

**ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
MAY 1, 2025**

**CONTRACT NO. 4400032201
IDIQ CONTRACT FOR NATIONAL FLOOD INSURANCE PROGRAM (NFIP) AND
THE COOPERATING TECHNICAL PARTNERSHIP (CTP) PROGRAM
STATEWIDE**

DBE GOAL = 7%

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) – Pam Lightfoot

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

SCOPE OF SERVICES

The general tasks 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

CONTRACT NO. 4400032201

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.

Sub-consultants are allowed to be used for this proposal. 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 overall contract 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.

CONTRACT NO. 4400032201

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** and during DOTD sponsored one-on-one meetings.

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

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

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

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 **\$5,000,000**. 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 based on FEMA guidelines. 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
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“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](#)
17. [DOTD – Pavement PRR Min Design Guidelines](#)
18. [DOTD – Roadway Design Procedures and Details Manual](#)

CONTRACT NO. 4400032201

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 \(BIRM\)](#)
manual: <https://www.fhwa.dot.gov/bridge/nbis/pubs/nhi12049.pdf>
26. [FHWA – Manual on Uniform Traffic Control Devices for Streets and Highways \(MUTCD\)](#)
27. National Electrical Safety Code (NESC)
<https://standards.ieee.org/products-services/nesc/index.html>
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://wwwapps.dotd.la.gov/engineering/ccs/cppr/ccs_advertisements.aspx#gsc.tab=0.

DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENT

This advertised contract has a Disadvantaged Business Enterprise (DBE) goal of 7% of the contract fee. Credit for DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms’ eligibility as a DBE. DOTD makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant prior to submission of DOTD Form 24-102.

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

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. **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.

CONTRACT NO. 4400032201

The DOTD Form 24-102 **PDF file shall be labeled** “CONTRACT NO. 4400032201 Consultant’s name”, and **must be received no later than 3:00 p.m. Central Time** by DOTDConsultantAds80@la.gov via email on Thursday, May 15, 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; **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 National Flood Insurance Program's (NFIP) Community Assistance Program - State Support Service Element (CAP-SSSE) is intended to identify, prevent, and solve floodplain management issues before they develop into problems requiring enforcement actions. The CAP-SSSE is also intended to ensure that communities participating in the NFIP are achieving flood loss reduction objectives and provide program assessment and assistance to aid in the implementation of comprehensive flood loss reduction programs. In order to achieve this, the State of Louisiana, Department of Transportation and Development (DOTD), submits an annual proposal to the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) to participate in CAP-SSSE. The CAP-SSSE grant funds eligible activities to enable state NFIP coordinating offices to meet the provisions set forth in 44 C.F.R. §60.25. The CAP-SSSE 4.1 Tiered State Framework (4.1 TSF) Playbook, and any subsequent versions includes specific tasks and activities and the goals and performance expectations established by the funding agency: FEMA and the NFIP. It is essential to understand the Playbook is a living guidance that evolves as lessons are learned and federal regulations change.

The Consultant shall/may be required and/or assist DOTD's Program Manager with developing, packaging, and communicating the deliverables included in the attached FEMA 4.1 TSF guidance in a variety of formats and methods as required by the contract between DOTD and the DHS/FEMA. The Consultant may be required to implement some or all of the elements in the 4.1 TSF, and any subsequent versions which provides support to the State NFIP Office for the NFIP's CAP-SSSE grant.

