October 23, 2020

**Memorandum:**

To: Project Managers

From: Mark Chenevert, P.E.

 Contract Services Administrator

Re: Outline for Advertisement Requests for Engineering and Related Services Contracts under Title 48

A written request to issue an advertisement for consultant services should contain the following information:

1. **Approval to Retain Consultant Services –** Attach the approved memorandum requesting procurement of consultant services (from Section Head to the appropriate Executive Staff member; e.g., Chief Engineer, the Assistant Secretary for Operations, or the Assistant Secretary for Multimodal Planning) and include all supporting documentation (e.g., evaluation criteria, independent man-hours with compensation, contract time with breakdown of multiple components, location and FHWA Approval, if applicable).
2. **State Project Number, FAP Number, Project Name, Route and Parish –** The project number(s) used to identify the work must be provided. FAP Number must be provided if federal funds are being used. The project name identifying the project, route, and parish as well as a map (if available) showing the location of the project must also be provided. CCS will assign the contract number (44#).
3. **Entity State Agreement** (if applicable) – Provide the Entity State Agreement as an attachment only if Entity funding is being used for this project. Provide the Entity contact.
4. **Project Manager(s) –** Include the name and phone number of the project manager for any significant component of the work such as road design, bridge design, planning, or environmental. If multiple project managers, designate a primary Project Manager.
5. **Project Time**
	* **Project Time**: This information will be posted in Attachment A before the Scope of Services section of the advertisement. If IDIQ contract, make the selection based on a typical task order. If project specific contract, include all work expected to be done.
6. **Project Time – Typical, Compressed, or Critical**
	* **Typical:** Projects which include projects where the time available to complete the required work is sufficient or in which the project schedule contains sufficient float to accommodate potential delays.
	* **Compressed:**  Projects where the time available to complete the required work is insufficient or the project schedule is inflexible. The consultant may be required to mobilize additional resources beyond what is typically expected to meet the project schedule.
	* **Critical:** Projects where deadlines have been established by the DOTD Administration or those which are essential to meeting program funding goals for a fiscal year. The schedules for these projects must be met regardless of issues that exist or may arise.

**Project Time (circle one): Typical Compressed Critical**

1. **Project Description and Scope of Services (Attachment A)**
* **Project Description** – This is a brief and general description of the project, its location, and its termini (limits). Include the type and size of roadway and bridges and any physical features of the project.
* **Scope of Services –** This is a detailed description of all services to be provided by the consultant under the proposed project. Identify all services by standard stages and include details of any components, thereof. The scope should be provided as an editable attachment (see Attachment A).

Note: The scope should address the past performance evaluation disciplines selected on page 3.

* **Additional Services –** Identify any additional or unusual work that may be required of the consultant by supplemental agreement, such as but not limited to final plans, geotechnical, right-of-way acquisition, SUE, etc.
* **Services to be Performed/Items to be Provided by DOTD –** list any services or items to be provided by DOTD
* **Specific Software and/or Equipment Desired –** Identify specific equipment (e.g., CADD, snoopers, boats, drilling rigs, etc.) or software (e.g., software standards, versions, deliverable formats and other specifications) desired to accomplish the work. Include a statement if the Department will only consider these items to be indirect expenses to the contract.
1. **Minimum Personnel Requirements (MPRs) –** Identify the minimum specific experience or credentials required of the consultant and/or sub-consultant (see Attachment B, page 19).
2. **Evaluation Criteria:** the following evaluation criteria will be used by the Project Evaluation Team (PET) to evaluate the proposals submitted in response to this advertisement.

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).

If the Division Head approves the use of Location as one of the evaluation criteria on this advertisement, then include the following:

7. local presence, existing or to be established, in the location where the work will be performed (XXXX, LA), weighting factor of three (3)\*\*.

