

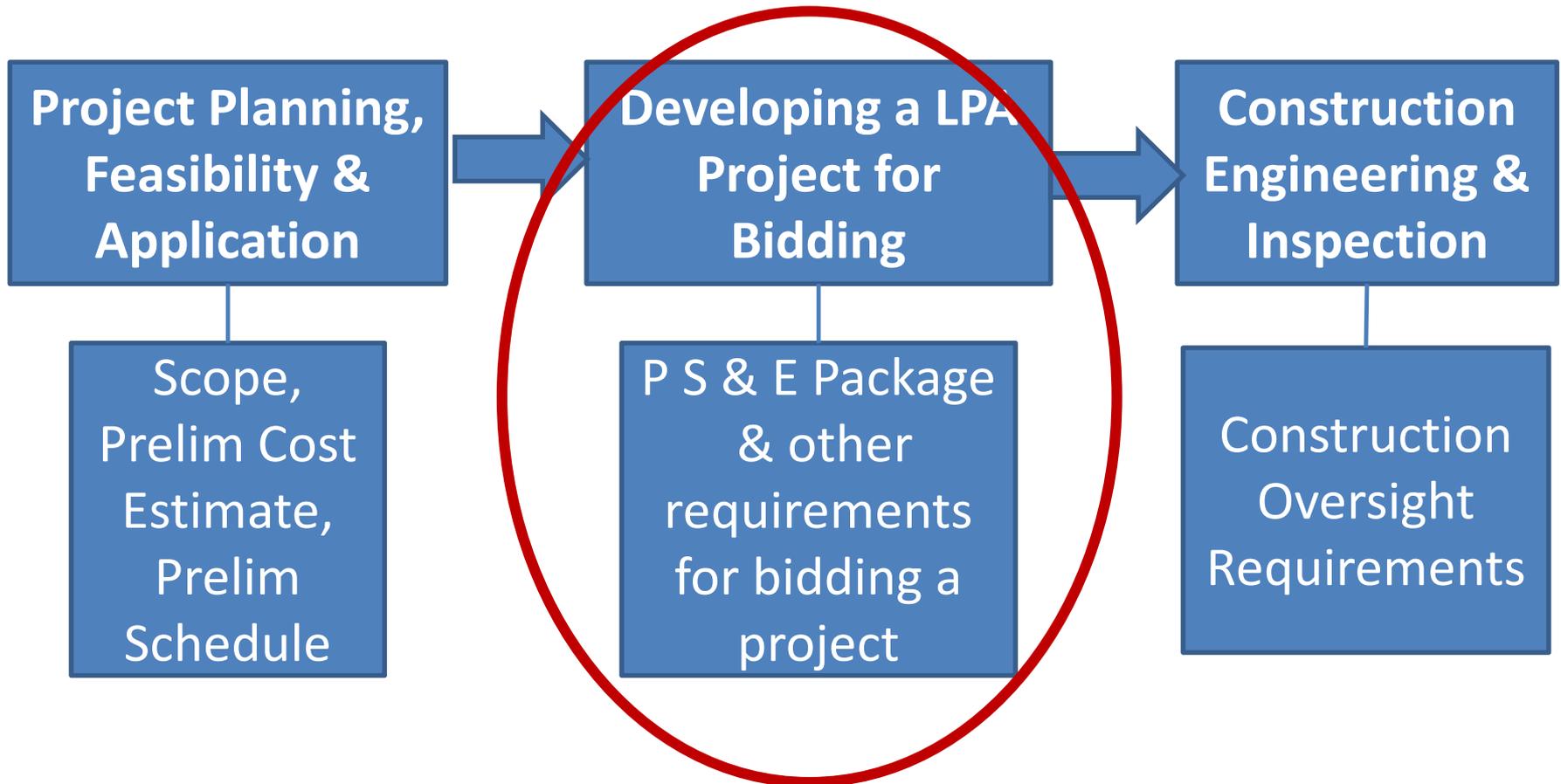
# **Project Design & Delivery: Developing an LPA Project for Bidding**

**(DOTD's Project Delivery Process)**



# LPA Training Class Coordination

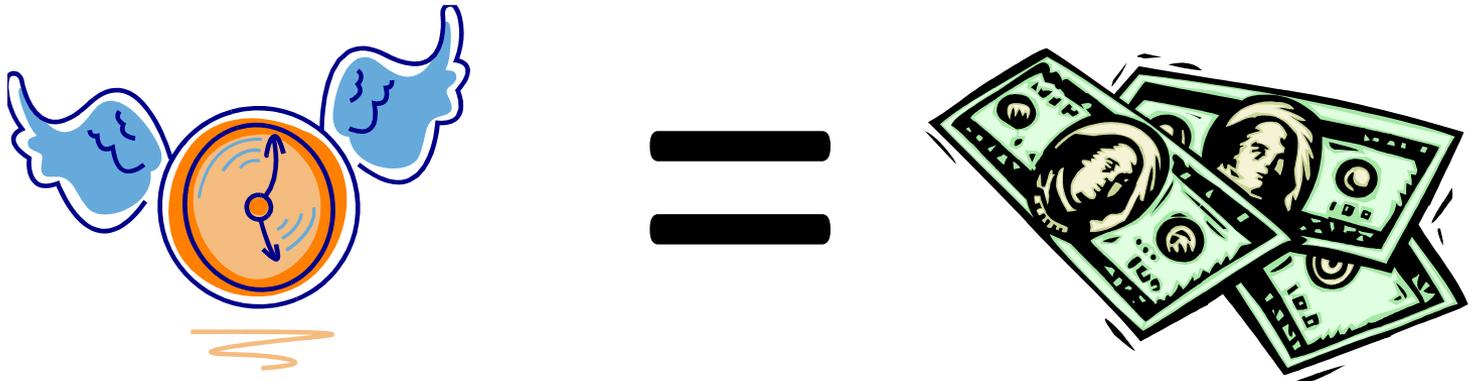
## LPA Qualification Core Training - *Required*



# Why Are You Here?



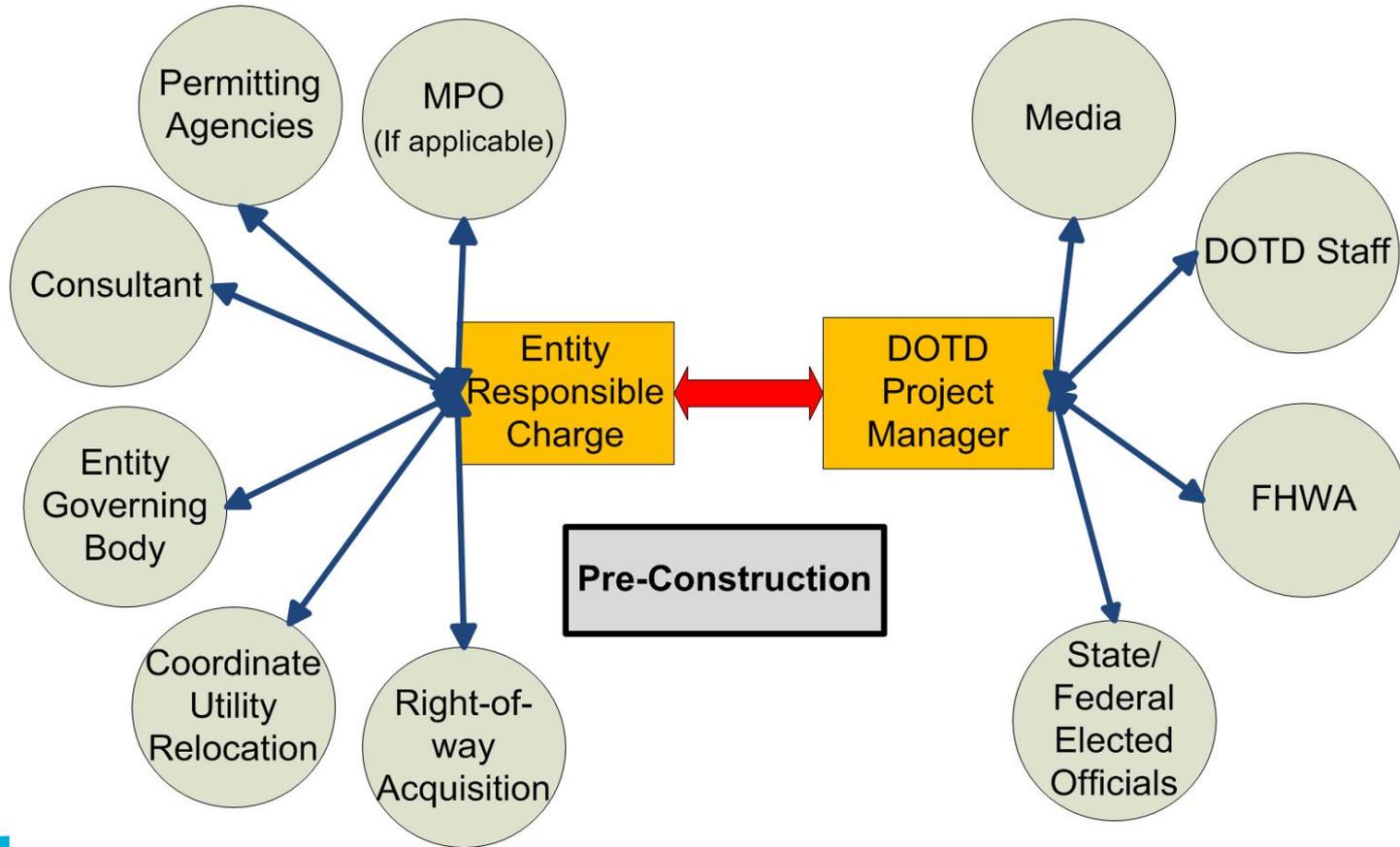
- To manage the project design phase
- To minimize delays in the schedule
- Delays = Time



# LPA Responsible Charge Duties

# Project Responsible Charge

## *Working with DOTD*



# Project Responsible Charge *Role*

Functions as a  
project manager  
for the LPA  
following DOTD  
Project  
Management  
Protocol



# Project Responsible Charge

## *LPA Project Manager*

Keeps Project Moving

Transmits letters and plans to DOTD

Distributes plans internally

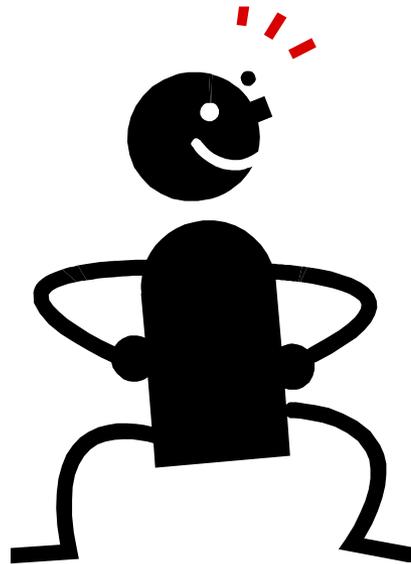
Confirms comments are addressed

Attends all decision meetings

Ensures permits are obtained

Submit Status Reports

Ensures utility relocation is coordinated



## Design Engineer Responsibilities

- Follow the DOTD policies and guidelines to deliver a quality set of design plans/package that can be bid by DOTD in a timely manner
- Reduce project delays due to process differences
- In general – NOT the Responsible Charge

# Important!

- The review of plans by DOTD will not absolve the LPA , or its professional engineer, of their professional obligation to correct, at their expense, any error in the plans

# Funding



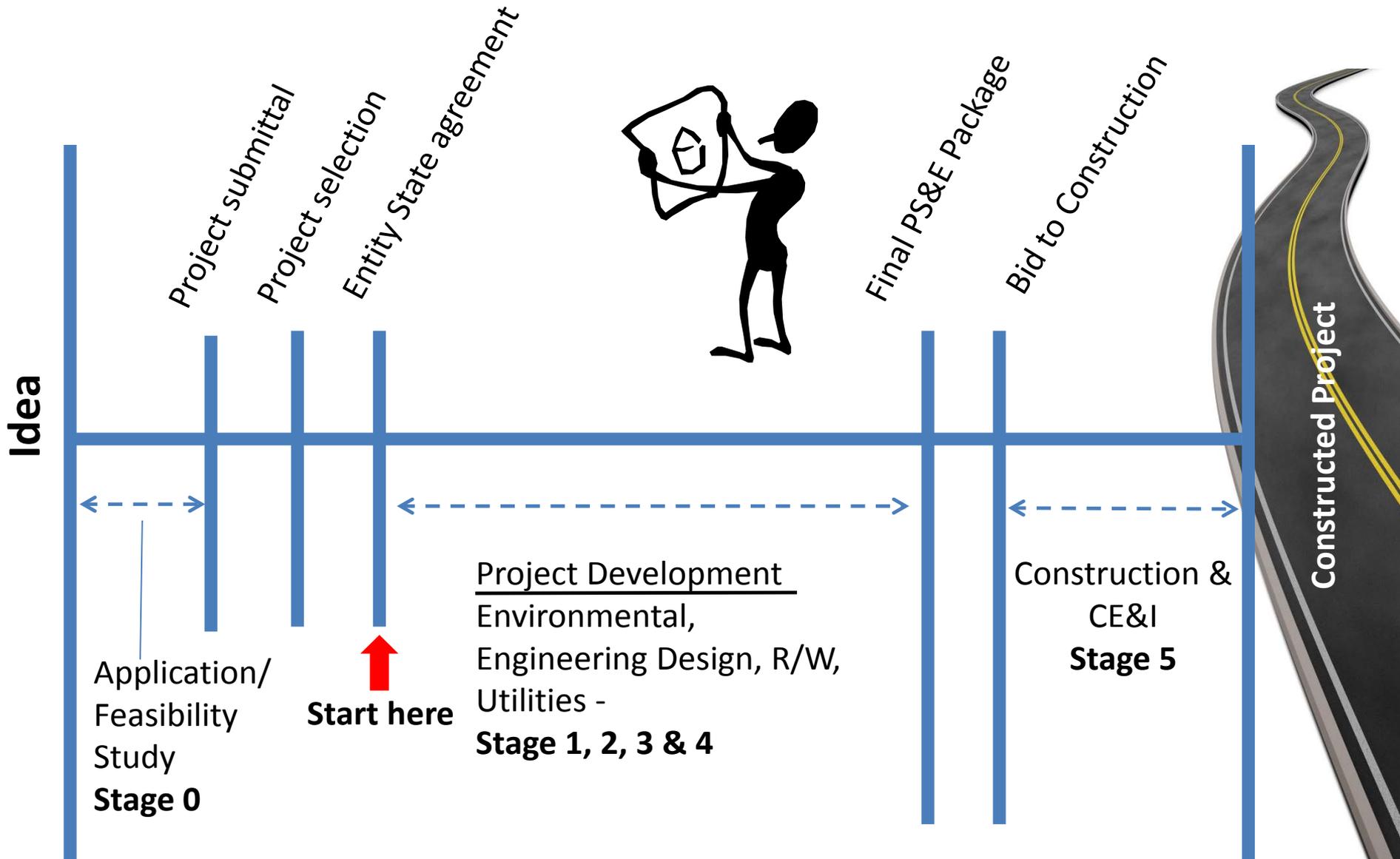
# Programs LPAs Can Apply for Project Funding Through DOTD:

- MPO – Urban System Program
- Transportation Alternatives Program
  - “Old” Enhancement
  - Recreational Trails
  - Scenic Byways – no longer a separate category
- Safe Routes to School
- Local Road Safety Program
- Highway Safety Improvement Program
- *Off System Bridge Program*

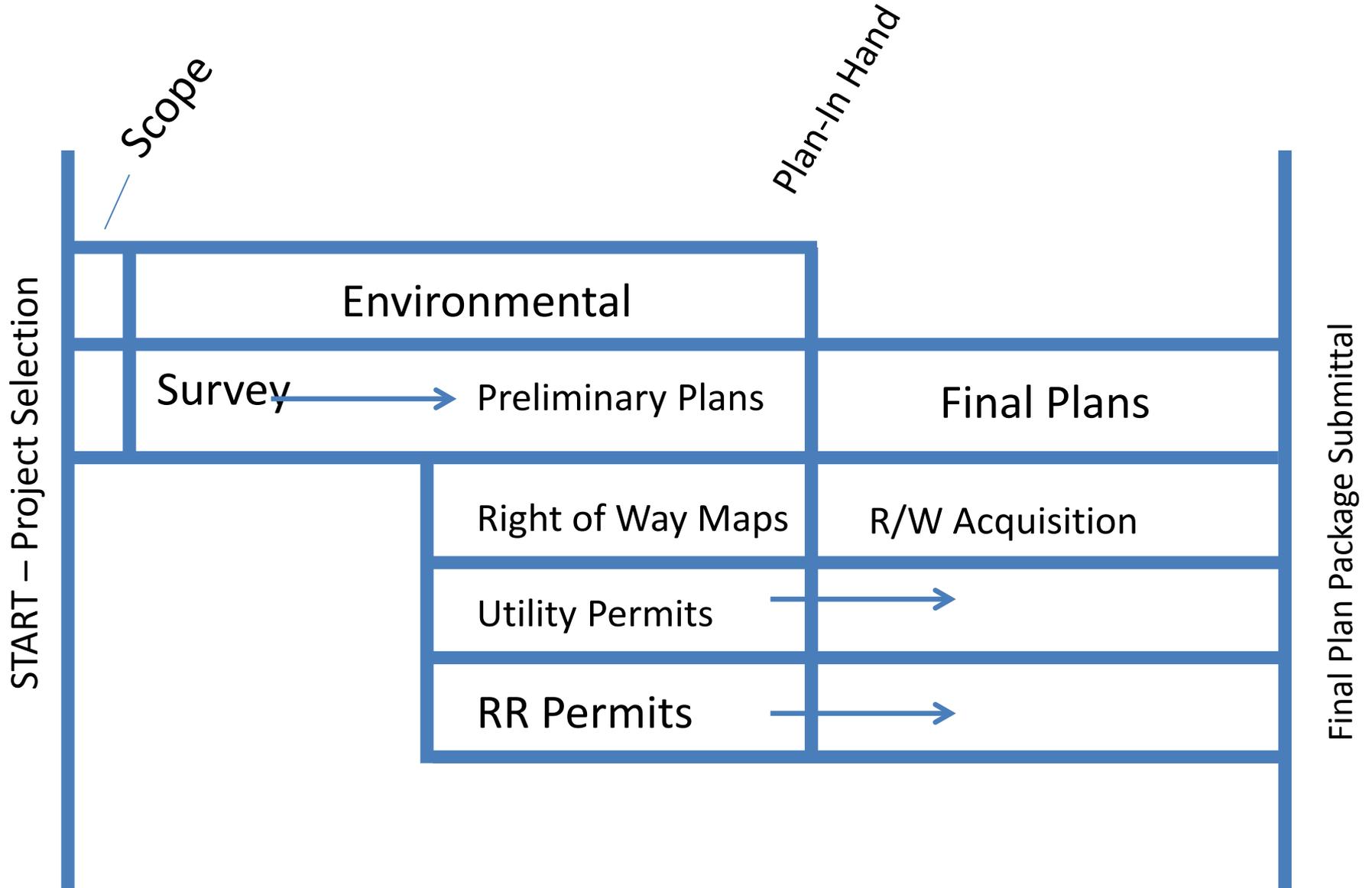
# Programs LPAs Can Apply for Project Funding Through DOTD:

Program	Annual Funding for 2014
Transportation Alternative Program	\$13M
Recreational Trails	\$1.5M
Safe Routes to School	\$2.7M
Local Road Safety Program	\$5M
Off System Bridge Program	\$13M
MPO – Urban System Program	\$75M
Total	\$110.2M

# Project Life Span



# LPA Project Delivery Process



# For Your Project To Get To Construction

- ✓ Plan, Specifications & Estimate (PS&E) package signed by DOTD Chief Engineer
- ✓ Project Authorized by FHWA
- ✓ Project Advertised per State Law

# Project Development Begins

# Project Set-Up Meeting

Responsibilities



Expectations

Appendix D – Page 2

# Project Set-Up Meeting

- Purpose is to ensure that the LPA's engineering contract with the designer will meet DOTD's requirements
- Should be held prior to the LPA selecting a designer
- If LPA designs project in-house, this information will be discussed during the Pre-Design meeting

# Project Set-Up Meeting Sample Agenda

- Scope, schedule, and budget
- Consultant Selection
  - Expectations if DOTD selects consultant
  - If LPA selects consultant, help and guidance on what is needed selecting a consultant for DOTD plan development
- Survey and plan requirements
  - Full size vs. letter size

# Project Set-Up Meeting Sample Agenda (cont.)

- Other plan development issues
- Plan of action for letting the project
- Discuss QA/QC
- Typical questions and checks a Responsible Charge should ask (**see handout**)

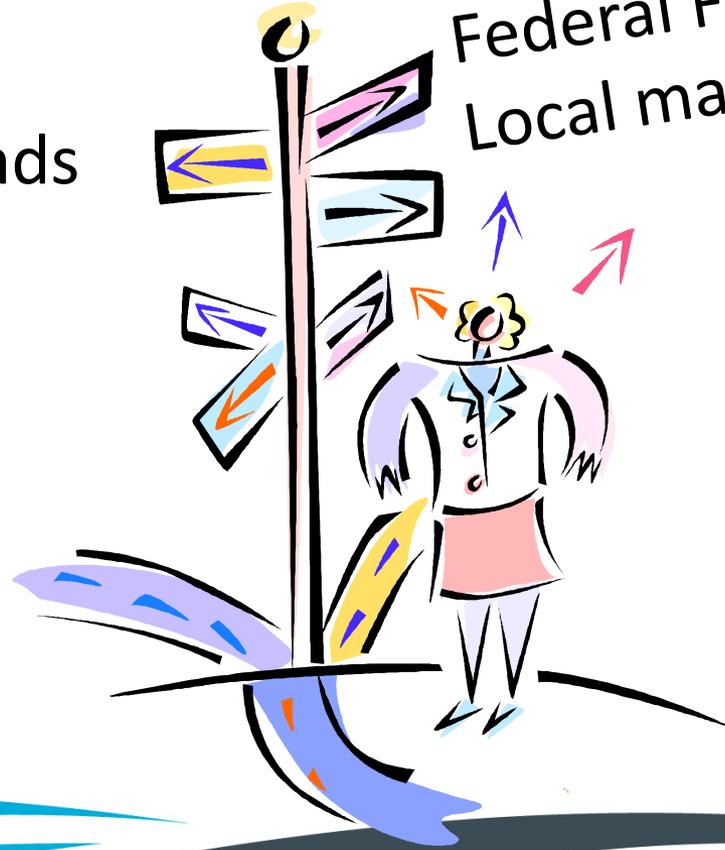
# Consultant Selection for Design Services

Appendix D - Pages 2-5

# Consultant Selection *Options*

100% Local Funds

Federal Funds with  
Local match



# Consultant Selection

- If Federal Funds are used for engineering, DOTD or an LPA with an approved selection process by Federal requirements must select consultant

## WHY???



# Consultant Selection

## *The Brooks Act – USC 40 Ch 11*

LA State Law procurement requirements for professional services do NOT meet the Federal Brooks Act

DOTD will select the consultant and prepare the contract for execution between the LPA and consultant – DOTD not a party to the contract

# When LPA selects consultant using 100% local funds

# Consultant Contracts *Requirements*

- LPA developed contract should have same requirements as DOTD's contracts because the end results must be the same



Sample Contract – Appendix D-1

# Recommended process for LPA if local funds are used for pre- construction

- Choose wisely - Any cost to fix the plans is the LPA's responsibility
- Define a clear scope of services
- Obtain bids, man-hours, rates from several firms
- Compare with statewide average

# Recommended process for LPA if local funds are used for pre- construction (cont.)

- Reviews schedule and budget
  - Use man-hours to calculate contract time
- When paying invoices, require the invoice show the % of work complete and the amount of man-hours used

# Contract Management Recommendations

- Ask consultant to submit amount of man-hours calculated and rates to perform work
- Ask for the % of man-hours expended vs. the % of work performed on the invoice
- Compare rates against the statewide average

# When DOTD selects consultant using Federal funds

# LPA Responsibilities if Federal funds are used for pre-construction

- Provide a clear scope of services
- Submit man-hours and schedule to DOTD PM
- LPA can send a non-binding recommendation on consultant selection to DOTD Secretary
- Executes the consultant contract with the consultant

