

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ENGINEERING SERVICES**

**GROOM ROAD  
(LA 19 TO PLANK RD)  
PROJECT NO. 19-EN-HC-0035**

**RFQ NO. 19-ES-DTD-010**

**PREPARED BY**

**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
DEPARTMENT OF TRANSPORTATION AND DRAINAGE  
ENGINEERING DIVISION**

**DECEMBER 6, 2019**

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**FOR**  
**PROFESSIONAL ENGINEERING SERVICES**

To be published one time

Legal - Friday, December 13, 2019

**The Advocate  
Baton Rouge, Louisiana**

## **PUBLIC NOTICE**

### **INVITATION FOR PROFESSIONAL ENGINEERING SERVICES**

The City of Baton Rouge and Parish of East Baton Rouge invites qualified engineering firms to submit a Statement of Qualifications for the following project:

**Groom Rd  
(LA 19 to Plank Rd)  
Project No. 19-EN-HC-0035  
R F Q No. 19-ES-DTD-010  
Estimated Project Cost: \$25,000,000  
Engineering Fee to Be Negotiated**

Statements of Qualifications shall only be submitted on City-Parish Standard Form CPES (DATED: REV. 06/07/06). Interested firms shall register and download an electronic copy of the official Request for Qualifications (RFQ) package from the City-Parish Web Site **www.brprojects.com**. Only those firms that have obtained the official RFQ package for this project from the web site will be considered by the City-Parish Engineer and Surveyor Selection Board. Additionally, the firm selected for this project will be required to execute the City-Parish's standard contract for Engineering Services. Any questions or problems related to the download of the RFQ package should be directed by email to Mr. Thomas A. Stephens, P.E., via email to [tstephens@brla.gov](mailto:tstephens@brla.gov)

The original and nine copies of the Statement of Qualifications (Standard Form CPES) shall be delivered to Mr. Thomas A. Stephens, P.E., Chief Design and Construction Engineer, Public Works and Planning Center 1100 Laurel Street, Baton Rouge, Louisiana 70802. Statements of Qualifications for this project will be accepted until **4:00 PM, Local Time, January 10, 2020**.

Statements of Qualifications that have not been received by the above aforementioned date and time will be rejected. Additionally, failure to submit all of the information on Standard Form CPES (DATED: REV. 06/07/06) shall be considered non-responsive and may result in the Qualification Statement being rejected.

All engineering firms must be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors, in accordance with LA RS 37:689. A copy of the current Certificate(s) of Registration shall be attached to each Statement of Qualifications (Standard Form CPES). Failure to be registered in good standing with the aforementioned Board will result in the Qualification Statement being rejected.

Responding firms are advised that the City of Baton Rouge and Parish of East Baton Rouge is an Equal Opportunity Employer. Therefore firms are encouraged to utilize minority participation in this contract through the use of disadvantaged and women-owned businesses as suppliers or sub-consultants.

The members of the Engineer and Surveyor Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any Board Member concerning this project during the selection process period, which shall extend from the date of this notice until a selection is made.

Additionally, the members of the Engineer and Surveyor Selection Board request that the firms submit

revised Form CPES (DATED REV. 06/07/06) only, unless otherwise stated or required by the instructions. All un-authorized attachments or embellishments will be removed and discarded prior to distribution of statements to the Board Members. It is also requested that Form CPES not be bound in a booklet, but be stapled.

The Selection Board will hold a project informational meeting for the Board Members (including distribution of Statements of Qualifications) on **January 16, 2020, at 5:00 PM**, in the Public Works Conference Room, Public Works and Planning Center, 1100 Laurel Street, Baton Rouge, Louisiana. The Selection Board will meet on **January 23, 2020 at 5:00 PM** at the aforementioned location to select a firm, and two alternates, for the services advertised herein. Both the informational meeting and the selection meeting are open to the Public, and representatives from all interested firms are invited to be present.

The City-Parish Engineer and Surveyor Selection Board reserves the right to reject all of the submittals in response to this Request For Qualifications.

**CITY OF BATON ROUGE AND  
PARISH OF EAST BATON ROUGE**

**SHARON WESTON BROOME  
MAYOR-PRESIDENT**

**FRED E. RAIFORD  
DIRECTOR OF  
TRANSPORTATION AND DRAINAGE**

**SECTION B**  
**PROJECT DESCRIPTION AND**  
**DESIGN MEMORANDUM**

## **1. PROJECT SUMMARY**

The City of Baton Rouge, Parish of East Baton Rouge, hereinafter “PARISH”, desires to hire a qualified engineering firm, hereinafter “CONSULTANT”, with designated sub-consultants to perform engineering and related services for the construction of the Groom Road Enhancement project. The project is part of the MOVEBR program, designated as a Corridor & Mobility Enhancement project.

This project is proposed to enhance pedestrian and potentially bicycle mobility for users traveling to the schools and other public facilities along the corridor. Reconfiguring excessively wide travel lanes is one of the main considerations to provide a multi-modal Complete Streets concept. Drainage will be analyzed and improved along the corridor to alleviate known occurrences of flooding in localized areas. High visibility crosswalks at all intersections and pedestrian countdown signals at signalized intersections will also be considered. This project will be coordinated with the MOVEBR New Capacity Improvements project along McHugh Rd, from Groom Rd. to Lower Zachary.

CONSULTANT will be required to:

- 1) Perform a Traffic Study that includes the evaluation of previously developed geometric concepts, and additional concepts that may be proposed by the CONSULTANT, for the purpose of determining feasible alternatives to be carried forward and evaluated in a Design Study.
- 2) Complete a limited topographic survey during the design study which may be extended as needed by Supplemental Agreement to address the full corridor.
- 3) Complete final design, construction plans and cost estimates, and,
- 4) Provide certain support services during the construction phase.

Right-of-way survey and mapping services may be added to the agreement, if necessary.

The PARISH may augment the work by soliciting certain services under separate agreements with other firms, and the PARISH will request that CONSULTANT coordinate with the MOVEBR Program Manager and those firms to provide for a complete and successful project. For this project these services may include, but not be limited to:

- 1) Abstracting, Appraisal, and Right-of-way Acquisition services.
- 2) Wetland delineation, environmental, and permitting services.
- 3) Landscape Architecture or related services.
- 4) Geotechnical Engineering services.

CONSULTANT may be required to provide a representative at and prepare exhibits for any public meeting that addresses this project. However, the PARISH and the MOVEBR Management team will be responsible for scheduling and preparing materials or public comment for such meetings.

## **2. SCOPE OF SERVICES**

The Groom Road project includes the corridor between Main Street (LA 19) and Plank Road as well as the intersections at McHugh Road and Chemin Drive together with the portions of those roads necessary to complete the proper transitions necessary to complete them.