**\*Past Performance Evaluation Disciplines** and the percentages to be used. Choose from the following evaluation disciplines and state the estimated % of the contract (must add up to 100%). This information will be provided to the PET to assist in the evaluation of the proposals.

|  |  |  |  |
| --- | --- | --- | --- |
| Road | % | Data Collection | % |
| Bridge | % | Planning | % |
| Traffic | % | Right-of-Way | % |
| CE&I/OV | % | CPM | % |
| Geotech | % | ITS | % |
| Survey | % | Appraiser | % |
| Environmental | % | Other | % |

**\*\*Location is rarely used as an evaluation criteria.** When used, political or jurisdictional boundaries may not influence this criteria. When location is used in advertisements, location scoring will not exceed 10% of the scoring categories.

1. **Project Time –** Specify the time to be allotted for each stage of the work components and also the total project time. (Attach Microsoft Schedule if applicable – see sample below)



**Total Project time = XX calendar days**

1. **Contract Type and Compensation**
	1. **Contract type** –Project specific, Indefinite Delivery/Indefinite Quantity (IDIQ) or Entity held contract.
	2. **Compensation** – Refer to Chief’s memo *Consultant Compensation by Work Type* (dated January 31, 2020), or see link: [http://wwwsp.dotd.la.gov/Inside\_LaDOTD/‌Divisions/Engineering/CCS/Pages/Manuals\_Forms\_Agreements.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Manuals_Forms_Agreements.aspx), for guidance. IDIQ ads will include all compensation types and will be determined per TO based on work type. For non-negotiated fees, include the fee for each component of work in the request memorandum with all calculations attached using HCPC or the appropriate mainframe program(s) or other applicable program(s). For negotiated fees, the request **must** contain an estimate of the total contract fee, broken down by work hours and dollar figure for all stages.
2. **FHWA Delegations –** For federally funded contract actions, state whether or not the project is on or off of the National Highway System (NHS).  Refer to Attachment “A” of the latest Louisiana Federal-Aid Highway Program Stewardship Agreement.  The chart lists which actions and approvals are required by FHWA and which are delegated to the DOTD. **Stewardship Agreement Link below:**

<http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Secretary/Pages/FHWA_Stewardship.aspx>.

FHWA Approval - If a project is full oversight, the contract will require FHWA approval. If approval is not required, please state so.

Should you have any questions or need additional information please feel free to contact CCS Advertisements at (225) 379-1469.

Email approved request and editable attachments to Paulette.Territo@la.gov

**ATTACHMENT A - SCOPE OF SERVICES**

**The project time is keep one typical compressed critical.**

 **(These statements must be in all scopes except IDIQ contract - this statement will be included per TO for IDIQ) – (include \*field sentence only if applicable)**

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

**And/or**

**\* Field office indirect cost rates shall be applicable to the designated service(s). (remove if IDIQ)**

Include Project Description

Include relevant stages (**examples** are shown below or provide your own scope):

**Stage 0: Feasibility Studies**

* Feasibility Study
* Environmental Inventory
* SUE Services
* IJR/IMR
* Bridge Evaluation

**Stage 1: Planning/Environmental**

* Corridor Study
* Line and Grade Study
* Environmental Evaluation
	+ Categorical Exclusion
	+ Environmental Assessment (EA)
	+ Environmental Impact Statement (EIS)
* Conceptual Design
* SUE Services
* Constructability Review Services
* Independent Contractor Estimate (ICE)
* Critical Path Modeling (CPM)
* Scope and Budget Development
* Mitigation
* Navigational Evaluations
* Permits
* Public Involvement
* Bridge Evaluation

**Stage 3: Design**

* Surveying Services
	+ Topographic Survey
	+ Property Survey
	+ Right-of-Way (R/W) Maps
	+ Title Take-Off
	+ Hydrographic Surveys
	+ Hydraulic Study
	+ Geotechnical Services
	+ Traffic Services
	+ R/W Acquisition
		- Title Work
		- Hazardous, Toxic, Radioactive Waste (HTRW) Assessments
	+ Utility Relocation
	+ SUE Services
	+ Constructability Review Services
	+ Independent Contractor Estimate (ICE)
	+ Critical Path Modeling (CPM)
* Bridge Evaluation
* Preliminary Plans
* Final Plans
* Operational Services
* Bridge Structural Condition Inspection
* Construction Proposal
* Phase II Environmental Site Assessment
* Lighting
* Permanent Signing
* Permits
* Public Information

