

## **Recommended Criteria for Local Public Agencies to Use When Selecting a Consultant**

1. Review and use rating criteria that DOTD uses.  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Pages/Process\\_Procedures.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Process_Procedures.aspx) (Go to section 3: "Consultant Performance Rating Examples")
2. Questions to ask a consultant
  1. Is the consultant familiar with the requirements of DOTD?
    - a. DOTD Standard Plans and Details
    - b. DOTD Engineering Directives and Standards Manual
    - c. DOTD Pay items and Specifications
    - d. DOTD Design Manuals (i.e. Road Design, Bridge Design, Hydraulics, Traffic Engineering)
    - e. FHWA Design Guidelines (i.e. Green book, AASHTO Guide for the Development of Bicycle Facilities, MUTCD)
  2. Has the consultant done work for DOTD, utilizing DOTD's policies and procedures, including DOTD's formatting requirements?
    - a. List specific projects
    - b. List project types, are the projects similar?
    - c. List dates
    - d. Will the consultant personnel who worked on the previous projects be the ones working on this project?
  3. What is the consultant's Quality Control/Quality Assurance (QC/QA) process? Have them describe it.  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Road\\_Design/Pages/QC-QA.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Pages/QC-QA.aspx)
  4. Are they in good standing with Louisiana Professional Engineering and Land Surveying Board (LAPELS)? <https://www.lapels.com/Verifications.html>
  5. Ensure they are not on the DOTD disqualified or debarred lists.  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Pages/Disqualified.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Disqualified.aspx) and  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Pages/Disbarred.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/Disbarred.aspx)

6. Has the consultant had the required and optional LPA training (<http://www.ltrc.lsu.edu/ltap/>)?
  - a. List Classes
  - b. List Dates
  - c. List staff who attended the classes. Will these same staff members be working on this project?
7. Ask the consultant to provide an organizational chart showing all relevant staff with their specific duties and their resumes (See DOTD form 24-102 at [http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Pages/default.aspx) as an example)
8. Ask the consultant to identify how their firm has adequate staffing to complete the contract
9. Ask the consultant to provide a description of how their firm meets the DOTD Traffic Engineering Process and Report Training Requirements.

***Additional comments/questions for consultants that will be performing the Construction Engineering and Inspection***

10. Recommend using a different consultant to perform the construction inspection from the consultant that did the design
11. Has the consultant worked with the DOTD SiteManager program? (Give specifics including which projects, date used and who will be doing the SiteManager input)
12. Is the consultant familiar with the DOTD Construction Invoicing?
13. Does the consultant have the required certified (DOTD certification) staff to inspect the items that require a certified inspector?
14. Is the consultant capable of performing the field testing?
15. Ask the consultant to provide a description of how their firm intends to meet the Work Zone Training Requirements.