400020412 and/or State Project No. H.013396**, and must be received by DOTD via email **no later than 3:00 p.m. CST on Wednesday, October 14, 2020**.

## ATTACHMENT A – SCOPE OF SERVICES

The project time is **typical**.

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

The Louisiana Strategic Highway Safety Plan (SHSP) was developed to reduce the human and economic toll on Louisiana's surface transportation system due to traffic crashes through widespread collaboration and an integrated 4E approach: engineering, education, enforcement, and emergency services. Implementation of SHSP strategies on the local road network is a particular challenge because of the number of agencies with direct responsibility for managing local road safety.

The Local Road Safety Program (LRSP) is responsible for implementing strategies included in the SHSP that are appropriate for the local road network and/or developing specific strategies that can be implemented to improve local road safety. The LRSP services to local agencies include outreach to local transportation agencies; training and education to develop local road safety capabilities; technical assistance on local road safety issues; participation on the technical and selection teams for the safety improvement projects; and, coordination with the DOTD Highway Safety Section and DOTD District personnel involved in the SHSP implementation. Implementing the SHSP strategies on the local road network includes managing the administration of a variety of low cost safety improvement projects that have been selected by the LRSP Technical Team and Selection Committee. In addition to safety projects generated by local applicants, the LRSP Technical Team in conjunction with the DOTD in accordance with the SHSP identifies other projects. These projects shall include selected intersections and roadway departure areas that show high potential for crash reduction after implementation of low cost countermeasures. Coordination is required with the Local Technical Assistance Program (LTAP), particularly local road safety outreach and Local Road Safety Plans. All projects must be coordinated with local sponsors and require significant oversight and interaction with the local sponsor. All projects must be administered through DOTD, and the acquisition process in accordance with requirements of federal aid project to local public agencies.

The Safe Routes to Public Places (SRTPP) Program is part of the overall Highway Safety Improvement Program (HSIP) and falls under the umbrella of the Louisiana Strategic Highway Safety Plan (SHSP). The vision for the SHSP is Destination Zero Deaths and the HSIP is the core federal-aid program that aims to implement the SHSP's mission to achieve a significant reduction in fatalities and serious injuries on all public roads. To address the need to reduce pedestrian and bicyclist fatalities and injuries, HSIP funds are eligible to be spent on projects to improve safety for pedestrians and bicyclists on all public roads (state-owned and locally-owned).

The Consultant shall provide technical assistance and engineering support statewide, as needed, for the development, implementation and construction management of infrastructure projects in the Local Road Safety Program and Safe Routes to Public Places Program. The Consultant will report to the DOTD LRSP and SRTPP Program Manager.

The consultant will be required to have one (1) registered professional engineer stationed at the Louisiana Transportation Research Center or at DOTD Headquarters (as directed by the Program Manager) on a part-time basis. Tasks to be performed by the Consultant may include, but not be limited to, the following:

- I. Assist local entities to implement systemic/system wide safety improvement projects for roadway departure crashes, intersection and non-motorized user crashes, as prioritized by the LRSP/SRTPP Data Analysis team. Related tasks with selected parishes and municipalities will include, but are not limited to:
  - a. Review of crash, traffic and roadway characteristic data with local entity;
  - b. Assist the local entity in determining the highest priority locations for inclusion in funding program utilizing data and on-site evaluations;
  - c. Development of scope of safety improvement project(s) for local implementation or application to LRSP/SRTPP;
  - d. Coordination of project application process with individual entities for LRSP/SRTPP funds and assistance in utilizing the Local Public Agency (LPA) federal aid process administered through DOTD.
  
- II. Assist in the development of the Road Safety Assessments (RSA) program for the regional safety coalitions and individual local entities. Related tasks include, but are not limited to:
  - a. Evaluation of RSAs as a tool to promote involvement of local stakeholders in safety decision making and planning;
  - b. Develop a plan to implement a strategic RSA program by region, parish and/or municipality to support regional safety coalition efforts, local safety plans, etc. Coordinate with SHSP Implementation Team;
  - c. Implement Local RSA Program on a regional and statewide basis;
  - d. Identification of candidate sites with regional safety coalitions or local entities;
  - e. Coordination of RSA planning activities including team selection and notification; acquisition and review of crash data and roadway information; scheduling; training, etc.;
  - f. Participation as RSA team leader as necessary;
  - g. Prepare or oversee preparation of local RSA reports conducted as part of the Program.
  