**Stage 5: Construction Engineering Services**

* Construction Support/Construction Related Engineering
	+ Shop Drawings
* Construction Engineering and Inspection (CE&I)
* Critical Path Method (CPM) Analysis
* Bridge Evaluation
* Public Information

**STAGE 0: FEASIBILITY STUDIES**

**Feasibility Study-** Shall consist of all services required to [insert here whatever you are using]

**Environmental Inventory-** Shall consist of all services required to [insert here whatever you are using]

**STAGE 1: PLANNING/ENVIRONMENTAL**

**Corridor Study**

Optional: Select all that apply

**Corridor Study**- Shall consist of all services required to perform route location studies for the Project describing all possible alternative routings with appropriate exhibits outlining advantages, disadvantages and costs of each and a recommendation of the preferable alignment based on traffic services, costs and impacts on the community. A Corridor Public Hearing (CPH) shall be held on the recommended and alternate corridors developed under this study. Specifically, the work under this section consists of the following major items:

1. Assemble topographic maps and aerial photographs of the area as necessary to complete the study.
2. Review previous engineering reports and previous studies of routes through the area in accordance with accepted practices for utilizing such information.
3. Review sub-surface information available from previous explorations and from geological maps.
4. Assemble information regarding railroads, navigable canals, levees, drainage outfall pipes and channels, electrical transmission lines, gas transmission lines, water supply lines and other existing and/or proposed major utilities.
5. Assemble data on existing and/or proposed land use and historical or other cultural features which should be preserved.
6. Conduct an office and field review through the area to determine and identify the physical and/or man-made features affecting the corridor location.
7. Prepare estimates of right-of-way (R/W) costs for each corridor alignment based on values of properties furnished by the DOTD.
8. Prepare cost estimates of construction based on per-mile construction costs of similar construction.
9. Review each corridor, taking into consideration as to how the social, economic and environmental factors shall be effected by construction of the facility within the corridor and the extent such factors shall have on existing developments, all in accordance with the applicable provisions of Volume 7, Chapter 7, Sections 2 and 5 of the Federal Aid Policy Guide.
10. Compare the alternate corridors on the basis of traffic service, estimated construction and the R/W costs, disturbance of property and utility lines, and conformity with plans for future lane use.
11. Prepare a corridor location report setting forth the findings and interim conclusions of the studies previously enumerated.
12. Attend such conferences and meetings with public officials affected by the corridor locations as may be designated by the DOTD.
13. Prepare such layouts and maps as may be required by the DOTD for a CPH(s).
14. Attend CPH(s) to be called by the DOTD for review of the proposed corridor locations.

**Line and Grade Study**- Shall consist of all engineering services required to: 1) inspect and investigate the project area; 2) assemble data, and 3) study the existing alignment and grade for the express purpose of developing a more desirable line and grade for the proposed new roadway. Any proposed alignment change must have the prior written approval of the Project Manager before proceeding with any topographic surveys along the new alignment. Throughout the course of this study the Consultant shall be required to confer with local officials in the area affected and shall maintain close liaison with the Project Manager.

A final typewritten report shall be prepared based on information derived from this study and one original copy shall be submitted to the DOTD’s Chief Engineer at the time or prior to the request for a Pre-Design Planning Conference. This report shall include, but not be limited to: 1) a drainage cost estimate, 2) an apparent cost of R/W required, 3) a recommended section for the proposed improvement and; 4) a construction cost estimate.