Below are some of the possible deliverables from the 4.1 TSF Playbook, but the DOTD Program Manager may assign additional items on an as needed basis. Progress reports will be submitted monthly. (FEMA 4.1 Tiered State Framework attached)

- Develop a process for reviewing and improving state model floodplain management ordinances
- Conduct workshops for local community officials on NFIP topics
- Provide training to community officials (i.e.: **L273-Managing Floodplain Development through the National Flood Insurance Program; Elevation Certificates (EC); Substantial Damage/Substantial Improvement (SD/SI); etc.**)
- Update or revise the **Louisiana Floodplain Management Desk Reference**
- Update the State NFIP Strategic Plan
- Development of various standard operating procedures (SOP) for the NFIP Program
- Development of template enforcement products (letters, memos etc.)
- Develop and implement a plan/strategy to promote flood risk products (e.g. non- regulatory products)

Through the CTP implementation of the Risk MAP program, the primary basis for the determination of flood risk shall be through hydrologic and hydraulic modeling, supported by field

CONTRACT NO. 4400032201

survey and remote sensing. Engineering Analyses shall also be performed to assess potential mitigation actions or projects that are identified during the Risk MAP projects. The Consultant shall be required to package, deliver, and communicate the technical results in a variety of formats and methods as required in Mapping Activity Statements (MAS's) agreed upon between FEMA and DOTD, and to best communicate flood risk and engage local communities, stakeholders, and residents of the state. In addition to technical engineering analyses and risk communication, the Consultant may also be asked to provide programmatic and administrative support to DOTD.

The Consultant may be required to perform some or all of the following tasks:

- Develop Base Level Engineering
- Hydrologic Analysis
- Hydraulic Analysis
- Field Surveys
- Numerical Modeling
- Floodplain Mapping
- Conduct Discovery Efforts
- LAMP
- Develop Flood Insurance Rate Maps (FIRMs), Issue Preliminary FIRMs, and Perform Post Preliminary Processing
- Develop Flood Risk Products and Conduct Resilience Meetings and Public Open houses
- Update DOTD's CTP Business Plan based on current engineering and mitigation needs
- Perform Community Engagement, Risk Communication, Technical Training
- Other Risk MAP related services such as CNMS updates, Dam/Levee/Coastal Analyses, Coordination with other CTPs and Agencies in the state, Mitigation Project Support, and general Program Management support.

All processes and deliverables shall be completed in accordance with the Federal Emergency Management Agency (FEMA)'s Guidelines and Standards for Flood Risk Analysis and Mapping Activities under the Risk MAP Program located on FEMA's website at <https://www.fema.gov/flood-maps/guidance-partners/guidelines-standards>. These guidelines and standards define the specific implementation of the statutory and regulatory requirements for NFIP flood risk analysis and mapping, and address the performance of flood risk projects, processing of letters of map change and related Risk MAP activities.

The guidelines and standards are organized in a hierarchy.

Program Standards — Define important elements of the Risk MAP Program. Exceptions to program standards can only be granted by program leadership.

Working Standards — A required element of the Risk MAP Program, usually at a more detailed level than the program standards. Working standards are applied by specialists (engineers, planners, technicians, scientists, etc.) and generally have minimal ethical, political and legal impacts to the program. FEMA Region VI may occasionally grant exceptions to these requirements.

Guidance — A recommended approach to meet the standard. Accepted approaches are not limited to this recommended approach; mapping partners may use other methods to meet or exceed the standards.

MAS Templates are provided by FEMA Region VI and could be updated each fiscal year.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

- DOTD will provide a Scope of Work with details in a standardized FEMA templet for each Task Order issued.

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.

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.

CONTRACT NO. 4400032201

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 engineer, registered in the state of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of hydraulics.
4. An individual or individuals with five (5) years of experience in each of the following:
 - a. Discovery
 - b. Hydrology and hydraulic engineering analysis
 - c. Levee Analysis and Mapping Procedures (LAMP)
 - d. Flood Insurance Rate Maps (FIRMS) and Flood Insurance Study
 - e. FEMA Risk Map Products
 - f. Using FEMA’s Mapping Information Platform and Citrix server
 - g. Updating FEMA’s Coordinated Needs Management System (CNMS)
 - h. NFIP and CTP Community outreach, training, public education, websites and notifications
 - i. Reviewing flood ordinances related to land use
 - j. Website development
 - k. Community Assistant Visit (CAV) and Community Assistant Contact (CAC)

**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 No. 4 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.

CONTRACT NO. 4400032201

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.