

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES  
MAY 16, 2025**

**CONTRACT NO. 4400032348  
IDIQ CONTRACT FOR STRATEGIC PLAN FOR LOUISIANA ADVANCED AIR  
MOBILITY  
STATEWIDE**

**NO DBE GOAL**

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 DECEMBER 12, 2024, PROVIDED WITH THE ADVERTISEMENT.**

**DOTD Contract Manager (CM) – Heather Henson**

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 that the Consultant may be required to perform are described more specifically in Attachment A, which is incorporated herein by reference. The selected consultant will perform the specific services covered in an Indefinite Delivery/Indefinite Quantity (IDIQ) contract as detailed in individual Task Orders (TOs), which will specify TO-specific scope of services, contract time, and compensation.

The Consultant shall perform the work in accordance with the requirements of this advertisement, the resulting contract, and any TOs issued thereunder. Deliverables shall be in such format as required in Attachment A, unless otherwise specified in an individual TO. The work performed

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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 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.**

<b>Sub-consultants are allowed to be used for this proposal.</b> Fill in the table by identifying only those 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 discipline to be performed by that firm. The percentage estimated for each 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 discipline, as well as the overall total percent of the contract. (Add rows and columns as needed)							
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%						-----

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

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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 under Contract Execution Requirements, which are incorporated herein by reference. Any firm that is found to have violated these requirements may not be considered for this selection.

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

### RULES OF CONTACT UPON ADVERTISEMENT

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

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

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

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

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

**CONTRACT TIME**

This IDIQ contract shall be in effect for **five (5) years**. **All TOs must be completed by the termination date of the IDIQ contract**. No TO will be initiated unless sufficient contract time remains to complete the TO.

**COMPENSATION (September 2024)**

The maximum compensation payable to the Consultant under the IDIQ contract shall not exceed **\$1,500,000**. Compensation to the Consultant for services rendered in connection with each TO may be made on the basis of lump sum, actual cost plus a fixed fee, cost per unit of work, or specific rates of compensation, as specified in each TO, subject to the limitation set forth in the IDIQ contract.

Compensation will be negotiated for each individual TO. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the Consultant. The selected consultant will be required to submit a work hour proposal. The negotiation period for each individual TO shall not exceed sixty (60) calendar days, unless an abbreviated timeframe is specified in writing by the PM.

**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.

To the extent that direct expenses are authorized to be compensated pursuant to a particular TO, 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**

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:

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](#)
2. [AASHTO Highway Safety Manual](#)
3. [AASHTO – A Policy on Geometric Design of Highways and Streets](#)
4. [ASTM Standards](#)
5. [CyberSecurity Training](#)
6. [DOTD – Bridge Design and Evaluation Manual \(BDEM\)](#)
7. [DOTD – Complete Streets](#)
8. [DOTD – Construction Contract Administration Manual](#)
9. [DOTD – Consultant Contract Services Manual](#)
10. [DOTD – Hydraulics Manual](#)
11. [DOTD – Location and Survey Manual – REVISED OCTOBER 2023](#)
12. [DOTD – Addendum “A” to the Location & Survey Manual](#)
13. [DOTD – Louisiana Standard Specifications for Roads and Bridges](#)
14. [DOTD – Materials Sampling Manual](#)
15. [DOTD – Minimum Design Guidelines](#)
16. [DOTD – Off-System Highway Bridge Program Guidelines](#)

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17. [DOTD – Pavement PRR Min Design Guidelines](#)
18. [DOTD – Roadway Design Procedures and Details Manual](#)
19. [DOTD – Stage 1 Planning/Environmental Manual of Standard Practice](#)
20. [DOTD – Testing Procedures Manual](#)
21. [DOTD – Traffic Engineering Manual](#)
22. [DOTD – Traffic Engineering Process and Report](#)
23. [DOTD – Traffic Signal Manual](#)
24. [e-CFR – Electronic Code of Federal Regulations \(all applicable\)](#)
25. [FHWA – Bridge Inspector’s Reference Manual \(BIRM\)](#)
26. [FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways \(MUTCD\)](#)
27. [National Electrical Safety Code \(NESC\)](#)
28. [LTRC – Local Public Agency Qualification Program: Construction, Engineering and Inspection course](#)
29. [NFPA 70 – National Electrical Code \(NEC\)](#)
30. [NEPA – National Environmental Policy Act](#)

### **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: [https://bit.ly/CCS\\_SampleContractProvisions](https://bit.ly/CCS_SampleContractProvisions).