**Environmental Evaluation**

**Categorical Exclusion**

**Environmental Assessment (EA)**

**Environmental Impact Statement (EIS)**

**Conceptual Design**

**Scope and Budget Development**

**STAGE 3: DESIGN**

The servicesto be performed by the Consultant under this Contract are described more specifically as follows:

**Topographic Survey-**Shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. The DOTD’s requirements which shall govern this survey are specified in the current edition of the DOTD’s Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant’s information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant’s attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

**Property Survey-**Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of Base R/W Map. The Field Property Survey shall be based on the same survey control as the Topographic Survey. Upon completion of the property survey, the Consultant shall notify the Location and Survey Administrator, in writing, and provide an electronic text file listing coordinates and descriptions of all found monuments, a “PDF” copy of all documents (plats, maps, etc.) used to determine property line locations and a “PDF” copy of title take-offs or title research reports used to determine property line locations. Consultant shall also provide a sketch in Microstation and “PDF” formats showing all surveyed property lines and existing right of way with ties to project centerline.

**R/W Maps-**Shall consist of all services required to complete the Base and Final R/W Maps, described more specifically as follows:

The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD’s Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base R/W Map shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD’s Location and Survey Manual. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates on project centerline at each end of each map sheet and Point of Curvature (P.C.)’s, Point of Intersection (P.I.)’s and Point of Tangency (P.T.)’s of project centerline curves. The map shall be accompanied by an electronic file containing the DOTD Coordinate Geometry (COGO) program input commands for creating parcel descriptions suitable for use by the DOTD’s Real Estate Section, and a PDF copy of the Full Title Research Reports used to prepare the Map.

**Title Take-Off** is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One Title Take-Off may be obtained for each parcel, if necessary, to expedite commencement of field work. The Title Take-Off is not considered a part of the Title Research Report and may be performed by the Surveyor.

**R/W Acquisition and Utility Relocation-** Shall consist of all services required to [insert here whatever you are using]

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

1. The assembly and study of existing data, including improvement studies, boring information, if any, traffic data available through the DOTD, and such other data as can be located through efforts of the Consultant.

If Topo Survey by Consultant – Use these next 3 paragraphs

?. The actual roadway section shall be furnished to the Consultant by the DOTD at the Pre- Design Planning Conference.

Omit (a) and (b) on non-negotiated lump sum contracts

a. The design criteria for this project shall be mutually determined by the Consultant’s and DOTD’s personnel at a Pre-Design Conference to be held at DOTD’s Headquarters Administration Building in Baton Rouge at the conclusion of Topographic Surveys and prior to the commencement of this Part.

b. A Pre-Design Planning Conference Form setting forth the design criteria for this project shall be completed at this conference and a copy shall be furnished to the Consultant. This conference shall be arranged by the DOTD’s Chief Engineer upon his receipt of a written request from the Project Manager. A blank copy of this form shall be furnished to the Consultant. The Consultant shall complete those portions of the form which can be completed from information derived during the performance of the topographic survey.

If Topo Survey By DOTD or furnished from DOTD files - Use these next 2 paragraphs

?. The actual roadway section shall be furnished to the Consultant by the DOTD prior to the commencement of any work under this Contract.

?. The performance of all supplemental topographic surveys as may be required for the proper design and layout of the project; however, the performance of additional surveys shall not commence without prior approval of the DOTD. The supplemental survey shall also include all services necessary to re-establish the project centerline where the existing stakeout has been obliterated. This work shall include the establishment of referenced iron rods along the centerline as necessary to re-establish the line.

?. The preparation of location plans for subgrade soil borings that, in the judgment of the Consultant, may be necessary for design of the Project. The Consultant shall also prepare additional location plans as may be required by the DOTD for conducting additional borings deemed necessary by the DOTD.

Optional: Use this paragraph for New Bridge Construction Only

?. The performance of a cost analysis as required, determining the most economical structure design for the particular location of this Project, and the preparation of a corresponding report in reproducible form for the DOTD’s use.

Optional: If Bridge, Use ? Thru (c)

?. The preparation and submittal of a synopsis of electronic data processing applications for the design of bridges to the DOTD’s Bridge Design Engineer for his approval prior to their use. The synopsis shall include the following:

a. A general explanation of each electronic data processing application to be used, and certification by the Consultant that it is maintained in accordance with the latest AASHTO LRFD Bridge Design Specifications.

b. The name of the developer or the name of the company providing services to the Consultant for each electronic data processing application.

c. An account of the Consultant's experience and the experience of other organizations or agencies that use each electronic data processing application.

