

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
JANUARY 10, 2024**

**CONTRACT NO. 4400028434
STATE PROJECT NO. H.015568.5
FEDERAL AID PROJECT NO. H015568
LA 44: PELICAN POINT ROUNDABOUT AND WIDEN
ROUTE: LA 44
ASCENSION PARISH**

DBE GOAL = 6%

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

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

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

SCOPE OF SERVICES

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

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

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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

EVALUATION CRITERIA

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

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

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

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

<p>Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciplines consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)</p>							
Past Performance Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							100%
							100%
							100%
<p>Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.</p>							
Percent of Contract	100%						-----

*The past performance evaluation disciplines are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and/or Other (please specify).

If sub-consultants are used, the prime consultant must perform greater than 50% of the work for the overall contract.

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

DOTD’s Project Evaluation Team (PET) will be responsible for performing the above described evaluation, and will present a shortlist of the 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 **2 years**.

COMPENSATION

The compensation payable to the consultant for all services rendered in connection with this contract is estimated at **\$986,095**. 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.

DIRECT EXPENSES

To the extent that the consultant is allowed to claim reimbursement for direct expenses, all direct expense items that are not paid for in the firm's indirect cost rate, and are, needed and will be consumed during the life of the contract must be identified by the consultant during contract development. The acquisition or rental of standard equipment or resources to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses (e.g., vehicles for construction engineering and inspection (CE&I) inspectors).

The consultant should own most of the equipment required to provide the work and services. The cost of this equipment should be included in the consultant's indirect cost rate. Equipment may be considered "specialized" if it cannot be considered standard equipment for that particular consultant's normal operating business needs. If a consultant believes special equipment is needed for the contract, the consultant must inquire through the Question and Answer process, as provided herein, whether the identified item will be considered specialized equipment for the individual contract.

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

CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Consultant, any of its employees, agents, or sub-consultants will have access to State government information technology assets, the Consultant's employees, agents, or sub-consultants with such access must complete cybersecurity training annually, and the Consultant must present

evidence of such compliance annually and upon request. The Consultant may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

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

QUALITY ASSURANCE/QUALITY CONTROL

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

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

TRAFFIC ENGINEERING PROCESS AND REPORT TRAINING REQUIREMENTS

As part of DOTD’s on-going commitment to high quality traffic engineering reports, a traffic engineering training course must be taken by traffic engineering PEs and EIs in order to be eligible to work on DOTD projects. When traffic is included as a discipline on which past performance is evaluated, for consultants performing traffic engineering services (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must successfully complete the three (3) modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC). This Course must be completed no later than the time the proposal is submitted or show proof of registration for the Course from the LTRC’s Registration site. **Copies of training certificates or proof of registration are to be included in Section 20 of the proposal.** It will be the prime consultant’s responsibility to ensure their staff and sub-consultants complete the training. Copies of training records may be obtained from the LTRC website <https://registration.ltrc.lsu.edu/login>.

WORK ZONE TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four (4) years in order for personnel to remain eligible to work on DOTD projects. For consultants performing preconstruction services (*e.g.*, design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must successfully complete these courses. In general, the person in responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For preconstruction field services performed within the clear zone, at least one (1) member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The consultant should identify all personnel listed in the staffing plan (Section 14) for the contract who have completed the appropriate work zone training courses. All preconstruction work zone training requirements shall be met **prior to contract execution**. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

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

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

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

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

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
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Department. After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.