### **SECONDARY SELECTION PROCESS**

When multiple IDIQ contracts with similar scopes of service are available within a DOTD Section that is prepared to issue a TO, the TO selection procedures set forth in Attachment C shall be used to award that TO. Documentation of the selection process shall be retained by DOTD.

### **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 DECEMBER 12, 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.

The DOTD Form 24-102 **PDF file shall be labeled** "CONTRACT NO. 4400032348 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 Tuesday, June 3, 2025.**

**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 typical.

The Louisiana Department of Transportation and Development (DOTD) is seeking to develop a comprehensive, holistic strategic plan to integrate and promote Advanced Air Mobility (AAM) within the state. This initiative aims to prepare for the integration of electric vertical takeoff and landing (eVTOL) aircraft, drones, traffic management, and other emerging aerial technologies into Louisiana's transportation network.

**Project Objectives:**

1. **Vision Development.** Define a clear vision for AAM in Louisiana, aligning with state economic, environmental, and transportation goals.
2. **Infrastructure Assessment.** Evaluate existing infrastructure and determine necessary enhancements or new developments to support AAM operations, including heliports, existing infrastructure, and maintenance, repair, and overhaul capability.
3. **Regulatory Framework.** Outline the regulatory needs, including safety, noise, privacy, and airspace management, in collaboration with federal, state, and local authorities.
4. **Market Analysis.** Analyze potential market segments for AAM, including Oil and Gas, research and development, urban air mobility, regional air mobility, cargo delivery, emergency services, and tourism.
5. **Economic Impact.** Assess the economic implications, including job creation, economic development opportunities, and potential impacts on existing transport sectors.
6. **Public Engagement and Education.** Develop strategies for public education, stakeholder engagement, and acceptance of AAM technologies.
7. **Workforce Development.** Review and Analyze Louisiana current educational opportunities, new regulations (i.e. powered-lift). Make Recommendations to develop and support the needs for the aviation industry in Louisiana.
8. **Integration Plan.** Propose a phased integration plan for AAM into the existing transportation framework, considering timelines, technology readiness, and infrastructure development.
9. **Modernizing Louisiana's Airspace System.** The Nation's infrastructure system is aging. Review the current state of aviation infrastructure and recommend new strategies to modernize the infrastructure to expand and develop services.

**Scope of Services:**

Strengths, Weakness, Opportunities, Threats (SWOT): (Strengths Report, Detailed Weakness Report, Opportunity Assessment, Threat Analysis)

1. Conduct a SWOT analysis for AAM in Louisiana.

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2. Review existing studies, international best practices, and case studies on AAM.
3. Engage with original equipment manufacturers (OEMs), industry experts, technology providers, and academic institutions.
4. Existing conditions inventory and analysis.

### Deliverables:

- SWOT Matrix
- Detailed Strengths Report, Detailed Weakness Report, Opportunity Assessment, Threat Analysis
- High Level Strategic Recommendations
- Briefing materials Visual Aids and Supporting Data
- Supporting Research Sources
- Deliverables to be integrated into website