?. The preparation of Preliminary Plans for the Project shall be in accordance with the requirements outlined in the latest AASHTO LRFD Bridge Design Specifications and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, General Guide for Bridge Plan Preparation, and Hydraulics Manual. Statements in the Manuals which may be in conflict with requirements specified in the main body of this Contract shall be considered as superfluous information and not applicable to this Contract. Either Two Or If a Bridge Three sets of these plans shall be submitted to the Project Manager for preliminary examination and comments after they have been developed to show all information required for a Plan-in-Hand inspection and, upon receipt of any such comments, the Consultant shall revise the plans accordingly. The Consultant shall then submit to the Project Manager all computer-generated original reproducibles of the Preliminary Plans. The Plans shall be dated and stamped "Preliminary" for further review, and for DOTD's use in developing the prints necessary for a complete Plan-in-Hand field inspection with members of the DOTD and other interested parties, when so named herein, at a time and date mutually agreed to in advance by all parties.

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

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

?. The preparation of estimates of construction contract costs based on estimated quantities developed for the Preliminary Plans.

?. The preparation of a sequence of construction for the Project (if necessary).

Use this Paragraph if Permits, Navigable Waterways/Wetlands Req'd

 ?. The preparations of all permit drawings necessary for incorporation into the DOTD's application for a permit to cross navigable waterways and wetlands. Such drawings shall be original, reproducible drawings. The format of these drawings shall comply with the U. S. Coast Guard’s or U. S. Corps of Engineer’s standards, as the case may be, and shall be subject to the approval of the DOTD’s Bridge Design Engineer before acceptance.

Select one of the following two – use the second for Federal Funding

?. The design format for this improvement shall conform to the criteria used by the DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.

?. The design format for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways. The format of the plans shall conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.

?. Design for Preliminary Plans shall be done in English units of measurement.

**Final Plans-** Shall consist of all services required for the preparation of Final Plans, specifications, and estimates [\*\*and ratings of bridge structures], all meeting the standard requirements of the DOTD as to general format and content. Specifically, the work under this section consists of the following major items:

1. The design and preparation of completed detailed Final Plans drawn to acceptable scales for the Project. At a minimum, the plans shall include designs and/or details for all grading, pavement, drainage, intersections, traffic control and structures. Bar bending details and schedules are to be included in these plans as applicable. The Final Plans shall show construction limits and final R/W taking lines. The earthwork cross sections shall also show R/W taking lines and existing utilities.

?. It is the desire of the DOTD that all sanitary and storm drainage, which may be required, be incorporated into the DOTD’s plans and the construction contract. If the Consultant designs the sanitary or storm drainage for others, approval must be obtained from the owner of all such utilities before initiating design for same. If the design is furnished to the Consultant by the owner for incorporation in the plan assembly, neither the Consultant nor the DOTD shall be liable for the functioning of sanitary or storm drainage due to its design.

?. The Consultant shall compute earthwork mathematically (by computer or otherwise) and provide it to the DOTD. Methods which are not subject to a precise mathematical check shall not be permitted. A tabulation of elevations and distances of all break points on the design template shall also be provided by the Consultant.

?. The preparation and submittal of construction cost estimates based on the Final Plans.

Optional: If Bridge, New Construction, Use next 5 paragraphs

?. Bridge hydraulics shall conform to the procedures outlined in the latest edition of the DOTD’s Hydraulics Manual amended as follows:

Bridge backwater and water surface profiles shall be calculated according to the latest edition of the FHWA computer program WSPRO, Water Surface Profile, (HY-7). The bridge scour calculations shall be performed according to the latest edition of the FHWA manual Evaluating Scour at Bridges, (HEC-18). The grade of the bridge and approach roadway shall be established according to the procedures outlined in the Hydraulics Section Design Memorandum, Procedure for Determining Roadway Grade, dated April 26, 1995.