# LPA Responsibilities if Federal funds are used for pre-construction (cont.)

- Review and pay invoices
  - Ensure invoices are submitted on DOTD forms

# DOTD Responsibilities if Federal funds are used for pre- construction

- Reviews the scope & man-hours
- Reviews schedule and budget
- Prepares & advertises the contract
- Selects the consultant
- Prepares the consultant contract for execution by the LPA with the consultant
- Processes & pays invoices

# Consultant Selection Contract

LPA signs the  
formal  
contracts with  
the consulting  
engineer



# Invoices for Reimbursement

- Must be in the format found on the DOTD Consultant Contract Services website





LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

# Sample Invoice – Lump Sum

Legacy State Project No. : 700-00-0000			Vendor Number: 310000000					
Type of Project :								
Request for Payment Number :			xx / Partial or Final					
PERIOD: MIDY TO MIDY								
			MAXIMUM COMPENSATION	% COMPLETE	AMOUNT EARNED TO DATE	PREVIOUSLY INVOICED	LESS RETAINAGE	AMOUNT DUE THIS PERIOD
<b>Stage 3, Part IA - Topographic Survey - Total</b>								
Consultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	75,000.00	100.00%	75,000.00	71,250.00	0.00	3,750.00
Subconsultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	55,500.00	100.00%	55,500.00	55,500.00	0.00	0.00
<b>Supplemental No. 1 - (Description) - Total</b>								
Consultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	65,450.00	100.00%	65,450.00	62,177.50	3,272.50	0.00
<b>Stage 3, Part III - Preliminary Plans - Total</b>								
Consultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	199,000.00	50.00%	99,500.00	0.00	4,975.00	94,525.00
<b>Extra Work Letter No. 1 - (Description) - Total</b>								
Consultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	35,250.00	65.00%	22,912.50	12,000.00	1,145.63	9,766.87
Subconsultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	58,160.52	95.00%	55,252.49	0.00	2,762.62	52,489.87
<b>Stage 3, Part IV - Final Plans - Total</b>								
Consultant	(Notice to Proceed MIDY) - Subtotal (Expiration Date MIDY)	Lump Sum	22,002.45	5.00%	1,100.12	955.00	55.01	90.11
<b>Total</b>			510,362.97		374,715.11	201,882.50	12,210.76	
			<b>TOTAL AMOUNT DUE THIS PERIOD: \$160,621.95</b>					
Certified Correct by:			Contact Information Regarding Invoicing Questions:					
Principal Member's Signature			Name:	Telephone#:	Email:			37

# Common Reasons for Invoice Rejection

- Standard Invoice Format not used
- Project Related Material, Receipts, etc., were not included
- Previous Amounts not correct on current invoice
- Missing Invoice(s) – skipping a number(s)
- Math Errors
- Direct Expense Calculations not included
- State Project Number incorrect on invoice

# Common Reasons for Invoice Rejection

- Employee's Classification on the hour/rate breakdown of labor charges not shown
- Dates Worked "From" and "To" not listed
- Expiration Date has passed without an extension or justification letter to Project Manager
- Notice to Proceed – work done before the NTP date
- Certification Statement and/or the Principal's signature not included
- Sub-consultant's Invoice not provided



# Invoices - Documents Available on Website

## **INVOICE SUBMITTAL INFORMATION FOR PROJECT MANAGERS**

**Invoicing Tips for Consultants**

## **ENTITY COST DISBURSEMENT CERTIFICATION LETTER**

**Tips for Project Managers When Submitting Invoices**

**Lump Sum Invoice/Summary Sheet**

**Cost Plus Invoice with Premium Overtime and Overhead Adjustments**

**Cost Plus Summary Sheet Combined with Invoices and Backup**

**Retainer Contract Invoice**

**Billable Unit Rates**

**Back up for Billable Rates Invoice**

**Reasons for Returning Invoices**

**Notice of Completion - SAMPLE -**

**Policy Change in Submitting Invoices for Payment to Consultant Contract Services**

**Sample Invoices**

**Submitting a Claim?**



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# Time Requirements

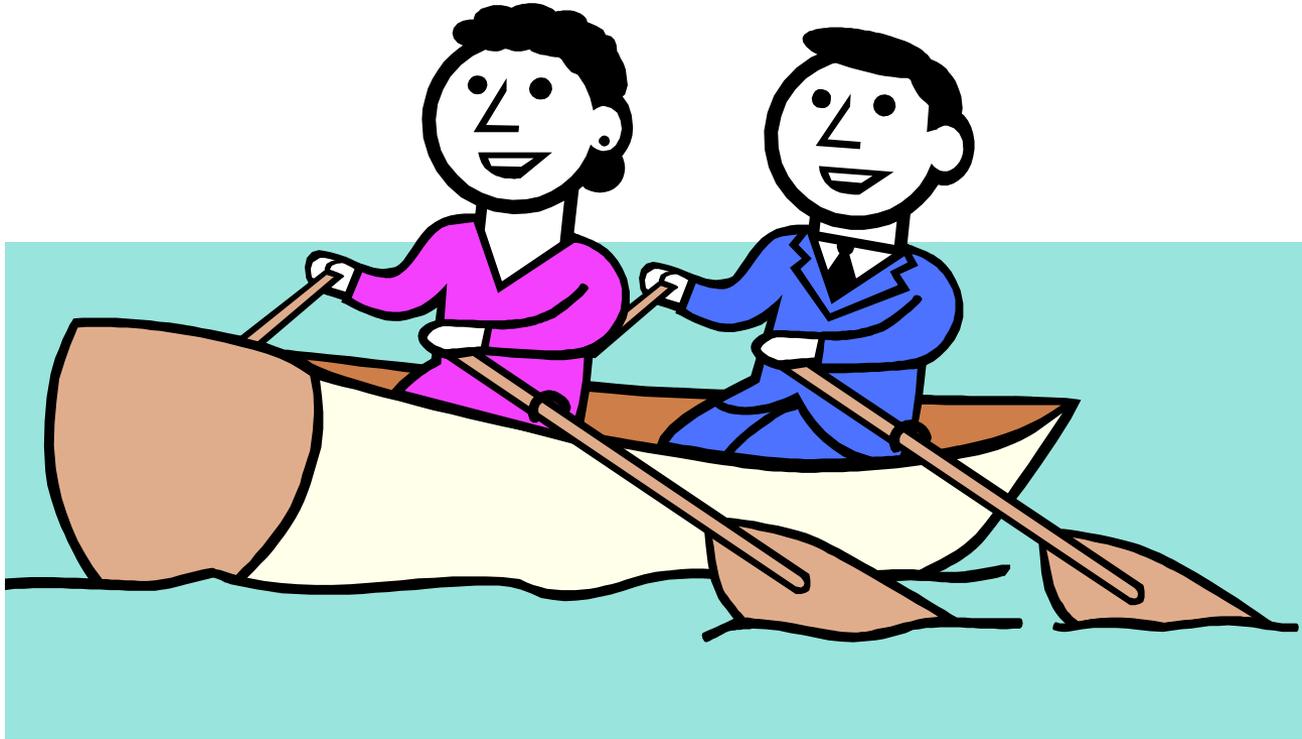
(See notes pg. 12)

<b>Schedule Planner Worksheet</b>			
<b>Stage</b>	<b>Range of Time (months)</b>	<b>Estimated Time (months)</b>	
<b>Stage 3 - Preconstruction</b>			
<b>Consultant Selection &amp; Contract</b>			
<i>DOTD Selects (Fed money)</i>			
Submits scope of services and man-hours (LPA)	1 - 2 months	1	2
Reviews scope and man-hours (DOTD)	1 - 2 months	1	2
Prepares & advertises contract (DOTD)	1 month	1	1
Selects the consultant with input from entity (DOTD)	5 months	5	5
Prepares contract (DOTD)	1 - 1 1/2 months	1	1.5
Executes contract (LPA)	1 month	1	1
Provides schedule & budget (LPA)	throughout the life of the contract		
Reviews, approves & transmits invoices to DOTD (LPA)	monthly basis		
Processes & pays invoices (DOTD)	1 month		
Monitors the contract time & requests any extensions /suspensions (LPA)	throughout the life of the contract		
<b>Total additional time if DOTD selects consultant</b>		<b>10</b>	<b>12.5</b>
<i>LPA Pays (Selects)</i>			
Preliminary Plans			

# Example Contract/Exercise

- Use sheet for time requirements for consultant selection and contract

# Pulling Together Now



# Predesign Meeting



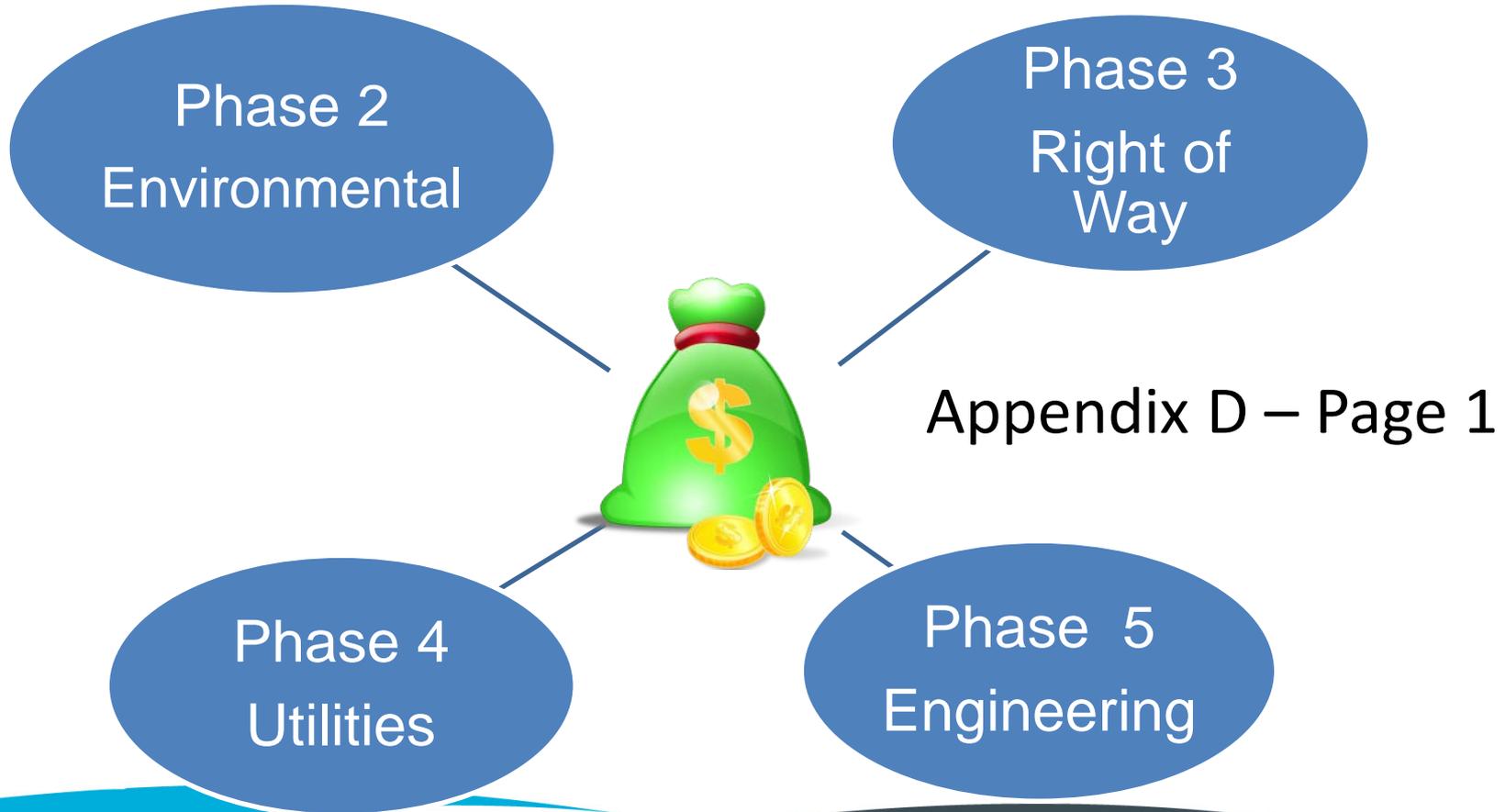
Appendix D-4

# Pre-Design Meeting Agenda

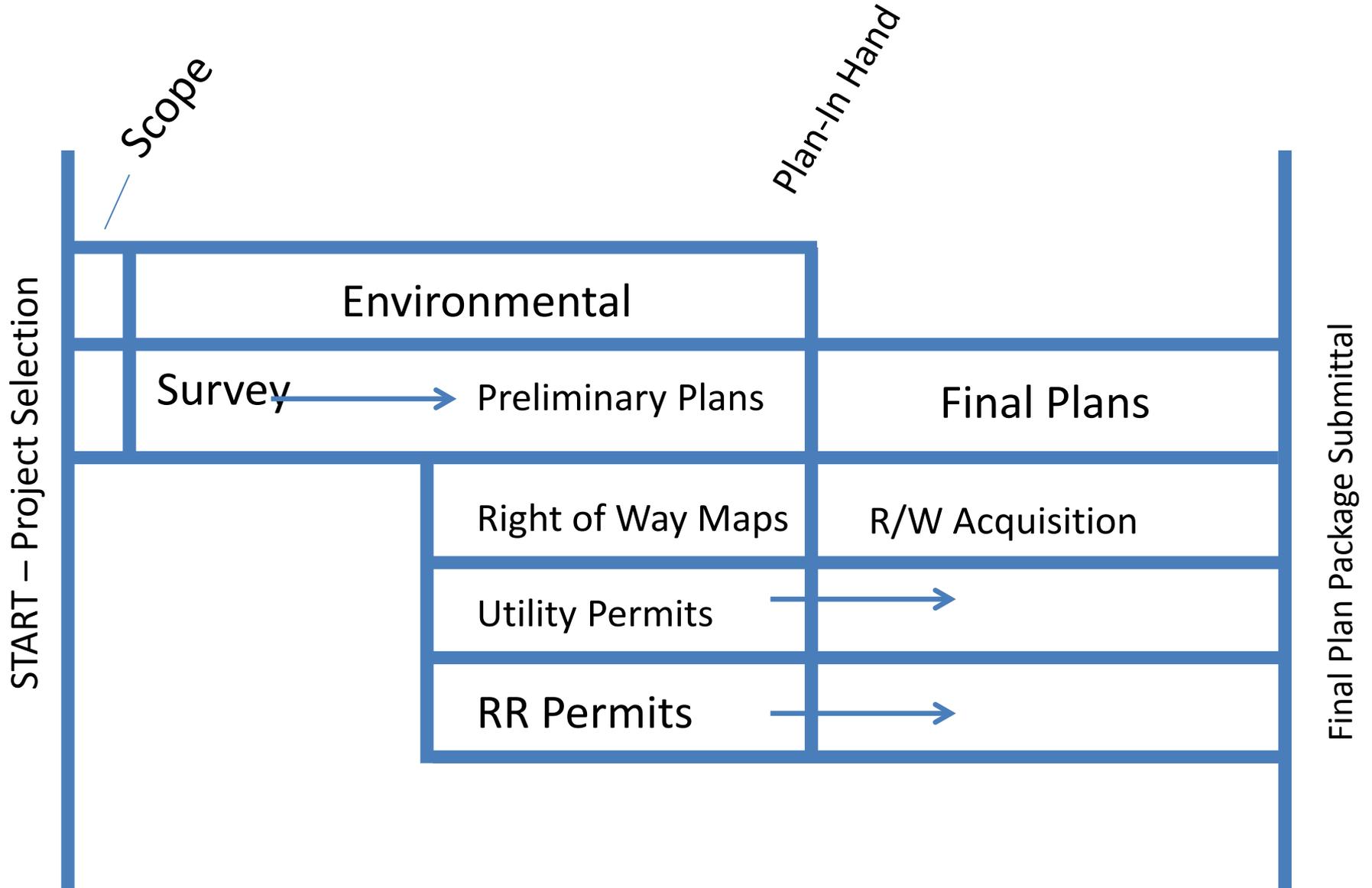
- Scope, Schedule & Budget
- Consultant requirements
- Plan development expectations (reviews)
- NEPA requirements
- Right-of-Way

Appendix D - Page 5

# DOTD Design Phases



# LPA Project Delivery Process



# Environmental NEPA (Stage 1)

# Environmental NEPA Process

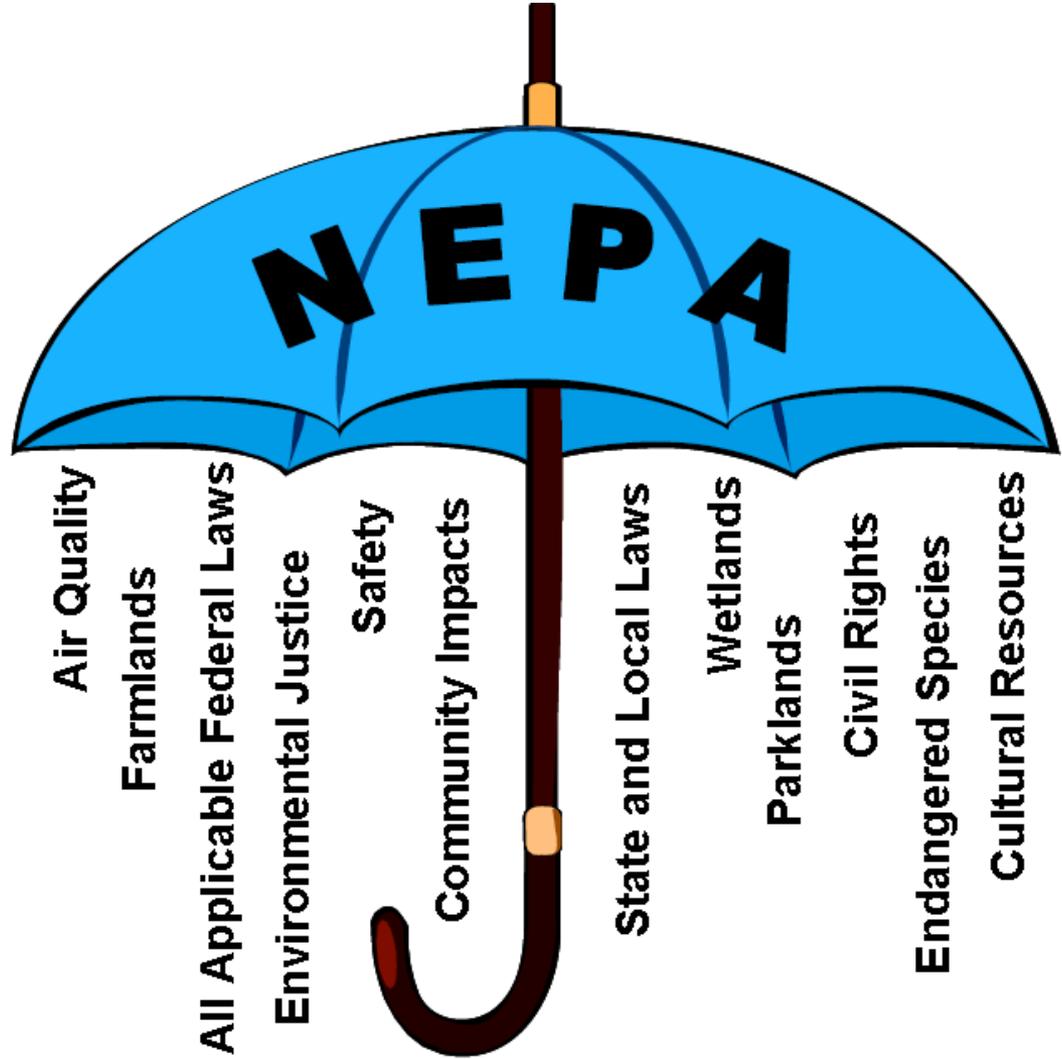
- “The National Environmental Policy Act (NEPA) is our basic national charter for protection of the environment” 40 CFR 1500.1(a)



Appendix D  
Pages 6-11

# Environmental NEPA Process

- NEPA -  
National  
Environmental  
Policy Act

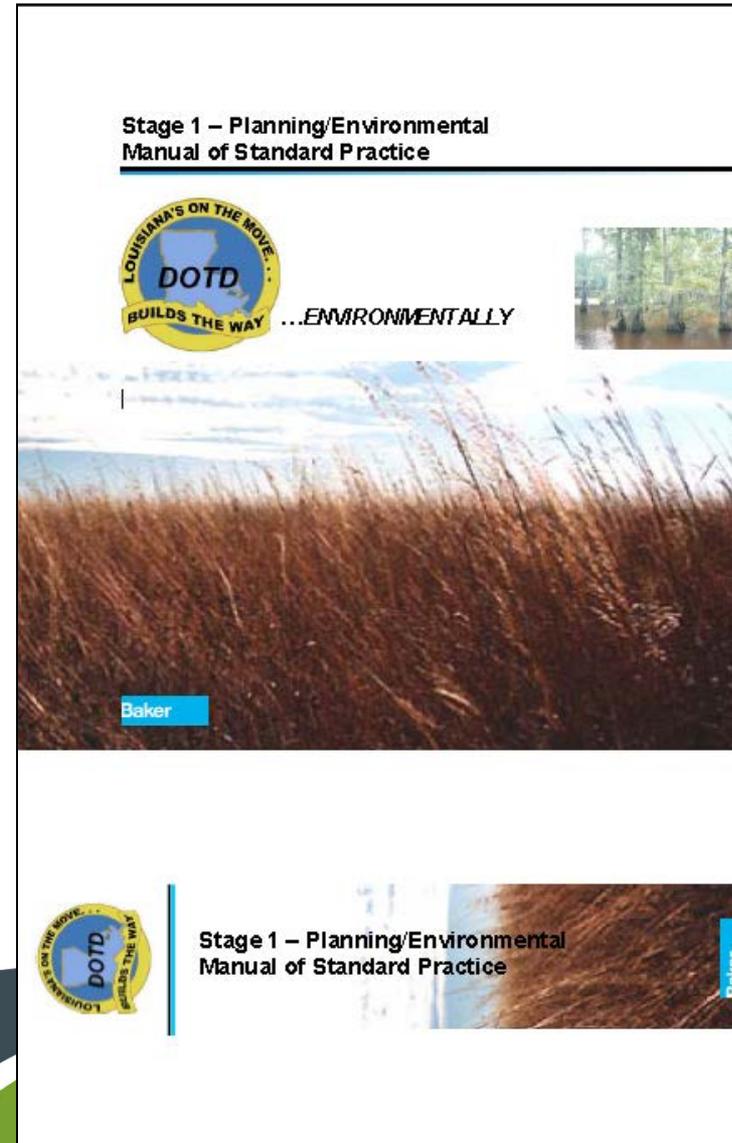


# Environmental NEPA

- **EVERY** project has to have environmental clearance prior to letting to construction
- **NO PROJECT** can progress further than preliminary plans without having environmental clearance (don't proceed with the preferred alternative design until you get NEPA clearance).