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

ATSSA contact information: (877) 642-4637

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

REFERENCES

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

1. AASHTO Standards – The American Association of State Highway Transportation Officials
<https://www.transportation.org/>
2. AASHTO – A Policy on Geometric Design of Highways and Streets –
https://bookstore.transportation.org/collection_detail.aspx?ID=110
3. ASTM Standards – <https://www.astm.org/BOOKSTORE/BOS/index.html>
4. CyberSecurity Training –
<https://forms.gle/deZGAo5hUMWeSG4P6>
5. DOTD – Bridge Design and Evaluation Manual (BDEM) –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/BD_EM.aspx
6. DOTD – Complete Streets –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CompleteStreets/Pages/default.aspx
7. DOTD – Construction Contract Administration Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Pages/Engineering_Docs.aspx
8. DOTD – Consultant Contract Services Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf
9. DOTD – Hydraulics Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Hydraulics/Documents/Hydraulics%20Manual.pdf

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10. DOTD – Location and Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
11. DOTD – Addendum “A” to the Location & Survey Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf
12. DOTD – Louisiana Standard Specifications for Roads and Bridges –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Standard_Specifications/Pages/Standard%20Specifications.aspx
13. DOTD – Materials Sampling Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_MSM.aspx
14. DOTD – Minimum Design Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Memoranda/Minimum%20Design%20Guidelines.pdf
15. DOTD – Off-System Highway Bridge Program Guidelines –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Manuals/Other%20Manuals%20-%20Guidelines/2019%20Federal%20Aid%20Off-System%20Highway%20Bridge%20Program%20Guidelines.pdf
16. DOTD – Roadway Design Procedures and Details Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/Road-Design-Manual.aspx
17. DOTD – Stage 1 Planning/Environmental Manual of Standard Practice –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Environmental/Pages/Stage_1.aspx
18. DOTD – Testing Procedures Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Materials_Lab/Pages/Menu_TPM.aspx
19. DOTD – Traffic Engineering Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Misc%20Documents/Traffic%20Engineering%20Manual.pdf
20. DOTD – Traffic Engineering Process and Report –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx
21. DOTD – Traffic Signal Manual –
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf
22. e-CFR – Electronic Code of Federal Regulations (all applicable) –
<https://ecfr.io/>

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23. FHWA – Bridge Inspector’s Reference Manual (BIRM) –
website: <https://www.fhwa.dot.gov/bridge/nbis.cfm>
manual: <https://www.fhwa.dot.gov/bridge/nbis/pubs/nhi12049.pdf>
24. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –
<http://mutcd.fhwa.dot.gov/>
25. National Electrical Safety Code (NESC) –
<https://standards.ieee.org/products-services/nesc/index.html>
26. NFPA 70 – National Electrical Code (NEC) –
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=70>
27. NEPA – National Environmental Policy Act –
<https://www.epa.gov/nepa>

CONTRACT EXECUTION REQUIREMENTS

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

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

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of **6%** of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms’ eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant prior to submission of DOTD Form 24-102.

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

REVISIONS TO THE ADVERTISEMENT

DOTD reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by

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DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all DOTD Form 24-102s submitted, and/or cancel this consultant services procurement if it is determined to be in DOTD's best interest. All materials submitted in response to this advertisement become the property of DOTD, and selection or rejection of a proposal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

CLARIFICATIONS

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

PROPOSAL REQUIREMENTS

The consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102, DATED JANUARY 1, 2023, PROVIDED WITH THE ADVERTISEMENT.** Hard copies of the consultant's proposal are not required. All proposals must be in accordance with the requirements of this advertisement, and the Consultant Contract Services Manual. Unless otherwise stated in this advertisement, copies of licenses and certificates are not required to be submitted with the proposal.

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

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.

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

Contract and/or part-time employees are allowed. Such employees should be shown in Section 14 of the DOTD Form 24-102 with an asterisk denoting their employment status.

The DOTD Form 24-102 **PDF file shall be labeled** "CONTRACT NO. 4400028434, Consultant's name", and **must be received no later than 3:00 p.m. Central Time by DOTDConsultantAds80@la.gov via email on Tuesday, February 6, 2023.** The PDF file must be attached in the email or as a hyperlink in the email or as an email through third-party file transfer websites such as Dropbox or WeTransfer.

Please note that delivery failure may occur on email files exceeding 30MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to DOTDConsultantAds80@la.gov; therefore, allow sufficient time for this process to take place when submitting your proposal.