?. The performance of a complete "as-designed" structural analysis of the load-carrying capacity of all superstructure structural components, except cast-in-place and precast slab spans to determine the respective inventory load, operating load, and Louisiana's posted vehicle ratings. Ratings shall be in accordance with the latest DOTD’s Bridge Design Manual. The rating shall be performed by the same person who did the design.

The original and one (1) copy of a bound rating report shall be provided. It shall include a summary rating section, a plan and profile of the bridge, and all rating calculations arranged such that each member section is sketched adjacent to the appropriate member section, load and stress data or shall be in an alternate format if proposed by the Consultant and agreed upon by the DOTD in advance of execution of the analysis. All pages shall be numbered sequentially. The original of all calculations shall be submitted with the report.

Controlling inventory, operating, and Louisiana posted vehicle ratings shall be placed on the structure general notes sheet of the Final Plans.

?. The submittal to the Project Manager of original unsigned reproducible drawings of the Final Plans for Advanced Check Print (ACP) review and special provisions for review.

?. The preparation of all special specifications required.

?. After ACP’s have been reviewed and comments incorporated, Final Plans shall be submitted accompanied by a properly indexed, neatly arranged, bound copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission.

?. The Title Sheet for Final Contract Plans shall be reproduced on high-quality, 4-mil, double-matte film using a plotting or reproduction process that fuses the graphics to ensure durability. All other Final Plan Sheets may be reproduced on high-quality 24 lb. Premium Bond paper for submittal to the DOTD. Repeated handling and friction due to stacking of plans shall not smear, flake or rub off the graphics. Improper plotter settings and plotter wear may cause inconsistent durability of the drawings. The Consultant shall test samples of the submitted drawings for durability. Advance samples of matte films may be submitted with the ACPs; however, the Contract Plans shall be tested separately. Failures shall result in rejection of the submittal. Additions or changes shall be made with a permanent type of waterproof ink made for this purpose.

The outside measure of each plan sheet shall be 22 x 36 inches or 23 x 36 inches with margins measuring not more than 21 inches x 34 inches. Top, bottom, and right hand margins shall be at least ½ inch, and left-hand margin shall be at least 1 ½ inches.

Lettering on plans shall be of adequate size to facilitate a 50% reduction of plans.

All plans submitted by the Consultant shall conform to the quality standards adopted by the DOTD and the DOTD’s Project Manager may reject any plans not conforming to these standards.

?. Design for Final Plans shall be done in English units of measure.

**Operational Services-** Shall consist of all services required to [insert here whatever you are using]

**Inspection Services**

Adjust as necessary:

**Inspection Services-** Shall consist of all services required to provide plans, specifications, special provisions, shop drawing review/approval, and construction related engineering services for a mechanical, electrical, and structural rehabilitation of \*\*\*. The scope of services is more specifically described as follows:

**Construction Proposal Services**- Shall consist of the following:

Pre-bid activities consist of packaging the PS&E documents with other required bidding documents, making plan and specification revisions, when appropriate and producing addenda to be distributed by the DOTD. Normally this operation is performed by the DOTD. The Consultant shall be responsible for many of these tasks for this Project.

The Consultant shall prepare the construction proposal documents in accordance with DOTD’s standard practices.

The Consultant shall deliver the bid documents, including the construction proposal, to the DOTD for their review and approval a minimum of eight (8) weeks prior to the scheduled letting. Following DOTD’s approval, the Consultant shall deliver the final construction proposal in both electronic format and single sided hard copy a minimum of six (6) weeks prior to the scheduled letting. The final construction proposal shall be prepared in MS Word. The DOTD shall be responsible for reproducing plans and bid documents in sufficient number to accommodate bidders and copies for the DOTD and the Consultant.

The Consultant shall review the Final PS&E documents for completeness and proper coordination of plans, specification, construction items and quantities prior to delivery of these documents to the DOTD. Any corrections required shall be the responsibility of the Consultant.