### Strategic Plan:

1. Develop a detailed strategic plan that includes:
  - i. Policy Recommendations: Suggest policies to facilitate AAM development to include enabling statute recommendations and internal policy and rulemaking.
  - ii. Infrastructure Development: Propose locations and designs for landing areas and unmanned traffic management (UTM) infrastructure.
    1. Special focus will be placed on the state's role in low altitude airspace management.
  - iii. Technology Roadmap: Outline technological requirements, including weather stations, battery life, charging infrastructure, and communication, navigation, and surveillance (CNS); and command and control (C2) systems.
  - iv. Operational Framework: Define operational guidelines for various AAM applications/use cases in Louisiana.
    1. Interstate/multistate interoperability
    2. Minimum viable infrastructure
  - v. Regulations and Policy
2. Conduct a review of existing federal and state statutes and recommend revisions, especially to state statute to safely enable AAM.
  - i. Land Use, Planning, and Zoning
    1. Identify and discuss land use for physical infrastructure related to public use vertical landing areas. The evaluation is to include analysis and impacts for

all phases of flight i.e. approach, departure, and en route operations. The impacts should include noise exposure related to operational parameters designed around various population density profiles.

ii. Use Cases and Operational Environment

1. Perform detailed use case identification and discussion. The use cases will include existing, developing, and conceptual.
  - a. Industry spotlight for disaster response, Oil and Gas industry, test sites like UGC, and others as needed.
2. Air Routes/corridors specific to AAM operations shall be modeled, designed, and analyzed relevant to the operational nature of AAM i.e. medical evac, cargo, mobility, etc. Integration with the existing airspace system will be discussed. Visuals will be created to support this item. Specific number of corridors will be agreed upon during the task.
3. Existing airport infrastructure integration.
4. Financial and Investment considerations and recommendations.
5. Required energy alternatives assessment, analysis, and recommendations i.e. battery electric, hydrogen. This will include a detailed supply chain and revenue analysis.
- 6 Safety and Security Measures: Recommend standards and protocols for safety and security from an operational and cybersecurity standpoint.
7. Stakeholder Engagement: Organize workshops, focus groups, or forums with key stakeholders including local governments, aviation authorities, potential AAM operators, and the public.

1. Create engagement materials and a communication plan to educate and involve communities.

iii. Implementation Roadmap: Detail short, medium, and long-term goals with specific action items, timelines, and performance indicators. Address potential barriers to implementation and suggest mitigation strategies.

iv. Reporting and Documentation: Provide quarterly progress reports during the project duration. Compile a final report that includes the strategic plan, all analyses, stakeholder feedback, and recommended next steps.

Deliverables:

- Details Strategic Plan:
- Executive Summary
- Vision and Mission Statements
- Goals, Objectives, Performance Measures
- Strategic Initiatives
  - Infrastructure, Workforce, Regs/Policy, P3
- Implementation Timeline
- Resource Plan
- Performance Metrics
- Pilot Project Proposal
- Briefing Materials and Visual Aids

**Economic Impact**

Prepare an economic impact analysis for the near, mid, and long term that will include the following:

- i. Team with oil, AAM innovators, and infrastructure operators to pilot projects, like eVTOL shuttles to platforms or drone-based methane detection.
- ii. Incentives: Offer tax breaks or grants to AAM startups establishing operations in Louisiana, building on the state's \$54 billion oil and gas economic impact.
- iii. Research and Development Focus: Fund research into hydrogen or hybrid AAM systems, aligning with decarbonization efforts.
- iv. Demand modeling and forecasting.
- v. Cargo logistics making use of last-mile operations.
- vi. Revenue per passenger and cargo operations.
- vii. Business Case – detailed breakdown in terms of jobs, revenue, and capital expenditures to illustrate and justify the need.
  1. Spotlight on manufacturing capability, workforce development, and supply chain.

Deliverables:

- Detailed Economic Impact Report
- Executive Summary
- Briefing Materials and visual aids (e.g. slide deck)
- Deliverables will be digital with content developed for web

## **Web Design**

As a deliverable for the AAM strategic plan, DOTD Aviation is seeking the design, development, and hosting of a website to support stakeholder engagement. The website will serve as a central platform to communicate the vision, goals, and progress of the AAM initiative, while fostering collaboration and feedback from key stakeholders, including government agencies, industry partners, community members, and the public.

### **Objectives**

- Create an engaging, accessible, and informative website to promote the AAM strategy.
- Facilitate stakeholder interaction through intuitive navigation, clear messaging, and interactive features.
- Provide a reliable, hosted platform that ensures uptime, security, and ongoing performance.