Traffic and geometric analysis of considered concepts must be thorough and satisfy the PARISH’s goals and intent for the project. The goal and intent being to provide for accessibility for pedestrians, bicyclists, and vehicles using the corridor. Improvements may include, but are not limited to access management, bus transit, innovative intersection treatments, and other features consistent with the context of the area.

Other improvements that may be considered include:

1. Storm water mitigation features or materials.
2. Mobility & safety improvements

CONSULTANT is expected to be innovative in the consideration of potential improvements to address the needs of the corridor, including existing roadway improvements that will improve the overall operation of the network in the study area.

**A. Selected CONSULTANT shall provide the following services:**

- 1) Traffic and Design Study
  - Concept Analysis
    - i. Coordinate with the Project Manager to assess the feasibility of previously developed conceptual alternatives and develop additional concepts to be considered by the Program Manager and PARISH for implementation. The alternatives selected to be carried forward for further evaluation will require an opinion of probable construction cost and ROW impact.
  - Traffic Analysis
    - i. Analyze existing traffic data compliant with MOVEBR Design Guidelines
  - Prepare necessary limited topographic surveys, traffic studies and /or analysis required for preliminary design considerations.
  - Prepare typical sections for the selected alternative.
  - Prepare preliminary horizontal/vertical alignments superimposed on color aerial photography with LIDAR contour information.
  - Prepare preliminary utility impact assessment and allocation plan.
  - Prepare existing drainage maps depicting conditions and calculations and proposed sizing of cross drain structures.
  - Assess and identify areas for potential green infrastructure solutions.
  - Prepare preliminary opinion of probable construction cost for the alternative(s) carried forward from the screening process.
- 2) Corridor Topographic Survey
  - Provide necessary field investigations and surveys to produce a corridor topographic survey inclusive of the location of any sewer tail lines.
- 3) Final Design
  - Prepare final construction plan documents and opinion of probable construction cost. This work may include the incorporation of work prepared by others, such as Landscape or Street Lighting, if PARISH determines that this would be in the best interest of the project's completion.
- 4) Construction Services may include:
  - Assisting the Program Manager in the review of bid results.
  - Assisting the Program Manager in responding to pre-bid and pre-construction Requests for Information.
  - Assisting in the review of shop drawings.

**3. ENGINEERING EXPERTISE REQUIREMENTS**

**A. The following services must be performed by CONSULTANT**



- 1) Roadway design

**B. The following services may be performed by CONSULTANT or a designated Sub-Consultant:**

- 1) Transportation Planning
- 2) Traffic Studies
- 3) Topographic Surveys
- 4) Traffic Engineering & Traffic Signal Design

**D. Minimum Personnel Requirements**

- 1) At least one full-time responsible member of the CONSULTANT or the designated traffic engineering sub-consultant shall be a PTOE and professional engineer registered in the State of Louisiana and have completed the LADOTD Traffic Analysis Process and Report training.
- 2) At least one full-time responsible member of the CONSULTANT or the designated traffic engineering sub-consultant shall be registered in the state of Louisiana and have at least three years of experience in VISSIM, subject to LADOTD reviews.

**5. DELIVERY SCHEDULE**

**A. Design Study**

- 1) Completed study within 120 calendar days from issuance of Notice to Proceed (NTP), excluding MOVEBR review periods.

**B. Topographic surveys**

- 1) Duration to be negotiated prior to issuance of NTP for Final Design pending the based on the proposed improvement scope of the selected alternative.

**C. Final Design**

- 1) Complete plans and cost estimates within 240 calendar days from issuance of NTP for Final Design, excluding MOVEBR review periods.

**5. COMPENSATION**

- A. Fees shall be negotiated with the selected consultant as part of the contract negotiation.

## DESIGN MEMORANDUM

**Project Name:** Groom Road Corridor Enhancement (CEP-51)

**Date:** December 4, 2019

**Project Limits:** Main Street (LA 19) to Plank Rd.

**Approximate Length:** 13,800 ft.

**Total Estimated Project Cost (Present-Day):** \$25,000,000.00

A preliminary concept report has been developed for this project that can be found on the MOVEBR project website at the link provided below:

[https://movebr.brla.gov/assets/documents/concept-reports/finalized-enhancement/groom\\_concept-report\\_11-21-19-web.pdf](https://movebr.brla.gov/assets/documents/concept-reports/finalized-enhancement/groom_concept-report_11-21-19-web.pdf)

**2. Federal, State or Other Participation:** Local funding.

**3. Right-of-Way:** Additional ROW and/or servitudes may be required.

**4. Scope of Project:**

This project is proposed to enhance pedestrian and potentially bicycle mobility for users traveling to the schools and other public facilities along the corridor. Groom Rd. is a local route owned by the City-Parish that currently intersects with LADOTD owned LA 19 and Plank Road at each end. Refer to the MOVEBR Design Guidelines for design-related information.

**5. Drainage – Hydraulic Design Considerations:**

- Potential Stormwater Mitigation Strategies (Green Infrastructure solutions)
- A Portion or all of the project is located within a Special Flood Hazard Area (SFHA)
- Design shall be guided by the MOVEBR Design Guidelines as well as the LADOTD Hydraulics Manual
- Refer to the Groom Rd. Concept report provided in the website link above

**6. Utilities:** The CONSULTANT shall make all final arrangements with the various utility companies to locate and field verify their facilities. The CONSULTANT shall also show the proposed locations of relocated facilities, if required. Refer to the Groom Rd. concept report provided in the website link above.

**7. Traffic Signals/Intersection Treatments:** The CONSULTANT will be required to evaluate intersection configuration options and prepare traffic signal reconfiguration designs of existing signalized intersections within the scope of work as required. The traffic signals include City-Parish owned intersections as well as LADOTD owned intersections at each project end.

**8. Environmental Considerations: (To be provided by others)**

- a. Potential Cultural Resources
- b. Phase I environmental site assessment.

**9. Permitting Considerations: (To be provided by others)**

- a. Potential FEMA No-Rise Certification required
- b. Potential Access Justification Request (FHWA / LADOTD – if required)
- c. Potential Wetland delineations are possible.

**SECTION C**  
**EVALUATION CRITERIA FOR**  
**QUALIFICATION STATEMENTS**  
**AND**  
**SELECTION PROCESS**

## **EVALUATION CRITERIA FOR QUALIFICATION STATEMENTS**

**GENERAL:** The procurement of professional engineering services for this project is governed by the City of Baton Rouge and Parish of East Baton Rouge Metropolitan Council Ordinance 8931 and associated revisions, which establish the Engineer and Surveyor Selection Board. The following general criteria in combination with the Engineer & Surveyor Score Card (attached) will be used in evaluating the Qualifications Statements (Standard Form CPES):

1. Capability to perform all or most of the services required for the project.
2. Recent experience with similar or other projects comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Current workload.
6. Capability to meet schedules and deadlines.
7. Capability to complete projects without having major construction cost escalations or overruns.
8. Qualifications and experience of sub-consultants regularly engaged by the Engineer.
9. Quality of projects previously undertaken.
10. Familiarity with the proximity to the geographic location of the project.
11. Capability of a branch office to perform independently of the home office when being considered or, conversely, its capability to obtain necessary support from the home office.