- III. Develop new / updated Crash Data Profiles for locally owned roadways in the Top 20 Parishes in Terms of total crashes, and Fatal and Serious injury crashes, including 2014-2018 data or the latest available.
  - a. Conduct analysis to overrepresented crash types on focus roads per the LTAP Parish Profile and related to low cost countermeasures;
  - b. Develop methodology based on available data for systemic analysis of focus roads based on crash types on an agency wide basis related to low cost countermeasures;
  - c. Develop methodology based on available data for systemic analysis of intersections on an agency wide basis related to low cost countermeasures;
  - d. Develop methodology based on available data for systemic analysis of non-motorized user related high risk locations on an agency wide basis related to low cost countermeasures;
  - e. Develop methodology for dissemination of available Traffic Count data for use in estimating crash rates, with priority for roads with ADT of 1000 vehicles or higher.

- IV. Conduct and/or coordinate training classes and workshops for local agency personnel and safety stakeholders as determined by LRSP/SRTPP Program Manager. Examples of class topics include: fundamentals of road safety; low cost safety countermeasures; road safety assessments; intersection safety; roadway departure countermeasures; work zone safety; application of systemic tools for problem identification; use of HSM at the local level; LRSP/SRTPP application process, etc.
- V. Participate as a member of the LRSP/SRTPP Technical Team for LRSP/SRTPP project reviews. Related tasks will include but are not limited to:
  - a. Review applications for completeness and technical merit;
  - b. Determine eligibility of specific projects within the guidelines of the program;
  - c. Evaluate proposed projects for impact on reducing crashes for prioritization for selection, which may include benefit/cost analyses;
  - d. Review proposals for cost of engineering and materials and construction for accuracy;
  - e. Make recommendations and or suggest alternative countermeasures;
  - f. Make site visits, if necessary;
  - g. Help local agencies revise or make improvements to applications;
  - h. Assist in annual review of LRSP/SRTPP application processes and development of updates for each successive year;
  - i. Assist in documentation of project selection and justification.
- VI. Conduct data analysis using DOTD's Crash 1 and Crash 3 databases and information from the Center for Analytics and Research for Transportation Safety to assist local entities in problem identification and to facilitate system wide problem identification for statewide prioritization of efforts.
- VII. Assist in management of tasks to manage project application process as needed, including administrative review for application completeness; communication with local entity, etc.
- VIII. Coordinate LRSP/SRTPP technical assistance activities at the state and local level with other safety partners and advocates, such as DOTD HQ and District safety and traffic personnel; Louisiana Highway Safety Commission; state and local law enforcement; local safety advocates, etc. at the direction of the LRSP/SRTPP Program Manager.
- IX. Participate on local and state technical committees and attend related SHSP, traffic records, safety, traffic engineering or other transportation related meetings and events at the direction of the LRSP/SRTPP Program Manager to communicate with local and state safety professionals.
- X. Provide engineering and technical assistance on LRSP/SRTPP activities, LRSP/SRTPP project implementation and construction management as needed.

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

The following services and/or data will be provided, if available:

1. Local Road Safety Program Guidelines
2. Safe Routes to Public Places Program Guidelines
3. Office Space and Supplies
4. Parish Profiles

## **ELECTRONIC DELIVERABLES**

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

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

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

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

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

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

## **SPECIFIC SOFTWARE AND / OR EQUIPMENT DESIRED**

- Experience with the State of Louisiana’s Enterprise Resource Planning System (LaGov) is desirable.

## **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 preparation of roadway plans.
4. The crash data engineer shall be a professional engineer, registered in the state of Louisiana with specific experience in the following areas:
  - a. At least six (6) years of experience in traffic/traffic safety engineering.
  - b. At least five (5) years of experience in the use of the Manual on Uniform Traffic Control Devices (MUTCD).
  - c. Completion of at least one (1) general road safety training course, including any Low Cost Safety Improvements, Roadway Departure, Road Safety Analysis and/or Crash Countermeasures.
  - d. At least one (1) year of experience working with the Local Road Safety Program, or similar federal program and Federal implementation requirements guidelines.
  - e. At least one (1) year of experience in working with local and state government officials on road and traffic safety issues.

### **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.**

**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.