

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES  
OCTOBER 25, 2024**

**ADDENDUM NO. 1 NOVEMBER 1, 2024**

**ENTITY CONTRACT NO. 4400030630**

**STATE PROJECT NO. H.015724.5**

**FEDERAL AID PROJECT NO. H015724**

**KINGS HWY: HEALTHCARE & DEV. CORRIDOR**

**CADDO PARISH**

**DBE GOAL = 4%**

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 SEPTEMBER 17, 2024, PROVIDED WITH THE ADVERTISEMENT.**

The contract will be between the selected consultant and **City of Shreveport**, referred to as the "Entity".

**DOTD Project Manager (PM) – D'Ion Spurlock**

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.

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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><b>Sub-consultants are 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 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%
Identify the percentage of work for the <b>overall contract</b> to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						-----

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\*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.

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.

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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 **900 days**.

**COMPENSATION (September 2024)**

The compensation payable to the consultant for all services rendered in connection with this contract is estimated at **\$1,019,604**. 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. The negotiation period shall not exceed ninety (90) calendar days from the selection notification date. If an agreement cannot be reached with the selected consultant within that time, negotiations may be terminated and another consultant selection made from the shortlist.

Payment will be made based on negotiated 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

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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

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. **Only the selected consultant must submit their QA/QC plan to the DOTD PM within 10 business days of the award notification to the consultant (do not include QA/QC plan in the DOTD Form 24-102).** 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 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 and are to be included in Section 20 of the proposal**:

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

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

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

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

Traffic Control Technician (TCT): Successful completion every four (4) years of a work zone traffic control technician course approved by the Department. **After initial successful completion, it is not necessary to retake this course every four (4) years if Traffic Control Supervisor training is completed every four (4) years.**

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

ATSSA contact information: (877) 642-4637

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

### REFERENCES

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

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

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8. 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)
9. DOTD – Consultant Contract Services Manual –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Manuals/CCS%20Manual%20rev%20Dec%202020.pdf)
10. 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)
11. DOTD – Location and Survey Manual – REVISED OCTOBER 2023  
[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)
12. 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](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location%20and%20Survey%20Manual%20-%20Addendum%20A.pdf)
13. DOTD – 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)
14. 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)
15. DOTD – Minimum 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)
16. 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](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)
17. DOTD – Pavement PRR Min Design Guidelines –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Road\\_Design/Systems\\_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf)
18. DOTD – Roadway Design Procedures and Details Manual –  
[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)
19. 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)
20. DOTD – Testing Procedures Manual –  
[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)
21. DOTD – Traffic Engineering Manual –

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[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)

22. DOTD – Traffic Engineering Process and Report –  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Traffic\\_Engineering/ManualsPublications/Pages/TEPR.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx)
23. 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](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/Traffic%20Control/Traffic%20Signal%20Manual%20V3%20-%207.1.20.pdf)
24. e-CFR – Electronic Code of Federal Regulations (all applicable) –  
<https://ecfr.io/>
25. 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>
26. FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) –  
<http://mutcd.fhwa.dot.gov/>
27. National Electrical Safety Code (NESC) –  
<https://standards.ieee.org/products-services/nesc/index.html>
28. 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>
29. 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](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 **4%** 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.

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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 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). **USE THE DOTD FORM 24-102, DATED SEPTEMBER 17, 2024, 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.

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The DOTD Form 24-102 **PDF file shall be labeled** “ENTITY CONTRACT NO. 4400030630 Consultant’s name”, and **must be received no later than 3:00 p.m. Central Time by [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov)** via email on Thursday, November 21, 2024.

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 25MB uncompressed. In addition, all emails are scanned for cybersecurity threats prior to delivery to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov); **therefore, allow sufficient time** for this process to take place when submitting your proposal.

**ATTACHMENT A – SCOPE OF SERVICES**

The project time is critical.

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

Due to timing constraints associated with funding the project will require the Consultant to coordinate with the Entity to reduce project development time taking into account factors such as plan review submittals, right-of-way needs, utility relocations, and other considerations that may affect the ability to receive federal authorization of construction funds prior to September 2026.