**SELECTION PROCESS:** The contract for this project will be awarded through a qualification based selection process. All Qualification Statements (Standard Form CPES) will be reviewed by the City-Parish Engineer and Surveyor Selection Board. The selected firm will enter into negotiations with the Department to determine a scope, fee, and contract terms. Upon a successful conclusion the firm will be presented to the City-Parish Metropolitan Council for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each board member and the user agency representative shall independently evaluate each statement of qualifications (Form CPES) submitted for this project in accordance with the aforementioned general criteria.
2. Based upon each member's evaluation of the RFQ submittals, each member shall rate each firm utilizing the Engineer and Surveyor Selection Board Score Card. Each member shall score factors 1 -7 prior to the selection meeting, but shall not finalize their scoring

until the User Agency recommendation has been made. Upon completion of the User Agency recommendation, each board member shall finalize their score card to establish their top five firms from the list of firms under consideration.

3. On the first ballot, each Selection Board member shall vote for his top five firms and scores will be determined and totaled in accordance with the following weighted voting schedule:
  - a) Five points for the first rated firm
  - b) Four points for the second rated firm
  - c) Three points for the third rated firm
  - d) Two points for the fourth rated firm
  - e) One point for the fifth rated firm.

Each Board member shall sign and turn in both their score card and ballot sheet to the clerk.

4. The score of all firms shall be totaled and the top three highest ranking firms shall then be considered for a subsequent round of balloting.
5. On the second ballot, each member shall vote for only one firm from the list of the top three highest ranking firms. For a firm to be selected it must receive a simple majority of the votes cast.
6. If a firm does not receive a simple majority on the second ballot, a third ballot shall be taken with the top two highest ranking firms. In the event of a tie, the Board shall first have a runoff vote for the tying firms. This vote shall be a single vote by each Board member until one of the tying firms receives a majority. If there is still a tie, the Board Members shall re-vote until the tie is broken.
7. Once the top two (2) highest ranking firms have been obtained, a third ballot (or fourth ballot shall be taken) until one (1) firm receives a simple majority of the votes being cast. If no firm receives a simple majority of the votes being cast after two (2) rounds of balloting, the following tie breaking procedure shall be followed:

**1st Tie Breaker:** The first tie breaker shall be the total number of points a firm received on the first round ballot. If both firms received the same number of total points the second tie breaker shall be utilized.

**2nd Tie Breaker:** The second tie breaker shall be the total number of first place votes each firm received on the first round ballot. If both firms received the same number of first place votes, the following tie breaker shall be utilized.

**3rd Tie Breaker:**

**A. Department of Transportation and Drainage Projects:** When a project falls under the jurisdiction of the Department of Public Works, the Director of Public Works shall select one of the two firms.

**B. User Agency Other Than DPW:** When a project falls under the jurisdiction of a user agency other than DPW, the user Agency representative shall select one of the two firms.

8. The Selection Board reserves the right to discuss the firms being considered prior to any

voting or balloting.

9. No later than two (2) weeks after notification of selection, the top rated firm will submit a proposal for the services to be provided. The proposal will be prepared in accordance with the "Department of Public Works Instruction for the Preparation of Engineering Proposals". Contract fee negotiations will then be held with the top rated firm and the contract will be recommended for award to the City-Parish Metropolitan Council if such negotiations are successful. If satisfactory negotiations do not result, the top rated firm shall be notified in writing that a contract cannot be reached and the Department will proceed to negotiate with the second rated firm. If an acceptable contract cannot be reached with the second firm, they too, will be notified of such in writing and the Department will proceed to negotiate with the third firm. If an acceptable contract cannot be reached with any of the top firms, the project will be re-evaluated and re-advertised. In all cases, once contract negotiations have been terminated with a firm and begun with another, they will not be reopened with the former firm or firms. The negotiated fee and contract agreement is subject to Metropolitan Council final review and authorization of the Mayor-President to execute the contract for engineering services for this project.

# Engineer and Survey Selection Board Score Card

SCORECARD FACTORS	Weight/Pts	Max Total Pts
<p><b>Firm/Team Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Firm/Team shall be evaluated based on project specific experience and resources.</li> <li>• Primary focus should be on Prime Consultants Experience however the other team members must be considered.</li> </ul>	<u>0-25 pts.</u>	25
<p><b>Key Personnel Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Specific Personnel Experience with Similar Projects must be considered</li> <li>• While Firm Principals are listed, they traditionally have little involvement in the design, Emphasis should be placed on the Project Managers and Project Engineers/Architects...</li> </ul>	<u>0-25 pts</u>	50
<p><b>Local Project Experience</b></p> <ul style="list-style-type: none"> <li>• Consideration must be given to Firms/Teams that can show experience with the User Agencies (City, State, Federal..) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.</li> </ul>	<u>0-10 pts</u>	60
<p><b>Proposal/Understanding</b></p> <ul style="list-style-type: none"> <li>• Firm/Teams RFQ should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.</li> </ul>	<u>0-5 pts</u>	65
<p><b>Compatibility (firm size related to project magnitude)</b></p> <ul style="list-style-type: none"> <li>• Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firms current workload.</li> </ul>	<u>0-5pts</u>	70
<p><b>Current Work Load and Project Awards</b></p> <ul style="list-style-type: none"> <li>• Number and size of projects currently under contract must be considered in relation to available Staff.</li> <li>• Qualified Firms that have not been awarded a City-Parish contract within the last 3 years should be given priority consideration.</li> </ul>	<u>0-5pts</u>	75
<p><b>Firm/Team Office Location Where Work Is To Be Performed</b></p> <ul style="list-style-type: none"> <li>• <u>Qualified</u> firms that maintain an office in East Baton Rouge Parish, and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration. In state firms shall be given priority over out of state firms.</li> </ul>	<u>0-5 pts</u>	80
<p><b>Past Performance and User Agency Recommendations</b></p> <ul style="list-style-type: none"> <li>• Board members shall independently evaluate each firm, less the “User Agency Recommendation”. After the user agency provides their recommendation, each board member shall consider this along with any past performance, and then apply any additional points to finalize their scoring. The User Agency should generally provide recommendations based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the user agency and others, ability to meet deadlines and budgets, and quality of work.</li> </ul>	<u>0-10 pts</u>	90
<p><b>Special Conditions/Requirements Specified in RFQ</b></p> <ul style="list-style-type: none"> <li>• Special project considerations may be included in the RFQ. These special requirements and project considerations must be clearly spelled out in the RFQ.</li> </ul>	<u>0-10 pts</u>	100
<p><b>Oral Presentation</b></p> <ul style="list-style-type: none"> <li>• When specified, Oral Presentations shall provide Board Members with the opportunity to clarify questions, and obtain a greater understanding of each short listed firms RFQ submittal. After the Oral Presentation , each Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating</li> </ul>		