#### **1. Web Design**

- User Interface (UI) and User Experience (UX) Design: Develop a modern, visually appealing, and intuitive website design that aligns with the branding and messaging of the AAM strategy. The design should prioritize ease of use for diverse stakeholder groups.
- Content Layout: Structure the website to include key sections such as:
  - Home page with an overview of the AAM strategy.
  - About section detailing the initiative's goals and stakeholders.
  - News and updates section for announcements and progress reports.
  - Resources page for downloadable materials (e.g., PDFs, reports).
  - Contact and feedback forms for stakeholder inquiries and input.
- Responsive Design: Ensure the website is fully responsive and optimized for desktop, tablet, and mobile devices.
- Accessibility Compliance: Adhere to WCAG 2.1 (Web Content Accessibility Guidelines) standards to ensure accessibility for users with disabilities.
- Mockups and Prototyping: Provide initial design mockups and a functional prototype for review and approval prior to full development.

#### **2. Web Development**

- Frontend Development: Build a dynamic, interactive website using modern frameworks and technologies (e.g., HTML5, CSS, JavaScript).
- Backend Development: Implement a content management system (CMS) (e.g., WordPress, Drupal, or equivalent) to allow non-technical staff to update content easily.
- Interactive Features: Incorporate stakeholder engagement tools such as:
  - Embedded forms for feedback collection.
  - Subscription option for email updates or newsletters.
  - Integration with social media platforms (e.g., X, LinkedIn) for real-time updates.
- SEO Optimization: Apply search engine optimization (SEO) best practices to enhance visibility and discoverability of the website.

3. Web Hosting
  - o Hosting Infrastructure: Provide a secure, reliable, and scalable hosting solution with a minimum uptime guarantee of 99.9%.
  - o Domain Management: Assist with domain name registration and DNS configuration.
  - o Security: Implement robust security measures, including SSL certificates, regular backups, and protection against DDoS attacks and other cyber threats.
  - o Performance: Ensure fast load times and scalability to accommodate traffic spikes during key AAM milestones or announcements.
  - o Maintenance and Support: Offer ongoing technical support and maintenance for a period of 60 months post-launch, including software updates and troubleshooting.
4. Testing and Launch
  - o Conduct comprehensive testing (e.g., functionality, usability, cross-browser compatibility) to ensure a seamless user experience.
  - o Coordinate with DOTD Aviation for final approval prior to launch.
5. Training and Documentation
  - o Provide training for DOTD Aviation staff on CMS usage and basic website management.
  - o Deliver detailed documentation, including a user manual and hosting/administrative access credentials.

**Deliverables**

- Fully functional website designed and developed per the approved specifications.
- Hosted website with secure, reliable access.
- CMS setup with administrative access for DOTD Aviation staff.
- Training session(s) and documentation for website management.

**AAM Webinar Series**

**Objectives**

- Educate stakeholders on critical AAM topics to build awareness and support for the strategic plan.
- Provide engaging, concise, and professionally produced webinars to maximize audience participation.
- Deliver a turnkey solution, including content creation, production, and software licensing for future use DOTD Aviation.

**1. Webinar Planning and Content Development**

- o Collaborate DOTD Aviation to finalize webinar topics and key messages.
- o Develop content for six webinars, each approximately 30 minutes, covering:
  1. Aviation and AAM 101
  2. Existing Airports: Leveraging current infrastructure for AAM integration.
  3. Electrification: Powering AAM vehicles and infrastructure sustainably.

