ADVERTISEMENT FOR ENGINEERING AND RELATED SERVICES
AUGUST 18, 2026

ADDENDUM NO. 1 AUGUST 19, 2026
CONTRACT NO. 4400036112
STATE PROJECT NO. H.002244.6
FEDERAL AID PROJECT NO. H002244
LA 56: BOUDREAUX CANAL MB REPLACEMENT (CE&I)
ROUTE: LA 56
TERREBONNE PARISH

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 PROVIDED WITH THE ADVERTISEMENT.**

DOTD District/Area Coordinator – Matthew Burgess

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 to be performed by the Consultant for this contract are described more specifically in Attachment A, which is incorporated herein by reference.

The Consultant shall perform the work in accordance with the requirements of this advertisement and the resulting contract. Deliverables shall be in such format as required in Attachment A. The work performed 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. **team** size as related to the project magnitude, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm experience on similar projects, weighting factor of three (3);
4. approach and methodology, weighting factor of nine (9);
5. current workload with DOTD, weighting factor of five (5); and
6. past performance on similar DOTD projects, weighting factor of six (6) *

*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.

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.

PROJECT TIME

The overall time for the completion of the scope of services is estimated to be **1,541 calendar days**.

COMPENSATION (August 2025)

The compensation payable to the Consultant for all services rendered in connection with this contract is estimated at **$4,615,152**. This estimate will be used for grading purposes only. Actual compensation will be determined by DOTD based on work hours negotiated between DOTD and the selected consultant. Within fifteen (15) calendar days of notification of selection, a kick-off meeting will be held with the selected consultant and appropriate DOTD personnel. The selected consultant will be required to submit a work hour proposal within thirty (30) calendar days following the notification of selection. The negotiation period shall not exceed ninety (90) calendar days from the selection notification date. If an agreement cannot be reached with the selected consultant within that time, negotiations may be terminated and another consultant selection made from the shortlist.

Payment will be made based on specific rates of compensation.

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.

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 AWARENESS 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. The current and official access point for the Louisiana State Civil Service Cybersecurity Awareness Training is available here:

https://www.civilservice.louisiana.gov/Divisions/Training/CPTPCybersecurity.aspx

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

DO NOT include QA/QC plan in the DOTD Form 24-102

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.** 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 or show proof of registration for the Course from the LTRC's Registration site no later than the time the proposal is submitted. **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.

TRAINING REQUIREMENT FOR CE&I SERVICES CONTRACTS

If this advertisement is for Construction, Engineering & Inspection (CE&I) Services, the **CE&I Project Engineer** identified in the consultant's DOTD Form 24-102, Section 14 must successfully complete the Local Public Agency (LPA) Qualification Program: Construction, Engineering & Inspection course. This course is offered through the Louisiana Transportation Research Center's (LTRC) Local Technical Assistance Program (LTAP) and may be completed either: In person (certificate issued upon completion), or Online via LTRC's YouTube Channel: https://www.ltrc.lsu.edu/ltap/lpa_online.html (by self-certification form at the following link: LPA CE&I Training Self-Certification Form).

This training must be completed prior to proposal submission and certification is to be submitted in **Section 20** of the DOTD Form 24-102 and will serve as the official record of the CE&I training certificate of completion for the contract.

If additional CE&I Project Engineers are assigned after contract execution, they may not begin work (i.e., incur hours) on the project until they have successfully completed the training. Any hours incurred before training completion will not be recognized by DOTD.

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
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/Consultant_Contract_Samples.

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 (APRIL 2026)

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. Any such clarification shall be limited strictly to information already contained in or expressly referenced by the original submission. Clarifications shall not permit the introduction of new personnel, qualifications, experience, scope, or other substantive information not previously identified; however, DOTD may request and accept supporting documentation (including resumes, certifications, or similar credentials) necessary to substantiate personnel or qualifications already included in the original proposal.

PROPOSAL REQUIREMENTS

The Consultant's proposal for this advertisement must be submitted by email to DOTDConsultantAds80@la.gov. **USE THE DOTD FORM 24-102 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. 4400036112 Consultant's name",** and **must be received no later than 3:00 p.m. Central Time by DOTDConsultantAds80@la.gov via email** on **Thursday, September 17~~10~~, 2026**.