**Project Description**

A detailed description of the project scope is outlined below.

**1. Roadway Reconstruction**

- a. The rehabilitation and/or reconstruction of Kings Highway from Samford Ave. to US 171 in Shreveport, LA.

**2. Pedestrian Facility Improvements**

- a. Bring pedestrian facilities up to ADA compliance.
- b. Implement improvements identified in the traffic study that will improve pedestrian safety and mobility.

**3. Bike Accommodations**

- a. Implement improvements identified in the traffic study that will create and/or encourage multimodal transportation and will connect to existing bike routes in the area.

**4. Traffic Signal Improvements**

- a. Full Signal Replacements
  - 1. Pedestrian Signal on Kings Hwy. between Linwood Ave. and Dowdell St. (dependent upon results of traffic study)
  - 2. St. Vincent Ave. @ Southern Ave.
  - 3. St. Vincent Ave. @ Samford Ave.
  - 4. Linwood Ave. @ Claiborne Ave.
  - 5. Kings Highway @ Samford Ave.
  - 6. Kings Highway @ Linwood Ave.
- b. Signal Upgrades to add TSP/EVP (prioritization/preemption) to existing traffic signals.
  - 1. Greenwood Rd. @ Portland Ave.
  - 2. Greenwood Rd. @ Albert Bicknell Dr.
  - 3. Greenwood Rd. @ US 171 Hearne Ave.
  - 4. Kings Highway @ Barret St./Mall St. Vincent Ave.
  - 5. Kings Highway @ Mansfield Rd.
  - 6. Kings Highway @ Portland Ave.

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- c. Signal Upgrades to add select upgrades to existing traffic signals.
  - 1. Kings Highway @ I-49
  - 2. Kings Highway @ US 171 Hearne Ave.
  
- 5. **Highway Lighting Improvements**
  - a. Design roadway and pedestrian lighting along the Kings Hwy. corridor from Samford Ave. to US 171.
  - b. Design roadway and pedestrian lighting improvements at intersections listed above.
  
- 6. **Utility Relocation**
  - a. Evaluate current and future needs for utilities, and design a relocation plan to use a utility duct bank to support ITS infrastructure, reduce roadside obstructions and allow for new technology and development.
  - b. Consult with and coordinate utility relocation with private utilities.
  
- 7. **BRT (Bus Rapid Transit) Route**
  - a. Design public transit route not limited to bus shelters, bus pull-outs, signage and striping that will provide quick and easy transportation to major medical facilities in the area. Three main bus stops locations are planned for Ochsner LSU Health Main Campus, BRF and Willis-Knighton and six secondary bus stops locations to be determined along proposed bus route.
  - b. Proposed Bus Route
    - i. US 171 – Kings Hwy. to Marion St.
    - ii. Marion St. – US 171 to Portland Ave.
    - iii. Portland Ave. – Marion St. to Kings Hwy
    - iv. Kings Hwy. – Portland Ave. to Barret St./Mall St. Vincent Ave.
    - v. Barret St./Mall St. Vincent Ave. – Kings Hwy. to Samford Ave.
    - vi. Samford Ave. – St. Vincent Ave. to Woodrow St.
    - vii. Woodrow St. – Samford Ave. to Dowdell St
    - viii. Dowdell St - Woodrow St to Claiborne Ave.
    - ix. Claiborne Ave. - Dowdell St to Linwood Ave.
    - x. Linwood Ave. - Claiborne Ave. to Kings Hwy.
    - xi. Kings Hwy. - Linwood Ave. to US 171

## PROJECT MANAGEMENT

The Consultant will develop a schedule using MS Project or other approved scheduling software and submit for approval to the Project Manager. The Consultant will provide updated monthly schedules to the Project Manager in MS Project file format. When submitting schedules, the Consultant shall include comments regarding potential risks to schedule.