4. Land Use: Planning and zoning considerations for AAM operations.
  5. Community Engagement: Strategies for public acceptance and involvement.
  6. Workforce Development: Training and skills for the AAM industry.
    - o Create detailed scripts, slide decks, and supporting visuals for each webinar.
    - o Incorporate interactive elements such as polls, Q&A segments, or pre-recorded stakeholder testimonials.
2. Webinar Production
    - o Record and edit each webinar to ensure high-quality audio and video.
    - o Produce professional-grade visuals, animations, or graphics to enhance presentations.
    - o Conduct rehearsals with presenters (either provided by DOTD or the vendor) to ensure smooth delivery.
    - o Ensure accessibility features comply with relevant standards.
  3. Webinar Delivery
    - o Schedule and host six live webinars, one every other month, over a 12-month period.
    - o Manage live event logistics, including audience registration, technical support, and moderation of Q&A sessions.
    - o Provide recordings of each webinar for on-demand access post-event.
  4. Software Procurement and Licensing
    - o Identify and procure licenses for webinar hosting and development software suitable for DOTD's future use.
    - o Deliver software licenses at the conclusion of the project, including setup assistance and documentation for internal administration.
  5. Project Management
    - o Assign a project manager to coordinate tasks, timelines, and communication with DOTD.
    - o Provide regular status updates and a final report summarizing webinar outcomes.

**Deliverables**

- Six 30-minute webinars, fully scripted, produced, and delivered (live and recorded).
- Slide decks, scripts, and supporting materials for each webinar.
- Webinar hosting software licenses with setup documentation.
- Final project report summarizing attendance, engagement metrics, and lessons learned.
- Recorded webinars will be hosted on a vendor-hosted site.

**Professional Grant Writing Services for Advanced Air Mobility in Louisiana**

**Objective:**

The purpose of this engagement is to retain a qualified Consultant to provide professional grant writing services to secure funding for the development, implementation, and expansion of Advanced Air Mobility (AAM) initiatives in Louisiana. The Consultant will identify and pursue grant opportunities from federal, state, local, and private sources to support AAM-related projects, such as infrastructure development, workforce training, technology deployment, and economic growth initiatives. The goal is to position Louisiana as a leader in AAM while maximizing financial resources to achieve strategic objectives.

The Consultant shall perform the following tasks to advance AAM funding opportunities in Louisiana:

1. Funding Opportunity Identification:
  - o Research and identify grant opportunities relevant to AAM, including federal programs (e.g., FAA grants, DOT funding, U.S. Economic Development Administration), state initiatives, and private sector or foundation grants focused on aviation, technology, infrastructure, or economic development.
  - o Prioritize opportunities that align with Louisiana’s AAM goals, such as urban air taxis, rural connectivity, disaster response, or cargo transport.
  - o Provide an updated list of viable funding sources, including deadlines, eligibility criteria, and potential award amounts.
2. Grant Proposal Development:
  - o Work closely with DOTD to gather critical project details, such as AAM use cases, economic impact data, infrastructure needs, and stakeholder support.
  - o Develop tailored grant applications, including:
    - Executive summaries highlighting Louisiana’s unique AAM potential.
    - Needs statements emphasizing connectivity challenges, economic opportunities, or resilience needs.
    - Detailed project plans, including timelines, milestones, and deliverables.
    - Budgets and justifications for AAM infrastructure, technology, and workforce development.
    - Evaluation frameworks to measure project success (e.g., jobs created, flight operations launched).
  - o Incorporate supporting materials, such as letters of commitment from aviation partners, state agencies, or local governments.
3. Review and Editing:
  - o Review all grant materials for technical accuracy, alignment with AAM objectives, and compliance with funder guidelines.
  - o Refine proposals based on client feedback to ensure they reflect Louisiana’s geographic, economic, and cultural context.
  - o Proofread final drafts to ensure clarity, professionalism, and persuasive impact.

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4. Submission Management:
  - o Handle the submission process for all grant applications, ensuring timely delivery via required platforms.
  - o Track submission statuses and confirm receipt by funding agencies.
  - o Maintain organized records of all applications, including digital copies of proposals and related correspondence.
5. Post-Submission Support:
  - o Address follow-up requests from funders, such as additional data on AAM feasibility or economic projections.
  - o Assist with award negotiations or initial compliance steps if funding is secured.
  - o Provide guidance on reporting requirements for successful AAM grants, if requested.