The Consultant shall prepare a construction estimate using DOTD’s standard bid items. A summary of the estimated quantities shall be furnished by the Consultant to the DOTD for entry into DOTD’s BIDS system.

The Project Segment quantities shall be broken down according to construction phases and logical sequences of construction. Should the plans not contain enough information to determine the sequences; assumptions shall be made and documented.

The quantities shall be estimated for each phase of excavation, embankment, drainage structures, piling, concrete, base, and paving.

The duration of each of these activities shall be determined based on project specific production rates. These activities shall be linked in a Critical Path Method (CPM) schedule or other approved method to determine the contract time to be specified.

The DOTD shall be responsible for the letting and award of the Project.

Following DOTD’s award of the construction contract, the Consultant shall prepare the construction contract documents in accordance with DOTD’s standard practice. A draft shall be submitted for DOTD’s review. Once the documents are approved by the DOTD, the Consultant shall submit them to the DOTD for execution and distribution.

**Phase II Environmental Site Assessment** shall [insert here whatever you are using]

**STAGE 5: CONSTRUCTION**

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

Cost recovery for all RFI’s due to plan/specification clarity or plan/specification error shall be as noted in the Errors and Omissions clause as established in this Original Contract.

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

Use the following shop drawings for inspection contracts

**Shop Drawings**- Shall consist of all services required to review all shop drawings and equipment submittals for conformity with the construction contract document, and the distribution of approved submittals as per the project distribution list.

Use the following shop drawings for bridge projects only

**Shop Drawings**- if required, the Consultant shall be contracted to provide the structural shop drawing review during construction. Shop drawing review services may be performed under supplemental agreement or a separate contract.

Use following for Shop Drawing Project:

**SHOP DRAWING REVIEW:**

Review and approval of Contractor submittals, such as shop drawings, product data, and other data, as required by DOTD’s contract with the Contractor, but only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. The Consultant’s scope shall be limited to a review of quantities, details, dimensions and weights or gauges. Services provided by the Consultant under this Agreement 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. The Consultant’s scope shall not include a review of fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all which are the sole responsibility of the Contractor. The Consultant’s review shall be conducted with reasonable promptness while allowing sufficient time in the Consultant’s judgment to permit adequate review. Review and approval of these drawings and other required submittals shall not relieve the Contractor of his responsibility under his contract. The Consultant shall not be responsible for any deviations from the contract documents not brought to the attention of the Consultant in writing by the Contractor.

**SERVICES TO BE PERFORMED/ITEMS TO BE PROVIDED BY DOTD**

The following services and/or data will be provided, if available:

1. All traffic assignments required for determination of design of the Project.

2. Title abstracts; showing current property owners along the project.

Optional: Use this paragraph only for Planning, Reports, Etc.

?. As-Built Plans, design plans, shop drawings, structure maintenance record, etc., if available and if required, can be reviewed at the applicable DOTD offices. Copies may be purchased at the normal DOTD rates.

***Optional: Use this paragraph only for Preliminary/Final Plans***

?. Topographic survey for this Project as completed by the DOTD or others. Any additional topographic surveys as necessary to complete the plans shall be performed by the DOTD or the Consultant, at the option of the DOTD. If performed by the Consultant, such work shall be established by a fully executed Supplemental Agreement or by Extra Work Letter.

?. All subsurface soil investigations and laboratory analyses, including core drillings and borings with laboratory reports, as may be necessary for the design of the Project, in appropriate form for incorporation in the plans.

?. All information which the DOTD has in its files as to location of route, tentative locations of intersections and bridges, boring and test data if any, plans and studies within the area of the Project which may be useful to the Consultant in carrying out this work and assistance in securing similar data from others to the extent available.

Optional: Use this paragraph if Topo conducted by Consultant

?. Numbered field survey books as needed, as only field books furnished by the DOTD shall be acceptable for the recording of field data. These books shall be furnished at the request of the Consultant through the Project Manager.

?. Standard plan prints of bridges, culverts and incidental drainage structures prepared by the DOTD. It is the intent of this Contract that standard plans be used insofar as these plans are available in the design of all structures required for the Project. Under the stipulated Contract compensation, the Consultant shall prepare complete designs for structures required on the Project for which DOTD’s standard plans are not available.