The Consultant will provide a conceptual project construction cost estimate within 30 calendar days of issuance of the notice to proceed. The conceptual estimate will be based on assumed cross sections and pavement design and will include estimated quantities of DOTD items. The Consultant will also provide updated estimates as requested by the Project Manager. When submitting cost estimates, the Consultant shall include comments regarding potential risks to cost.

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The Consultant will be required to assist in coordination with all project stakeholders, included but not limited to representatives from each business/property owner that could be impacted along the project limits.

**TRAFFIC ENGINEERING**

**Traffic Data**

Shall consist of all services required to obtain traffic volumes and classification counts needed for pavement design, traffic flow, and pedestrian safety.

**Traffic Study**

**Study Objectives**

This scope of work is being developed to explore suitable safety and mobility improvements for the locations identified in Table 1. The safety and mobility improvements are to focus on improvements for vulnerable road users and transit.

*Table 1 –Study Location*

Street	From	To	
US 171	Kings Hwy.	Marion St.	
Marion St	US 171	Portland Ave.	
Portland Ave.	Marion St.	Kings Hwy.	
Kings Hwy.	Portland Ave.	Barret St. / Mall St. Vincent	
Barret St. / Mall St. Vincent	Kings Hwy.	Marion St.	
Samford Ave.	St. Vincent Ave.	Woodrow St.	
Woodrow St.	Samford Ave.	Dowdell St.	
Dowdell St.	Woodrow St.	Claiborne Ave.	
Claiborne Ave.	Dowdell St.	Linwood Ave.	
Linwood Ave.	Claiborne Ave.	Kings Hwy.	
Kings Hwy.	Linwood	US 171	
US 79	US 171	Portland Ave.	

The Consultant shall review engineering and safety data and conduct field visits for all study locations to document deficiencies and identify feasible countermeasures that can be carried forward into design stages. Proposed improvements will focus on solutions that can be implemented in the near-term. The Consultant will engage project stakeholders during various aspects of the study as described in this scope to obtain input and ensure that proposed solutions are context sensitive. The Entity shall be responsible for identifying project stakeholders.

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### Task 1.0 Project Management

#### 1.1 Kick-Off Meeting

This meeting is to be scheduled at the beginning of the project. The Consultant and the Project Manager shall be in attendance. Other attendees such as City of Shreveport staff, DOTD staff and stakeholders will be determined by the Project Manager. Any requests or exchange of information from either party necessary to complete the scope of services, such as crash data and aerial imageries should be done at this meeting. The Consultant shall take minutes for this meeting and distribute copies to all attendees. Measures of Effectiveness are to be discussed and agreed upon during this meeting for use during the task order.

#### 1.2 Other Coordination Meetings

The Consultant shall conduct progress meetings (up to 6) requested by the Project Manager during certain stages of the project.

#### 1.3 Monthly Reports

Monthly progress reports will be prepared by the Consultant to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall include changes in project schedule. The report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

#### Deliverables:

1. Minutes from initial meeting.
2. Minutes from other coordination meetings as requested by the Project Manager.
3. A monthly progress report shall be submitted by the Consultant to ensure that the project schedule is being kept. Progress reports will include a project schedule.

### Task 2.0 Data Collection and Review

For study locations listed in Table 1, the Consultant shall collect the following data:

- a. Crash data and reports for the last 3 years of certified data for motorized and 5 years for non-motorized modes
- b. Traffic counts (Includes Pedestrian counts, turning movements, 24/7 count)
- c. Previous studies and reports (if available)
- d. Planned projects for project area
- e. Existing geometry, alignment, pavement markings, and traffic control
- f. Gap Study
- g. Sight distance triangles for both Pedestrians and Vehicular traffic for locations where pedestrians will cross vehicular traffic
- h. Average Pedestrian Crossing Speed for the study area
- i. Existing transit, pedestrian, and bicycle facilities and ADA compliance

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- j. Traffic Signal Inventory
- k. Adjacent land uses and ownership, community elements (i.e. cemeteries, churches, schools, etc.)
- l. Existing roadway plans (“As-Builts”)

### Deliverables:

1. Electronic files of collected data

### Task 3.0 Existing Safety Analysis

The Consultant shall obtain all crash reports from CARTS databases for the latest 3-years of available certified data for study locations and 5-years for non-motorized modes. The Consultant shall perform a crash history review of all data showing trends of crash types, locations, contributing factors, etc., and compare to the statewide averages. Quality assurance shall be performed to validate all crashes listed as Fatal, Serious Injury, and manner of collision “Other”. Any corrections to the data source shall be documented.