# When Does NEPA Apply?

- Federal funding
- Federal jurisdiction
- Federal permit  
or
- Federal approval



# Entity-State Agreement

*“The Project will be developed in accordance with the latest version of DOTD’s “Environmental Manual of Standard Practice”. All environmental documents and public involvement proposals are required to be developed under these requirements and shall be submitted to DOTD for review and comments”*

# Types of NEPA Documents

- Programmatic Categorical Exclusions (PCE)
- Categorical Exclusion (CE)
- Environmental Assessment (EA)
- Environmental Impact Statement (EIS)

# PCE's

- 2-4 weeks to process
- Straight forward “cookie cutter” type projects with no environmental complexity
- Examples
  - Installation of signs
  - New pavement markings
  - Highway lighting

## CE's

- 3-6 months to process
- Project **does not have a significant impact** to the environment
- Examples
  - Highway overlays
  - Minor bridge replacement or rehab
  - Hiking trails

## EA's

- 12-18 months to process
- More complex type projects where the **significance of the impacts is not clearly established**
- Finding of No Significant Impact (FONSI)
- Examples
  - New Interstate interchange
  - Widening existing 2-lane highway to 4-lanes
  - New bridge over navigable waterway

# EIS's

- 3 or more years to complete
- **Significant impacts anticipated**
- Examples
  - New Interstate facility (I-69, I-49 North/South)
  - New Interstate Bridge over the Calcasieu River
  - New 80 mile loop around Baton Rouge

# Probable Types of NEPA Documents

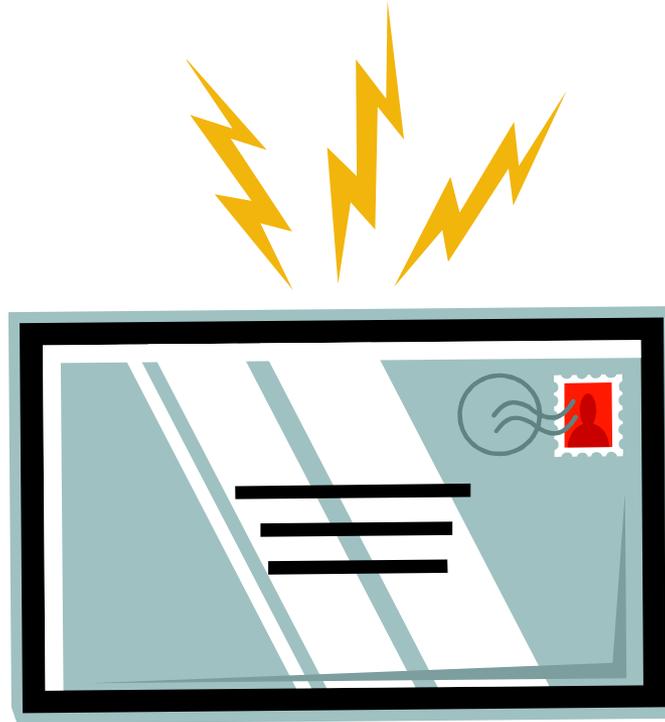
Program	PCE	CE	EA	EIS
Safe Routes to Schools	√			
Local Road Safety Program	√			
Transportation Alternatives	√	√		
Urban Systems	√	√	√	
Large Projects			√	√

# Steps in the Environmental Clearance Process



1. I.D. Problems and Needs
2. Develop Alternatives
3. Evaluate Effects
4. Decide on Preferred Alternative
5. Document Process

# Solicitation of Views (SOV)





# Solicitation of Views (SOV)

- Early coordination effort
  - Assist in the identification of reasonable alternatives
  - Evaluate potential social, economic, and environmental impacts
- Stakeholders-Inform interested agencies, officials, and the public of proposed projects
- Packet includes cover letter, project description, and vicinity map
- DOTD mailing list (Check with your DOTD PM)



LOUISIANA DEPARTMENT  
TRANSPORTATION & DEVELOPMENT

# SAMPLE SOV PACKET



## Environmental Section

PO Box 94245 | Baton Rouge, LA 70804-9245  
Phone: 225-379-4502

Bobby Jindal, Governor  
Sherri H. LeBas, P.E., Secretary

August 13, 2014

State Project No. H.002281  
F.A.P. No. H.002281  
Name: Big Bayou Sara Bridge Rehabilitation  
Route: LA 66  
Parish: West Felicianas

---

**SUBJECT: Solicitation of Views**

Early in the planning stages of a transportation facility, views from federal, state, and local agencies, organizations, and individuals are solicited. The special expertise of these groups can assist DOTD with the early identification of possible adverse economic, social, or environmental effects or concerns. Your assistance in this regard will be appreciated.

Due to the earliness of this request for your views, very limited data concerning the proposed project exists. We have, however, attached a sketch map showing the general location of the project, along with a preliminary project description.

It is requested that you review the attached information and furnish us with your views and comments by September 19, 2014. Replies should be addressed to LA DOTD; Environmental Engineer Administrator; P.O. Box 94245; Baton Rouge, Louisiana 70804-9245. Please reference the State Project Number in your reply. If you have any questions, please call my office at (225) 242-4502.

Sincerely,

A handwritten signature in blue ink that reads "Noel Ardoin".  
Handwritten initials "NA" in blue ink.

Noel Ardoin  
Environmental Engineer Administrator



# SAMPLE SOV PACKET

## PROJECT DESCRIPTION

**STATE PROJECT NO. H.002281**  
**FEDERAL AID PROJECT NO. H00281**  
**BIG BAYOU SARA BRIDGE REHABILITATION**  
**ROUTE: LA 66**  
**WEST FELICIANA PARISH**

The Louisiana Department of Transportation and Development is proposing to rehabilitate the existing Big Bayou Sara Bridge (Structure No. 61632510101511) on LA 66 in West Feliciana Parish. The rehabilitation consists of replacing the existing deck and girders, strengthening the existing truss, painting the bridge and adding riprap at the abutments and the piers in the main channel for scour protection. During construction, the traffic will be shifted to a temporary detour bridge on the north side of the existing bridge. The proposed project begins on LA 66 at Control Section 251-01, Control Section Log Mile (CSLM) 1.510 and proceeds southeastward along LA 66 to CSLM 1.645. The Big Bayou Sara Bridge is located at Latitude 30.84475, Longitude -91.406633; Township T2S, Range R3W, Section 51. The existing bridge is a low Warren truss (or pony truss) with steel I-beam approach spans and it is 30.1 feet in width and 712.5 feet in length. The bridge has a 24-foot roadway and consists of two travel lanes. The rehabilitated bridge will be the same type, width, and length as the existing bridge.

The project limits encompasses approximately 7.367 acres, which consists of 6.427 acres of existing right-of-way, and 0.940 acre of required right-of-way. The overall project length is approximately 0.383 miles.

# SAMPLE SOV PACKET



## PROJECT LOCATION MAP

STATE PROJECT No.: H.002281  
FEDERAL AID PROJECT No.: H002281  
BIG BAYOU SARA BRIDGE REHAB  
STR# 61632510101511  
LA 66  
WEST FELICIANA PARISH



# Scope Changes

- If any issues occur during the environmental process, a scope change may be necessary and requires:
  - Concurrence and approval
  - Supplemental Agreement to the Entity-State Agreement
  - Revision to Funding Commitment Letter (non-MPO areas) or TIP modification in MPO areas

# Scope Change Effects

- May affect the environmental clearance (including restarting the process)
- Added work may be non-participating

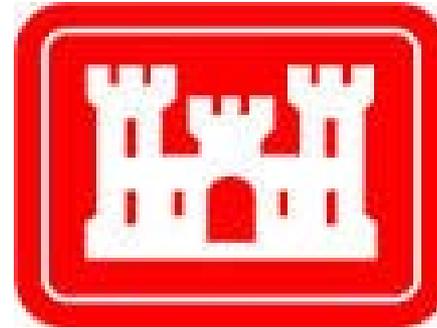
Appendix D - Pages 34-35

# NEPA Clearance Facts

- NEPA documents should identify permits required
- Required routing to DOTD
- Must be updated every 3 years
- Native American Tribe coordination-Sovereign Nation (Government to Government communication)

# Permits

## *Navigable Waterway & Corps of Engineers (33 CFR 329)*





# Permits

## *State Historic Preservation & Coastal Zone*



# The Louisiana Coastal Zone



N

1 in = 19 miles

Proposed Boundary

Source: The Coastal Zone Act, 1972, 42 U.S.C. 4301-4306, amended, 43 CFR 1.101-1.101-101, 43 CFR 1.101-1.101-102, 43 CFR 1.101-1.101-103, 43 CFR 1.101-1.101-104, 43 CFR 1.101-1.101-105, 43 CFR 1.101-1.101-106, 43 CFR 1.101-1.101-107, 43 CFR 1.101-1.101-108, 43 CFR 1.101-1.101-109, 43 CFR 1.101-1.101-110, 43 CFR 1.101-1.101-111, 43 CFR 1.101-1.101-112, 43 CFR 1.101-1.101-113, 43 CFR 1.101-1.101-114, 43 CFR 1.101-1.101-115, 43 CFR 1.101-1.101-116, 43 CFR 1.101-1.101-117, 43 CFR 1.101-1.101-118, 43 CFR 1.101-1.101-119, 43 CFR 1.101-1.101-120, 43 CFR 1.101-1.101-121, 43 CFR 1.101-1.101-122, 43 CFR 1.101-1.101-123, 43 CFR 1.101-1.101-124, 43 CFR 1.101-1.101-125, 43 CFR 1.101-1.101-126, 43 CFR 1.101-1.101-127, 43 CFR 1.101-1.101-128, 43 CFR 1.101-1.101-129, 43 CFR 1.101-1.101-130, 43 CFR 1.101-1.101-131, 43 CFR 1.101-1.101-132, 43 CFR 1.101-1.101-133, 43 CFR 1.101-1.101-134, 43 CFR 1.101-1.101-135, 43 CFR 1.101-1.101-136, 43 CFR 1.101-1.101-137, 43 CFR 1.101-1.101-138, 43 CFR 1.101-1.101-139, 43 CFR 1.101-1.101-140, 43 CFR 1.101-1.101-141, 43 CFR 1.101-1.101-142, 43 CFR 1.101-1.101-143, 43 CFR 1.101-1.101-144, 43 CFR 1.101-1.101-145, 43 CFR 1.101-1.101-146, 43 CFR 1.101-1.101-147, 43 CFR 1.101-1.101-148, 43 CFR 1.101-1.101-149, 43 CFR 1.101-1.101-150, 43 CFR 1.101-1.101-151, 43 CFR 1.101-1.101-152, 43 CFR 1.101-1.101-153, 43 CFR 1.101-1.101-154, 43 CFR 1.101-1.101-155, 43 CFR 1.101-1.101-156, 43 CFR 1.101-1.101-157, 43 CFR 1.101-1.101-158, 43 CFR 1.101-1.101-159, 43 CFR 1.101-1.101-160, 43 CFR 1.101-1.101-161, 43 CFR 1.101-1.101-162, 43 CFR 1.101-1.101-163, 43 CFR 1.101-1.101-164, 43 CFR 1.101-1.101-165, 43 CFR 1.101-1.101-166, 43 CFR 1.101-1.101-167, 43 CFR 1.101-1.101-168, 43 CFR 1.101-1.101-169, 43 CFR 1.101-1.101-170, 43 CFR 1.101-1.101-171, 43 CFR 1.101-1.101-172, 43 CFR 1.101-1.101-173, 43 CFR 1.101-1.101-174, 43 CFR 1.101-1.101-175, 43 CFR 1.101-1.101-176, 43 CFR 1.101-1.101-177, 43 CFR 1.101-1.101-178, 43 CFR 1.101-1.101-179, 43 CFR 1.101-1.101-180, 43 CFR 1.101-1.101-181, 43 CFR 1.101-1.101-182, 43 CFR 1.101-1.101-183, 43 CFR 1.101-1.101-184, 43 CFR 1.101-1.101-185, 43 CFR 1.101-1.101-186, 43 CFR 1.101-1.101-187, 43 CFR 1.101-1.101-188, 43 CFR 1.101-1.101-189, 43 CFR 1.101-1.101-190, 43 CFR 1.101-1.101-191, 43 CFR 1.101-1.101-192, 43 CFR 1.101-1.101-193, 43 CFR 1.101-1.101-194, 43 CFR 1.101-1.101-195, 43 CFR 1.101-1.101-196, 43 CFR 1.101-1.101-197, 43 CFR 1.101-1.101-198, 43 CFR 1.101-1.101-199, 43 CFR 1.101-1.101-200.





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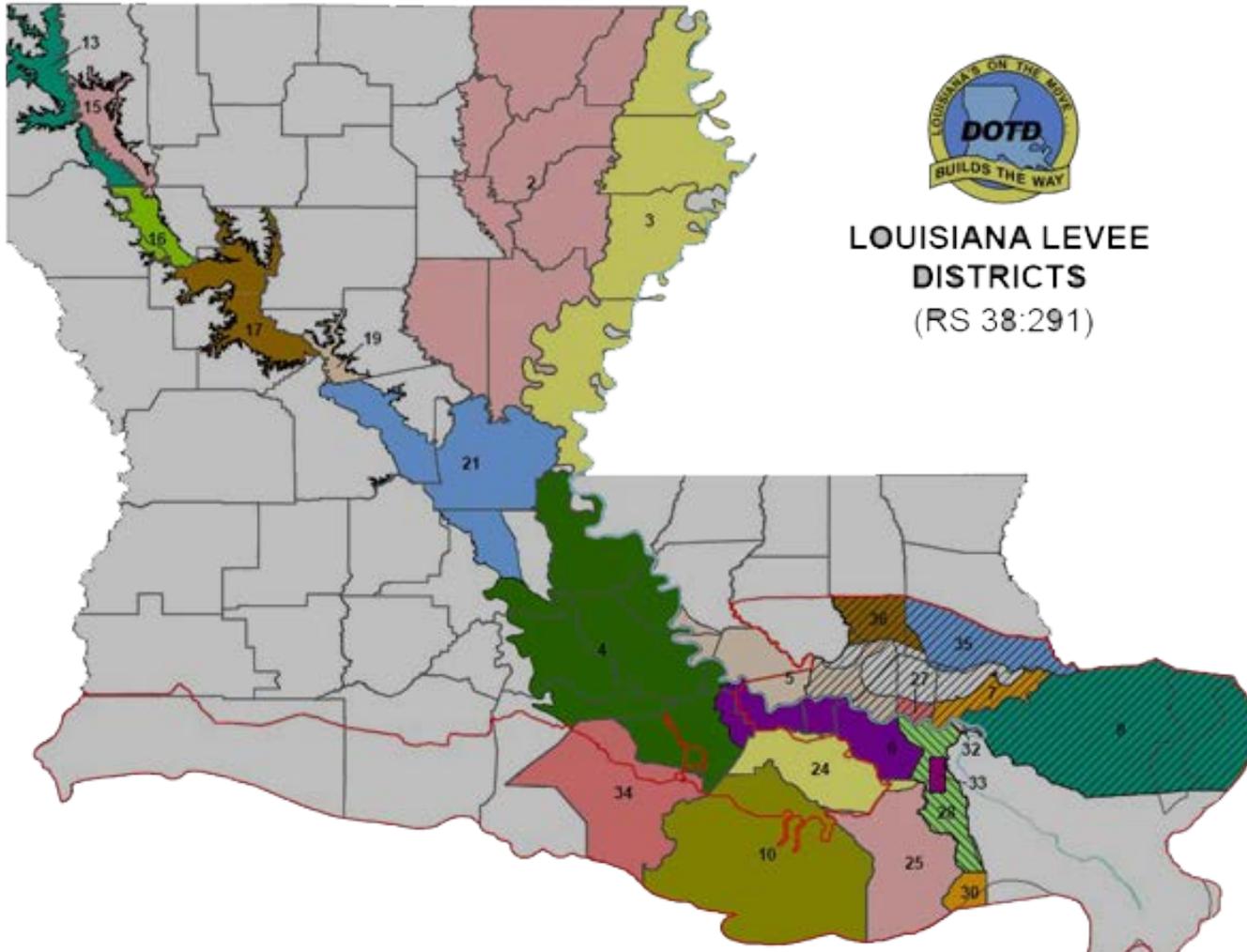
# Permits

## LOUISIANA SCENIC RIVERS



# Permits

## *Levee District Permit*



**LOUISIANA LEVEE  
DISTRICTS**  
(RS 38:291)

# Permits

## *Threatened and Endangered Species*



# Federal Aid Essentials



<http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?category=environm>

# Additional Links

- All Federal Aid Essentials Videos (this includes several additional NEPA related videos)
- <http://www.fhwa.dot.gov/federal-aidessentials/indexofvideos.cfm>
- I want to know more about...
- <http://www.fhwa.dot.gov/federal-aidessentials/knowmore.cfm>
- Federal Aid Essentials for Local Public Agencies
- <http://www.fhwa.dot.gov/federal-aidessentials/>

# Time to Start Developing Your Plans

# Look at What the Entity State Agreement Says About Design

“The design standards shall comply with the criteria prescribed in 23 CFR Part 625 (“Design Standards for Highways”) and DOTD guidelines. The format of the plans shall conform to the latest standards used by DOTD in the preparation for its contract plans for items of work or similar character.

Conformance to the application Publications and Manuals found on the DOTD website is required. The document must ensure all applicable accessibility codes and all related regulations are cleared state in this section...”



# Design Engineering

## *Time Requirements (see notes)*

<b>Schedule Planner Worksheet</b>			
<b>Stage</b>	<b>Range of Time (months)</b>	<b>Estimated Time (months)</b>	
<i>MPO - Urban System Projects</i>			
Completes predesign form (LPA)	1 week	0.25	0.25
Schedules & chairs predesign meeting (DOTD)	2 weeks	0.5	0.5
Attends predesign meeting (LPA)	1 day		
30% Submittal	1 month	1	1
30% Review	1 1/2 - 2 months	1.5	2
60% Submittal (Geometrics, Hydraulic)	1 month	1	1
60% Review (DOTD)	1 1/2 - 2 months	1.5	2
90% Submittal (required for all submittals)	1 month	1	1
Schedules & chairs PIH (DOTD)	2 - 3 months	2	3
DOTD distributes Field Inspection notes	1 month	1	1
100% Submittal - LPA reviews plans to ensure comments have been incorporated*	1 month	1	1
<b>Total - MPO - Urban Systems Preliminary Plan Development</b>		<b>10.75</b>	<b>12.75</b>

# DOTD Policies and Procedures

The LPA is required to use State design standards as per State Law, RS §48:35, Minimum safety guidelines of highway design, maintenance and construction exemptions, Section “C”.



# Design Requirements

All DOTD requirements (policies, procedures, schedule, milestone submittals, deliverables) must be followed to bid the project out to construction.

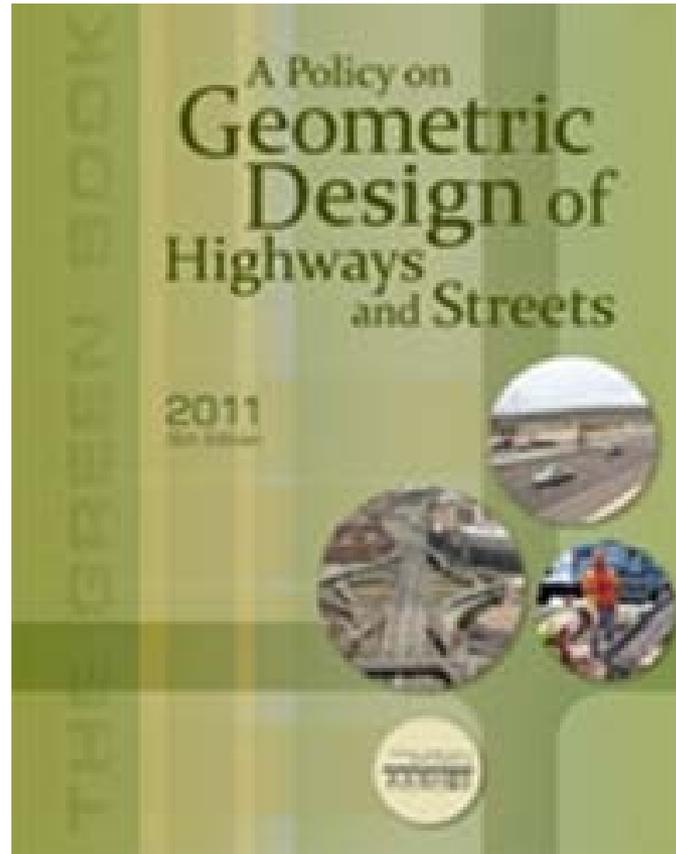
# Policies & Procedures



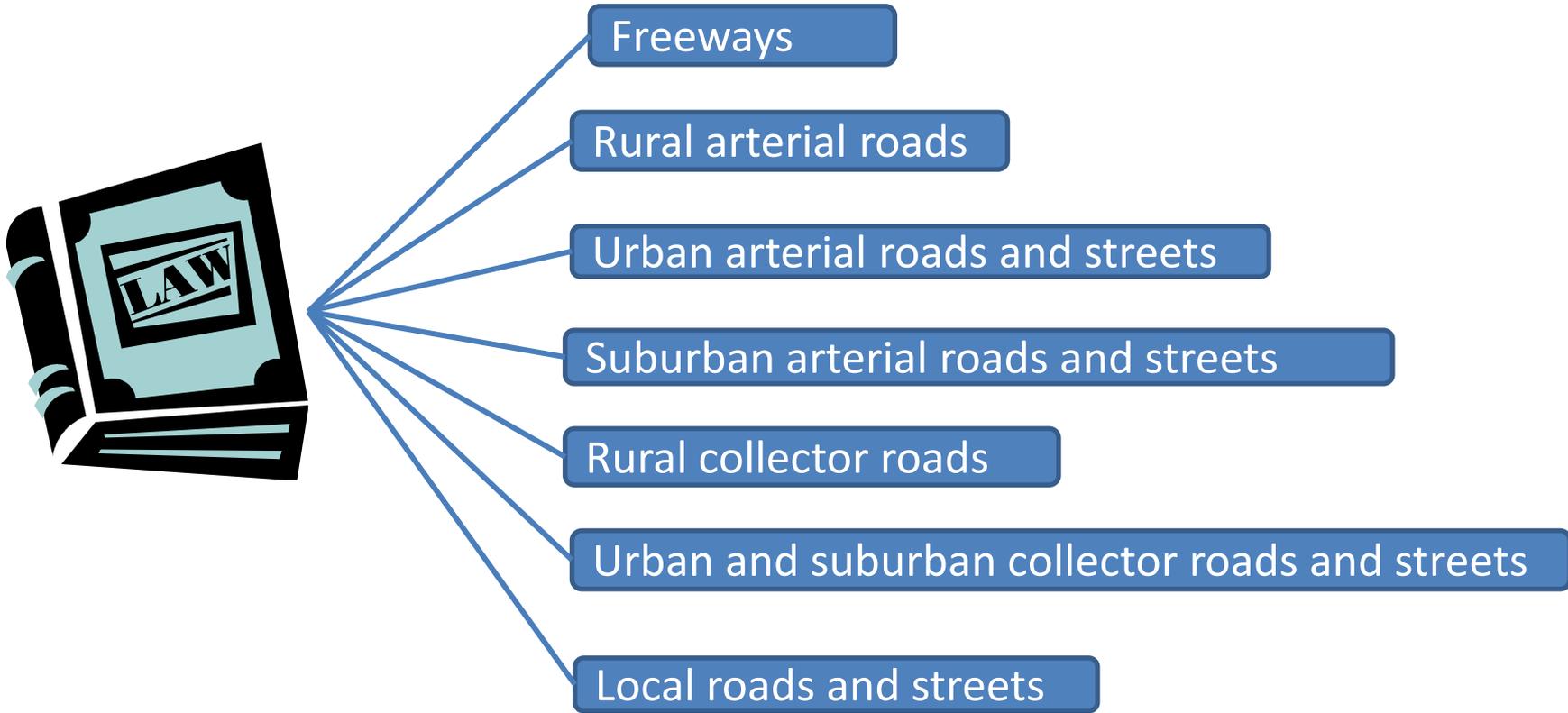
Goal - Identify and apply all required DOTD policies and procedures

