

EFFECTIVE SEPTEMBER 17, 2024 FOR CONSULTANT CONTRACT SERVICES

ALL ADVERTISEMENTS POSTED AFTER SEPTEMBER 16, 2024 WILL BE NEGOTIATED CONTRACTS

ADVERTISEMENT CHANGES

- **COMPENSATION (September 2024) (revised)**
 - All compensation will be negotiated with negotiation period not to exceed ninety (90) calendar days from selection notification date (date of award letter).
- **WORK ZONE TRAINING REQUIREMENTS: (no changes just reminders)**
 - Traffic Control Technician (TCT) – (highlighted and bolded in advertisement) the TCT certification does not need to be repeated if the Traffic Control Supervisor (TCS) certification has been completed and is not expired.
 - Flagger, TCT and TCS certifications are good for 4 years and then must be renewed, with the exception of the TCT; if you have the TCS, you do not need to renew the TCT.
 - TCT should only be renewed if the TCS is not in effect.
- **REFERENCES: (revised link and added new link)**
 - Reference Link #10 has been Revised since October 2023 – it has been linked since 10/2023, this is a reminder to check references
[DOTD – Location and Survey Manual – REVISED OCTOBER 2023](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf)
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/LocationSurvey/Manuals%20and%20Forms/Location_and_Survey_Manual.pdf
 - There is a new reference link, see #16 – DOTD - Pavement PRR Min Design Guidelines – which is highlighted in the advertisement
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Guidelines/DOTD%20Pavement%20PRR%20Min%20Design%20Guidelines.pdf

CONSULTANT CONTRACT SERVICES MANUAL

CCS Manual is currently under revision to remove non-negotiated language and must get FHWA approval. Notification will go out separately via MyDOTD when the revised CCS Manual (September 2024) is approved and posted.

DOTD FORM 24-102 SEPTEMBER 17, 2024

- Revised date of September 17, 2024
- Use revised DOTD Form 24-102 September 17, 2024 which will be attached with each advertisement
- **Section No. 4 Prime Consultant Name**
 - The consultant's name must match exactly as it is registered with the Louisiana Secretary of State (SOS), including punctuation or lack of punctuation
 - Use the following link to get to the Louisiana Secretary of State (SOS) <https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>
 - Include screen shot as shown below, showing name and status, at the end of Section 20.



The screenshot shows a search result for 'CIVIL DESIGN GROUP, L.L.C.' in the Louisiana Business Filings database. The table has columns for Name, Type, City, and Status. The Name is 'CIVIL DESIGN GROUP, L.L.C.', the Type is 'Limited Liability Company', the City is 'SHREVEPORT', and the Status is 'Active'.

Name	Type	City	Status
CIVIL DESIGN GROUP, L.L.C.	Limited Liability Company	SHREVEPORT	Active

- **Section No. 10** – (added new legislation effective 8/1/24 as highlighted in screenshot)

10. This is to certify that all information contained herein is accurate and true, and that the team presently has sufficient staff to perform these services within the designated time frame. By submitting this proposal, proposer certifies that it is not engaged in a boycott of Israel and it will, for the duration of its contract obligations, refrain from a boycott of Israel. Proposer also certifies and agrees that the following information is correct: In preparing its response, the proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. DOTD reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response. ¶

¶ Pursuant to Act No. 581 of the 2024 Louisiana Legislature Regular Session, proposer further certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. In addition, proposer certifies it will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. ¶

□

- **Section No. 12 – Past Performance Evaluation Discipline Table**

- Added drop down fields which list the evaluation disciplines so that CCS does not have to do so many clarifications
 - Re-arranged the evaluation disciplines in alphabetical order
 - Other (must specify) is editable so you can edit within the parenthesis as needed, e.g., Other (Aviation)
 - Can remove rows not needed

- **Section No. 13 – Firm Size**

- Added drop down fields which have the DOTD job classifications supported by CCS so that CCS does not have to do so many clarifications
 - Other (must specify) is editable so you can edit within the parenthesis as needed, e.g., Other (Scientist)
 - Can remove rows not needed or copy and paste to add more rows

- **Section No. 15 – Minimum Personnel Requirements (MPR)**

- **Reminder** that the 4th column “Type of license and discipline meeting MPR” should show the PE # and the discipline (matching the MPR), e.g. PE #98765 Civil
 - CCS will look up the PE number in LAPELS and verify that the person and number match and that the discipline is correct and that the license is not expired
- Do not repeat the PE # in the last column, this column is for the expiration date only
- Any individual listed in Section 15 must also be represented in Sections 14 and 16

- **Section No. 16 – Staff Experience**

- Changed “**should be**” to “Résumés **are limited to 2 pages per person.**”
- **Reminder:** if an individual is not identified in the organization chart of Section 14, do not include their résumé. Only individuals identified in Section 14 will be evaluated for staff experience.