**SECTION D**  
**STATEMENT OF QUALIFICATIONS (FORM CPES)**  
**REVISED 06/07/06**

**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE**

**ENGINEER AND SURVEYOR SELECTION BOARD**

**STANDARD FORM CPES**

**A. PURPOSE:** The procurement of professional engineering, surveying and related professional services for the City of Baton Rouge and Parish of East Baton Rouge is governed by Metropolitan Council Ordinances: 8931, 9293, 9456 and 9603.

The purpose of this form (Standard Form CPES) is to provide members of the Engineer and Surveyor Selection Board with specific information regarding the qualifications of interested firms submitting for a particular project.

**B. DEFINITIONS:**

*"Engineering, surveying and related services"* are those professional services associated with research, development, design, construction, alteration or repair of real property as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operation and maintenance manuals, and other related services.

*"Principals"* are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

*"Discipline"*, as used in this form, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

*"Consultant"*, as used in this form, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

*"Prime"* refers to that firm which may be coordinating the concerted and complementary knowledge of several firms, individuals or related services to produce a completed study or finished product. The "prime" would normally be regarded as having full contractual responsibility for quality of performance by itself as well as by professional sub-consultants under its jurisdiction.

*"Branch Office"* is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

*"Key Persons, Specialists, and Subconsultants"*, as used in this form, refer to individuals or firms who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

**C. INSTRUCTIONS FOR COMPLETING FORM CPES** (Note: Numbers below correspond to number contained in CPES form):

- 1a. Indicate in this block the complete name of the submitting firm. Also indicate if the firm is the "prime firm" or "subconsultant".
- 1b. Indicate in this block the address of the specific office that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the "main office" or "branch office".
- 1c. Indicate in this block the complete project name and R.F.Q. project number and any other project numbers provided in the announcement.
- 2a. Indicate in this block the name, title, state license or registration number, telephone number, and email address of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.
- 2b. This block shall be signed and dated by the individual indicated in Block 2a. All information contained in the form should be current and factual. Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.
- 2c. If applicable, indicate the firm's Louisiana State Board Registration number and the date granted. For individual and non-incorporated firms, a copy of your current Registration Certification Card shall be attached to the form. For all engineering and surveying firms that are incorporated a copy of the firm's Certificate(s) of Registration shall be attached to the form. Failure to attach the required Registration Certification Card(s) will be considered non-responsive and will result in the firm or associated firms being rejected.
- 2d. If applicable, indicate the firm's East Baton Rouge Parish Occupational License Number on this line.
3. Indicate in this block by discipline and number all employees presently employed at the work location (Item b) on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function. The term "Engineer" shall mean a Registered Professional Engineer that is currently registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Include all clerical personnel as "Administrative". Write in any additional disciplines: planners, biologists, etc. Indicate the number of people in each blank space and show total. For national firms wishing to utilize office personnel other than (or additional to) the branch office indicated in Item b for this project, the firm shall submit separate CPES Forms showing those offices as subconsultants for this project.
4. The "Prime" Consultant shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item b). **The prime must perform more than fifty percent (50%) of the work.** Additionally, all subconsultants shall also indicate on their form the name of the "Prime" and the percentage amount of the work that will be performed by the Prime.
5. The "Prime" consultant shall list in this block the name(s) of the various subconsultant(s) or associates that will be performing other work task(s). The prime shall also indicate the specific technical or professional responsibilities the subconsultant(s) will be performing; the approximate percentage of the total work that will be performed by the subconsultant, and the prime and subconsultants shall indicate in the appropriate block the Prime's previous working relationships with the subconsultant or associate listed.

If the Prime and listed subconsultants are selected for the project, and the Prime chooses to use another subconsultant in lieu of the subconsultant listed, the Prime must submit in writing to the Director of Public Works or the User Agency if applicable) the reason for the requested change. The Director of Public Works (or the User Agency) may then concur or deny the requested change. Copies of all letters, etc. concerning any requested subconsultants or associates changes shall also be copied or transmitted to all members of the Selection Board.

6. Indicate in this block the individual members of the project team and their technical or professional responsibilities that will be utilized to perform the project work. Also include individual members of any subconsultants or associates, if applicable. The individual who is the contact person (Item a) shall also be indicated in the organizational chart and their relationship to the project team.
7. The respondent shall provide in this block a brief resume of only the key personnel that are expected to participate on this project. Care should be taken to limit resumes to only those key persons or specialists that are employed by the firm at the official address (Item b) or clearly identify alternate office location, and who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) years of professional or relevant experience with present firm and other firms, (d) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired, and (e) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with City-Parish procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis of experience to directly relevant information.
8. In this block the respondent shall list the five (5) largest current projects the firm has under contract, (under contract negotiations, or projects that the firm has recently been selected for by other Federal, State or Parish agencies) that are being (or will be) performed at the firm's official address (Item b). Required information must include: (a) name and location of project, including client name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project, i.e. under contract negotiations, selected only, completed or percent completed, and (e) the actual or estimated completion date of the contract.
9. The respondent may list up to nine (9) projects that the firm has performed within the past ten (10) years that demonstrate the firm's competence to perform work similar to, or likely will be required on this project. The more recent projects shall be listed first. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, including client name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project or percent completed, (e) the actual or estimated completion date of the contract.
10. The respondent must list in this block, all City-Parish projects which have been awarded the firm, as a prime consultant during the past three (3) years. (The time period being from the date of contract award to the published meeting date of the City-Parish Engineer and Surveyor Selection Board for this project). Required information must include: (a) name and type of project, including City-Parish Agency name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project or percent completed, and (e) the actual or estimated completion date of the

contract.

11. Through narrative discussion, the respondent should show reasons why the firm or design team submitting this form believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances to perform the work, special approaches or concepts developed by the firm relevant to this project, etc.

Additionally, the narrative should include specific reference to the various items specified in the Request for Qualifications Evaluation criteria (Section "C"). A maximum of three (3) additional sheets may be utilized to answer this question. Unless otherwise specifically requested in the Request for Qualification (R.F.Q.) all other attachments e.g. company brochures, cover pages, etc. shall be excluded. It is also requested that Form CPES not be bound in a booklet, but be stapled.