ATTACHMENT A – SCOPE OF SERVICES

The project time is typical.

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

The Consultant shall provide engineering and related services for the design and development of construction plans for a multi-lane roundabout at the intersection of LA 44 and Pelican Point Parkway with widening to accommodate a four-lane highway section from the H.010909 project limits to the shopping center located south of Pelican Point.

The services to be performed are described more specifically as follows:

Roadway Services (Preliminary and Final Plans)

The design and plan development shall consist of all engineering services required for the completion of preliminary and final plans, cost estimates, and supporting documents for the project.

1. The Consultant shall assemble and study existing site data, including but not limited to: as-built plans, improvement studies, traffic data, and the topographic survey.
2. The Consultant shall submit 60% Preliminary Plans, 90% Preliminary Plans (Plan-in-Hand), 100% Preliminary Plans, 60% Final Plans, 95% Final Plans (Advanced Check Prints), and sealed Final Plans. Deliverables shall be submitted to the DOTD Project Manager for distribution through the utilization of ProjectWise or as directed by the DOTD Project Manager. The Consultant shall include a summary of quantities and a cost estimate with each submittal.
3. The project shall be designed in English units, and the construction plan set shall be full size.
4. All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD. DOTD's Chief Engineer may reject any plans not conforming to these standards.
5. The Consultant shall submit all necessary reports, waivers, exceptions, and other supporting documents at the required plan development stages.
6. The Consultant shall prepare all necessary special details, specialty item descriptions, and special specifications for the project.
7. The Consultant shall provide a written disposition to all review comments to the DOTD Project Manager with or prior to the subsequent submittal.
8. The Consultant shall participate in project meetings and hearings, such as kick-off meetings, public meetings, plan-in-hand, joint plan review, and final plan review.
9. The Consultant shall provide a submittal that provides layouts, exhibits, and permit sketches for DOTD's use in obtaining environmental clearance, obtaining permits, and displaying at public meetings.

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10. The preparation of a utility conflict matrix at 90% Preliminary Plan to be discussed at the Plan-in-Hand Meeting and suggest resolutions of utility conflicts.
11. The Consultant shall provide assistance in answering pre-bid questions submitted to DOTD.
12. The Consultant shall perform a review of the Contractor's Bid and provide DOTD with a recommendation to award or reject the Bid.

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

- Title Sheet and Layout Map
- Typical Sections
- Summary Sheets
- Summary of Estimated Quantities
- Plan and Profile Sheets (1"=20' scale)
- Drainage Plan and Profile Sheets (1"=20' scale) (as necessary)
- Reference Points and Benchmark Elevations Sheet
- Existing Drainage Map
- Design Drainage Map
- Summary of Drainage Structures
- Geometric Layout
- Graphical Grade and Joint Layout
- Pavement Marking Layout
- Permanent Signing Layout
- Temporary Construction Signing and Suggested Sequence of Construction
- Miscellaneous Details and General Notes
- Cross Sections
- Engineering Reason and Decision Documents
- Constructability/Biddability Review Form
- QA/QC Checklist
- Hydraulic Report
- Design Report
- Design Waivers
- Design Exceptions
- Estimated Contract Time
- Construction Cost Estimates
- Storm Water Pollution Prevention Plan (SWPPP)
- Transportation Management Plan (TMP) (Level 2 anticipated)

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

- Topographic Survey
- Existing Drainage Map
- Utility Coordination
- Approved Environmental Document
- As-Built Plans (if available)
- Traffic Data
- Subgrade Soil Survey
- Pavement Design
- Roundabout Analysis
- Property Survey
- Right-of-Way Maps
- Special Details (as needed)
- Standard Plans (as needed)

Bridge Services

LA 44 from the north of Panama Canal to the shopping center south of Pelican Point will be widened from two existing lanes to four lanes. The bridge site in this segment is:

- LA 44 over Panama Canal (Structure No. 610302650102371)

The scope of work consists of preparing a comprehensive bridge evaluation report for the stream crossing on LA 44, and providing recommendations to DOTD as to whether the existing structure should be widened or replaced. DOTD will review the evaluation report and recommendations, and make the final decision. Final bridge plans will then be prepared in accordance with the decisions made.