Appendix D - Pages 29-32

# AASHTO Reference

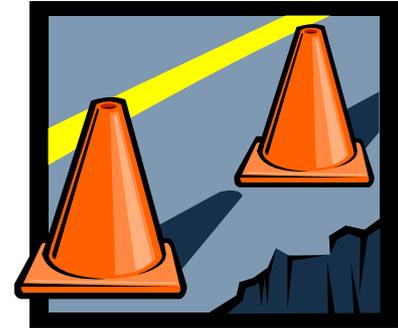


# English Design Guidelines

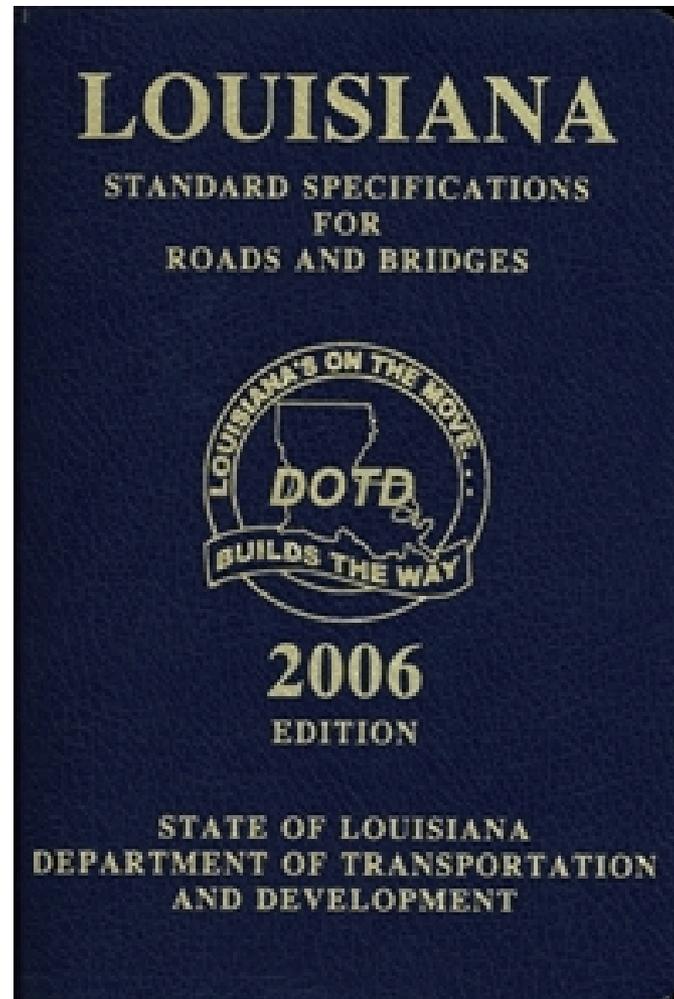


# Preservation Design Guidelines

- Scope of work dictates when these guidelines can be used
  - Major Rehabilitation
  - Minor Rehabilitation
  - Replacement
  - Preventive Maintenance



# Standard Specifications (Blue Book)



# Engineering Directives and Standards Manual (EDSM)

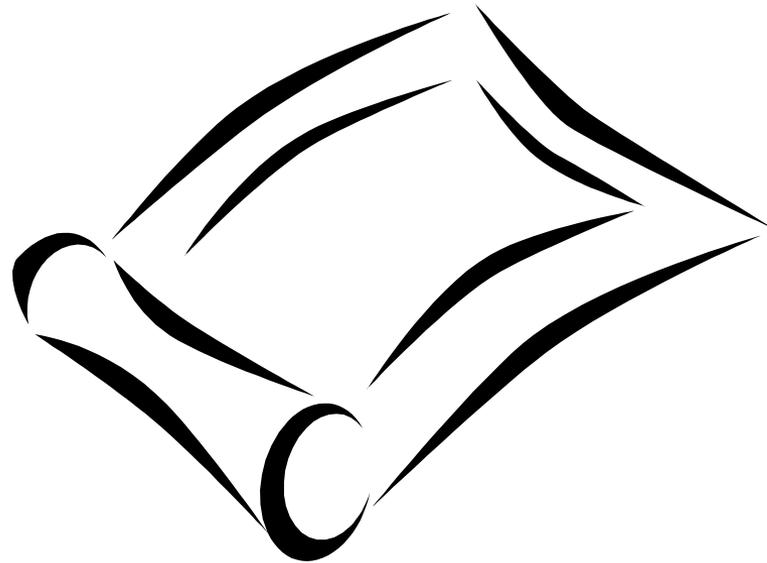
*Contains a consolidation of all directives impacting policies, procedures, standards, and guides relating to the engineering functions of the DOTD for the administration of the Highway Program*

# Standard Plans and Special Details

Standard  
Plans

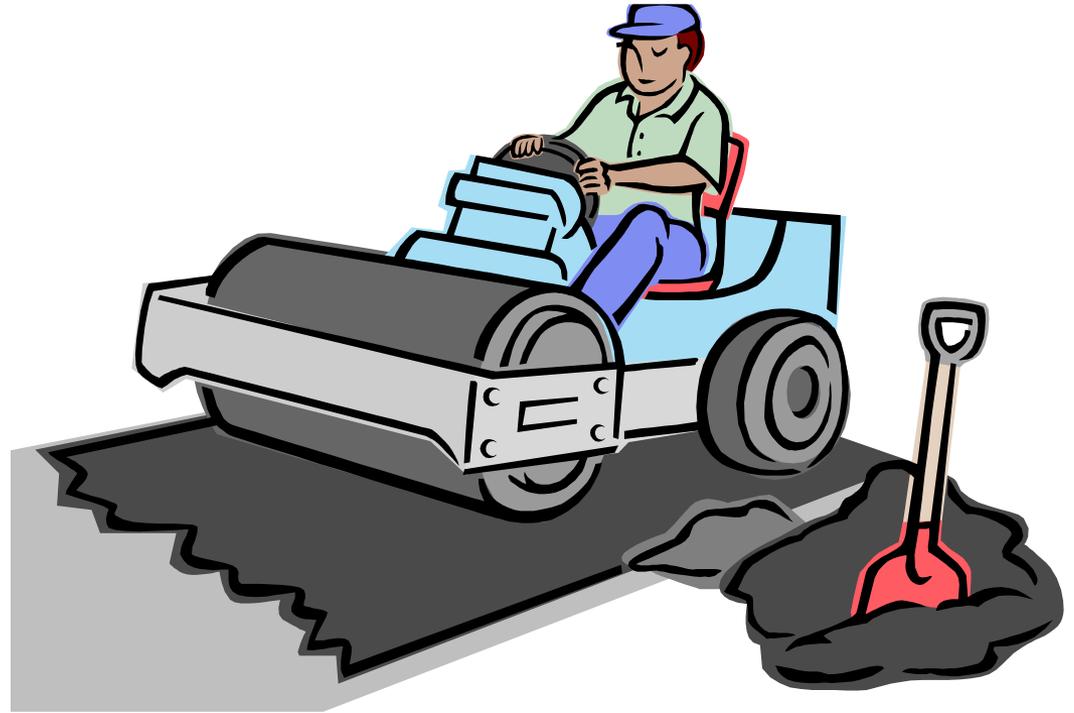
vs.

Special  
Details

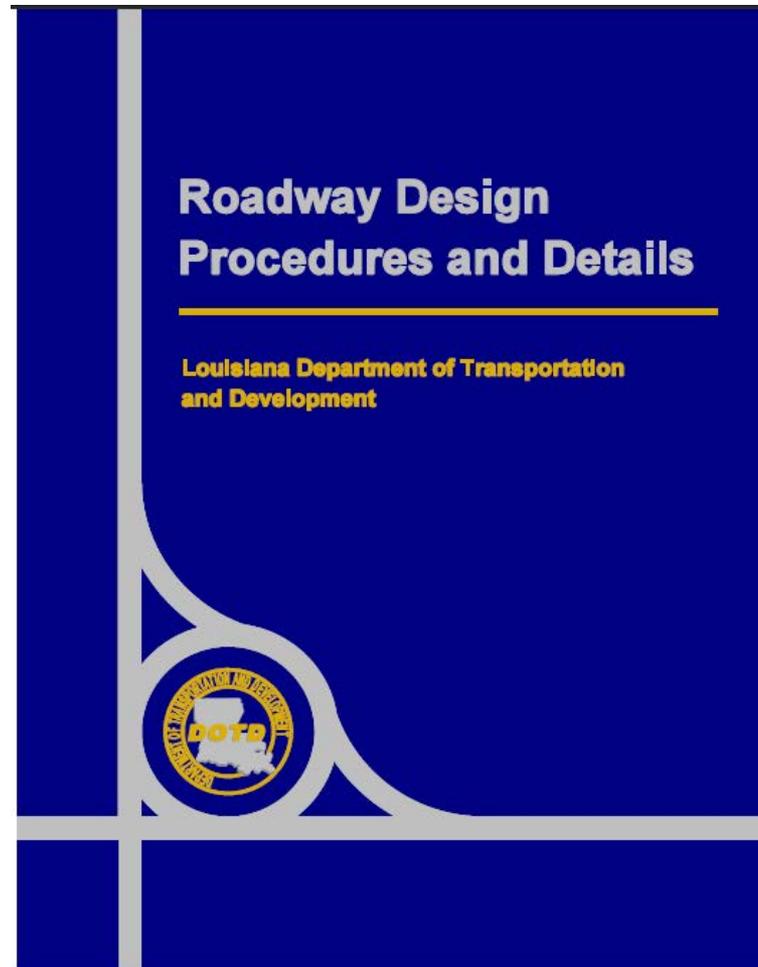


# Asphalt Memorandum

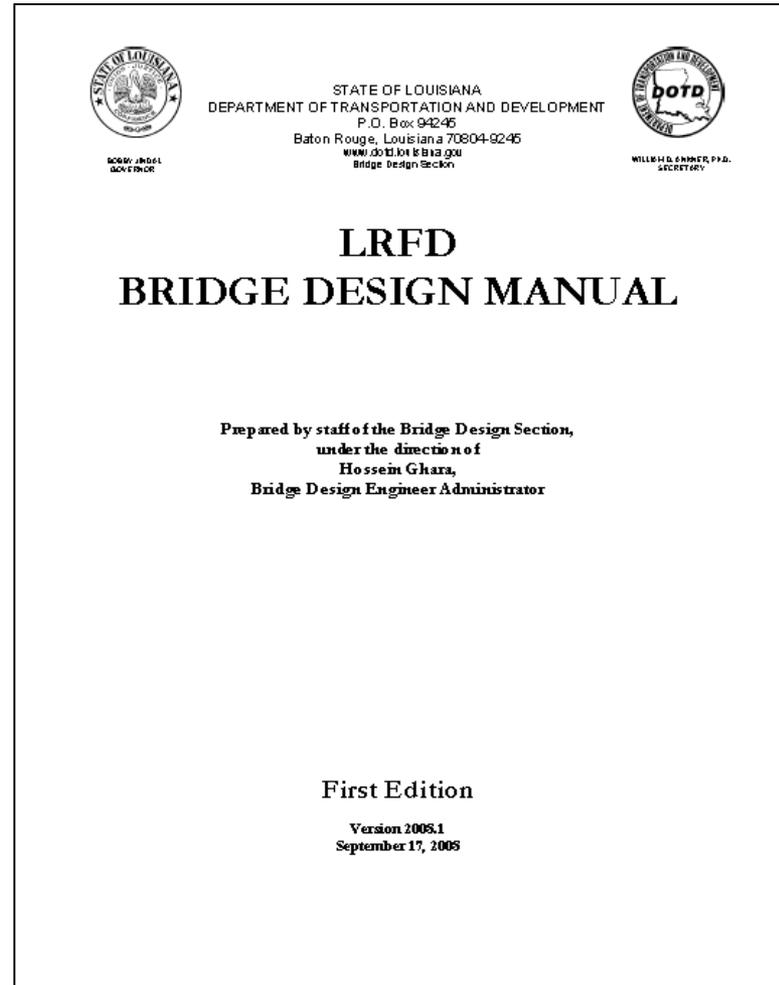
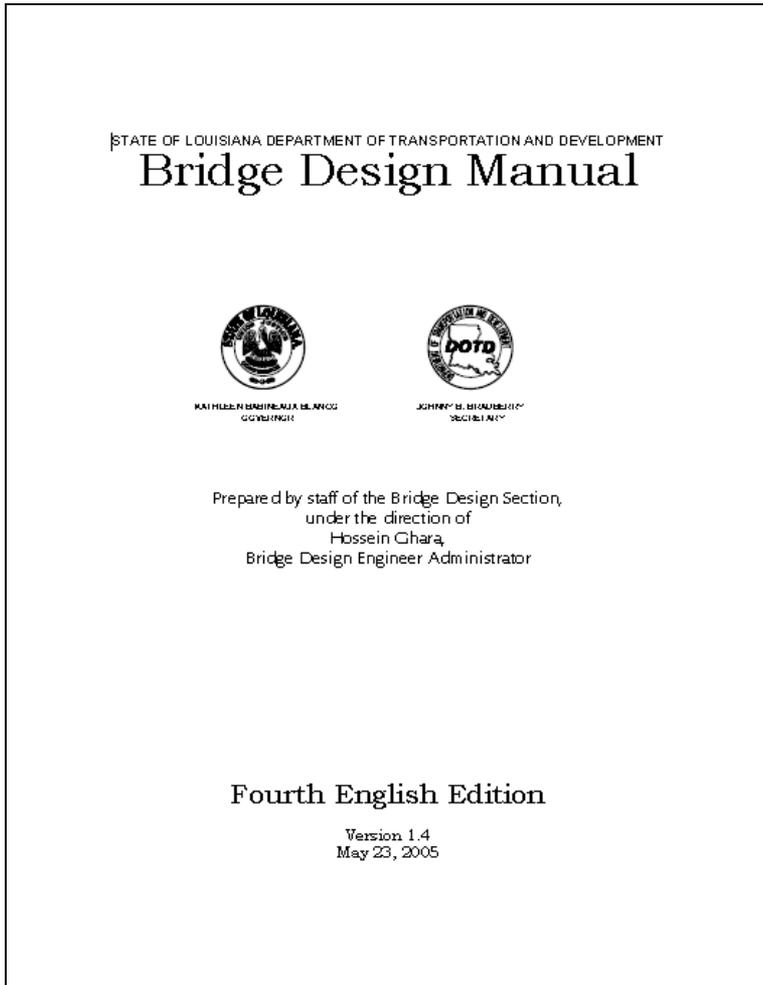
“How To”  
of asphalt



# Roadway Design Procedures and Details Manual



# Bridge Design Manuals



# Technical Memoranda

## Technical Memoranda

<input type="checkbox"/>	Type	Name	Modified	File Size
		<a href="#">00 DOTD_LRFD_Implementation</a>	12/7/2013 12:00 PM	30 KB
		<a href="#">01 Clarification_of_LRFD_Policy_Memo</a>	12/7/2013 12:41 PM	551 KB
		<a href="#">02 BDTM Index</a>	3/12/2014 3:22 PM	77 KB
		<a href="#">BDTM.01 LRFD Bridge Design Manual version-2008 1</a>	12/7/2013 12:41 PM	352 KB
		<a href="#">BDTM.02 Live Load Factor for Service III Limit State</a>	12/7/2013 12:41 PM	24 KB
		<a href="#">BDTM.03 Publication of Policies and Guidelines for Bridge Rating and Evaluation</a>	12/7/2013 12:41 PM	672 KB

- Bridge Design Functions
- Bridge Programs
  - On-System Bridge Program
  - Off-System Bridge Program
  - Bridge Preventive Maintenance Program
- Lighting Program
  - Highway Lighting Systems Guide
  - Lighting on State Highways
- Technical Memoranda
  - BDTMs
  - BDTM Request Form
  - Bridge Design & Evaluation Manual



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# Hydraulics Manual



STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245  
<http://www.dotd.la.gov/>

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## 2011 HYDRAULICS MANUAL

---

Hydraulics  
(225) 379-1306

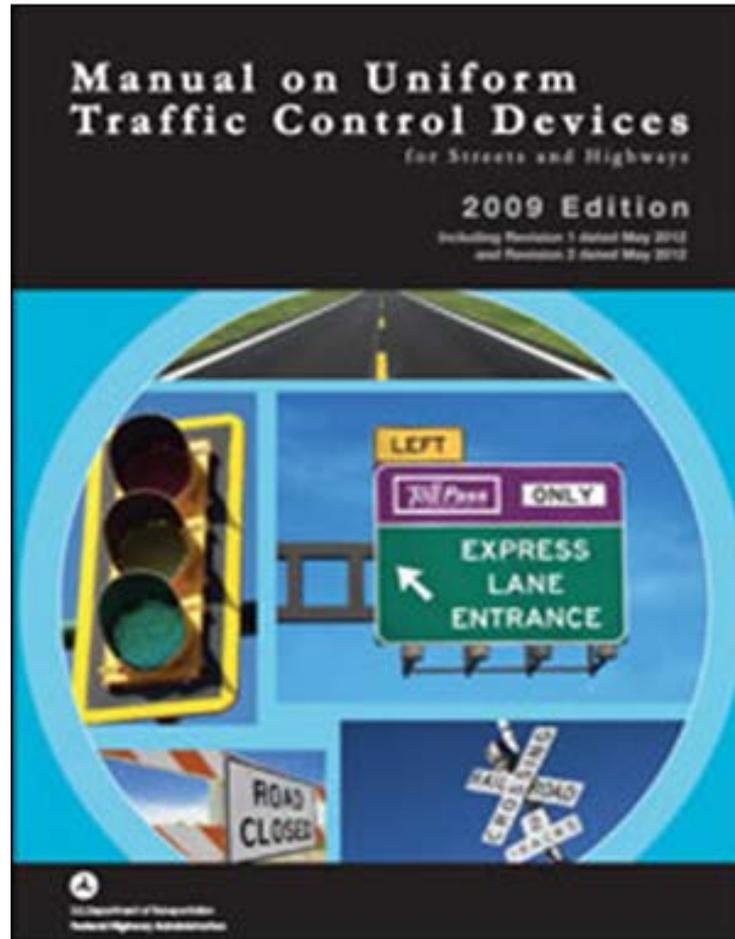
# Construction Plans QC/QA Manual



**CONSTRUCTION PLANS  
QUALITY CONTROL / QUALITY ASSURANCE  
MANUAL**

*Committed to Quality*  
September 2013

# Manual on Uniform Traffic Control Devices (MUTCD)



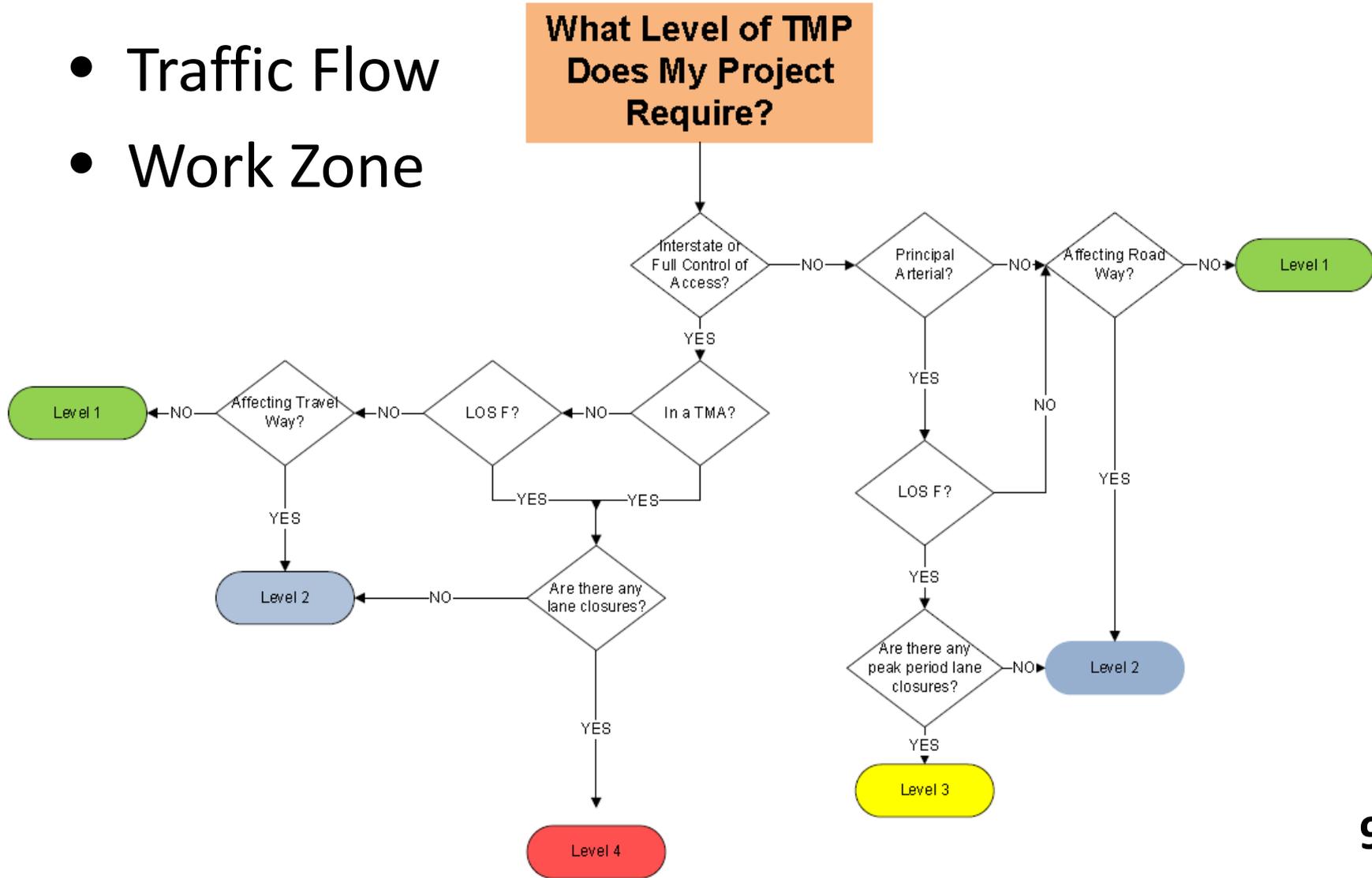


# Traffic Management Plan (TMP)

- E.D.S.M. No: VI.1.1.8
- Every project/permit that affects the state transportation network excluding emergency maintenance work shall include a TMP defined in this EDSM

# Design Engineering - TMP

- Traffic Flow
- Work Zone

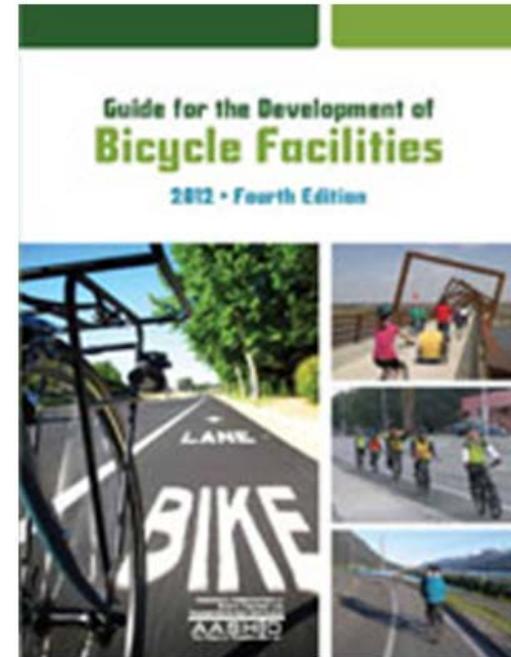
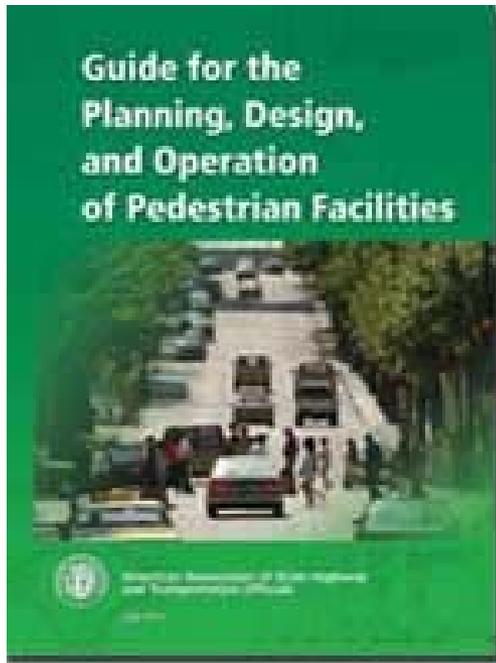


# Complete Streets Policy



# AASHTO Manuals

## Example AASHTO Design Guides



# Americans with Disabilities Act (ADA)

- This U.S. Department of Justice law affects *all* public agencies
- The Access Board can be consulted  
1-800-872-2253



# Americans with Disabilities Act (ADA)



- Commonly used design criteria (not inclusive list):
  - 4' minimum width with bump outs (200' turnaround if 4' width)
  - 5' desirable width
  - 2% max. cross slope
  - Truncated domes at street intersections not sufficient unless no grade change between sidewalk and street

# Americans with Disabilities Act (ADA)

- Commonly used design criteria (not inclusive list):
  - If barrier curb is shown assume grade change – handicapped ramp is required
  - Indicate location and type of ramps on plans
  - 8% max. slope in ramp (25' max. length of a ramp without a rest area)
  - Driveway
    - Avoid sidewalk in driveway flares – creates tipping situation – sidewalk should maintain 2% cross slope across the drive