Deliverables:

The Consultant will provide:

- A comprehensive list of identified AAM-related grant opportunities with summaries of relevance to Louisiana.
- Fully developed and submitted grant proposals tailored to each funding source.
- Copies of all submitted materials, delivered to the client in digital format.
- A summary report of submissions, including outcomes within the contract period.

### **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 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.

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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 professionally competent in preparation of strategic plans for transportation infrastructure.
2. At least one (1) principal or responsible member of the prime consultant shall have a minimum of five (5) years of experience in responsible charge of the preparation of strategic plans for transportation infrastructure with preference given to Advanced Air Mobility plans.
3. At least (1) individual shall have a minimum of five (5) years of experience in airway systems, navigational aids, communications, navigations, and surveillance (CNS) or command and control systems design implantation or operation.
4. At least (1) individual shall have a minimum of five (5) years of experience in eVTOL, drones, or automation systems.
5. At least (1) individual shall have a minimum of five (5) years of experience in aviation related infrastructure planning with a concentration in emerging infrastructure and integration with existing transportation networks.
6. At least (1) individual shall have a minimum of ten (10) years of experience in economic theory and quantitative analysis.
7. At least (1) individual shall have a minimum of ten (10) years of experience in web design (Javascript, HTML, CSS), design tools: Adobe Illustrator and Photoshop, and web content writing.
8. At least (1) individual shall have a minimum of five (5) years of experience in the preparation of Aviation related federal or state grant proposals.
9. At least (1) individual shall have a minimum of three (3) years of experience in the production of webinars.

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

**MPR Nos. 1 and 2 may be met by the same person.**

**MPR Nos. 3 through 9 may be satisfied through the use of a sub-consultant(s).**

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

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

**ATTACHMENT C – SECONDARY SELECTIONS FOR TASK ORDERS**

**Procedures for selecting among IDIQ contracts for issuance of Task Orders**

If proposed new TO is to be issued for the purpose of extending services related to services performed under a previously issued TO by a particular consultant with whom DOTD has an existing IDIQ contract containing the appropriate scope of services and with time and funding capacity available sufficient to support the issuance of the new TO under said contract, then that consultant's contract will be tasked.

Otherwise, when more than one IDIQ is available for the provision of the services required, the following procedure will be employed to determine which of the IDIQ contracts will be tasked.

1. Identify all IDIQ contracts that apply – type/scope of work in contract
  - a. If applies, move to next step
  - b. If does not apply, then cannot use the contract
2. Determine if there is sufficient time remaining on the contract to complete the work
  - a. If yes, proceed to next step
  - b. If no, then cannot use the contract
3. Determine if there is sufficient compensation remaining on contract to complete the work
  - a. If yes, proceed to next step
  - b. If no, cannot use the contract
4. Determine if specialty tasks are required or if timing of performance is critical
  - a. If yes, can the Consultant perform the work, as needed? (Consideration may be given to experience with task(s), current workload, and past performance.)
    - i. If yes, the Consultant can perform the work, then proceed to next step
    - ii. If no, the Consultant should not or is not able to perform the work, do not use the contract. Document the reasons, *e.g.*, the Consultant is less experienced, past performance indicates that the Consultant may have difficulty with task(s), the Consultant has multiple jobs ongoing for DOTD so timeliness may be an issue, etc.
  - b. If no specialty tasks or timeliness issues are present, then proceed to the next step.

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5. If more than one IDIQ contract reaches this step, then they will be distinguished from one another by the Consultants': 1) familiarity or experience with the services required; 2) locality, where a local presence will add value to the quality and efficiency of the project; or 3) the amount of remaining contract time or remaining available compensation.
  - a. Select the contract whose consultant is most familiar or experienced with the services required.
  - b. If the Consultants are equal regarding familiarity/unfamiliarity with the services required, then select the contract whose consultant is local to the project area, provided that a local presence will add value to the quality and efficiency of the project.
  - c. If the Consultants are equal on the criteria of familiarity and experience with the services required and locality, if applicable, then select the contract with the most available time or the most available compensation on the contract, with due consideration given to the risks involved and the needs of the project.