Design/Evaluation Criteria

The design/evaluation criteria are:

- Provide safe and aesthetically pleasant structures for the traveling public.
- Provide the functionality, durability, corrosion protection, ease of inspection and maintenance.
- The finished cross section on the bridge is planned to include 4-12' travel lanes, 2-4' outside shoulders, and 2-1' inside shoulders with a 2' median.
- New Structure including any widening shall be designed in accordance with the latest AASHTO LRFD Bridge Design Specifications, LADOTD Bridge Design Manuals and Bridge Design Technical Memoranda.
- The existing structure to remain in service shall be rehabilitated to address all safety and serviceability issues.

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- Panama Canal is not navigable. The existing structure does not have a minimum vertical clearance requirement for the navigation.
- All columns shall be protected in accordance with AASHTO LRFD Bridge Design Specifications.
- The existing bridge railings shall be replaced with the new 36" single slope bridge railing and meet MASH TL-4 test level.
- All guardrails shall meet the current bridge standards.
- If the existing bridge is to be widened, the cross slope of the bridge deck shall match the slope on the existing bridge. If the existing bridge is to be replaced by a new structure, 2.5% cross slope shall be provided.
- The existing deck shall be evaluated for its structural condition and its friction rating. If the deck is coming apart, it should be determined if a demolition and latex overlay is appropriate or a complete deck replacement is needed. If friction is the only issue, then a thin bonded epoxy overlay may be the answer. Overlay is required for decks with friction number less than 30 for tread tires or 20 for blank tires. The friction number will be provided by DOTD.
- The hydraulic analysis for the existing bridge over stream crossing will be done by others.

Tasks

The following tasks shall be performed under this contract:

Task 1: Review as-built plans including all rehabilitation work have done to the structures, inspection reports, rating reports, accident records, maintenance records, and any other information pertaining to the structures.

Task 2: Conduct an in-depth field investigation of the existing conditions of the structures and have a clear understanding of the structure health and its serviceability. The investigation shall include all bridge elements including, but not limited to, deck, slab, railing, guardrail, girder/diaphragm, approach slab, joint, bearing, abutment, bent, pile, column, column protection, revetment, connection, and all other miscellaneous items at the bridge site that may affect the widening, such as the bridge drainage system, lighting, utilities, etc.

Task 3: Provide LRFR bridge ratings including inventory and operating rating for HL-93 and inventory rating for LADV-11 for the existing bridge. The bridge rating shall be performed in accordance with the latest edition of the AASHTO Manual for Bridge Evaluation, LADOTD Policies and Guidelines for Bridge Rating and Evaluation, and Bridge Design Technical Memoranda. The bridge rating report shall also be prepared in accordance with the aforementioned publications for each structure.

Task 4: Prepare bridge evaluation report for the existing structure. The report shall include, but not limited to, the information as follows:

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- Assessment of the conditions of the existing bridge structure, including all supporting documents, such as photos, as-built plans, inspection notes, etc.
- Recommendations as to whether the existing structure should be widened or replaced. If the structure is recommended for replacement, detailed justifications must be provided. Likewise, if the existing structure is recommended for widening, a comprehensive scope of rehabilitation work must be included.
- Summary of the bridge rating results from task 3.

The bridge evaluation report shall be stamped by an Engineer of Record who possesses professional engineering license in Civil Engineering in the state of Louisiana. The report shall be submitted to DOTD for review. DOTD will make the final decision on whether to replace or widen the existing bridge structure.

Task 5: Prepare design criteria and submit it to DOTD for approval prior to proceeding with the design.