# Americans with Disabilities Act (ADA)

- Commonly used design criteria continued (not inclusive list):
  - 5% max. long. Slope (1V:20H) – May exceed 5% when adjacent to road. Sidewalk grade must be less than or equal to longitudinal slope of road
    - If not possible must be treated as a ramp (Max grade 8.3% (1V:12H) with handrails both sides and 5' landing every rise of 30")
    - If steep slopes on the side of a sidewalk, handrails may be needed

# Americans with Disabilities Act (ADA)

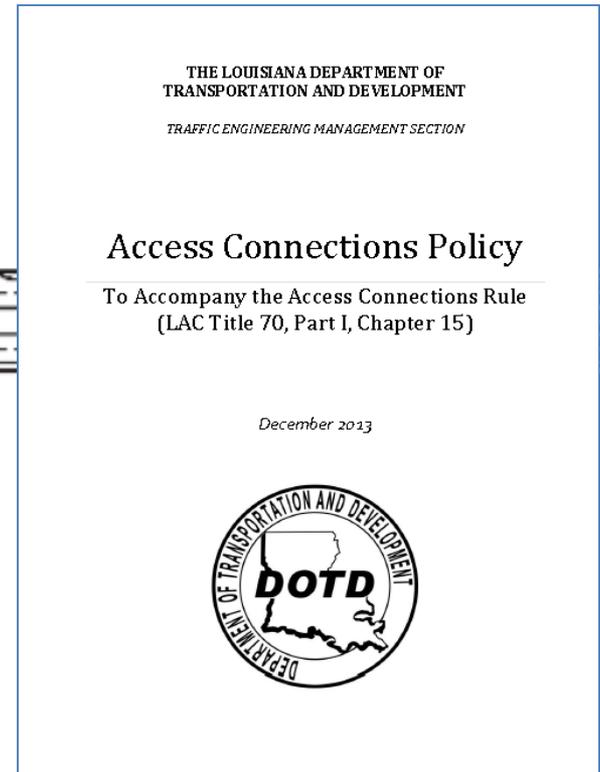
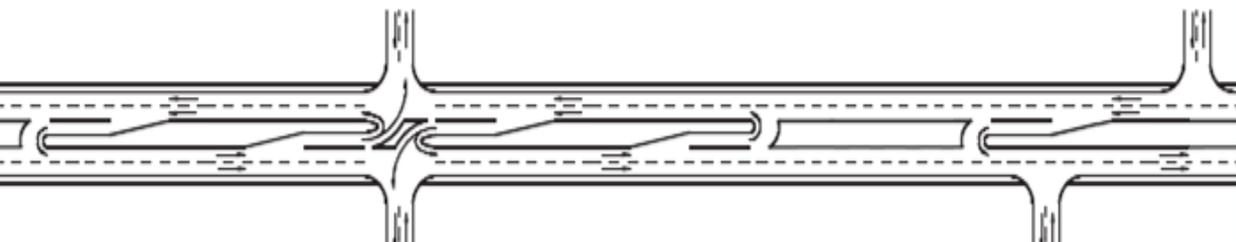
- Commonly used design criteria continued (not inclusive list):
  - Driveways
    - Avoid sidewalk in driveway flares – creates tipping situation – sidewalk should maintain 2% cross slope across the drive
    - Details are required at the walkway tie-in at the sidewalk and both curbed and uncurbed driveways – there should not be a drop off

# Americans with Disabilities Act (ADA)

- Commonly used design criteria continued (not inclusive list):
  - Utilities
    - Placed poles as far as possible from the street & turning radius
    - Avoid placing poles in handicapped ramps
    - Must provide 4' unobstructed area
    - Require removal notes for removal of any obstructions

# Design Engineering

## *Access Connections Policy*



# Lighting Manual

**A GUIDE TO CONSTRUCTING,  
OPERATING, AND MAINTAINING  
HIGHWAY LIGHTING SYSTEMS**

OCTOBER 15, 1989  
Rev. January 10, 2006



# Lighting

- DOTD requirements for TAP - decorative lighting only for pedestrian and bike paths and for street lighting
- Electrical plans must be stamped and signed by a Louisiana licensed electrical engineer



Street  
Lighting



Decorative  
Sidewalk  
Lighting –  
TAP

# Vegetation Policy

- *Deviations must have written approval of the DOTD Chief Landscape Architect and the DOTD Chief Engineer*

## Policy objectives:

- Provide for safety of the traveling public
- Blend the roadside with adjacent land uses
- Improve aesthetic quality
- Reduce erosion
- Increase efficiency of maintenance operations

POLICY  
FOR  
ROADSIDE VEGETATION  
MANAGEMENT



LOUISIANA DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT



# Landscaping



Appendix D – Page 43

- Requirements to develop a set of landscaping plans
  - Stamped, signed, dated by Louisiana licensed landscape architect
  - Minimum of 3 plant sources listed

# Reminder

- Design engineers must use all that apply
- List is not inclusive
- Responsible Charge check to make sure design engineer is using DOTD design requirements

# Design Exception/Design Waiver

Design  
Waiver

Design  
Exception



Appendix D – Page 40

# Design Waiver or Exception?

Design Exception: violation of a guideline

Design Waiver: violation of a policy



# Design Exception/Design Waiver



Any design  
exception/design  
waiver must be  
approved by the  
DOTD Chief  
Engineer



# Matching Exercise

## DOTD Design Guidelines, Policies and Procedures Exercise

# PLANS

Specifications

Estimates

All basic design decisions and recommendations are made and included in the plans

# Direction from the Chief Engineer

Plans are to be

- **C**lear
- **C**oncise
- **C**orrect
- **C**omplete
- **C**onsistent

# Information needed prior to developing plan sheets



Appendix D  
Pages 32-34

What is a survey?

Do you need a survey?

# Format for Survey

Must LOOK like DOTD CAD Conform format

- If contract states CAD Conform (required on state routes) then it must be delivered in CAD Conform
  - Even if the designer is using AutoCAD, survey should be converted to MicroStation

# Format for Survey

- Process if contract does not state CAD Conform:
  - If Surveyor is a sub-consultant
    - Required to submit letter to designer stating the survey has been checked and is complete
  - Prime consultant
    - Required letter of acceptance
- Sample letters – Location & Survey website

[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/LocationSurvey/Pages/Manuals-and-Forms.aspx?RootFolder=%2FInside%5FLaDOTD%2FDivisions%2FEngineering%2FLocationSurvey%2FDocuments%2FSample%20Topographic%20Survey%20Acceptance%20Letters&FolderCTID=0x01200031CF75A1FF4AC446BBBC1CA0C32EA4B1&View={21197F48-90FA-4FA4-8708-6AB795E5F230}](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Pages/Manuals-and-Forms.aspx?RootFolder=%2FInside%5FLaDOTD%2FDivisions%2FEngineering%2FLocationSurvey%2FDocuments%2FSample%20Topographic%20Survey%20Acceptance%20Letters&FolderCTID=0x01200031CF75A1FF4AC446BBBC1CA0C32EA4B1&View={21197F48-90FA-4FA4-8708-6AB795E5F230})

# Survey Information & Detail

## Important Survey Terms

- Topographic Survey
- Boundary Survey
- As-built Survey
- ROW Maps
- Title Work

# Survey Information & Detail

## Other Types of Common Surveys:

- Hydrographic survey
- Aerial survey

***Note: The more specialized or detailed, the higher the cost***

# Survey

## Location and Survey

### Manuals and Miscellaneous Documents

<input type="checkbox"/>	Type	Name	Modified
<input type="checkbox"/>		Location and Survey Manual - Addendum A	2/26/2014 10:30
<input type="checkbox"/>		Location_and_Survey_Manual	1/8/2014 3:01
<input type="checkbox"/>		Parcel_Description_Program_(cogowin4)	1/8/2014 3:09
<input type="checkbox"/>		Right of Way Map Checklist	2/26/2014 10:30
<input type="checkbox"/>		Sample Right of Way Map	2/10/2014 11:30

# Traffic Data

Appendix D, Page 35

2012 ADT =	5,600	ANN. GROWTH	2.0%
2022 ADT =	6,900		
D =	55%		
K =	10%		
T =	14%		

## AXLE DISTRIBUTION

VEHICLE TYPE	PERCENT	2012 ADT	2022 ADT	MEDIAN YEAR
1 MOTORCYCLES	0.20%	11	14	13
2 PASSENGER CARS	58.10%	3,254	4,009	3,831
3 2A-4T SINGLE UNIT	27.50%	1,540	1,898	1,719
4 BUSES	0.50%	28	35	31
5 2A-6T SINGLE UNIT	4.70%	263	324	294
6 3A SINGLE UNIT	1.10%	62	76	69
7 4A SINGLE UNIT	0.10%	6	7	6
8 4A SINGLE TRAILER	2.10%	118	145	131
9 5A SINGLE TRAILER	4.90%	274	338	306
10 6A SINGLE TRAILER	0.50%	28	35	31
11 5A MULTI-TRAILER	0.10%	6	7	6
12 6A MULTI-TRAILER	0.10%	6	7	6
13 7A MULTI-TRAILER	0.10%	6	7	6
<b>TOTALS</b>		<b>5,600</b>	<b>6,900</b>	<b>6,250</b>

The above traffic data is an estimate based on data available at the time of preparation.

# Geotechnical Investigation Required?

- Pavement Design Corings
  - Overlays – Every 1000' – 4' min. below existing roadway or 2' below existing base (EDSM)
  - New Construction – Every 1000' – 8' min below proposed grade or natural ground, whichever is greater

Appendix D - Pages 35-37

# Geotechnical Investigation Required?

## Settlement/slope stability

- Cut areas
  - Removed material shall be tested and sampled with an emphasis on silt content
  - Boring terminating min. 8 feet below the finished roadway elevation

# Geotechnical Investigation Required?

## Settlement/slope stability -

- Fill areas
  - Boring continuously sampled min. 2 and up to 3 times the maximum fill height
  - Consolidation testing necessary as the fill heights approach 10 feet.

# Geotechnical Investigation



# Formatting of Design Plan Sheets

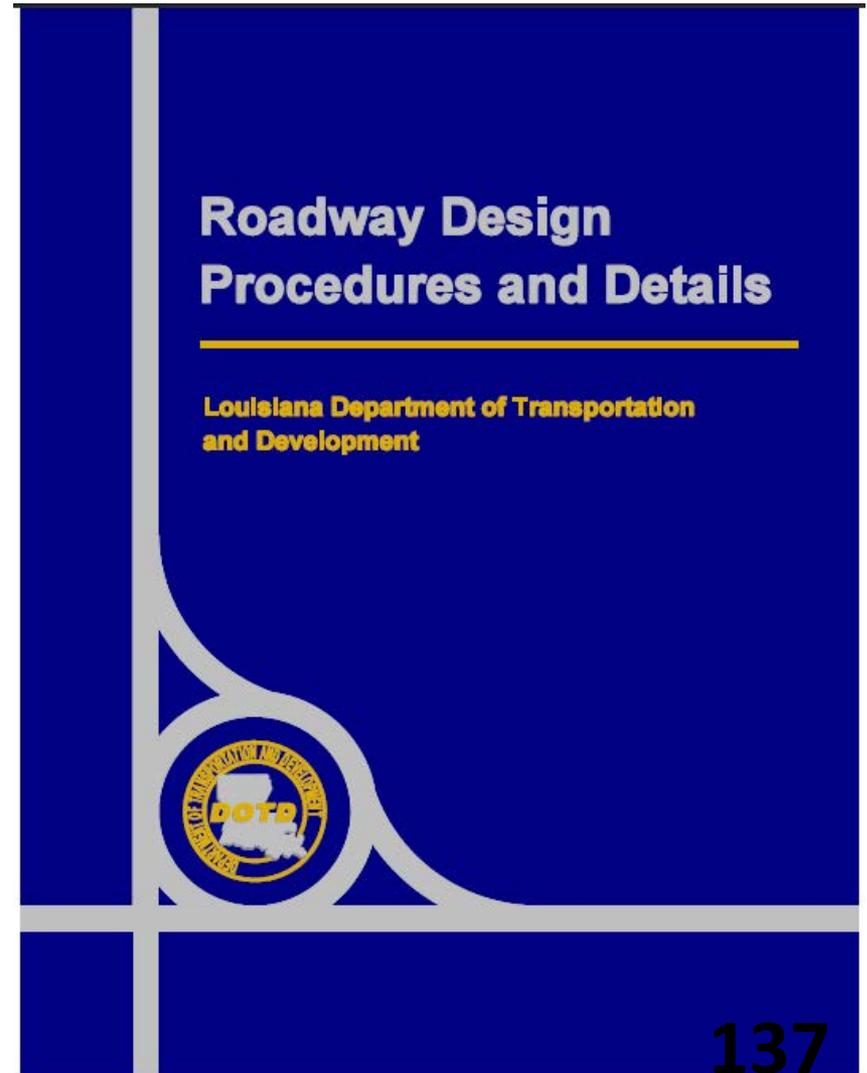
Appendix D - Pages 37-38

# Entity-State Agreement

*“Format of the plans shall conform to the latest standards used by DOTD”*

# Roadway Design Procedures and Details Manual

## Chapter 8, Roadway Plan Preparation



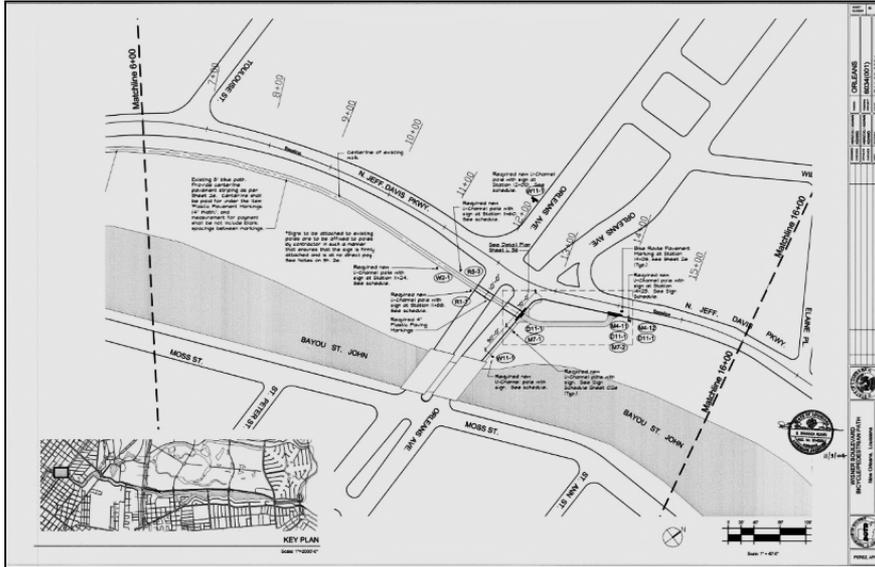
# Design Plan Sheets



Letter Size  
Plans

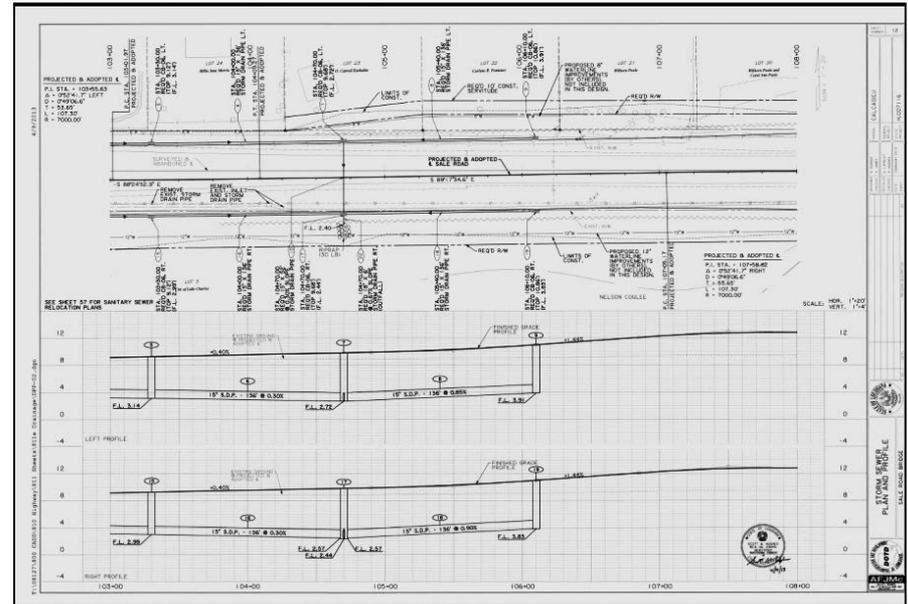
Full Size Plans

# Plan vs. Plan/Profile Sheet



Plan Sheet

# Plan and Profile Sheet



# Plan Format

13-23

9/2/2015



FINAL PLANS

M:\C001111-12-03\Microsoft\Title.dgn

## INDEX TO SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET AND LAYOUT MAP
2 - 2m	TYPICAL SECTIONS AND DETAILS
3 - 3k	SUMMARY SHEETS
4 - 13	PLAN-PROFILE SHEETS
14 - 18	STORM SEWER PLAN-PROFILE SHEETS
19	REFERENCE POINTS AND BENCH MARK ELEVATIONS SHEET
20 - 23	EXISTING DRAINAGE MAPS
24 - 26	DESIGN DRAINAGE MAPS
27 - 28	SUMMARY OF DRAINAGE STRUCTURES SHEETS
	SPECIAL DETAIL SHEETS
29	CONCRETE COLLAR
30 - 31	RUMBLE STRIPS
32	SIDE DRAIN SAFETY END - TYPE 1
33	SIDE DRAIN SAFETY END - TYPE 2
34 - 36	GEOMETRIC LAYOUT SHEETS
37	GRAPHICAL LAYOUT SHEET
38	JOINT LAYOUT SHEET
39 - 41	PAVEMENT MARKINGS AND PERMANENT SIGNING LAYOUT SHEETS
42 - 49	SUGGESTED SEQUENCE OF CONSTRUCTION SHEETS
50 - 53	TEMPORARY EROSION CONTROL SHEETS
54	SUBGRADE SOIL SURVEY SHEET
55 - 65	LADOTT TRAFFIC SIGNAL DETAILS
66 - 79	LADOTT TRAFFIC SIGNAL DETAILS
101 - 103	TRAFFIC SIGNAL PLAN SHEETS
104 - 110	RIGHT OF WAY MAPS
<b>STANDARD PLAN</b>	
201 - 202	BM-01 (2 SHTS) 08-22-07
203	CB-01 11-02-00
204	CB-06 11-02-00
205	CB-07 11-02-00
206 - 208	CP-01 (3 SHTS) 10-24-14
209	DW-01 04-16-12
210	DW-02 04-16-12
211 - 212	EC-01 (2 SHTS) 10-01-08
213 - 214	MB-01 (2 SHTS) 02-18-09
215 - 218	--- NOT USED ---
219	PC-01 03-01-11
220	PM-01 11-01-10
221	PM-02 11-01-10
222	PM-05 11-01-10
223	PM-06 11-01-10
224	R-08-11 03-01-11
225	RM-01 06-03-09
226 - 229	TTC-00 (A-D) (4 SHTS) 03-12-13
230	TTC-02 03-12-13
231	TTC-09 03-12-13
232	TTC-16 03-12-13
233	TTC-17 03-12-13
234	TTC-19 03-12-13
235	WP-01 12-23-13
401 - 426	CROSS SECTION SHEETS

TOTAL SHEETS - 170  
TOTAL SHEETS WITHOUT CROSS SECTIONS - 144

### FUNCTIONAL CLASS:

GLORIA DRIVE	YOU WINN ROAD	US 171
2013 A.D.T.	1597	2097
2033 A.D.T.	2274	28753
D	63.0%	65.8%
K	11.8%	11.9%
T	8.4%	10.2%

DESIGN SPEED -  
GLORIA DRIVE 30 M.P.H.  
YOU WINN ROAD 40 M.P.H.  
US 171 60 M.P.H.

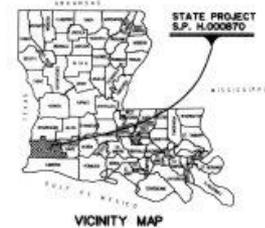
DATE	REVISION	DATE	RECOMMENDED DATE	APPROVED

### TYPE OF CONSTRUCTION

GRADING, EARTHWORK, DRAINAGE STRUCTURES, BASE COURSE, PORTLAND CEMENT CONCRETE PAVEMENT, SUPERPAVE ASPHALTIC CONCRETE PAVEMENT, WIDENING, AND STRIPING

### SCHEDULE OF REVISIONS

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
PLANS OF PROPOSED STATE HIGHWAY  
FEDERAL PROJECT NUMBER H000870  
STATE PROJECT NUMBER H.000870  
YOU WINN RD./GLORIA DRIVE @ US 171  
CALCASIEU PARISH



PLANS PREPARED BY AND RECOMMENDED FOR APPROVAL

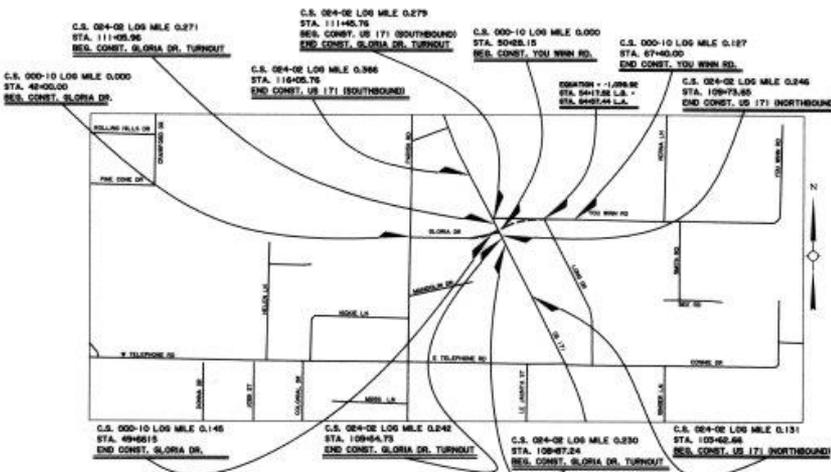
*M. S. Walker*  
M. S. WALKER  
DATE 7-2-15

APPROVED

*[Signature]*  
CALCASIEU PARISH POLICE JURY  
PARISH ENGINEER  
DATE 7-10-15

APPROVED

*[Signature]*  
DOTD CHIEF ENGINEER  
DATE 3-8-2016



### LAYOUT MAP

SCALE: 1 INCH = 1 MILE

### LENGTH AND LOCATION OF WORK

STATION CONTROL SECTION	LOCAL		ALGEBRAIC SUM OF ALL ELEVATIONS	GROSS LENGTH		EXCEPTION		SPREAD LENGTH		ROADWAY LENGTH	
	FEET	FEET		FEET	FEET	FEET	FEET	FEET	FEET	FEET	FEET
GLORIA DRIVE	000+10	48+00.00	48+00.18	0.200	0.148	786.15				786.15	0.148
GLORIA DRIVE TURNOUT	02+00	108+07.04	108+05.794	0.250	0.246	87.49				87.49	0.014
GLORIA DRIVE TURNOUT	08+00	111+45.966	111+45.768	0.271	0.270	30.80				30.80	0.001
YOU WINN ROAD	000+10	300+15	07+45.00	0.000	0.127	-1,028.90	071.89			071.89	0.127
US 171 NORTHBOUND	08+00	109+48.86	109+79.88	0.131	0.245	0.00				0.00	0.114
US 171 SOUTHBOUND	08+00	111+25.75	111+25.75	0.079	0.068	1,000.00				1,000.00	0.067
* US 171 SOUTHBOUND BASELINE STATION NUMBERS											
				TOTAL LENGTH OF BRIDGES							
				TOTAL LENGTH OF ROADWAY		2,616.36		0.499			
				TOTAL MILES		0.499					

DATUM USED : (HORIZ. NAD83)VERT. NAVD88

MAGNETIC VAR :  
BEARINGS ARE : LA STATE PLANE COORDINATES, SOUTH ZONE

TRANSIT BOOKS : ELECTRONIC FIELD BOOK  
LEVEL BOOKS :

### SPECIFICATIONS

SCALE:  
PLAN - 1" = 20'  
PROFILE HOR. - 1" = 20'  
VERT. - 1" = 4'

THE 2006 EDITION OF THE LOUISIANA DOTD STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, AS AMENDED BY THE PROJECT SPECIFICATIONS, SHALL GOVERN.