**STANDARD FORM CPES  
(DATED Rev. 06/07/06)**

The original and nine (9) copies of the Statement of Qualifications (Standard Form CPES, dated Rev. 06/07/06), shall be mailed or delivered to Mr. Thomas A. Stephens, PE, Chief Design and Construction Engineer, Public Works and Planning Center, 1100 Laurel Street, Baton Rouge, Louisiana 70802. Statements of Qualifications for the project will be accepted until the time and date specified in the Public Notice, or as amended by subsequent written addenda.

Statements of Qualifications that have not been received, or which do not bear postmark or similar marking by a commercial carrier, prior to the deadline date will not be considered. Additionally, failure to submit all of the information on Standard Form CPES shall be considered non-responsive and may result in the Qualification Statement to be rejected.

**NOTE:**

- (1) A completed Standard Form CPES shall be submitted for each sub-consultant.
- (2) Engineering firms are limited to submitting as either a prime or as a sub-consultant. **If a firm submits as a prime and as a sub-consultant for this project, all Qualification Statements that the firm is associated with will be rejected.**

This rule is not intended to limit specialty firms from entering into non-exclusive agreements as a sub-consultant with more than one proposer.

For this RFQ, [Electrical](#), [Environmental](#), [Mechanical](#), [Land Surveying](#), [Traffic Engineering](#), are considered Specialty Firms.

- (3) All Consulting Engineering Firms shall be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyor, in accordance with LA RS 37:689. A copy of the current Certificate of Registration shall be attached to each Statement of Qualification (Standard Form CPES). **Failure to be registered in good standing with the aforementioned Board will result in the Qualification Statement being rejected.**
- (4) The members of the Engineer and Surveyor Selection Board request that the Consultant submit Form CPES (dated Rev. 06/07/06) only. All other attachments or embellishments shall be excluded. **It is also requested that Form CPES be stapled, not bound in a booklet. All sub-consultants/associates' Form CPES must be attached to the prime firm's Form CPES. Your co-operation with this request will be appreciated.**
- (5) The members of the Engineer's and Surveyor Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any Board Member concerning this project during the selection process period, which shall extend from the date of public notice to the completion of the selection.

STANDARD FORM CPES Engineer & Surveyor Selection Board Services	1a. Official Name of Firm (Must Indicate if Prime or Sub-Consultant)	1c. Name and Identification of Project On Which Submitting:
	1b. Official Address of Office Performing the Work	

2a. Name, Title, La. Reg. No., Telephone No., and Email of Principal to Contact (Must be same person certifying Item 2b).	2b. I certify that the following information is accurate and complete to the best of my knowledge.  Signature: _____ Date: _____
---	--

2c. Firm's LA Registration Number and Date Granted (NOTE: Attached Registration Certification Card)

2d. East Baton Rouge Parish Current Occupational License Number

3. Personnel by Discipline (List each person only once, by primary function who are located at the primary work location identified in 1b).

___ Administrative	___ Electrical Engineers	___ Landscape Architects	___ Survey Chainmen
___ Architects	___ Engineer-In-Training	___ Land Surveyor-In-Training	___ Survey Party Chief
___ Civil Engineers	___ Environmental Engineers	___ Mechanical Engineers	___ Survey Rodmen
___ Construction Inspectors	___ Estimators	___ Professional Land Surveyors	___ Transportation Engineers
___ Draftsmen	___ Geologists	___ Sanitary Engineers	_____
___ Designer/Technician	___ Geotechnical Engineers	___ Specification Writers	_____
___ Ecologists	___ Hydrologists	___ Structural Engineers	___ Total Personnel

4. Indicate the percentage of the total project that the prime firm will perform (must be greater than 50%).

5. All Subconsultants/Associates listed for this Project must attach a certified CPES Form. An Outside Key Subconsultant/Associate not listed here may be utilized on this Project only after obtaining written concurrence from the Department of Public Works or the User Agency, if applicable.

Name and Address	Specific Responsibilities and Scope of Work On This Project	Approximate % of Work This Project	Worked With Prime Before (Yes or No)



6. Project Organization Chart. Identify the proposed project personnel and their responsibilities for this project. Include subconsultants if appropriate. Organization Chart must clearly identify project personnel that are not permanently located at the address identified in 1b.

7. Brief Resume of Engineer Principal, Key Persons, Specialists [that are expected to participate on this project](#) . These must be employed and work at the official address listed (Item 1b) [or clearly identify alternate work location.](#)

a. Name and Title

a. Name and Title

b. Position or Assignment For This Project

b. Position or Assignment For This Project

c. Years Professional Experience  
With This Firm      Other Firms

c. Years Professional Experience  
With This Firm      Other Firms

d. Active Registration: Year First Registered/Discipline or Applicable  
Certifications For Inspectors

d. Active Registration: Year First Registered/Discipline or Applicable  
Certifications For Inspectors

e. Specific Experience and Qualifications Relevant To This Project

e. Specific Experience and Qualifications Relevant To This Project

8. List five largest current projects under Contract (under contract negotiations, or projects that your firm has been selected for by Federal, State or Parish agencies) that are being (or will be) performed at the official address listed (Item 1b).

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>
1.				
2.				
3.				
4.				
5.				

9. List all projects your firm has performed at the official address listed (Item 1b) within the past 10 years that are similar or comparable to the proposed project.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent Complete	e. Actual (A) or Estimated (E) Completion Date of Contract
1.				
2.				
3.				
4.				
5.				
6.				
7.				

10. List all City-Parish Projects which have been awarded to applicant as a prime consultant during the past three (3) years.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>

11. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "C") and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.

**SECTION E**  
**SAMPLE CONTRACT**  
**(FOR INFORMATION PURPOSES AND SUBJECT TO CHANGE)**

**CONTRACT FOR PROFESSIONAL ENGINEER SERVICES**

This Contract, made and entered into at Baton Rouge, Louisiana, effective this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Baton Rouge and Parish of East Baton Rouge, herein referred to as Parish, and **VENDOR**, herein referred to as Engineer.

Engineer shall provide the services as described herein for:

**Project Name and Description**

Engineer agrees to proceed, upon written notice of the Director of Transportation and Drainage or his authorized representative, with all services necessary for the performance, in proper sequence and in the time specified, of the items of work for the Project as hereinafter set forth. Services by Engineer will be subject to review and administration by the office of the Chief Design and Construction Engineer, Engineering Division, Department of Transportation and Drainage, unless designated otherwise by the Director of Transportation and Drainage. All the services required hereunder will be performed by Engineer or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

**SCOPE OF SERVICES:** The services to be rendered by Engineer for this contract shall be divided into various phases covering all investigations, preliminary plans for the project, and the preparation of final construction contract plans. These phases of work are described more fully in the attached Exhibit A.