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 typical.

The field office indirect cost rate shall be applicable to all services except as otherwise designated hereafter. The home office indirect cost rate shall be applicable to the closeout process and all clerical work.

The Consultant will be required to provide construction contract administration and Construction Engineering and Inspection (CE&I) services typically performed by the DOTD Project Engineer and their staff for LA 56: Boudreaux Canal MB Replacement. This project consists of the construction of a movable swing bridge over Boudreaux Canal on LA 56 to replace the existing bridge in Terrebonne Parish. Construction plans and proposals will provide the exact construction scope and limits. These services will be performed in accordance with DOTD's Standards and Procedures (see References). Copies of these documents will be made available through DOTD upon request.

DOTD will assign a Project Engineer from its District 02 office to serve as a construction coordinator for DOTD during project construction.

All work will be performed in accordance with DOTD's Standards and Procedures.

Some of the various tasks to be performed by the Consultant under this contract are described more specifically as follows:

1. Maintain all construction field records; make daily entries in the project diary to indicate the Consultant and the Contractor's personnel are present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time through Headlight.
2. Inspect the Contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications and using approved materials.
3. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make monthly progress reports in conformance with DOTD requirements. Inspection of construction will not include shop and mill inspections and their approval.

The Consultant will perform engineering and administration services and document control for the Project. The services will be performed in accordance with DOTD's Standard and Procedures. Copies of these documents will be available through DOTD upon request.

Construction Engineering and Inspection (CE&I): The Consultant will be responsible for the engineering and inspection services (CE&I) as required for the Project. The Consultant shall perform the various tasks under this contract which include but are not limited to the following:

1. Act as project engineer for the project and coordinate with DOTD District personnel, the Contractor, and other parties to schedule and attend the pre-construction meeting. The Consultant will be required to conduct the meeting.

2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant and the Contractor's personnel are present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time utilizing DOTD software (LAPAVE, Headlight, and other systems.).

3. Coordinate with DOTD and the appropriate utility representative for all relocations/adjustments of utility facilities for the construction of work site.

4. Provide all necessary personnel and equipment, or coordinate the activities of the selected testing laboratory to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.

5. Collect and submit all sampled materials to be tested by DOTD District Testing Laboratories, in accordance with the stipulated Sampling Manual. Ensure samples, field test, lab test submitted, and tests results are properly documented in DOTD software systems (LAPAVE, Headlight, and other systems).

6. Coordinate with the Parish Engineers/Representatives for all relocations/adjustments of utility facilities for the construction of the work site.

7. Provide all necessary personnel, equipment, and materials needed to inspect the Contractor's construction operations (daily) to ensure that all work performed is in accordance with the specified plans and specifications.

8. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make weekly progress reports consisting of percent complete and time elapsed, approved change order amounts, and number of change orders to the DOTD ADA Construction Engineer. Inspection of construction will not include shop and mill inspections and their approval.

9. Review and coordinate with the DOTD District Laboratory the entire final estimate package, including all document submittals from the Contractor in conformance with DOTD requirements.

10. Prepare final estimate packages, including DOTD Audit of Testing and Materials "ATM" in Headlight in conformance with DOTD requirements.

11. The Consultant will be responsible for submittal approvals required of the DOTD Project Engineer as stated in the Standard Specifications. Review all form work drawings and submit to DOTD for further handling, review, and distribution.

12. All construction activities shall be coordinated between the Consultant, the owner, the FHWA, and an assigned representative of DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by DOTD.

13. The Consultant will be available for conferences, visits to job sites, and/or inspections by DOTD authorized representatives.

14. The Consultant will be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made in red. "As-Built" plans shall be full sized. In addition to submitting a copy of the "As-Built" plans with the final estimate, an additional copy shall be provided to the District.

15. When it is stipulated by the Project Specifications that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.

16. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.

17. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.

18. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by DOTD, prior to the performance of stipulated work.

19. Change Orders throughout the life of the project will also have to be written by the Consultant and approved through DOTD's process. The Consultant shall upload any change order attachments through DOTD's software system.

20. The Consultant will monitor and document all construction claims and provide recommendations on disposition of claims.