- **Section No. 17 – Firm Experience**
 - **Reminder** to use only the disciplines highlighted and if not listed, use Other (must specify) e.g., Other (Hydraulics)
- **Section No. 18 – Approach and Methodology**
 - **Reminder** to “provide the proposed project schedule” on all submittals.
 - This is the section for showing that the consultant understands the project, the challenges that may be faced, and what the approach to the project and scope of work will be.
- **Section No. 19 – Current Workload**
 - Added drop down fields which list the evaluation disciplines so that CCS does not have to do so many clarifications
 - Re-arranged the evaluation disciplines in alphabetical order
 - Other (must specify) is editable so you can edit within the parenthesis as needed, e.g., Other (Aviation)
 - Remove rows not needed
 - **Reminder: All** firms must be represented in this table. New firms that do not have any work with DOTD must be included and enter either N/A or \$0, where applicable.
- **Section No. 20 – Certifications/Licenses**
 - REMOVE THE INFORMATION HIGHLIGHTED FROM THIS SECTION, it is informational and intended to minimize clarifications on the proposals.
 - DO NOT INCLUDE **EXPIRED** CERTIFICATIONS/LICENSES
 - DO NOT INCLUDE the P.E. certifications/licenses; they do not show discipline meeting the MPR in Section 15 and CCS has to verify in LAPELS anyway.
 - When “Traffic” is included as a discipline on which past performance is evaluated, **for consultants performing traffic engineering services** (i.e., traffic analysis throughout all DOTD project stages and/or QC of traffic analysis), appropriate personnel must have successfully completed the **three (3)**

modules of the Traffic Engineering Process and Report Course offered by Louisiana Transportation Research Center (LTRC), by no later than the time the proposal is submitted, or show proof of registration for the Course from the LTRC's Registration site. Copies of training certificates or proof of registration are to be included in **Section 20** of the proposal.

- FOR CE&I ADVERTISEMENTS – READ THE WORK ZONE TRAINING REQUIREMENTS - include only those certifications that are needed for the advertisement, must not be expired and should be submitted in Section 20 at the time the proposal is submitted.

Provide where applicable:

- Asphalt Concrete Paving Inspector
 - Asphalt Concrete Plant Inspector
 - Embankment and Base Course Inspector
 - PCC Paving Inspector
 - Structural Concrete Inspector
 - Flagger
 - TCT (Traffic Control Technician) (**should not include TCT if you have TCS**)
 - TCS (Traffic Control Supervisor)
- **Section No. 21 – QA/QC Plan:**
 - When the **Quality Assurance/Quality Control** article of the advertisement states “**do not include QA/QC plan in the DOTD Form 24-102**” **do not include** the QA/QC plan.
 - All contracts will require a QA/QC plan prior to execution of contract, but only advertisements with bridge design components require the QA/QC plan be submitted and graded as part of the proposal. CCS has intentionally highlighted when to include or exclude the QA/QC plan.

- **Section No. 22 – Sub-consultant information**

- The consultant’s name must match exactly as it is registered with the Louisiana Secretary of State (SOS), including punctuation or lack of punctuation
- Use the following link to get to the Louisiana Secretary of State (SOS)
<https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>
- Include screen shot as shown below, showing name and status.



The screenshot shows a search results page titled "Search for Louisiana Business Filings". At the top, there are three links: "Buy Certificates and Certified Copies", "Subscribe to Electronic Notification", and "Print Detailed Record". Below these links is a table with the following data:

Name	Type	City	Status
CIVIL DESIGN GROUP, L.L.C.	Limited Liability Company	SHREVEPORT	Active

- **Section No. 23 – Location:**

- If the **Evaluation Criteria** article of the advertisement does not include Location as an evaluation criteria, **do not add anything to this section**, do not include any additional statements in that section.
- Revised the last sentence to indicate where the “Location” would be found if applicable, “**the Evaluation Criteria section**” of the advertisement.