




Office of Engineering  
Project Development Division  
Bridge Design Section  
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Phone: 225-379-1302

John Bel Edwards, Governor  
Shawn D. Wilson., Ph.D.,  
Secretary

MEMORANDUM

TO: ALL CONSULTANTS  
ALL BRIDGE DESIGNERS

FROM: PAUL FOSSIER, P.E.   
BRIDGE DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 69 (BDTM.69)  
POLICY ON CONFIDENTIALITY AND HOLD HARMLESS AGREEMENT FOR  
BRIDGE RATING REPORTS AND MODELS

DATE: January 31, 2017

Effectively immediately, all consultants that require access to bridge rating reports and models in possession of DOTD shall request and sign the “Confidentiality and Hold Harmless Agreement for Bridge Rating Reports and Models” form through the DOTD Project Manager or DOTD Bridge Task Manager. The form is attached and also posted on LA DOTD website under [Inside La DOTD > Divisions - Engineering > Bridge Design > Downloads.](#)

This technical memorandum is posted on the LA DOTD Website under [Inside La DOTD > Divisions - Engineering > Bridge Design > Technical Memoranda – BDTMs.](#)

Please contact Ms. Dana Feng (225-379-1060, [dana.feng@la.gov](mailto:dana.feng@la.gov)) if you have questions or comments.

PF/df

Attachment

Cc: Janice Williams (Chief Engineer)  
Chad Winchester (Chief, Project Development Division)  
Edward Wedge (Deputy Engineer Administrator)  
Kirk Gallien (Assistant Secretary of Operations)  
David Miller (Chief Maintenance Administrator)  
Michael Vosburg (Chief Construction Division Engineer)  
Brian Kendrick (Project Management Director)  
Jeff Lambert (Pavement and Geotechnical Engineer Administrator)  
Simone Ardoin (Road Design Engineer Administrator)  
Art Aguirre (FHWA)  
District Administrators, ADA Engineering, ADA Operations, and District Area Engineers

**CONFIDENTIALITY AND HOLD HARMLESS AGREEMENT  
BRIDGE RATING REPORTS AND MODELS**

**WHEREAS**, \_\_\_\_\_, hereinafter "Recipient," is a consultant contracted with the La. Department of Transportation and Development, hereafter "DOTD," to provide \_\_\_\_\_ (service(s) being provided);

**WHEREAS**, Recipient's services would be facilitated by viewing certain Bridge Rating Report(s) and Model(s), hereinafter referred to as "Documents;"

**WHEREAS** the Documents are considered confidential and exempt from the Public Records Law by La. R.S. 44:23.1;

**WHEREAS**, Recipient has requested that DOTD provide recipient with access to the Documents for following bridges; and

Bridge Recall Number	Bridge Name

**WHEREAS**, DOTD agrees to provide access to the Documents to Recipient based on the following agreement by Recipient:

I.

Recipient agrees to use the Documents for the sole purpose of providing certain services pursuant to its contract with DOTD and that any other use of the Documents is strictly prohibited.

II.

Recipient agrees to take all precautions necessary to prevent unauthorized disclosure of any information contained in the Documents.

III.

Recipient agrees that DOTD has granted access to Recipient for informational purposes only and, therefore, Recipient agrees to hold harmless and defend DOTD and its officers and employees of any liability whatsoever which may arise from use of the Documents.

IV.

Recipient agrees to defend and indemnify DOTD and its officers and employees from all suits, actions, or claims that may arise from Recipient's use of the Documents.

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BY:

\_\_\_\_\_  
Signature of Recipient/Recipient Representative

\_\_\_\_\_  
Printed Name of Recipient/Recipient Representative

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BY:

\_\_\_\_\_  
Signature of DOTD Project Manager or Bridge Task Manager

\_\_\_\_\_  
Printed Name of DOTD Project Manager or Bridge Task Manager