The Parish may from time to time request changes in the scope of the services of Engineer to be performed hereunder. Such changes including any increase or decrease in the amount of the Engineer's compensation which are mutually agreed upon by the Parish and Engineer shall be incorporated in written amendments to this Contract.

**GENERAL REQUIREMENTS:** With the exception of the data specifically listed to be furnished by the Parish, Engineer shall, for the agreed fees, obtain all data and furnish all services and materials required to fully develop and complete the preliminary planning of the project through the contract plan stage as described herein, including any and all work beyond the limits of the project that may be necessary to make proper connections at the beginning and end of the project and at intersections and off site drainage. All items required to accomplish these results, whether or not specifically mentioned in this contract, including attendance by Engineer at meetings and public hearings, are to be furnished at the expense of Engineer.

**SERVICES TO BE PERFORMED BY PARISH:** The Parish will furnish, upon request in writing of Engineer, without charge, the services and data applicable to the Project as included in Exhibit A.

**COMPENSATION AND PAYMENT:** The Parish shall pay and Engineer agrees to accept the following as full compensation for the Engineer services to be performed under this contract, a lump sum of \$ \_\_\_\_\_, subdivided into phases as follows:

Phase I, Part A	\$ _____
Phase I, Part B	\$ _____
Phase I, Part C	\$ _____
Phase II	\$ _____
Phase III	\$ _____
Geotechnical Investigation	\$ _____
Wetlands Permitting	\$ _____



Monthly invoices for services completed to date may be submitted by Engineer, and subject to the approval of the Director of Transportation and Drainage, will be paid within 30 days after approval.

The City of Baton Rouge and Parish of East Baton Rouge is an Equal Opportunity Employer. As a means of tracking the participation of Small Business, Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) firms in our professional service programs, Engineer shall complete and submit a **Contract Activity Report** as an attachment to each monthly invoice.

**CONTRACT TIME:** The services to be performed under each phase of this contract shall be commenced promptly by Engineer upon receipt of specific notice from the Director of Transportation and Drainage or his authorized representative to proceed with that phase, and shall be completed as follows:

The design study as required by Phase I, Part A, shall be completed within \_\_\_\_\_ calendar days.

The topographical surveys under Phase I, Part B, shall be completed within \_\_\_\_\_ calendar days.

The preliminary drawings as required under Phase I, Part C, shall be completed within \_\_\_\_\_ calendar days.

If authorized the right-of-way survey and maps as required by Phase II shall be completed within N/A calendar days.

The final plans as required by Phase III shall be completed within \_\_\_\_\_ calendar days.

**OWNERSHIP OF DOCUMENTS:** All data collected by Engineer and all documents, notes, drawings, tracings and files collected or prepared in connection with this work, except Engineer's personal and administrative files, shall become the property of Parish and Parish shall not be restricted in any way whatsoever in its use of such material.

**DELAYS AND EXTENSIONS:** Engineer will be given an extension of time for delays beyond their control such as weather or those caused by tardy approvals of work in progress, but no additional compensation shall be allowed for such delays.

**TERMINATION OR SUSPENSION:** This contract may be terminated by mutual agreement and consent of the parties hereto or by either party upon failure of the other party to fulfill its obligations as set forth in this contract, proper allowance being made for circumstances beyond the control of either party.

If terminated, Engineer shall deliver to the Department of Transportation and Drainage all drawings and records of the work compiled to the date of termination and the Parish shall pay in full for all work accomplished up to the date of termination, including any retained percentage earned to date.

Should the Parish find it necessary to suspend or terminate any portion of the work for lack of funding or other circumstances beyond its control, this may be done by ten days' notice given by the Parish in writing to that effect. If suspended, the work may be reinstated and resumed in full force and effect upon receipt from the Parish of thirty days' notice in writing to that effect.

This agreement shall ipso-facto terminate three years after the date of any suspension of the work as provided above if the work has not been reinstated and resumed by notice from the Parish during the three year period, and neither party shall have any further obligation to the other party.

**DISPUTES:** Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties shall be referred to the Director of Transportation and Drainage or his duly authorized representative for determination, whose decision in the matter shall be final and conclusive on the parties to this contract. This disputes clause does not foreclose the rights of the parties with respect to questions of law in connection with decisions provided for in the foregoing sentence.

**INDEPENDENT CONTRACTOR OBLIGATION:** Engineer shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to him as an independent contractor hereunder. Engineer shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances at the time the services are performed, with the Parish interested only in the results of the work.

**COMPLIANCE WITH APPLICABLE LAWS:** Engineer shall procure all permits and licenses applicable to the services to be performed and shall comply with any and all Local, State and Federal laws including those regarding age, citizenship, hours, wages and conditions of employment affecting the service covered by this agreement. Engineer shall pay the contributions measured by wages of his employees required by the Federal Unemployment Tax Act, Federal Insurance Contributions Act, and any other payroll tax as required by law.

**INDEMNITY:** Engineer agrees that it shall indemnify and hold the Parish free and harmless from any and all claims of whatsoever kind or nature, including but not limited to, damages to persons or property and any and all costs and expense relating to the defense of any such claims, including reasonable attorney's fees incident thereto, that may arise out of, or by reason of, the performance of professional services under this contract by Engineer to the extent due to any negligent act, error or omission of Engineer, Engineer's employees or sub-contractors

**FUNDS AVAILABILITY:** The Contractor understands that this agreement is funded by a grant. Should the grant become unavailable or should any grant funds not be made available to the City-Parish, the City-Parish may terminate this agreement immediately. The City-Parish will not be liable for payment to the Contractor for any work done after the date of the notice of termination. Additionally, Parish may terminate this agreement for lack of appropriated funds.

**ENGINEER'S AND SUB-CONSULTANT'S INSURANCE:** The insurance requirements as set forth in the original contract are hereby amended to be replaced as follows:

Engineer and any sub-consultants shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work covered by this contract. Engineer shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI, according to Best's Key Rating Guide. Engineer is responsible for assuring that its sub-consultants meet these insurance requirements.

- A. Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$2,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$50,000
Medical Exp	\$5,000
  
- B. Business Auto Policy  
Any Auto; or Owned, Non-Owned & Hired: Combined Single Limit     \$1,000,000
  
- C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.
  
- D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.
  
- E. Waiver of subrogation in favor of the City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

- F. Professional Liability coverage for errors and omissions is not required, but Parish shall have the benefit of any such insurance carried by Engineer.
- G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- H. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge,  
Attn: Purchasing Division  
Post Office 1471  
Baton Rouge, Louisiana 70821

**PERSONAL INTEREST:** Engineer covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the above described Project Area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. Engineer further covenants that in the performance of his contract no person having any such interest shall be employed.

