

**STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

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**RETAINER CONTRACT NO. xxxxxxxxxxxx  
FORMERLY IDENTIFIED AS STATE PROJECT NO. xxxxxxxxxx  
STATE PROJECT NO. xxxxxxxxxxxxxxxxxxxxxxxx  
CONTRACT FOR DESIGN CONSULTING SERVICES FOR THE  
PERMANENT REPAIR TO FEDERAL AID ELIGIBLE ROADS  
AS A RESULT OF DAMAGE DUE TO HURRICANE KATRINA IN 2005  
CONTRACT BETWEEN DOTD AND xxxxxxxxxx  
PURCHASE ORDER NO. xxxxxxxxxxxx**

**NOTICE TO PROCEED DATE:**

**CONTRACT TIME: xxx CALENDAR DAYS**

**SCOPE OF SERVICES**

The Consultant shall perform engineering and related services required to prepare preliminary and final roadway plans and specifications and provide construction support, relative to the following project:

**xxxxxx**

The CDC shall participate in the Plan-in-Hand, Pre-Bid and Pre-construction meetings. These projects may be bid with other projects as a single bid package for construction. If incorporated into a single bid package with other projects, all quantities must be tracked for each of the individual projects.

The Damage Inspection Report (DIR) provides further details relative to the types of repairs required on the individual roadways. The inspection reports are being provided for informational purposes only and are intended to provide the Consultant with an overall understanding of the types of repairs required. The Consultant shall identify all necessary repairs required to restore the roadway as part of the design services.

The CDC shall prepare and submit a Project Quality Control Plan (PQCP) to the PMC for approval. The PQCP shall be submitted within five (5) working days following the execution of this Purchase Order.

The following Project Numbers have been assigned for each of the projects to be used for identification on the construction plans as listed below:

**Xxxxxx**

For the purposes of identification and record keeping, all progress reports, invoices, and other such data in connection with engineering shall be identified with this project number, as well as the local street name.

### **STAGE 3: DESIGN**

The services under this Purchase Order to be performed by the Consultant shall be in accordance with Retainer Contract No. xxxxxxxx and as modified below:

**Part I (a) Topographic Survey** shall include only wheel and tape measurements to be made by the Consultant as necessary to establish a baseline and locate necessary existing features. No further topographic survey will be prepared as a part of this scope of work.

In order to locate the size, type, and horizontal locations of utilities inside the project sites, Louisiana One-Call service, New Orleans Sewerage and Water Board, and the City of New Orleans Department of Public Works shall be contacted. These utilities include, but are not limited to, sewer, water, gas, electricity, telephone and communication equipment.

#### **Part III: Preliminary Plans**

This part shall consist of all engineering services required for the completion of Preliminary Plans and estimates for the Project, all meeting the standard requirements of DOTD as to general format and content unless otherwise directed, and 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. This part shall also consist of all engineering services required to accommodate for a future striped bike lane(s) based on the non-motorized facility guidance received from the Regional Planning Commission and/or other local City or Parish agency. The striping, pavement markings and signage, in accordance with AASHTO regulations, required for the future bike lane and bike path may be provided by others in the future. The typical pavement striping required for the travel lanes and road edges shall be located to accommodate for the future bike lanes and shall be included in the plans for this project.

Following are required common preliminary plan sheets:

- Title Sheet
- Location and Scope
- General Notes
- Typical Sections
- Summary of Estimated Quantities

No “plan sheets” will be prepared under this Purchase Order for any of the projects listed.

Local agency standard plans and/or miscellaneous details not included in DOTD or local agency standard plans shall be included as required.

Note: Only one set of the above listed plan sheets will be required for the package including the projects assigned under this Purchase Order.

Each state submittal shall include a “to-date” project cost estimate. Following are the preliminary plan stage submittals to be provided to the PMC:

- 90% Preliminary Plans
- Plan-in-Hand Plans
- Preliminary Plans (with Plan-in-Hand comments incorporated), Special Specifications, and Preliminary Estimate of Construction Contract Cost

The following are typical sheets expected to be a part of each of the preliminary submittals.

- Typical Sections
- Quantity Table Sheets

## Sequence of Construction & Construction Signing (1"=200')

### **Part IV: Final Plans**

Upon satisfactory completion of Part III: Preliminary Plans, Consultant will be given Notice to Proceed for Part IV: Final Plans. This part shall consist of all engineering services required for the completion of Final Plans and estimates for the project, all meeting the standard requirements of DOTD as to general format and content unless otherwise directed, and 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.

The Consultant shall provide the following common sheets:

- Title Sheet
- Location & Scope
- General Notes
- Summary of Estimated Quantities

No "plan sheets" will be prepared for any projects within this Purchase Order as part of the Preliminary or Final Plans.

Local agency standard plans and/or miscellaneous details not included in DOTD or local agency standard plans shall be included as required.

Note: Only one set of the above listed plan sheets will be required for the package including the projects assigned under this Purchase Order.

Following are the final plan stage submittals to be provided to the PMC:

- Advanced Check Prints
- Final Plans, Special Specifications, Estimate of Construction Contract Cost

The following are typical sheets expected to be a part of each of the Final submittal.