# General Comments



- Readability at ½ size
- Reproducibility
- Do not reproduce notes from specifications
- Avoid vagueness (Examples: “old work”, “new work”, “semi-compacted”)

# General Comments



- Ensure any geometric change is reflected on all sheets (p/p, typical section, Summary of Estimated Quantities)
- Avoid placing pay item references throughout plans – more opportunities for error
- Placeholders should be completed

# Common Drafting Errors

- Lettering not arranged so that it can be read left to right, bottom to top without turning the plan sheet
- North arrow not place on each P/P sheet in upper center/upper right of plan view
- Scale not shown adjacent to north arrow
- Curved data not shown on concave side of curve



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# LAPELS Rules

- Preliminary Plans (§2701.4.b.i)
  - All preliminary documents, so marked in large bold letters, shall contain a statement that the documents are not to be used for construction, bidding, recordation, conveyance, sales, or as the basis for the issuance of a permit
    - Documents are not required to have the licensee's seal, signature and date affixed, but must bear the name and licensure number of the licensee, and the firm's name, if applicable

# LAPELS Rules

- Final Plans (§2701.4.a.i)
  - All engineering documents deemed completed must be sealed and signed with the date of execution
- Title sheet must include the stamp, signature and date of the supervising professional registered as a supervisor with LAPELS along with the licensee responsible for the sheets



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# QA/QC Checklists



**ROAD DESIGN 100% PRELIMINARY PLANS QA/QC**

State Project No. \_\_\_\_\_ Route No. \_\_\_\_\_  
 Name: \_\_\_\_\_ Parish \_\_\_\_\_

**General Directions:**

Designer should go through this QA/QC process prior to submitting to a reviewer, attach all previous checklists for reviewer, and sign. The designer should also provide the location for the plan set being reviewed.

Reviewer should

1. Review Plan-in-Hand checklist, have all comments been addressed?
2. Review Constructability / Biddability checklist, have all comments been addressed?
3. Review Location and Survey Checklist.
4. Sign this checklist upon completion. While completing this process, it is recommended that the reviewer use a highlighter and a red pen to mark major items on plans (this includes all table information including the math). These documents should also be attached to this document and kept as part of the design calculations for the project.

Description	Designer	Reviewer	N/A
<b>TITLE SHEET</b>			
The project name on the title and plan sheets matches the name in the Project System.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Project Length Table is accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The CS Log Miles are accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The arrows on the Layout Map are pointing to the correct location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The beginning, ending, equation and other event callouts match the same callouts on the plan sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The north arrow is shown on the Layout Map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The scale for the Layout Map is labeled correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TYPICAL SECTION SHEETS</b>			
The typical section matches the design provided by Section 67.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The projects limits are covered by the typical sections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superelevation diagrams and/or tables have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All measurements, thicknesses, and slope rates have been labeled and checked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAN-AND-PROFILE SHEETS</b>			
All of the alignment information is shown and has been checked for accuracy. (including horizontal and vertical curve data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 2

September 2013



**ROAD DESIGN FINAL PLANS QA/QC**

State Project No. \_\_\_\_\_ Route No. \_\_\_\_\_  
 Name: \_\_\_\_\_ Parish \_\_\_\_\_

**General Directions:**

Designer should go through this QA/QC process prior to submitting to a reviewer, attach all previous checklists for reviewer, and sign. The designer should also provide the location for the plan set being reviewed.

Reviewer should

1. Review Plan-in-Hand checklist, have all comments been addressed?
2. Review ACP checklist, have all comments been addressed?
3. Review Constructability / Biddability checklist, have all comments been addressed?
4. Sign this checklist upon completion. While completing this process, it is recommended that the reviewer use a highlighter and a red pen to mark major items on plans (this includes all table information including the math). These documents should also be attached to this document and kept as part of the design calculations for the project.

Description	Designer	Reviewer	N/A
<b>TITLE SHEET</b>			
The sheet count is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The latest versions of Standard Plans are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The type of construction is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The projects limits, bridge sites, equations and exceptions are shown on the layout map. It matches the length in the project table.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design exceptions (if any) are shown on title sheet and can be located in ProjectWise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TYPICAL SECTION SHEETS</b>			
All station ranges are accounted for. They match limits shown on Title Sheet and Plan/Profile sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate pavements (if required) are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The limits of seeding and fertilizer are shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical sections are provided for transitions and detour roads. Appropriate pay items are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance/liability agreement (if needed) has been completed for sidewalks, lighting or bike paths, and it can be located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUMMARY SHEETS</b>			
Detailed check of all quantity tabulations (addition and multiplication) has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 3

September 2013

Preliminary

Final

# DOTD Biddability/Constructability Forms

LO  
TRA

Revised 05/15/08

## PLAN-IN-HAND INSPECTION REPORT AND CONSTRUCTABILITY / BIDDABILITY REVIEW

Description	Design Review/ Comments			Construction							
	N/A	Yes	No	Plan-in-Hand Constructability			ACP		PS&E Biddability		
				N/A	Yes	No	Yes	No	Yes	No	
<b>I. TYPICAL SECTION SHEETS</b>											
1. Has District been consulted on the pavement type?											
2. Is District in agreement with the typical section?											
3. Are project limits covered by typical sections?											
4. Are superelevation diagrams and tables provided?											
4a. If yes, Is the design speed noted on the diagram?											
5. Does the typical section fit within existing and/or proposed right-of-way? (Check cross sections)											
6. Will the typical section drain water from the base course?											
6a. If yes, is there a method/detail to drain and required items?											
7. Is a subgrade layer required?											
7a. If yes, what types are applicable? (List Types)											
7b. If no, Is lime treatment provided in the plans?											
8. Are all measurements, thicknesses, and slope rates labeled and accurately indicate what is to be constructed?											
9. Is the minimum ditch elevation dimension shown on the typical section?											
<b>II. SUMMARY SHEETS</b>											
1. Will existing ditch cleaning be required?											
1a. If yes, are there limits and pay items?											
2. Are there sufficient removal items for the types of pavement/structures being removed?											
3. Is method of payment for earthwork design addressed (e.g. "temporary" borrow,											

Sheets

Project Numbers

Project Name

Parish

North Arrow

Arrows point to correct location

Sheet Count Correct

Signature Blocks

Traffic Data

Limits Match Plan Sheets

Type of Construction

Length of Project

**INDEX TO SHEETS**

SHEET NO.	DESCRIPTION
1	TITLE SHEET AND LAYOUT MAP
2-2g	TYPICAL SECTIONS AND DETAILS
3-3g	SUMMARY SHEETS
4-8	PLAN AND PROFILE SHEETS
9-10	SIDE ROAD PLAN AND PROFILE SHEETS
11-15	STORM SEWER PLAN AND PROFILE SHEETS
16	REFERENCE POINTS AND BENCH MARK ELEVATIONS SHEET
17	EXISTING DRAINAGE MAP
18-19	DESIGN DRAINAGE MAPS
20-21	SUMMARY OF DRAINAGE STRUCTURES SHEETS
22-29	SPECIAL DETAILS - TRAFFIC CONTROL TC-00(A), TC-00(B), TC-00(C), TC-00(D), TC-02, TC-05, TC-07, TC-15
30-32	SPECIAL DETAILS - DRAINAGE PDRAIN-01, COLLAR-01, SHOULDER UNDERDRAIN
33	SPECIAL DETAIL - RETAINING WALL
34-35	SPECIAL DETAIL - GUARD RAIL
36	GEOMETRIC LAYOUT SHEET
37	GRAPHICAL GRADES AND JOINT LAYOUT SHEET
38	PAVEMENT MARKING LAYOUT SHEET
39-40	SUGGESTED SEQUENCE OF CONSTRUCTION
41-42a	SUBGRADE SOIL SURVEY SHEETS
43-53b	TRAFFIC SIGNAL PLAN SHEETS
54-55	DETAIL OF DETOURS SHEETS
56	EROSION CONTROL LAYOUT SHEETS
57-58	SANITARY SEWER PLAN AND PROFILE SHEETS
59	SUMMARY OF SANITARY SEWER STRUCTURES SHEETS
60-65	RIGHT-OF-WAY MAPS
101-113	BRIDGE PLANS

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

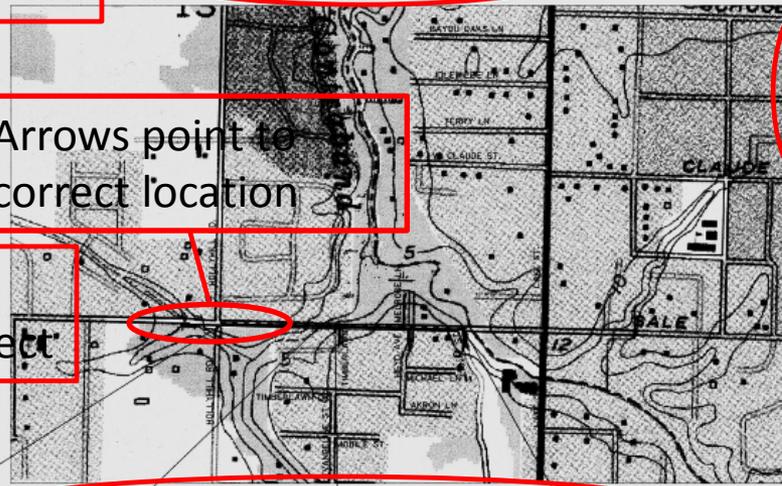
**PLANS OF PROPOSED  
URBAN SYSTEM PROJECT**



F.A.P. NO. H007116  
STATE PROJECT NO. H.007116  
**SALE ROAD BRIDGE**  
CALCASIEU PARISH

**STANDARD PLANS**

NO.	DESCRIPTION	REVISION DATE
201-202	BM-01 (2 SHEETS)	8-22-07
203	CB-01	11-2-00
204	CB-06	11-2-00
205	CB-08	10-7-10
206-208	CP-01 (3 SHEETS)	11-13-12
209	DW-01	4-16-12
210-211	EC-01 (2 SHEETS)	10-01-08
212	FN-01	11-3-11
213-222	GR-200 (10 SHEETS)	1-26-00
223	HS-03	1-3-05
224-225	MB-01 (2 SHEETS)	2-18-09
226-229	MC-01 (4 SHEETS)	5-12-12
230	MH-06	5-18-11
231	PC-01	3-1-11
232	PM-01	11-1-10
233	PM-02	11-1-10
234	PM-05	11-1-10
235	R-CB-11	7-21-11
236	R-CB-36	10-22-08
237	SWBS-100	12-4-00



RECOMMENDED FOR APPROVAL

*Matthew Wallace*  
MATTHEW J. WALLACE  
REG. NO. 29503  
REGISTERED PROFESSIONAL ENGINEER

DATE 2/27/13

APPROVED

*[Signature]*  
DATE 3-1-13

APPROVED

*[Signature]*  
DATE 5-7-12

FEDERAL HIGHWAY ADMINISTRATION

**CROSS SECTIONS**

TOTAL SHEETS WITHOUT CROSS SECTIONS = 132  
TOTAL SHEETS WITH CROSS SECTIONS = 143

TRAFFIC DATA

2013 A.D.T. = 14630  
2033 A.D.T. = 21700  
D = 63.0%  
K = 11.8%  
T = 8.4%

DESIGN SPEED = 40 M.P.H.  
FUNCTIONAL CLASS = UC-1

TRANSIT BOOKS :  
LEVEL BOOKS :

SCALES:  
PLAN - 1" = 20'  
PROFILE HOR. - 1" = 20'  
VERT. - 1" = 4'

NOTE:  
THE 2006 EDITION OF THE LOUISIANA DOTD STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, AS AMENDED BY THE PROJECT SPECIFICATIONS, SHALL GOVERN ON THIS PROJECT.

SCHEDULE OF REVISIONS

NO.	DATE	REVISION	DATE RECOMMENDED	APPROVED
1	1-28-13	ADDED 100' OF BRIDGE	1-28-13	[Signature]
2	2-13-13	ADDED 10' OF BRIDGE	2-13-13	[Signature]
3	2-13-13	ADDED 10' OF BRIDGE	2-13-13	[Signature]
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**LAYOUT MAP**

SCALE: 1 INCH = 500 FEET

**LENGTH OF PROJECT**

STATION TO STATION	BRIDGE LENGTH				ROADWAY LENGTH	
	FEET	FEET	FEET	FEET	MILES	MILES
100+00.00 - 120+35.28	2033.28			120.00	0.023	1913.28 0.362
TOTAL LENGTH OF BRIDGES				2000.00	0.023	
TOTAL LENGTH OF ROADWAY						1913.28 0.362
TOTAL MILES						0.385

Std. Plans & Latest Revision Dates

CHECK PRINTS



26-JAN-2014

10:54

STANDARD PLANS

DESCRIPTION	REVISION DATE
DM-01	08/22/07
DW-02	04/16/12
EC-01	10/01/08
HS-03	01/03/05
MB-01	02/18/09
PM-01	11/01/10
PM-02	11/01/10
PM-05	11/01/10
TTC-00 (A - D)	03/12/13
TTC-01	03/12/13
TTC-02	03/12/13
TTC-03	03/12/13
TTC-04	03/12/13
TTC-06	03/12/13
TTC-17	03/12/13
TTC-19	03/12/13

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

PLANS OF PROPOSED STATE HIGHWAY

FEDERAL PROJECT NUMBER H010349

STATE PROJECT NUMBER H.010349

CONTROL SECTION 014-06

US 165: HORSESHOE DR - US 71

RAPIDES PARISH

Project Numbers

Project Name

Parish

North Arrow

Limits

Traffic Data

TRAFFIC DATA  
2014 A.D.T. = 15,111  
2034 A.D.T. = 22,587  
D = 55.8%  
K = 11.9%  
T = 10.2%

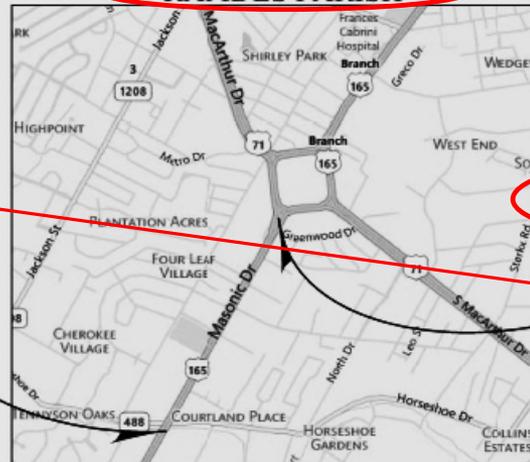
C.S.L.M. 12.146  
STATION 10+00  
BEGIN CONSTRUCTION

C.S.L.M. 13.189  
STATION 25+08  
END CONSTRUCTION

TYPE OF CONSTRUCTION:

COLD PLANING ASPHALTIC CONCRETE,  
SUPERPAVE ASPHALTIC CONCRETE ROADWAY,  
ADJUST DRAINAGE STRUCTURES, AND  
TEMPORARY AND PERMANENT PAVEMENT MARKINGS

Type of Construction



RECOMMENDED FOR APPROVAL

**Preliminary Plans**

DATE	REVISION	DATE	RECOMMENDED	DATE	APPROVED

SCHEDULE OF REVISIONS

NOTE:  
THE 2006 LOUISIANA DOTD STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES,  
AS AMENDED BY THE PROJECT SPECIFICATIONS, SHALL GOVERN ON THIS PROJECT.

ASSISTANT DISTRICT ADMINISTRATOR OF ENGINEERING DATE

DISTRICT ADMINISTRATOR DATE

APPROVED

CHIEF ENGINEER DATE



TITLE SHEET  
US 165: HORSESHOE DR - US 71



NO.	DATE	REVISION DESCRIPTION	BY

DESIGNED	K. BROWN
CHECKED	J. RACHAL
DETAILED	K. BROWN
CHECKED	J. RACHAL
SERIES NUMBER	I OF I

PARISH	RAPIDES
CONTROL SECTION	014-06
STATE PROJECT	H.010349

SHEET NUMBER





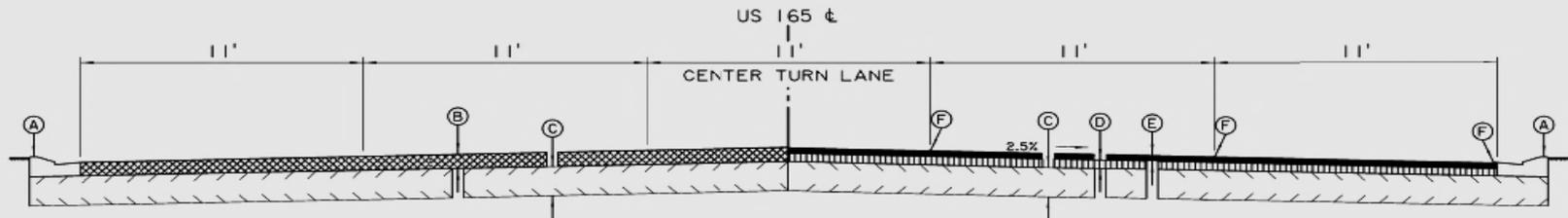
CHECK PRINTS

G:\H.010349 US 165 Horseshoe Dr - US 71\DGN\Sheet 5 Cad Typical Sheet.dgn



26-JAN-2014

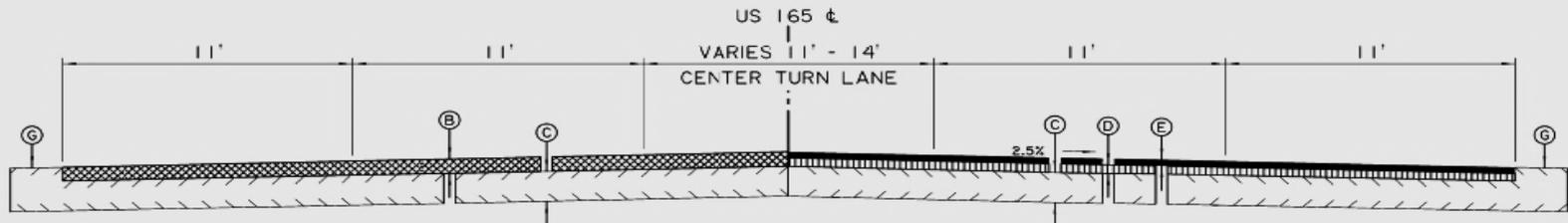
10:55



TYPICAL HALF SECTION FOR EXISTING ROADWAY

TYPICAL SECTION (N.T.S.)  
APPLIES STA. 10+00 TO STA. 59+23

TYPICAL HALF SECTION FOR PROPOSED ROADWAY



TYPICAL HALF SECTION FOR EXISTING ROADWAY

TYPICAL SECTION (N.T.S.)  
APPLIES STA. 59+23 TO STA. 60+23

TYPICAL HALF SECTION FOR PROPOSED ROADWAY

NOTES:

FOR INFORMATION ON EXISTING PAVEMENT STRUCTURE, PLEASE SEE DISTRICT LABORATORY INVESTIGATIONS.

20 YEAR E.S.A.L.S = XX,XXX

LEGEND:

- (A) EXISTING CURB AND GUTTER TO REMAIN
- (B) REQUIRED 3/2" COLD PLANING ASPHALT PAVEMENT
- (C) EXISTING PAVEMENT STRUCTURE TO REMAIN
- (D) REQUIRED 2" SUPERPAVE ASPHALTIC CONCRETE, BINDER COURSE (LEVEL 1)
- (E) REQUIRED 1 1/2" SUPERPAVE ASPHALTIC CONCRETE, WEARING COURSE (LEVEL 1)
- (F) REQUIRED PAVEMENT MARKINGS
- (G) EXISTING TURNOUT TO REMAIN

Must Coincide with P/P Sheets

DISTRICT OR DESIGN		TYPICAL SECTION		DESIGNED	K. BROWN	PARISH	RAPIDES
				CHECKED	J. RACHAL		
				DETAILED	K. BROWN	CONTROL SECTION	014-06
				CHECKED	J. RACHAL		
		US 165: HORSESHOE DR - US 71		SERIES NUMBER	1 OF 3	STATE PROJECT	H.010349





# Example of Summary of Estimated Quantities Sheet Full-Size Plans

SUMMARY OF ESTIMATED QUANTITIES

ITEM	DESCRIPTION	UNIT	General Items (Participating)	General Items (Non-Participating)	QUANTITY TOTAL
201-01-00100	Clearing and Grubbing	LUMP	LUMP		LUMP
202-01-00100	Removal of Structures and Obstructions	LUMP	LUMP		LUMP
202-02-04000	Removal of Bridge [STA. 106+58.08; 34.50'x56.05' CONCRETE SLAB SPAN W / ASPHALT OVERLAY & TREATED TIMBER PILES]	EACH	1		1
202-02-06060	Removal of Concrete Catch Basin	EACH	9		9
202-02-06090	Removal of Concrete Combination Curb and Gutter	LNFT	100		100
202-02-06100	Removal of Concrete Walks and Drives	SGYD	184		184
202-02-14500	Removal of Guard Rail	LNFT	314		314
202-02-26000	Removal of Manholes	EACH	5		5
202-02-32120	Removal of Pipe (Side Drain) [SEE PLANS]	LNFT	138		138
202-02-32140	Removal of Pipe (Storm Drain) [SEE PLANS]	LNFT	578		578
202-02-32500	Removal of Portland Cement Concrete Pavement	SGYD	2,315.3		2,315.3
202-02-38500	Removal of Surfacing and Stabilized Base	SGYD	3,587.1		3,587.1
202-02-40100	Removal of Traffic Signal Equipment	LUMP	LUMP		LUMP
203-02-00100	Drainage Excavation	CUYD	1,265		1,265
203-05-00100	Excavation and Embankment	LUMP	LUMP		LUMP
204-02-00100	Temporary Hay or Straw Bales	EACH	217		217
204-05-00100	Temporary Sediment Check Dams (Hay)	EACH	10		10
204-05-00200	Temporary Sediment Check Dams (Stone)	EACH	5		5
204-06-00100	Temporary Silt Fencing	LNFT	4,056		4,056
204-07-00100	Temporary Stone Construction Entrance	EACH	2		2
302-02-03121	Class II Base Course (8" Thick) (Stone or Recycled Portland Cement Concrete, or Blended Calcium Sulfate)	SGYD	11,946.7		11,946.7
305-01-04020	Subgrade Layer (12" Thick) (Treated)	SGYD	11,946.7		11,946.7
402-01-00100	Traffic Maintenance Aggregate (Vehicular Measurement)	CUYD	500		500
502-01-00200	Superpave Asphaltic Concrete, Drives, Turnouts and Miscellaneous	TON	43		43
601-01-00100	Portland Cement Concrete Pavement (8" Thick)	SGYD	10,600.6		10,600.6
601-02-00700	Portland Cement Concrete Pavement (8" Thick) (Crossovers & Turnouts)	SGYD	872.5		872.5
601-04-00100	Portland Cement Concrete Pavement Curing	EACH	20		20
701-03-01000	Storm Drain Pipe (15" RCP/PP)	LNFT	1,950		1,950
701-03-01020	Storm Drain Pipe (18" RCP/PP)	LNFT	8		8
701-03-01040	Storm Drain Pipe (24" RCP/PP)	LNFT	506		506
701-03-02020	Storm Drain Pipe (Outfall) (18" PP or 24" CMP)	LNFT	6		6
701-03-02040	Storm Drain Pipe (Outfall) (24" PP or 30" CMP)	LNFT	6		6
701-10-01040	Reinforced Concrete Pipe (Extension) (18")	LNFT	8		8
701-15-00100	Concrete Collar	EACH	1		1
702-02-00200	Manholes (R-CB-11)	EACH	3		3
702-02-00600	Manholes (R-CB-36)	EACH	9	9	9
702-03-00100	Catch Basins (CB-01)	EACH	3		3
702-03-00500	Catch Basins (CB-06)	EACH	22		22
702-03-00700	Catch Basins (CB-08)	EACH	6		6
703-01-00100	Shoulder Underdrain Systems	LNFT	3,791		3,791
703-02-00100	Shoulder Outlet Underdrains	EACH	2		2
703-03-00100	Perforated Pipe Underdrains	LNFT	40		40
704-01-01020	Guard Rail (Single Thru Beam) (6'-3" post spacing)	LNFT	1,543.9		1,543.9

Rev. 01 05/13/2013 Added Item.