Task 6: Prepare a set of preliminary bridge plans and construction cost estimate for the structure in accordance with the final decisions made by DOTD and the approved design criteria. Attend a Plan-In-Hand meeting for 100% Preliminary Plans.

Task 7: Prepare final bridge plans for the structure in accordance with the final decisions made by DOTD. Update the design criteria as needed. Attend a 95% Final Plan Review meeting for 98% Final Plans.

Task 8: Prepare LRFR as-designed bridge rating for the structure in accordance with the latest edition of the AASHTO Manual for Bridge Evaluation, LADOTD Policies and Guidelines for Bridge Rating and Evaluation, and Bridge Design Technical Memoranda. The bridge rating report shall also be prepared in accordance with the aforementioned publications for each structure.

Task 9: Prepare special provisions and non-standard (NS) pay items.

Task 10: Prepare construction cost estimate.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

- As-built plans
- Most recent DOTD inspection reports
- Existing bridge rating report or rating summary sheet
- Survey
- Hydraulic Analysis
- Friction number for the existing bridge decks (will be collected by LTRC)

Consultant Submittals

- Bridge Evaluation Reports
- Bridge Rating Reports for the Existing Bridges
- Bridge Design Criteria
- 60%, 90%, 100% Preliminary Plans
- 60%, 95%, 100% Final Plans
- Special Provisions and NS Pay Items
- Construction Cost Estimate for each submittal
- Design Calculations
- As-Designed Bridge Rating Reports and rating files

ADDITIONAL SERVICES

The scope of services and compensation for the following additional services will be authorized by Supplemental Agreement(s):

Traffic Services

Transportation Management Plan (TMP) – if it is deemed a level 3 TMP is required it will be added to the contract by supplemental agreement.

A Transportation Management Plan shall be performed in accordance with DOTD’s EDSM VI.1.1.8. A Level 3 TMP shall be developed and provided. The TMP shall include but not limited to an adequate queue analysis in accordance with Section 6A.1, Queue Analysis for Lane Closures on Interstate of the Traffic Engineering Manual. A safety analysis in accordance with the DOTD intranet page under the Highway Safety link for the current Guidelines for Conducting a Crash Data Analysis using the Number-Rate Method and Overrepresented Determination. An Alternate Route/Detour Analysis, Stakeholder Involvement, Work Zone Impact Management Strategies including Demand Management, Corridor/Network Management, Traffic/Incident Management and Enforcement Strategies for Police Enforcement & Presence, and other information gathered to prepare a complete and comprehensive Level 3 TMP in accordance with the attached Table of Contents.

Deliverables:

The Consultant shall submit an electronic copy in pdf format of the DRAFT Level 3 TMP to the Project Manager for review. Following the resolution of comments, the Consultant shall submit an electronic copy in pdf format of the FINAL Level 3 TMP to the Project Manager for review. After addressing any final comments, the Consultant shall submit an electronic copy in pdf format of the complete FINAL Level 3 TMP for final acceptance to the Project Manager. Larger files shall be submitted with a link to the corresponding ProjectWise file in either case.

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 the state of Louisiana as a professional engineer in civil engineering.
3. At least one (1) principal or responsible member of the prime consultant shall be a professional engineer, registered in the state of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of designing road projects in an urban setting and in the preparation of DOTD roadway plans.
4. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience of designing bridges in an urban setting and in the preparation of DOTD bridge plans.
5. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience performing bridge rating.
6. At least one (1) professional engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience of traffic analysis and design.

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS,
UNLESS STATED OTHERWISE BELOW.**

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

MPR Nos. 4 through 6 must be met by separate individuals and may be satisfied through the use of a sub-consultant(s).

NOTE: WHEN SATISFYING A MINIMUM PERSONNEL REQUIREMENT, PLEASE ENSURE THE RÉSUMÉ REFLECTS REQUIRED EXPERIENCE AS REQUESTED.

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