- Typical Sections Quantity Summary Tables
- Summary of Drainage Structures (1)
- Detail Sheets
- Sequence of Construction & Construction Signing

### **Other Design Services**

The CDC shall be required to meet with representatives from the PMC and, if required, City of New Orleans Department of Public Works to:

- confirm scope of work required
- perform site visits to confirm existing conditions
- review results of pavement coring
- coordinate work initiatives with the utility owners and check for concurrent work initiatives by said owners, based upon information received by the PMC
- assembly and study of existing information and data from field investigations undertaken by the PMC and/or City

The costs associated with the aforementioned design services to be performed under this Purchase Order are included in the fee for Parts III and IV: Preliminary and Final Plans.

## **STAGE 5: CONSTRUCTION**

Part I Construction support shall consist of all services required to review and address all Requests for Information (RFI's) from the DOTD's Construction Contractor that concern plan/specification clarity or plan/specification error. The Consultant shall be required to respond to all RFI's in writing within forty-eight (48) hours.

In order to provide efficient construction contract administration and minimize construction delay costs, the Consultant may be required to provide construction on-call support in order to complete the Project. The Consultant shall be available to assist the PMC with information meetings with the Contractor with a twenty-four (24) hour notice. These meetings will be authorized by the PMC. The Consultant shall be required to respond to and deliver requested minor design changes and plan/specification corrections within seven (7) calendar days. The DOTD has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. This item will be used only when directed and authorized by the PMC. The Consultant does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing material or performing any work on the project.

### **ITEMS TO BE PROVIDED BY DOTD AND/OR PMC**

- Damage Inspection Report
- Standard Plans
- Provide pavement coring report

### **SUBMITTALS**

All submittals shall be in accordance with the Retainer Contract and as contained herein.

### **SCHEDULE**

Immediately upon receiving authorization to proceed with the work, the Consultant shall prepare and submit to the PMC a proposed progress schedule or bar chart, if the project duration is greater than one month, which shall show in particular the appropriate items of work, times of beginning and completion by calendar periods, and other data pertinent to the schedule. In addition, this schedule or bar chart shall be arranged so the actual progress can be shown as the items of work are accomplished.

It shall be revised and submitted bi-weekly. One (1) original and two (2) copies of this schedule shall be submitted. See attached schedule.

### **COMPENSATION**

Compensation to the Consultant for services rendered for this Purchase Order shall be based on a non-negotiated lump sum compensation of **xxxxx** for all Stage 3 services, and a maximum limitation of **xxxxx** based on billable rates as established in the Retainer Contract for Stage 5 services, for a total compensation of **xxxxx** payable under Purchase Order No. **xxxxxxx**. Payments shall be made in monthly installments as specified in the "Payments" portion of the Retainer Contract No. **xxxxxxx** dated September 21, 2007.

**DIR No. xxxxxxxx**

Stage 3: Design

Parts III and IV: Preliminary and Final Plans FHWA ER-Funded (participating)	<b>xxxx</b>	Lump Sum
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Stage 5: Construction

Part I: Construction Support	<b>xxxx</b>	Billable Rate
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**DIR No. xxxxxxxx**

Stage 3: Design

Parts III and IV: Preliminary and Final Plans FHWA ER-Funded (participating)	<b>xxxx</b>	Lump Sum
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Stage 5: Construction

Part I: Construction Support	<b>xxxx</b>	Billable Rate
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**DIR No. xxxxxxxx**

Stage 3: Design

Parts III and IV: Preliminary and Final Plans FHWA ER-Funded (participating)	<b>xxxx</b>	Lump Sum
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Stage 5: Construction

Part I: Construction Support	<b>xxxx</b>	Billable Rate
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The following weighted values for Stage 3 design services shall form the basis for payment of invoices:

- 60% for Part III Preliminary Plan stage weighted as noted below:
  - 90% for 90% Preliminary Plans
  - 5% for Plan-in-Hand Plans
  - 5% for Preliminary Plans (with Plan-in-Hand comments incorporated), Special Specifications, and Preliminary Estimate of Construction Contract Cost
- 40% for Part IV Final Plan stage weighted as noted below:
  - 90% for Advanced Check Prints
  - 10% for Final Plans, Special Specifications, Estimate of Construction Contract Cost

With each invoice, the Consultant shall submit a progress schedule (or Gantt chart) of the showing all activities, including the invoice milestones noted above.

If invoicing for services performed between invoice milestones, the Consultant shall be required to provide an interim submittal to the PMC sufficient to indicate the level (percentage) of completion stated in the invoice for approval. The interim submittal shall include, at a minimum, a detailed description of the services performed plan set, special specifications, and estimate of construction costs. Any design calculations required for the project shall be submitted with each submittal.

The Consultant agrees to perform all services set forth under the scope of services for the compensation stated herein. The rights and obligations of the parties to the Purchase Order shall be subject to and governed by the Retainer Contract dated September 21, 2007 under Contract No. xxxx. This Retainer Contract expires on **October 27, 2013**.

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT

XXXXXXX

BY: \_\_\_\_\_  
CONSULTANT CONTRACT SERVICES  
ADMINISTRATOR

BY: \_\_\_\_\_  
XXXXXXX  
PRESIDENT

RECOMMENDED FOR APPROVAL BY:

\_\_\_\_\_  
SECTION HEAD

FHWA APPROVAL: \_\_\_\_\_