Ensure quantities transferred from tables are correct & all items of work are accounted

SHEET NUMBER	36	PROJECT	H.007116.6	DATE	5/7/13
DRAWN	CALCULATED	CHECKED	DATE	BY	DESCRIPTION
H.007116.6	H.007116.6	H.007116.6	5/7/13	BT	SUMMARY OF ESTIMATED QUANTITIES



# Common Mistakes on Summary Sheets

- Pay item numbers are incorrect
- Pay item names do not match the descriptions on Summary of Estimated Quantity Sheet
- Pay items are shown on plan sheets but not on the Summary of Estimated Quantity Sheet
- Neglect to Include the concrete coring pay item if using a 601 pay item

# Common Mistakes on Summary Sheets

- Saw and sealing longitudinal joints: consider the the number of lanes
- Quantities for seeding and fertilizer are for the entire R/W, not just the fore slope; should cover all embankment.
- Removal of Structures and Obstructions item is necessary, but no pay item shown

# Common Mistakes on Summary Sheets

- Neglecting to include geotextile fabric if riprap is used
- Quantities not calculated for asphalt widening under guardrails



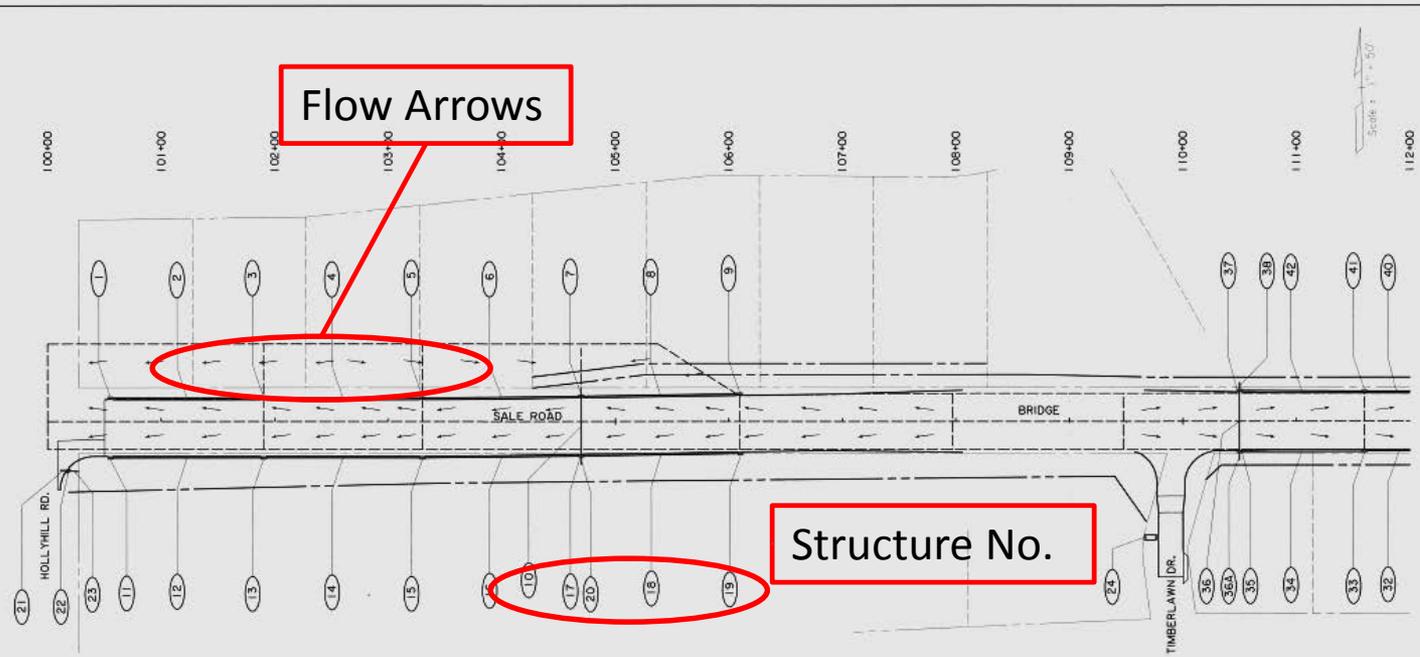
# General Plan-and Profile Comments

- Quantities do not belong on Plan-and-Profile sheets
- Does a removal require a replacement?
- If changing ditch grades, clarify new ditch grade and determine whether or not permanent erosion control is required

# General Plan-and Profile Comments

- Ensure flow lines on cross sections match flow lines on profile sheets
- Drives
  - Determine at PIH if commercial drives should be 6" or 8"
  - Replace existing pipes - ensure enough length based on slopes





Flow Arrows

Structure No.

STRUCTURE NO.	A (ACRES)	C	Q (c.f.s)
1	0.08	0.95	
2			0.59
3	0.08	0.95	
4			1.04
5	0.08	0.95	
6			1.45
7	0.08	0.95	
8			0.83
9	0.11	0.95	
10			2.48
11	0.08	0.95	
12			0.59
13	0.08	0.95	
14			1.04
15	0.08	0.95	
16			1.45

STRUCTURE NO.	A (ACRES)	C	Q (c.f.s)
17	0.08	0.95	
18			0.83
19	0.11	0.95	
20			4.91
32			1.24
33	0.07	0.95	
34			1.67
35	0.06	0.95	
36			9.29
36A			7.89
37	0.06	0.95	
38			10.63
40			1.24
41	0.07	0.95	
42			1.66

- DESIGN CRITERIA**
1. 10-YR STORM
  2. O-CIA (RATIONAL METHOD)
  3. RAINFALL INTENSITY (REGION II)
  4. N=0.013 (RCP)
  5. C=0.95 PAVEMENT TO 0.20 OVERLAND FLOW

Structure No., Area, "C" & Flow



DESIGN DRAINAGE MAP  
SALE ROAD BRIDGE

STATE OF LOUISIANA  
DOTD  
PROJECT: SALE ROAD BRIDGE  
DATE: FEBRUARY 2013  
SCALE: 1" = 50'

DESIGNED BY: CALCASEU  
CHECKED BY: CALCASEU  
DATE: FEBRUARY 2013  
PROJECT: SALE ROAD BRIDGE  
SCALE: 1" = 50'

PROJECT: SALE ROAD BRIDGE  
DATE: FEBRUARY 2013  
SCALE: 1" = 50'

PROJECT: SALE ROAD BRIDGE  
DATE: FEBRUARY 2013  
SCALE: 1" = 50'



# Project Development Milestones

# Prior to Beginning Design

- Project Set Up Meeting (optional, but strongly recommended): DOTD and Entity
- Pre-Design Meeting: DOTD, Entity, Designer and other interested parties



# Preliminary Plan Development

## Large Project Review

30% Review  
60% Review  
90% Review  
95% Review (Plan-in-Hand - DOTD schedules and chairs)  
100% Review

## Pavement Preservation Projects & LRSP

Preliminary Submittal  
  
Field Review

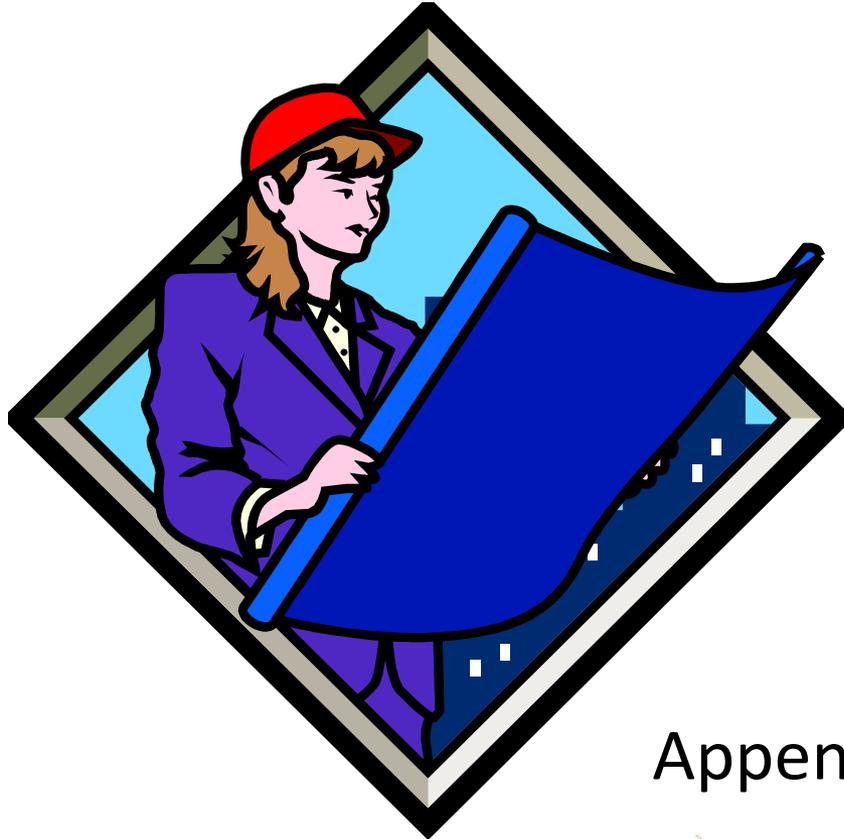
## TAP & SRTS

Preliminary Submittal  
  
Plan-in-Hand (Office and/or Field Reviews)

Appendix D - Pages 38-39

**Tasks concurrent with plan development:** 1. Begin property survey for R/W maps 2. Begin preliminary discussions with utility companies (if requesting Federal Funding contact the DUS and PM immediately) 3. Begin discussions with any affected RR companies

# Plan-in-Hand Inspection Format



Appendix D - Pages 39-40

# Survey/ROW Map – Joint Plan Review



Appendix D  
Pages 12-15



# Survey/ROW Maps Revisions

- ROW Map revisions
  - There is one original set – Revisions must be on the original - do NOT duplicate
  - Revision is required when taking lines/limits of construction (LOC) change
  - Servitudes are required
  - Time delay: Restarts timeline and adds revision time

# Survey/ROW Maps Revisions

- ROW Map revisions
  - Will delay or stop ROW acquisition
  - Minor changes could have major impact on the project schedule



# Final Plan Development

LOU  
TRAN

## Large Project Review

- 60% Review
- 95% Advanced Check Print Submittal & Review
- 100% Submittal
- DOTD Chief Signs Plans

## Right-of-Way Acquisition –

- Joint Plan Review Meeting
- Finalize R/W maps
- Entity acquires R/W
- DOTD audits and approves R/W acquisition

## Pavement Preservation Projects, TAP, SRTS & LRSP

- Final Submittal
- DOTD Chief Signs Plans

## Permits and Utility Relocation

- Finalize utility agreements
- Certification letter by Entity
- Finalize permits & provide executed copy to DOTD

# Response to DOTD Comment

- Each comment must be listed and addressed in writing from the designer
  - If agreed – acknowledge the change has been met
  - If disagree – state reason for disagreement

# Project Reporting

- Standard form to complete
- Quarterly or Monthly reporting on project status as a project moves through the various Stages – depending on the Program type
  - Keeps everyone informed of status
  - Documents any problems



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

# Reporting Form

DOTD Local Road Safety Program/Safe Routes to School Quarterly Project Status Report of Current Project Phase

Project Name  For the Month of

Project Number

Entity  Year

### Pre-Design Activities

- Not Applicable
- RFP Advertised
- Consultant Selected
- Retainer Contract Executed

### Design

- Preparing Plans
- 50% Plans submitted to DOTD
- TC Details received from DOTD
- Construction Cost Estimate submitted to DOTD
- Draft Proposal submitted to DOTD
- 100% Plans submitted to DOTD
- Bid Documents submitted to DOTD

### Right-of-Way

- Not Applicable
- Submitted LPA Assurance Letter to DOTD
- Contacted DOTD RW Section for guidance
- RW offers made to owners
- RW acquisition complete
- DOTD reviewed & certification received

### Utility Relocation

- Not Applicable
- Contacted DOTD Utility Section for guidance
- Contacted Utility Companies
- Utility relocation complete

### Letting/Award

- Project advertised
- Compared cost to Entity-State Agreement
- Recommend award to DOTD
- Construction contract executed
- Contract recorded in local Clerk of Court

### Construction

- Project Under Construction
- Daily work reports in SiteManager
- Partial estimate paid to contractor
- Sampling plan being followed

### Project Completion

- Request final inspection by DOTD
- Final Inspection made
- Resolution adopted granting final acceptance to contractor
- Final Acceptance recorded in Clerk of Court
- Final Estimate submitted to DOTD



# Reporting Form

DOTD Local Road Safety Program/Safe Routes to School  
Quarterly Project Status Report of Current Project Phase

Provide a brief description of progress made since last report

Explain any delays experience and efforts made to correct

Describe anticipated work efforts for next three (3) months

Information required from DOTD for project development

Completed by (Entity Responsible Charge)

Title

Date

---

Check each activity that applies. Complete the form quarterly and submit to the Program Project Manager with copies to the District Administrator

# Other Project Considerations During Design Phase

- Right of Way Acquisition and Relocation
- Utilities
- Landscaping
- Lighting
- TMP

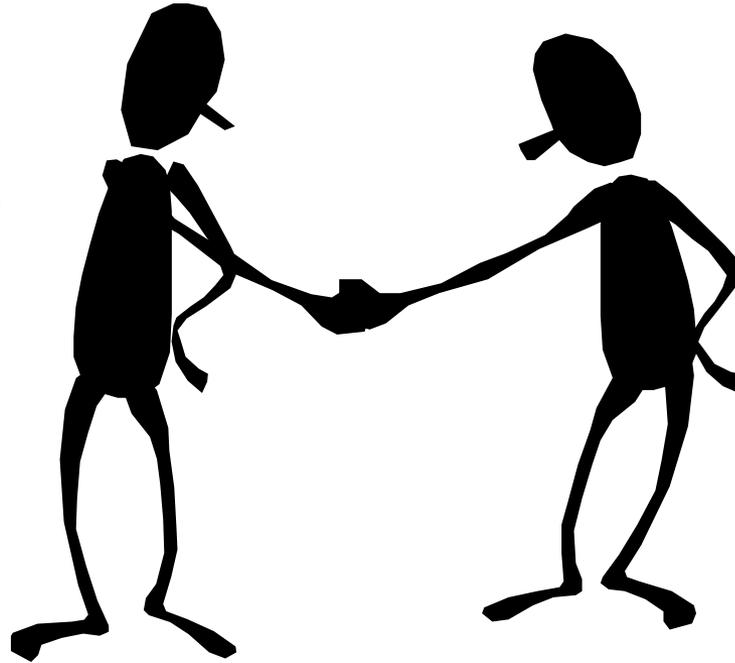
# Design Engineering

## *Actions Worked Concurrently with Plan Development*

Agreements

Right of Way

Permits



Specifications

Utilities

Waivers/Exceptions

# Right-of-Way Acquisition (R/W) and Relocation

NOTE: The Federal Relocation Assistance and Real Property Acquisition Policies (The Uniform Act) has different requirements than state law.

The Entity **must** contact the LADOTD Real Estate Section FIRST to make sure they know the federal requirements!

# Right-of-Way Acquisition (R/W) and Relocation

- The Entity shall acquire all real property and property rights required for the project in accordance with all applicable State and Federal laws and regulations.
- *This applies even if the project has not begun the state/federal process*

# Right-of-Way Acquisition and Relocation

- Important!
  - Acquisition **MUST BE** in accordance with the Federal Uniform Act
  - Do **NOT** acquire R/W prior the NEPA clearance
  - Do not begin acquiring R/W prior to the written Notice To Proceed from DOTD if seeking Federal reimbursement
  - Donations and appraisals must be done in accordance with State & Federal requirements
  - Ensure sufficient R/W before contacting land owners

# Right-of-Way Acquisition (R/W) and Relocation



- If right of way is required, will property owners have enough room to turn around in their driveway, without backing up into the street?
- Contractors are not allowed to obtain right-of-entry agreements
- Right-of-entry/construction servitude agreements should be obtained by Entity prior to project delivery

# Right-of-Way Acquisition and Relocation

- Important!
  - All R/W must certified (by DOTD) prior to project letting
  - Any purchased or donated publically owned land must have proper documentation
  - Entity pays the R/W administration cost

Plans

**SPECIFICATIONS**

Estimates

# Specifications / Proposal Development

- The project specifications include all Standard Specifications, Supplemental Specifications, Non-Standard Items, Special Provisions and other provisions applicable to the project
- These items can take a long time due to the required reviews and should not be done at the last minute.

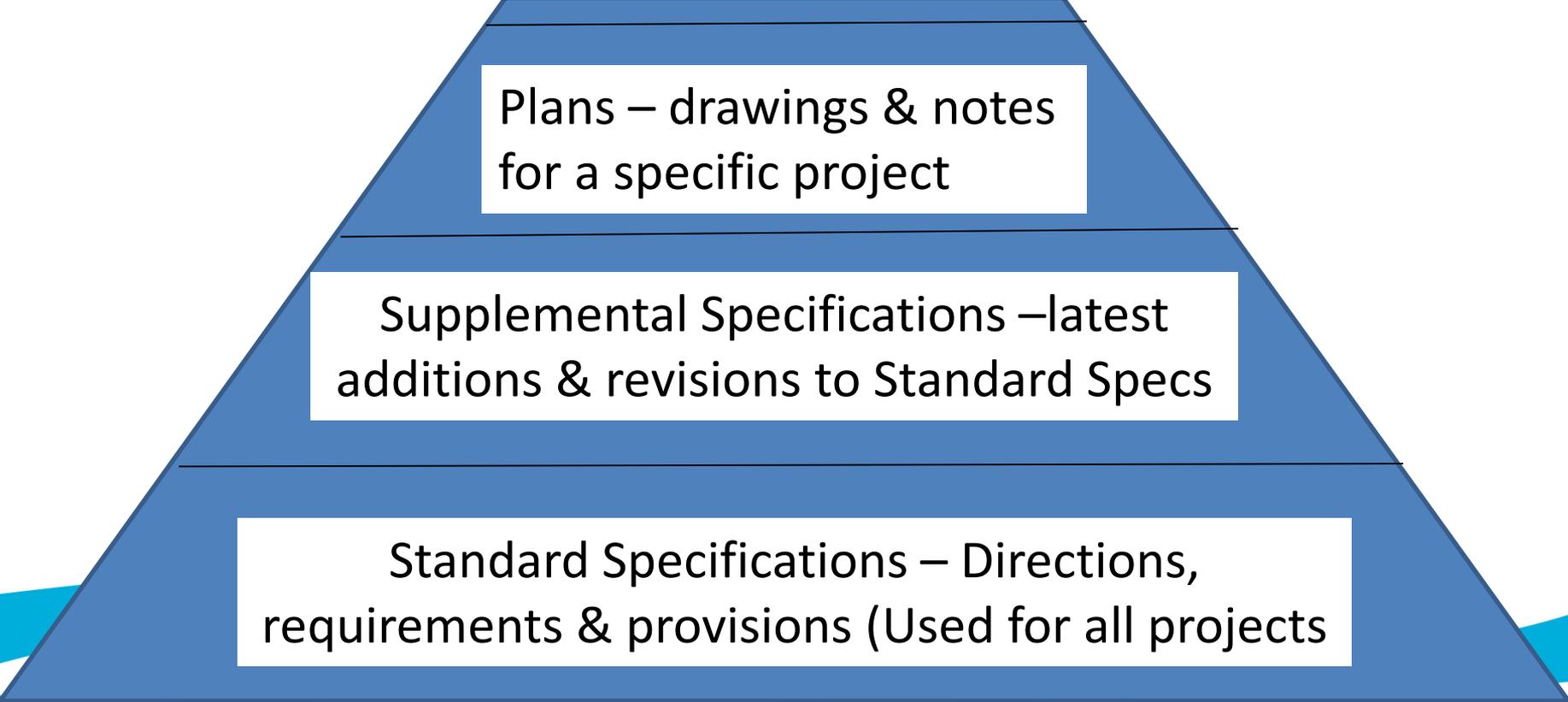
Appendix D - Pages 47-48



Plan Change/  
Special Agreement



Special Provisions – Specific  
project requirements



Plans – drawings & notes  
for a specific project

Supplemental Specifications –latest  
additions & revisions to Standard Specs

Standard Specifications – Directions,  
requirements & provisions (Used for all projects)

# Pay Items

- Standard Pay Items

DOTD Number – Specification Book

Example: 203-01-00100

- Non-Standard Pay Items

Example: NS-600-00220, NS-P36-00038,  
NS-ITS-06000, NS-ENH-02000

# Non-Standard Pay Items

- NS-P##: Non-Standard Pay Item that applies to one parish only; requires designer to create the specification
- NS-ENH: Non-Standard Enhancement Pay Items; requires the designer to create the specification

# Non-Standard Pay Items

- NS-MSM: Non-Standard Pay Miscellaneous Pay Items; DOTD has created the specification
- NS-ITS: Non-Standard Pay Items that can only be used on ITS projects; DOTD has created or approved of the specification

# Non-Standard Pay Items (Entities Cannot Use)

- NS-SRP: Non-Standard Pay Item that can only be used on Submerged Road Projects
- NS-DEV: Non-Standard Pay Item that can only be used on LTRC research projects only
- NS-EMR: Non-Standard Pay Items that can only be used on Emergency Repair Projects



# Non-Standard Pay Items (Entities Cannot Use)

- NS-FBT: Non-Standard Pay Items that can only be used on DOTD Ferry Boat
- NS-MNT: Non-Standard Pay Items that can only be used on DOTD Maintenance Projects

# Non-Standard Items

- 23 Code of Federal Regulations (CFR) 635 -  
You cannot specify a sole source when  
specifying a specific product
- FHWA – LA Division has required a minimum  
of 3 manufactures listed before allowing “or  
approved equal”

# Specification Common Errors

- Specifications are submitted with the Final Plans, delaying the delivery of the project while the pay item number is being created
- Specifications do not follow DOTD's format
- Specifications do not include a coversheet

# Plans

# Specifications

# **ESTIMATES**

Appendix D - Pages 48-50

# Estimates

## Probable Opinion of Construction Cost

The purpose of the Cost Opinion is:

- To place an expectation for the LPA to set aside sufficient money to fund the project.
- To place a reasonable expectation on the contractors for the proposed cost
- To introduce to contractors the relative magnitude of the project

# Estimates

Cost estimates should be broken down by

- DOTD Pay Item Number
- DOTD Pay Item Name
- Unit Price
- Quantity (broken down further by control section)

# Estimates

## Probable Opinion of Construction Cost

### Steps:

- Identify all cost items based on DOTD Contract Bid Items that are typically paid for by unit price.
- Determine Quantities for All unit priced Items
- Estimate Unit Prices



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

# Bid Unit Price

<http://wwwapps.dotd.la.gov/engineering/lettings/>

HOME » BUSINESS

**Construction Letting Information**

Search Projects

**Electronic Bidding Information**

Special Announcements

Notice to Contractors

**Online Bidder Registration**

**DOTD Plans Room (Falcon)**

Addenda

Information Only Bidders

Prospective Bidder List

Apparent Bid Results

Letting Results

Bid Tabulations

DBE Directory for Federal Aid Projects

SBE Directory

- Monthly Price Indices for Asphalt Cement and Fuel
- List of Active Contractors (view html) (download - comma delimited)
- Ready, Willing, & Able Firms
- State Transportation Improvement Program (STIP)
- Design-Build Projects
- Projects Let in the Past Year
- Projects to be let in the next 6 months

**Contractors Forms**

- Bidders Assurance of DBE Participation (Form CS-6AAA)
- Request to Sublet and Extract of Subcontract (Form OMF-1A) - Online

**Standard Item File - Weighted Unit Price**

- 2007 Spec Year (Metric)
- 2008 Spec Year (English)
- View 2006 Spec Year

# Estimates

The image shows a retail price tag for Nestle Semi-Sweet Morsels. The tag is divided into several sections, each with a label and an arrow pointing to it:

- Product Code Number:** Points to the top left of the tag.
- Store Stocking Information:** Points to a red oval at the top right of the tag.
- Brand Name:** Points to the word "NESTLE" on the tag.
- Type of Product:** Points to "SEMI SWEET MORSELS" on the tag.
- Package Size:** Points to "77 OZ." on the tag.
- Price Per Unit:** Points to the price "\$2.00" on the tag, which is circled in blue.
- Total Price:** Points to the price "\$8.99" on the tag.