21. The Consultant will be required to perform recording keeping in all the applicable Headlight programs.

22. The Consultant will be required to assist in providing information needed to meet Federal grant reporting requirements.

23. The Consultant will be required to provide appropriately trained staff. All hours and costs for the Consultant's training are not billable hours or directly reimbursable. For example, the Consultant may be required to participate in training sessions to receive instructions into the use of Headlight (approximately four hours). DOTD will provide a qualified instructor for the Headlight training.

24. The Consultant shall perform all documentation, as prescribed by DOTD, on DOTD's construction software, Headlight, unless otherwise directed by the DOTD Project Manager and any future Content Manager procedures. The Consultant shall provide computer hardware, i.e., computers, printers, internet connections, scanners, etc. deemed necessary for the inspection services.

25. The Consultant shall manage the RFI (Request for Information) process as defined on DOTD's internet site.

    https://www.dotd.la.gov/about/office-of-project-delivery/engineering/publications-and-downloads/forms/

26. DOTD requires that the Consultant assign a full-time project engineer to this project. The assigned project engineer must be knowledgeable of all facets of the Contractor's operations. The project engineer shall have electronic linkage capability via cell phone, fax machine, and Internet for transmitting and receiving relevant contractual information and arranging for onsite operations. The project engineer must be physically capable of responding to the DOTD ADA Construction Engineer within 30 minutes.

27. The Consultant is required to perform any other duties normally required by DOTD Project Engineer's Office as directed by the DOTD ADA Construction Engineer.

28. The Consultant is required to coordinate press releases with the Contractor's Public Information Manager (PIM) who will distribute releases to the local media outlets pertaining to project status and any anticipated traffic pattern changes on a timely basis. The DOTD Public Information Officer will approve all press releases prior to dissemination by the Consultant.

29. The Consultant will be required to assist in providing information needed to meet Federal grant reporting requirements.

30. The Consultant shall coordinate and conduct weekly project progress meetings with DOTD and the Contractor. The Consultant will produce meeting minutes and distribute amongst each of the attendees within five (5) days of the progress meeting.

31. The Consultant shall generate and maintain separate logs for change orders, RFIs, and submittals which details the status of each. Logs shall be kept current and made available during progress meetings.

32. The Consultant is required to review all of the Contractor's weekly payrolls submitted in AASHTOware.

SERVICES TO BE PERFORMED / ITEMS TO BE PROVIDED BY DOTD

DOTD will furnish, without charge, the following services and data:

- Laboratory Material Testing.
- Access to project plans and contract proposals.
- Oversight of all shop fabrication inspection to be performed by the DOTD Structural/Marine Fabrication Engineer.
- Boring and CPT data, and pile order lengths.
- Traffic data, if required.
- Copies of necessary construction contracts, and copies of construction plans. The Consultant will be responsible for obtaining all DOTD forms, manuals, documents, and procedures which are available on DOTD's internet site.
- Copies or make available all necessary manuals, documents, forms and procedures not available on its internet site.
- Review and approval of the Contractor's Critical Path Method (CPM) for Construction Progress Scheduling submissions.
- Office space and field office space, as available.

INDEPENDENT TESTING LABORATORY

In the event the DOTD Testing Laboratory is not available, the selected consultant must have access to a qualified independent testing laboratory, per 23 CFR 637.209. The selected consultant must provide documentation verifying access to a qualified independent testing laboratory to the DOTD PM within 10 business days of the award notification to the Consultant.

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.

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 Consultant 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

- Laptop, IPad and mobile data service for HeadLight (these items will not be reimbursed as a direct expense).

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 civil engineer, registered in the State of Louisiana, and shall have a minimum of five (5) years of experience in responsible charge of roadway and movable bridge CE&I projects.
4. At least one (1) professional civil engineer, registered in the State of Louisiana, shall have a minimum of five (5) years of experience in the testing and acceptance of construction materials.

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

MPR Nos. 1 through 4 may be met by the same person.

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

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 14 of the DOTD Form 24-102 and their resumes included in Section 16 of the DOTD Form 24-102.

- When applicable, DOTD-certified inspector certifications must be submitted in Section 20 of the DOTD Form 24-102. Inspectors may only inspect activities in which they hold an active DOTD certification. (See DOTD Construction Contract Administration Manual)