**AFFIDAVIT AND CORPORATE RESOLUTION:** Engineer shall attest by Affidavit, a sworn statement that this contract was not secured through employment or payment of a solicitor. If Engineer is a corporation, a corporate resolution is furnished as evidence of authority to execute the contract.

**ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS:** If the project is funded in whole or in part by Federal Grants, Engineer shall comply with the Federal Requirements, Exhibit "B". Engineer shall also include these Federal Requirements in any sub-contracts.

**RIGHT TO AUDIT:** Engineer shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Engineer relating to his performance under this contract.

**ASSIGNMENT:** Engineer shall not sub-contract any of the services covered by this contract nor assign any interest in the contract or transfer any interest in same (whether by assignment or novation) without the prior written approval of the Parish.

**IN WITNESS WHEREOF,** the Parish and Engineer have executed this contract effective as of the date first written above.

**WITNESSES**

**CITY OF BATON ROUGE AND  
PARISH OF EAST BATON ROUGE**

\_\_\_\_\_  
By \_\_\_\_\_  
Sharon Weston Broome

Title Mayor-President

**FIRM NAME**

\_\_\_\_\_

By \_\_\_\_\_  
NAME

Title \_\_\_\_\_

Approved:

Approved:

\_\_\_\_\_  
Fred Raiford  
Director of Transportation and Drainage

\_\_\_\_\_  
Kelvin J. Hill  
Assistant Chief Administrative Officer

Approved as to Form:

\_\_\_\_\_  
Office of the Parish Attorney

SAMPLE

## **EXHIBIT A**

### **CONTRACT FOR ENGINEER SERVICES SCOPE OF WORK**

#### **PHASE I - PRELIMINARY ENGINEERING**

Phase I shall include all Engineer services required for the completion of preliminary plans and estimates for the project as follows:

##### **Part A - Design Study**

1. The assembly and study of existing data, including improvement studies, existing topographic surveys, boring information, if any, any data available from the Parish and such other data as can be located through efforts of the Engineer.
2. The establishment of the drainage area for the project basin. This information may be established from the latest quadrangle maps available, from the records of improvements in the area and from other data available from the Parish. Quantities of runoff shall be established in accordance with the drainage criteria for runoff as supplied by the Parish.
3. The establishment of a preliminary alignment for the project. This may be done from a map study subject to approval of the Parish.
4. The establishment of the preliminary grade and cross section and hydraulic grade line according to standards of the Parish and subject to approval of the Parish.

##### **Part B - Topographic Surveys**

1. The making of all topographic surveys required to complete the plans which shall include but not be limited to the staking of base line when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish base line. This work shall include, for the control of the field survey and later use, the establishment of reference points along the project to define the centerline and of a reference system of bench marks on a closed level circuit.
2. A sketch of the survey line shall be submitted to the Parish for approval immediately after the initial establishment of said line and prior to proceeding further with the survey.
3. Engineer shall make sufficient field ties to existing property corners and utility lines to establish the location of the existing right-of-way line and utility lines.

##### **Part C - Preliminary Designs**

1. The preparation of preliminary layout and design plans for the project establishing preliminary geometry, grade lines and site plans for the project with all structures and connections. Existing lines for right-of-way, reference to topography shall be shown and referenced to centerline of project. These plans shall be submitted to the Parish for examination and comments and upon receipt of any such comments Engineer shall revise the plans accordingly.
2. The location and establishment of ownership of all utilities in the way of the construction. Engineer shall show all existing utilities on the plans and transmit prints to the various utility companies for verification and for the

location of any additional utilities and other required information. Copies of all correspondence with the utility company shall be furnished to the Parish by the Engineer. It is not the intent of this item to require that Engineer perform any excavation to determine the location of any utilities.

3. The preliminary plans shall include a quantity sheet and a cost estimate.
4. The following plan sheets will be required unless otherwise approved:

Title Sheet

Summary of Quantities Sheet

Typical Sections of each street or road type

A Drainage map or maps

Plan and Profile at a scale of 1"=20' (Unless otherwise approved)

Joint layout sheets at a scale of 1"=20'(Unless otherwise approved)

Sheet shall show joint types and finished slab elevations

Right-of-Way Sheets at a scale of 1"=100' (Prepared under Phase II)

Cross Section Sheets of the full width of right-of-way, with elevation of adjacent property, one section each 100' and also at bridges, transitions, grade or alignment changes, etc.

The required sheets showing the construction of any culverts, bridges or other structures or appurtenances not covered by Parish standard drawings.

## **PHASE II - RIGHT-OF-WAY SURVEY AND MAPS**

This Phase shall include the furnishing of all Engineer services for the conducting of a right-of-way survey and the developing of right-of-way maps in those locations on the project where the design of the project makes it necessary to acquire any or additional right-of-way. The maps shall be prepared according to generally accepted practice for making maps for determination of existing right-of-way, and shall show all the required information, including the following:

1. Centerline of proposed improvement including station numbers at all P.C.'s and P.T.'s of curves, property line intersections, bearing of said centerline and all curve data pertaining thereto.
2. Section, township and range lines.
3. In all subdivisions, all subdivision names, square numbers, lot numbers, and street names with their proper dimensions will be shown where said streets or lots border on project.
4. All property lines between properties abutting the right-of-way of project and their direction relative to the centerline of the proposed improvement.
5. Ownership of the various tracts of land shall be determined by the Parish upon request from Engineer and the required abstracts or other ownership data will be furnished to Engineer at no cost to him.
6. Sufficient data relative to the determination of the existing right-of-way shall be shown on said map. This data may be the recordation of formal right-of-way deeds, a recorded subdivision plat, or in the absence of all other evidence a line at the base of the existing ditch or toe of the existing ditch or toe of the existing fill. Where duly recorded subdivision plats are the authority for establishing the existing right-of-way, sufficient field ties will be made to property corners and these ties with description of said property corners will be shown on the map.
7. All survey markers shown will be marked either found in place or "set" by Engineer.

8. Limits of proposed construction will be shown.
9. Said map will be standard size sheets 22" x 34".
10. Individual plats will be supplied by Engineer for each separate owner on sheets 8 1/2" x 14" or multiples thereof.