Field	Value
Brand Name	NESTLE
Type of Product	SEMI SWEET MORSELS
Package Size	77 OZ.
Price Per Unit	\$2.00
Total Price	\$8.99

# Estimates

## Probable Opinion of Construction Cost

### **ADD Lump Sum Items:**

- Mobilization - 5-15% of Subtotal
- Temporary Signs and Barricades - 5-10% of Subtotal
- Construction Layout - 5%-10% of Subtotal



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

Item	Unit	Description	Unit Price	000-40	
				Quantity	Sub Total
202-01-00100	LS	Removal of Structures and Obstructions	\$3,000.00	1	\$3,000.00
202-02-06100	SY	Removal of Concrete Walks and Drives	\$20.00	960.0	\$19,200.00
202-02-06140	LF	Removal of Curb (Concrete)	\$10.00	119.0	\$1,190.00
202-03-38020	EA	Relocation of Sign Pole (Sta. 308+50, Speed Limit 35)	\$200.00	1	\$200.00
202-03-38020	EA	Relocation of Sign Pole (Sta. 318+60, Beatrice/Masonic Street Sign)	\$200.00	1	\$200.00
202-03-38020	EA	Relocation of Sign Pole (Sta. 323+05, Speed Limit 35)	\$200.00	1	\$200.00
202-03-38020	EA	Relocation of Sign Pole (Sta. 323+22, Bringham Golf Course Sign)	\$1,500.00	1	\$1,500.00
204-06-00100	LF	Temporary Silt Fence	\$4.00	1200	\$4,800.00
706-01-00100	SY	Concrete Walk (4" Thick)	\$60.00	784.0	\$47,040.00
706-02-00200	SY	Concrete Drive (6" Thick)	\$75.00	700.0	\$52,500.00
706-03-00100	SY	Incidental Concrete Paving (4" Thick)	\$65.00	144.2	\$9,373.00
706-04-00100	EA	Handicapped Curb Ramps	\$1,200.00	1	\$1,200.00
713-01-00100	LS	Temporary Signs and Barricades	\$10,000.00	1	\$10,000.00
727-01-00100	LS	Mobilization	\$45,000.00	1	\$45,000.00
729-01-00100	SF	Sign (Type A) (Furnish & Install)	\$75.00	42.0	\$3,150.00
730-01-00100	LF	Trenching and Backfilling	\$2.00	3010	\$6,020.00
730-02-01040	LF	Conduit W/Conductors (PVC/HDPE)(1")(2-#8, 1-#8 Grnd)	\$7.50	1050	\$7,875.00
730-02-01040	LF	Conduit W/Conductors (PVC/HDPE)(1")(2-#6, 1-#6 Grnd)	\$9.20	80	\$736.00
730-02-01060	LF	Conduit W/Conductors (PVC/HDPE)(1-1/4")(4-#8, 1-#8 Grnd)	\$11.00	810	\$8,910.00
730-02-01060	LF	Conduit W/Conductors (PVC/HDPE)(1-1/4")(4-#6, 1-#6 Grnd)	\$13.00	1280	\$16,640.00
730-02-01060	LF	Conduit W/Conductors (PVC/HDPE)(1-1/4")(3-#3)	\$13.25	60	\$795.00
730-04-00100	LF	Jacked and Bored Casing (4" Dia.)(PVC/HDPE)	\$20.00	250	\$5,000.00
730-05-10000	EA	Light Pole (14'-Aluminum, Black Finish)	\$2,500.00	30	\$75,000.00
730-07-04020	EA	Luminaire (150W Metal Halide, Black Finish)	\$1,000.00	30	\$30,000.00
730-08-00100	EA	Electrical Service Point (Pedestal)	\$6,500.00	1	\$6,500.00
730-18-00100	EA	Service Pole	\$1,200.00	7	\$8,400.00
730-22-00220	LF	Underground Marker Tape (3")(Detectable)	\$1.00	3280	\$3,280.00
732-01-02080	LF	Plastic Pavement Striping (24" Width)(Therm 125 mil)	\$30.00	445	\$13,350.00
736-01-00100	LF	Trenching and Backfilling	\$2.00	210	\$420.00
736-02-00300	LF	Conduit W/Conductors (2" HDPE, SCH80)(3-#3 AWG)	\$16.75	60	\$1,005.00
736-02-00300	LF	Conduit W/Conductors (2" HDPE, SCH80)(3-#3 AWG, 1-#8 Grnd)	\$18.10	20	\$362.00
736-02-00400	LF	Conduit W/Conductors (3" HDPE, SCH80)(1-6c-#14 AWG, 1-10c-#14 AWG)	\$25.00	200	\$5,000.00
736-03-00300	LF	Jacked or Bored Conduit (3" HDPE, SCH80)	\$20.00	70	\$1,400.00
736-04-04080	EA	Signal Support (25' Single Mast Arm)	\$6,000.00	2	\$12,000.00
736-05-02000	EA	Signal Hds (3 sec, 12" LED Lens R,R,Y)	\$750.00	4	\$3,000.00
736-06-00200	EA	Signal Service (Pedestal Req'd)	\$2,000.00	1	\$2,000.00
736-06-00600	EA	Signal Service (Exist, Pole)	\$1,200.00	1	\$1,200.00
736-10-00200	EA	Underground Junction Box (Type E)	\$500.00	2	\$1,000.00
739-01-00100	AC	Hydro-Seeding	\$5,000.00	0.20	\$1,000.00
740-01-00100	LS	Construction Layout	\$10,000.00	1	\$10,000.00
NS-600-00220	INLF	Sawcutting Portland Cement Concrete Pavement	\$3.00	4614	\$13,842.00
NS-729-00013	LF	Square Steel Tubular Sign Post and Hardware (2x2)(1.74 lb/ft)	\$30.00	27.5	\$825.00
NS-736-00010	EA	Led Pedestrian Countdown Signal Head	\$400.00	2	\$800.00
NS-736-00011	EA	Pedestrian Push Button	\$250.00	2	\$500.00
NS-ENH-02000	EA	Bench (Park)	\$700.00	6	\$4,200.00
NS-ENH-05000	EA	Electrical/Mechanical Systems (Mid-Block Pedestrian Crosswalk Controller)	\$4,000.00	1	\$4,000.00
NS-ENH-20010	EA	Transit Shelter (6' Width)	\$25,000.00	6	\$150,000.00
NS-ENH-20020	EA	Trash Receptacle	\$700.00	4	\$2,800.00
		<b>Sub-Total</b>			<b>\$596,413.00</b>
		<del>Contingency (10%)</del>			<del>20 \$59,641.30</del>
		<b>TOTAL CONSTRUCTION COST</b>			<b>\$656,054.00</b>

# Estimate Common Errors

- DOTD's pay item doesn't match what I need, so I will create my own pay item number/description
- Estimate pay item numbers or quantities do not match plans
- Copying DOTD's average unit bid price without taking into consideration quantity or location

# Estimate Common Errors

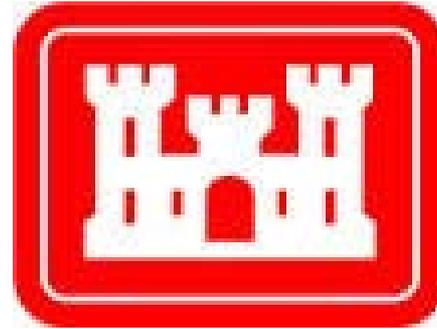
- Adding contingencies to the estimate. DOTD's Trns.port system does not allow contingencies. This should be factored into the pay item's unit price.
- Unit of measurement do not match between DOTD's list and the plans

# Reminder

PS&E package must include:

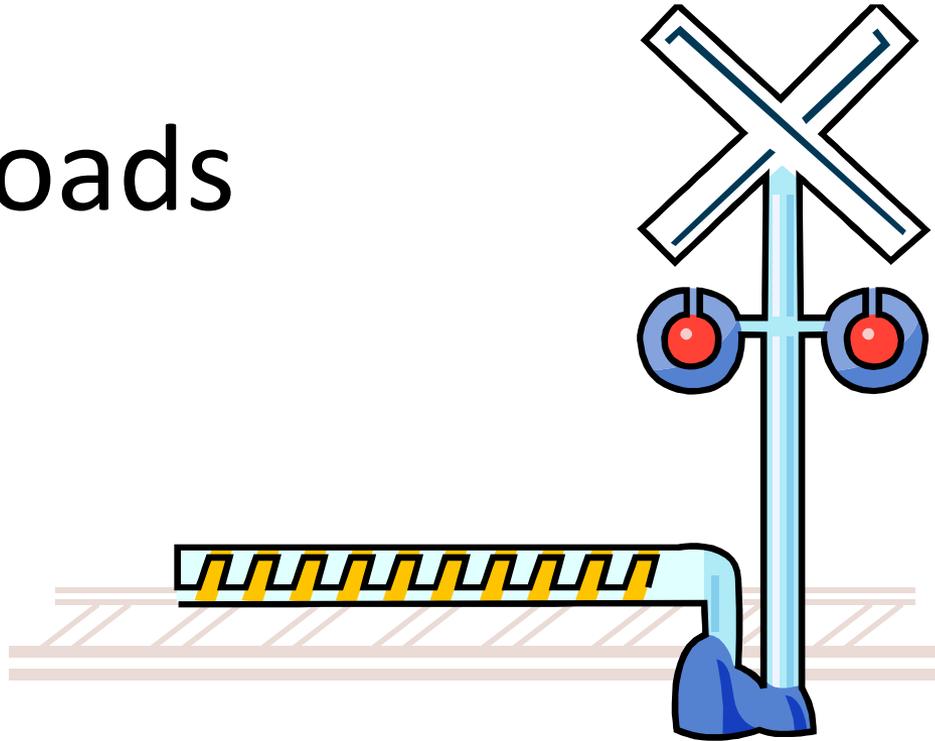
- Environmental permits
- Railroad permits
- Utility certifications
- R/W certifications

# Environmental Permits



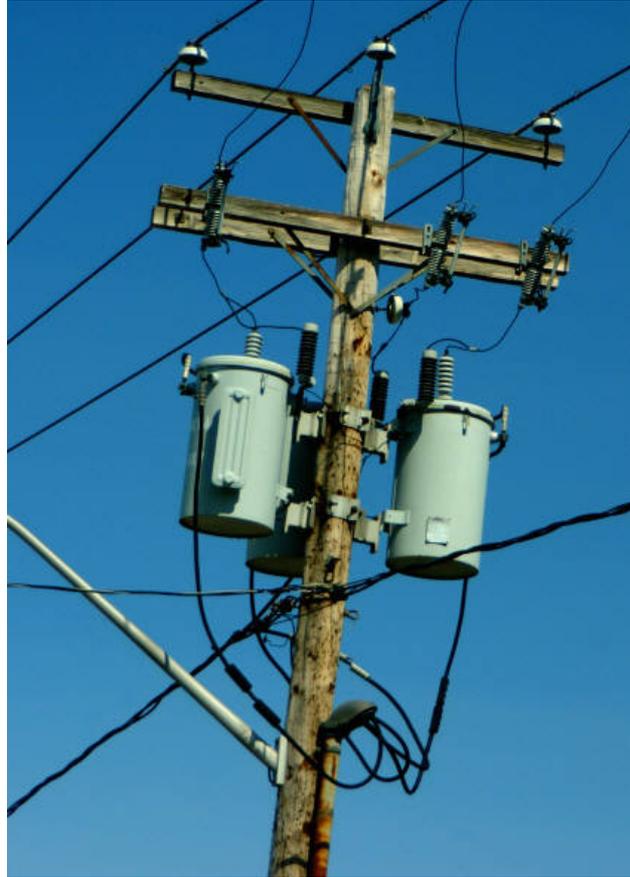
# Permits

## Railroads



Appendix D  
Pages 20-22

# Utility Relocations and Certifications



Appendix D  
Pages 22-29

# Utilities

- It is the responsibility of the LPA to identify all utilities during the design phase and obtain all of the agreements
- The contractor is not responsible for obtaining the agreements
- Provide a list of utilities in project area including contact information
- Utility relocation is not placed on the contractor
- Work with the project manager
  - TAP only pays for vertical adjustment for utilities



# Utility Certification Form Urban System Example

(THIS LETTER MUST BE ON THE LETTERHEAD OF THE ENTITY)

**UTILITY CERTIFICATION**

STATE PROJECT NO. \_\_\_\_\_ (CONST.)  
 STATE PROJECT NO. \_\_\_\_\_ (R/W)  
 F.A.P. NO. \_\_\_\_\_ (R/W)  
 {Project Name}  
 ROUTE { }  
 PARISH { }

TO: DOTD District Utility Specialist

Attached are copies of the agreements between the City and the Utility Company on the captioned project. The total cost of relocating the utilities listed is \_\_\_\_\_.

This list includes all known utility facilities within the limits of this project and the number of calendar days required to complete their relocation. The entity has received design plans from all respective utility operators and letters from each utility operator stating their intentions to adjust their utility facilities to accommodate the project.

The entity will relocate their own lines that are not included in the construction plans.

Utility Operator and Address	Calendar Days
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Parish Representative Signature      Date

Print or Type Name \_\_\_\_\_

Print or Type Title \_\_\_\_\_



# Utility Assurance Form TAP and LRSP Example

{THIS LETTER MUST BE ON THE LETTERHEAD OF THE ENTITY}

## UTILITY ASSURANCE LRSP, SRTS and TAP Projects

STATE PROJECT NO.  
F.A.P. NO.  
{Project Name}  
PARISH { }

TO: *DOTD Program Manager*

I hereby certify that I have reviewed the construction plans for the captioned project and provide assurance that ...

there are no known utility conflicts within the project that would inhibit construction of the planned improvements.

*Or*

that all known utilities conflicts within the project that would inhibit construction of the planned improvements have been relocated.

It is understood that the Entity is responsible for all costs associated with known or unknown utility relocations, adjustments and construction time delays after the project is awarded.

RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
PROJECT DESIGN ENGINEER / DATE

\_\_\_\_\_  
LPA RESPONSIBLE CHARGE / DATE

# Right-of-Way Certification



I've turned in my PS&E package so my project is letting next week, right?

# Timing

- DOTD prepares construction proposal – approx. 1 month
- DOTD Chief Engineer signs plans
- DOTD requests authorization from FHWA – approx. 1 month
- DOTD advertises project – 1 month

# Construction Proposals

- A construction proposal is required for projects let through DOTD's letting process
- Estimated quantities are put on proposal form for contractors to fill out.
- Supplemental Specifications
- Special provisions

Notes – Page 65

# Bids/Construction

## *Construction Contract Time*

- 30-days is the minimum allowed time
- For non-roadway projects the entity may be required to provide construction time
- Completion of spreadsheet on sheets 66-70 in the notes can help on roadway type projects



# PS&E Bid Package to be Signed by DOTD's Chief Engineer

- Final Plan Sheets (stamped, signed, dated by EOR)
- Specifications for Bid Items (*standard and non-standard*)
- Cost estimate
- Other documentation
  - Checklists – Constructability/Biddability, QA/QC
  - Design Exceptions/Waivers
  - Notice of Intent (NOI) (SWPPS)



# PS&E Bid Package to be Signed by DOTD's Chief Engineer

If the DOTD Chief Engineer rejects the plans, the Entity and their designer are responsible for addressing the comments.

Depending on the severity of the comments, your letting may be delayed.

# FHWA Authorization Requirements

- PS&E package signed by DOTD Chief Engineer
- Right-of-way certifications
- Utility permits
- Environmental permits
- Other applicable permits



# Congratulations!!!!

- Your project is authorized and advertised – DOTD takes over through bidding.
- Bidding process MAY require input from the LPA or designer, so be ready!

# Bids/Construction

## *FALCON*



Appendix D – Page 52

# Bids/Construction

## *FALCON*

- Falcon - DOTD's file sharing system to facilitate open competition in bidding
- Q&A Procedures for each project **MUST BE ADDRESSED THROUGH FALCON!**
- Any information not in Falcon is not part of the contract



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# Bid Results

<http://www.aps.dotd.la.gov/engineering/lettings/>

HOME > business

### Construction Letting Information

Search Projects

Electronic Bidding Information

Special Announcements

Notice to Contractors

Online Bidder Registration

**DOTD Plans Room (Falcon)**

Addenda

Information Only Bidders

Prospective Bidder List

Apparent Bid Results

Letting Results

Bid Tabulations

DBE Directory for Federal Aid Projects

SBE Directory

- Monthly Price Indices for Asphalt Cement and Fuel
- List of Active Contractors (view html) (download - comma delimited)
- Ready, Willing, & Able Firms
- State Transportation Improvement Program (STIP)
- Design-Build Projects
- Projects Let in the Past Year
- Projects to be let in the next 6 months

Contractors Forms

- Bidders Assurance of DBE Participation (Form CS-6AAA)
- Request to Sublet and Extract of Subcontract (Form DMF-1A) - Online

Standard Item File - Weighted Unit Price

- 2007 Spec Year (Metric)
- 2008 Spec Year (English)
- View 2006 Spec Year

# Falcon Sign-in



LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT | DOTD A-Z | 511LA.ORG

LaDOTD is an agency of [www.louisiana.gov](http://www.louisiana.gov).



powered by  
**Falcon/WeBSuite**  
falcon/svp  
falcon/enterprise

### DOTD Plans Room (Falcon)

Username

Password

Logon to review and/or download LA DOTD Project Plans.

[Request an ID](#)

[Reset Password](#)

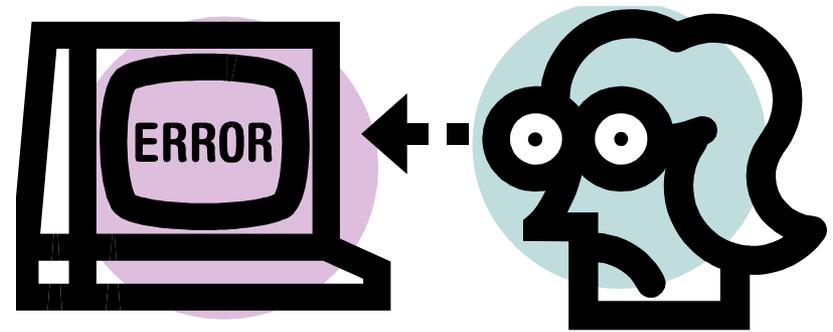
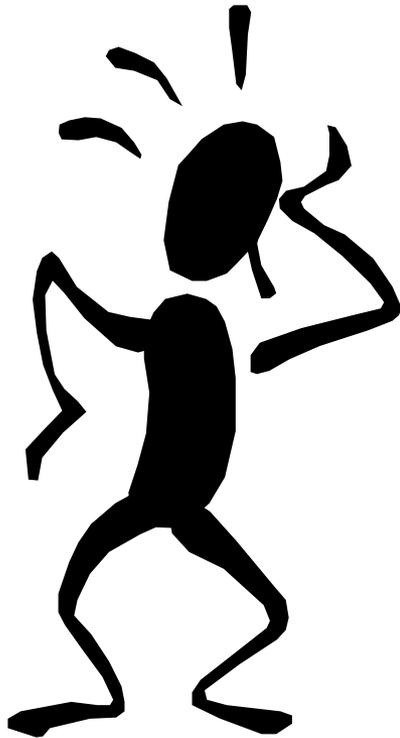
**Notice of Disclaimer:**

# Falcon

  	<a href="#">005-05-0075</a>	TERREBONNE PARISH TURN LANES	03/17/2010
  	<a href="#">006-02-0075</a>	Jefferson Hwy Concrete Junction Box Repair	05/20/2010
  	<a href="#">007-05-0033</a>	Maintenance Mowing (MO)	10/05/2010
  	<a href="#">008-03-0058</a>	US 190 MORGANZA FLOODWAY RAIL REPAIR	12/01/2009
  	<a href="#">008-03-0061</a>	US 190 Morganza Spillway Bridge Rail Repair of 5-6-2009	05/25/2010
  	<a href="#">008-09-0059</a>	MAINTENANCE MOWING (CM)	07/27/2010

# Bids/Construction

## *Revisions, Postponements, Withdrawals*



Appendix D - Pages 52-53

# Bids/Construction

## *Revisions, Postponements, Withdrawals*

- Revisions - any change to the plans after final plans are signed - 3 weeks lead time to avoid postponement or withdrawal .
- Postponed – has to be let in the next thirty days
- Withdrawn - has to re-advertise a later letting date scheduled.
- Postponing and/or withdrawing hurts pricing!

# Bids/Construction *Letting*



Appendix D - Pages 51-53



LOUISIANA DEPARTMENT OF  
TRANSPORTATION & DEVELOPMENT

# Bid Results

<http://www.aps.dotd.la.gov/engineering/lettings/>

Home > Business

### Construction Letting Information

Search Projects

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- 2007 Spec Year (Metric)
- 2008 Spec Year (English)
- View 2006 Spec Year



# Bids/Construction

## *Notice of Entity Contract Execution & Notice to Proceed - LPA*

- Recorded in Courthouse
- Issue Notice to Proceed
- Schedule Project Set-up and Preconstruction meetings
- Time limits 60 days to sign contract

# “My DOTD”

- Choose “LPA” when signing up
- Benefits
  - Notifications of training
  - Notification of changes or pertinent information
- Go to DOTD website
  - Choose “Inside DOTD”
  - Choose “Follow DOTD”

Email Address   
Password

Get Info by District

- Alexandria
- Baton Rouge
- Chase
- Hammond
- Lafayette
- Lake Charles
- Monroe
- New Orleans
- Shreveport

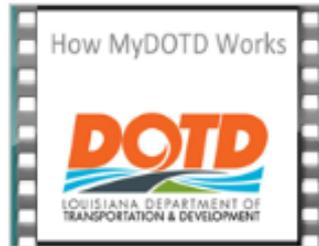


Home > MyDOTD

Login / Sign Up

Welcome to MyDOTD

My DOTD is a new way to stay connected with DOTD and up-to-date on local projects, lane and road statuses, and other DOTD activity. [Sign Up Now](#)



What is MyDOTD?



Get Info by District or Parish



All DOTD Projects

“My DOTD”

# "My DOTD"

Home ▶ MyDOTD

Welcome Ann / [Customize](#) / [Logout](#)

## DOTD Announcements Sign-Up Summary for "Ann.Wills@LA.GOV"

Member Since Friday, October 19, 2012

[Customize My Alerts](#)

### Personal Information

Email: **Ann.Wills@LA.GOV**

Name: **Ann Wills**

Zip Code: **70804**

### Release Type(s):

**Press Release (Media/Web)**

~~**Road or Lane Status**~~

**Local Public Agency Info**

### No 'Type of User' Selected

### Parish(es) Selected:

**East Baton Rouge**

**East Feliciana**

### No Corridors Selected

### No Projects Selected

To get the most from MyDOTD's email alerts, you can select as many parishes, corridors and projects as you would like more information on.

To no longer receive emails from MyDOTD, click [unsubscribe](#)

## Customize My Account: Account Information

On this page, you can help target exactly what information that you want to receive.

### Step 1 of 4

#### Contact Information

Email

Ann.Wills@LA.GOV

First Name

Ann

Last Name

Wills

Zip Code

70804

#### Information to Receive

- Press Releases
- Road or Lane Statuses
- Public Meetings
- Local Public Agency Info

#### Type of User

- Resident
- Business
- Government
- Media
- Emergency Personnel

Save

Next

# Questions?



# Contact Information

- Ann Wills – Director of LPA Program  
([Ann.Wills@La.gov](mailto:Ann.Wills@La.gov))
- Urban System
  - STP >200K Program Manager - Jason Lacombe  
([Jason.Lacombe@la.gov](mailto:Jason.Lacombe@la.gov) )
  - STP <200K Program Manager – Tanya Bankston  
([Tanya.Bankston@la.gov](mailto:Tanya.Bankston@la.gov) )
- TAP Program Manager
  - Laura Riggs ([Laura.Riggs@La.gov](mailto:Laura.Riggs@La.gov))

# Contact Information

- SRTPP Project Manager
  - Mark Morvant - ([Mark.Morvant@la.gov](mailto:Mark.Morvant@la.gov))
- LRSP Project Manager
  - Rick Holm - ([Rick.Holm@La.gov](mailto:Rick.Holm@La.gov))
  - Mike Ricca - ([Mike.Ricca@La.gov](mailto:Mike.Ricca@La.gov))