?. Prepare construction proposals for the Project from the plans prepared by the Consultant and handle all bidding procedures applying thereto.

May use the following for CE&I, Construction Support, Fabrication Inspection/Testing and Shop Drawing Contracts only

Immediately upon receiving authorization to proceed with the work, the Consultant shall receive and review the approved Construction Contractor’s proposed progress schedule or bar chart, which shall show in particular, the appropriate items of work, times of beginning and completion by calendar periods, and other data pertinent to each schedule. In addition, this schedule or bar chart shall be arranged so the actual progress can be shown as the items of work are accomplished. It shall be revised monthly and submitted with other monthly data required. One (1) original and two (2) copies of this schedule shall be submitted.

**SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD**

(if applicable)

**ELECTRONIC DELIVERABLES**

Consultant hereby agrees to produce electronic deliverables in conformance with the 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. Consultant is also responsible for ensuring that sub-consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

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

Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. 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 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. 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.

**SPECIFIC SOFTWARE AND/OR EQUIPMENT DESIRED**

(Insert if applicable)

**ATTACHMENT B - MINIMUM PERSONNEL REQUIREMENTS (MPRs)**

***PLEASE NOTE WE TRY TO LIMIT THE AMOUNT OF MPRS LISTED IN ATTACHMENT B. YOUR SCOPE SHOULD BE DETAILED ENOUGH TO GIVE THE CONSULTANT THE UNDERSTANDING OF WHAT PERSONNEL TO INCLUDE IN IN SECTION 14 (ORGANIZATIONAL CHART) OF THE DOTD FORM 24-102.***

MPRs must comply with R.S. 48:290 below.

Apply A or B depending on the services and remove the other one.

A. Preconstruction or construction services consultant engineering firms shall meet the following requirements to be considered for employment by the department:

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 Louisiana as a professional engineer in the major discipline required for the project (such as civil engineering or mechanical engineering). *OR use this in the case of a land surveying contract:* At least one (1) principal or responsible member of the prime consultant shall be currently registered as a professional land surveyor in Louisiana.
3. At least one (1) principal or responsible member of the prime consultant (shall be a professional (discipline) engineer, registered in the state of Louisiana, and) shall have a minimum of five (5) years of experience in responsible charge of the engineering field or fields involved (such as preparation of roadway plans or movable bridge projects).
4. All other MPRs should start with “At least” one and should state “shall have” instead of “with” a minimum of ….years of experience.

B. To be considered for employment for planning, or environmental studies, a consulting firm must meet the following requirements:

1. At least one (1) principal of the prime consultant shall be professionally competent in the field or fields of expertise required for the project.
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 or major expertise in the field or fields involved.

**Preference statements are not to be used in the MPRs.**

**MPRS ARE TO BE MET BY SEPARATE INDIVIDUALS OF THE PRIME CONSULTANT, UNLESS STATED OTHERWISE BELOW.**

**MPR Nos. 1 through 3 may be met by the same person.**

**MPR Nos. 6 through 10 must be met by separate individuals and 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.**

**USE SENTENCE BELOW IF SUBS ARE ALLOWED BUT NOT FULFILLING MPRS**

**Although the MPRs must be met by the prime consultant only, this does not preclude the use of sub-consultant(s) in the performance of the contract.**

* Please note the number of MPRs are minimal; however, all relevant personnel necessary to perform the Scope of Services, such as certified inspectors, must be identified in Section 15 of the DOTD Form 24-102 and their resumes included in Section 17 of the DOTD Form 24-102.
* When applicable, DOTD-certified inspector certifications must be submitted with and made part of the DOTD Form 24-102 in Section 22. Inspectors may only inspect activities in which they hold an active DOTD certification. (See DOTD Construction Contract Administration Manual)

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

(IF IDIQ CONTRACT – CCS WILL ADD ATTACHMENT C PER PM’S SECTION)