The Consultant shall review crash reports and prepare collision diagrams for 5-years of crash data involving non-motorized modes and at a minimum 1 year of vehicle crashes. Crash reports for motorized modes may be reviewed on an as-needed basis to evaluate the impacts of potential pedestrian safety improvements.

The Consultant shall prepare a summary of existing safety conditions for all study locations listed in Table 1 to identify areas of concern and potential safety countermeasures that will be evaluated further during on-site field visits and subsequent study tasks. Safety summaries should provide context to identified safety issues such as the condition of existing infrastructure, pedestrian generators and demand, adjacent land-use, etc. to guide the selection of effective countermeasures.

### Deliverables:

1. Complete CARTS Tool
2. Collision diagrams
3. Crash data summaries, safety concerns, and potential countermeasures

### Task 4.0 On-Site Field Visits

The Consultant shall conduct pre-briefing meetings (up to 4) with the Entity and project stakeholders to review the study area, existing data, safety analysis results, and potential countermeasures in preparation for on-site field visits. The Consultant shall take meeting minutes and distribute to all attendees.

The Consultant shall organize and conduct on-site field visits (up to 3) for all study locations to observe and document areas of concern and identify potential safety countermeasures and design constraints. On-site field visits will focus on non-motorized modes but will identify potential impacts to motorized vehicle operations and safety that should be considered. The Consultant shall

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be responsible for preparing site visit materials for all attendees including but not limited to map of study area, summary of existing safety issues, list of potential countermeasures, collision diagrams, traffic volume information, etc. Following the completion of on-site field visits, the Consultant shall obtain notes from all attendees and summarize observations and recommendations for each study location.

Deliverables:

1. Pre-briefing meeting minutes
2. Summary of site visit observations / recommendations

### Task 5.0 Alternative Analysis and Selection

#### 5.1 Alternative Development

The Consultant shall select alternatives that seek to address identified safety and mobility needs for the study location. Alternative development should avoid the need for additional right-of-way. Potential Alternatives may include, but are not limited to road diet, proposed BRT stop locations, pedestrian path restrictions, sidewalk improvements, refuge islands, curb treatments, pedestrian signal improvements (accessible pedestrian signals, leading pedestrian intervals, clearance interval improvements, etc.), signing and striping improvements. Alternatives shall be consistent with all applicable DOTD design guidelines, manual, and Manual on Uniform Traffic Control and Devices (MUTCD).

The Consultant shall develop conceptual layouts of each Alternative. Conceptual layouts shall be developed using scaled aerial imagery of the study location showing existing infrastructure, adjacent land-use, community elements, transit stops, etc. Each Alternative conceptual layout is to be over-laid with the collected spatial data to help illustrate how each alternative will address the existing safety analysis. Spatial data may include but is not limited to crash diagrams, sight triangles, pedestrian paths, etc.

#### 5.2 Construction Cost Estimates and Benefit-Cost Analysis

The Consultant shall develop high-level construction cost estimates for the Alternatives using DOTD Cost Estimating Tools and other reference sources as appropriate. The estimates shall include costs associated with engineering, environmental, construction, and contingencies. The Consultant shall also provide a planning-level benefit-cost analysis for each alternative by considering safety and operational improvements to the study location. This benefit to cost analysis shall include the capital costs of the improvement, the expected value of avoided crashes (i.e., crashes resulting in property damages only; crashes resulting in injuries; and crashes resulting in fatalities) and expected value of increased mobility using the latest FHWA-approved values. No other project costs or benefits shall be quantified or included in the benefit to cost analysis.