### **PHASE III - FINAL PLANS**

1. A plan-in-hand inspection will be made with representatives of the Parish after the preliminary plans have been developed for the purpose of determining changes or revisions, additions or deletions to be made in preparing final design drawings.
2. The design and preparation of complete detailed construction contract plans drawn to an acceptable scale for the project, which plans shall include designs and/or plans for all grading, drainage, pavements, structures, intersections and utilities pertinent to or affected by construction. Designs shall conform to Parish standards and criteria where such standards and criteria exist. Bar bending details and schedules are to be included in these plans as well as construction limits and the final right-of-way taking lines. Earthwork cross sections shall also show right-of-way lines.
3. The preparation of any special specifications and special provisions required for this work. The general and standard specifications and standard contract documents for this project will be those of the City-Parish and will not be the responsibility of Engineer. Any item of work which appears on the final plans which is not covered by a standard specification will have the special provision prepared and submitted by Engineer.
4. The preparation and submittal of construction cost estimates based on the final contract plans.
5. The submittal to the Parish of original tracings of the final plans for advance check print review. Such plans shall be accompanied by a written certification from the Engineer that a detailed check has been made prior to submission.

The plans shall be accompanied by a properly indexed, neatly arranged, bound copy of all design computations and computations used in developing the pay quantities and drainage design. The submittal shall be accompanied by a written certification from Engineer that a detailed check of such computations has been made prior to submission.

6. Final contract plans submitted to the Parish, with the exception of cross section sheets, shall be original ink drawings or photographic reproductions conforming to the following specifications. Any plans not conforming to these standards may be rejected.

All original drawings shall consist of ink drawings on polyester translucent matte film. Matte film drawings shall have a matte surface on both sides and shall be not less than .003 inch nor more than .044 inch in thickness.

Photographic reproductions shall be a .004 inch translucent polyester double matte film. Diazo or ammonia type plastic film sepia reproductions will not be acceptable. If Engineer elects to submit plans in the form of film reproductions, he shall submit a sample plan in advance for approval and state the brand name of the photographic material proposed. All additions or changes on reproduction film will be made with a permanent type of water-proof black ink manufactured specifically for this purpose.

Adhesive drafting aids or rub-on transfer lettering shall not be used and shall be cause for rejection of the final drawings.

Cross sections shall be plotted on standard plate cross section sheets.

Unless otherwise approved, original drawings on 24 lb bond shall measure 22 x 34 inches with trim lines 1/2 inch from top and bottom edges. Each sheet shall have a left-hand margin of 1 1/2 inch; a right-hand margin of 1/2 inch.

Lettering on drawings shall be of adequate size to be legible after a 50% size reduction of plans. Weight and form of the lettering, dimensioning, scale notation, drawing number, and other details shall conform to Parish standards.

### **SERVICES TO BE PERFORMED BY THE PARISH**

The Parish will furnish Engineer without charge the following services and data:

1. All information which it has in its files as to survey plans and studies within the area of the project which may be useful to Engineer in carrying out this work, as well as assistance in securing data from others to the extent available.
2. All soil investigations and analysis, including core drillings and borings with laboratory reports, as may be necessary for the design of the project.
3. All required hydraulic information that may be necessary for the design of the project.
4. Reproductions of any standard form plan sheets, such as Title Sheet, Summary Sheet, etc., and prints of typical construction and right-of-way plans for use of Engineer as a guide.
5. Prints of standard plans of bridges, culverts and incidental drainage structures where available. Upon determination of the standard plans to be used for the final contract plans, the Parish shall furnish the standard plans required for use in the final set of tracings.
6. The Parish will prepare contract documents and will advertise and receive bids on the project. No construction services are required under this contract and Engineer will not be required to check contractor's shop and erection drawings.



## **REVISION OF DRAWINGS**

Should changes other than incidental changes be required by the Parish during the progress or after completion of the work, for which Engineer is not responsible and which require revision by Engineer of work otherwise completed, Engineer shall be paid additional compensation in the form of a lump sum for such additional work, on the basis of their certified and itemized reasonable direct payroll costs plus 100% to cover overhead costs and profit. Direct payroll costs are defined as the cost of salaries (including sick leave, vacation, and holiday pay applicable thereto) of Engineers, technicians, draftsmen, stenographers, surveyors, clerks, etc. for time directly chargeable to the revision; plus unemployment compensation insurance retirement benefits, and medical insurance benefits. Each claim for additional compensation shall state the authority for performing such work and shall include a description of the work and give the number of drawings affected. Incidental changes as a result of the review of the preliminary plans shall not qualify for additional compensation.

## **ENDORSEMENT OF PLANS**

As required under the provisions of the Louisiana Revised Statutes, Engineer shall endorse all plans, reports, design calculations, specifications and other documents in conformance with the following requirements:

1. The title or first sheet of the plans shall be sealed and signed by a principal in the firm. In the case of multiple sealings, the title or first sheet of the plans shall also be sealed and signed by Engineer or Engineers of the appropriate discipline who are responsible for the design. In addition, each sheet of the plans shall be sealed by the Engineer or Engineers responsible for that sheet.

All right-of-way maps, subdivision plats or other documents that involve the practice of land surveying as defined by the registration law shall be sealed and signed by a Registered Professional Land Surveyor.

2. In the case of reports, design calculations, specifications or other similar documents, the title or first page of each document shall be sealed and signed by the principal of the firm and Engineer or Engineers of the appropriate discipline who are responsible for the preparation of the document. Revisions shall be dated and initialed by the responsible Engineer whose seal and signature appears on the first or title page. Preliminary documents so marked, shall be sealed in accordance with the statutory requirements for preliminary work.
3. The application of the seal and signature to all plans, reports, design calculations, specifications and other documents shall constitute certification that the work thereon was done by Engineer or under his control, and Engineer is authorized to practice engineering or land surveying in the State of Louisiana and is in good standing with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

**END OF EXHIBIT A**



# Contract Activity Report

Company:	Type Company Name here
Contract Number:	Type Contract Number here
Project Number:	Type Project Number here
Project Name:	Type Project Name here
Invoice Period:	Type Invoice Perid here

Company	Invoiced This Period	Invoiced To Date	Local	State	MBE	WBE	VBE
Type Company Name here			X	X			
Subcontractor A			X	X			
Subcontractor B			X	X	X		
Subcontractor C			X	X	X		
Subcontractor D			X	X		X	
Subcontractor E			X	X		X	
Subcontractor F				X	X		
<b>TOTAL</b>	\$ -	\$ -					

Category in Dollars	Invoiced This Period	Invoiced To Date
LOCAL DOLLARS	\$ -	\$ -
STATE DOLLARS	\$ -	\$ -
MBE DOLLARS	\$ -	\$ -
WBE DOLLARS	\$ -	\$ -
VBE DOLLARS	\$ -	\$ -
LOCAL + STATE DOLLARS	\$ -	\$ -
MBE+WBE+VBE DOLLARS	\$ -	\$ -
COMBINED CATEGORY DOLLARS	\$ -	\$ -

NOTE: Invoiced Totals Need to Match the Correct Category Chosen for the Companies Identified Above

Category in Percentage	Invoiced This Period	Invoiced To Date
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