#### 5.3 Safety Analysis

Safety analysis shall include a quantitative estimate of expected safety performance of the proposed countermeasures. Safety analysis shall utilize Highway Safety Manual methods (Crash Modification Factors [CMF], Safety Performance Functions [SPFs]), CMF

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Clearinghouse, and other relevant research sources as appropriate to estimate expected safety performance. Engineering judgement may be used to estimate safety benefits (i.e. correctible crashes) where applicable CMF or SPFs are not available. When Engineering Judgement is used it shall be documented.

### **5.4 Operational Analysis**

Each Alternative is to be analyzed using SOFTWARE. The analysis are to be done for vehicular peak hours (AM and PM) and pedestrian peak hours. Measures of Effectiveness agreed upon during the Kick-Off meeting are to be provided for each alternative.

### **5.5 Alternative Selection Meetings**

The Consultant shall conduct a selection meeting with the Entity and project stakeholders (up to 3) to present on proposed Alternatives for the study location. The Entity will select up to 3 Alternatives for detailed traffic analysis. The Consultant shall take meeting minutes and distribute to all attendees.

#### **Deliverables:**

1. Proposed alternatives and safety analysis results with supporting documentation
2. Alternative Selection meeting minutes
3. Construction cost estimates

#### **Task 6.0 Study Documentation**

The Consultant shall prepare a report to document the methodology, data, results, and recommendations of the study. Following submittal and review of the draft report, the Consultant shall have a follow-up meeting with the Entity and stakeholders to discuss comments and proposed resolutions. The Consultant shall take meeting minutes and distribute to all attendees.

#### **Report Documentation shall include at a minimum:**

- Summary of existing conditions
- Summary of crash data
- Summary of onsite visits
- List of Alternatives and supporting documentation for each alternative
- Selected Alternative
- Safety-benefits/CMFs
- High-level Cost-estimates
- Meeting minutes in appendices

#### **Deliverables:**

1. Report Documentation
2. Minutes from follow-up meeting

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### **Design and Plan Development**

The Consultant shall provide engineering and related services to develop a complete traffic control design plans, a Transportation Management Plan (TMP), and other items needed during plan development to implement the project. This scope may include but is not limited to creation of traffic signal inventories (TSIs) and traffic signal timings, and traffic signal plans per the DOTD Traffic Signal Manual. The design shall follow the Manual on Uniform Traffic Control Devices (MUTCD), the DOTD Traffic Signal Manual, DOTD Traffic Engineering Manual, and DOTD policies.

### **SURVEY**

This project shall begin at a point along Kings Hwy, approximately 30 feet east of its intersection with Velva Ave. The project shall then continue in an easterly direction along Kings Hwy to a point approximately 275 feet east of its intersection with Samford Ave, for a total linear distance of approximately 8,050 feet. The width of the DTM shall vary. Please see attached survey request map for more detailed limits of survey.

A complete Topographic survey including all utilities with depths and all drainage is required, along with finish floor elevations of all buildings that fall within the survey limits. This project shall be completed in accordance with the Location and Survey Manual and all current accepted Location and Survey Automation procedures.

A drainage map shall be required. Please refer to the Location and Survey Photogrammetry Unit for detailed instructions of what is required on the drainage map.

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

All work is to be done in English units of measurement.

### **GEOTECHNICAL SERVICES**

#### **Subsurface Investigation for Pavement Structure Design**

Shall consist of all services required to obtain shallow soil borings. Shallow soil borings shall identify the different layers of the soil strata every foot or strata break at the discretion of the lab engineer of record using AASHTO classification system and the following tests shall be performed: Atterberg Limits, sieve analysis, hydrometer tests, percent of organics, density, moisture content and water table depth. Shallow soil investigations that require in situ strength parameters shall be tested using the dynamic cone penetrometer (DCP) according to DOTD-TR 645-10.

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The following guidelines should be followed to determine the geotechnical investigation requirements:

### *New Construction and Widened Areas*

A subgrade soil survey is to be performed at proposed new construction and widening areas to determine existing soil properties. Shallow soil borings for new pavement construction, including the widening of existing pavements, are taken approximately every 1,000 feet along the new roadway alignment. The depth of each boring should be at least 8 feet below the finished roadway elevation or natural ground, whichever is greater, with additional testing requirements for areas of cut/fill greater than 10 feet. DCP testing should be performed every 2,000 feet (or at every other boring location) to a minimum depth of 36 inches into the subgrade.

### *Reconstruction and Overlay Sections*

For reconstruction and overlay areas, shallow soil borings are taken approximately every 1,000 feet along the alignment (or next to the existing shoulders) to a depth of 4 feet below the existing roadway and no less than 2 feet below the bottom of the base course, whichever is greater. Pavement cores shall be taken at proposed overlay locations to determine existing pavement surface type, existing base material type and their corresponding thicknesses. Pictures of the pavement core samples shall be provided with the lab report. DCP testing should be performed every 2,000 feet (or at every other pavement core/boring location) to a minimum depth of 36 inches into the subgrade.

### *Pipe Crossings/Pipe Locations*

PH & Resistivity information should be obtained at pipe crossings/locations to determine the material of the pipe that is to be used for the project.

## PRELIMINARY AND FINAL PLANS

### **Preliminary Plans**

Shall consist of all engineering services required for the completion of Preliminary Plans and cost estimates for the Project, all under a schedule for completion which shall be in conformity with the contract time specified elsewhere in this Contract or established by supplemental agreement. Specifically, the work under this section consists of the following major items:

1. The assembly and study of existing data, including improvement studies, boring information, if any, traffic data available through the Entity, and such other data as can be located through efforts of the Consultant.
2. The preparation of Preliminary Plans for the Project shall be in accordance with the requirements outlined in the current editions of DOTD's Roadway Design and Procedures and Details Manual Plan Preparation Manual and Hydraulics Manual. Design for Preliminary Plans shall be done in English units of measurement. Design for roadway lighting shall follow AASHTO Standards. Statements in the Manuals which may be in conflict with requirements specified in the main body of this Contract shall be considered

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as superfluous information and not applicable to this Contract. Plans shall be submitted to the Project Manager for preliminary examination and comments after they have been developed to show all information required for a Plan-in-Hand inspection and, upon receipt of any such comments, the Consultant shall revise the plans accordingly. The Consultant shall then submit to the Project Manager all computer-generated original reproducible of the Preliminary Plans. The Plans shall be dated and stamped "Preliminary" for further review, and for the Entity's use in developing the prints necessary for a complete Plan-in-Hand field inspection with members of the Entity and other interested parties, when so named herein, at a time and date mutually agreed to in advance by all parties.

Subsequent to the Plan-in-Hand inspection, the Consultant shall make all changes in the plans, as necessary, to reflect agreements reached at this Stage. The plans shall show the existing right-of-way and any taking lines required for additional right-of-way, and shall be referenced to the centerline of the Project. The Consultant shall then submit revised computer-generated original reproducible of the plans to the Project Manager.

Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of DOTD.

3. The preparation of estimates of construction contract costs based on estimated quantities developed for the Preliminary Plans.
4. The preparation of a sequence of construction for the Project (if necessary).
5. The design format for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways. The format of the plans shall conform to the standards used by DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.
6. Submittal of the completed Constructability Review Form, the Design Report, the QA/QC Checklist, the Contract Time Worksheet and the Storm Water Pollution Prevention Plan (SWPPP).
7. The preparation of documents, plans and/or sketches, and any pertinent information necessary for requesting permits to include but not limited to Coastal Use Permits, Corps of Engineer Permits, and/or railroad permits.

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

### **Final Plans**

Shall consist of all services required for the preparation of Final Plans, specifications, and estimates, all meeting the standard requirements of DOTD as to general format and content. The schedule for all deliverables will be set by the Project Manager. All submittals are subject to

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review by the Entity and DOTD. Specifically, the work under this section consists of the following major items:

1. The design and preparation of completed detailed Final Plans drawn to acceptable scales for the Project. At a minimum, the plans shall include designs and/or details for all grading, pavement, drainage, intersections, traffic control and structures. Bar bending details and schedules are to be included in these plans as applicable. The Final Plans shall show construction limits and final R/W taking lines. The earthwork cross sections shall also show R/W taking lines and existing utilities.
2. The completion of all required forms, checklists, etc., as required by DOTD guidelines, standards, and project development practices.
3. Submittal of stamped, signed Final Plans are to be accompanied by PDF's of the plan sheets and shall be properly indexed, neatly arranged and contain a copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers, as applicable. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission. At any stage of the plan development process, plan delivery by other methods may be required.
4. Submittal of the completed Constructability Review Form, the Design Report, the QA/QC Checklist, the Contract Time Worksheet and the Storm Water Pollution Prevention Plan (SWPPP).
5. Distribution of the plans for review at each submittal stage, as directed by the Project Manager. Submittal of written disposition of all plan review comments to the DOTD Project Manager.
6. The Consultant shall review the PS&E documents for completeness and proper coordination of plans, specification, construction items and quantities once a draft of the proposal has been made available by DOTD.
7. The Consultant shall prepare a construction estimate using DOTD's standard bid items. A summary of the estimated quantities shall be furnished by the Consultant to DOTD for entry into DOTD's BIDS system.
8. The Project Segment quantities shall be broken down according to construction phases and logical sequences of construction. Should the plans not contain enough information to determine the sequences; assumptions shall be made and documented.
9. The submittal to the Project Manager of original unsigned reproducible drawings of the Final Plans for Advanced Check Print (ACP) review and special provisions for review.
10. The preparation of all special specifications required.

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11. After ACP's have been reviewed and comments incorporated, Final Plans shall be submitted accompanied by a properly indexed, neatly arranged, bound copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission.
12. Plan sheets shall be full size, 22" x 34". Provide a 0.50" margin on the top, bottom and right hand side of the sheet and a 2" margin on the left hand side of the sheet. The compensation value is predicated upon the development of preliminary and final plans for a full size (22" x 34") plan set.
13. The title sheet shall be provided on a matte film with a minimum thickness of 3.5 mils. All other sheets shall be provided on high quality, opaque, white bond paper with a minimum 20-pound weight and a minimum 92% brightness.
14. Lettering on plans shall be of adequate size to facilitate a 50% reduction of plans.
15. All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD and the Project Manager may reject any plans not conforming to these standards.
16. During the bid advertisement period, provide responses to aid the Entity in answering Falcon questions pertaining to the details, quantities, and method of construction related to design plans. If comments from Falcon questions result in a plan revision, the Consultant must do so in a timely manner that does not result in a delay of the letting.
17. Written justification of estimated costs following the construction bid if estimate is not in conformance with actual bid costs.
18. Design for Final Plans shall be done in English units of measure.

### **ADDITIONAL DESIGN SERVICES**

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

Property Survey  
Title Take-Off  
Construction Support

### **ELECTRONIC DELIVERABLES**

The 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. The Consultant is also responsible for ensuring that sub-consultants submit their

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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.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The 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 the Consultant to purchase additional software. Prior to proceeding with plan development, the 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. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. The 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 the 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. The 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 civil engineer, registered in the state of Louisiana, and shall have a minimum of ten (10) years of experience in responsible charge of roadway design projects.
4. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in the preparation of right-of-way maps.
5. At least one (1) professional land surveyor, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in responsible charge of performing topographic surveys.
6. At least one (1) professional engineer, registered in the state of Louisiana, shall have a professional traffic operations engineer (PTOE) certification and shall have a minimum of five (5) years of experience in traffic analysis and traffic design.
7. At least one (1) professional electrical engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in the design of exterior lighting for roadways, walkways, and bike paths.
8. At least one (1) professional civil engineer, registered in the state of Louisiana, shall have a minimum of five (5) years of experience in the design of ~~structural components of light poles (steel and aluminum), and~~ light pole foundations in accordance with AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals.

**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 and 5 may be met by the same person.**

**MPR Nos. 4 through 8 may be satisfied through the use of a sub-consultant(s).**

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

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