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# REGIONAL ACTIVE TRANSPORTATION PLAN **REQUEST FOR QUALIFICATIONS**

September 07, 2023

**Northwest Louisiana Council of Governments**  
625 Texas Street, Suite 200 Shreveport, LA 71101  
(318) 841-5950  
[www.nlcog.org](http://www.nlcog.org)

**TABLE OF CONTENTS**

Section 1. Introduction ..... 2

Section 2. Background ..... 2

Section 3 Minimum Qualifications ..... 3

Section 4 Scope of Services ..... 3

Section 5 Proposal Content ..... 11

Section 6 Scoring Criteria ..... 13

Section 7 Proposal Submission ..... 14

Section 8 Schedule ..... 15

Section 9 Attachments..... 15

## **1. INTRODUCTION**

Active Transportation includes any mode of self-powered travel. While bicycling and walking are generally thought of as Active Transportation, rollerblades, skateboards, and, most recently, pedal-assist electric bikes are also popular active transportation modes. Improved active transportation facilities will help reduce congestion and improve mobility for drivers while increasing safety for active users. Further, investments in active transportation infrastructure, especially in disadvantaged areas, improves the overall health and well-being of those residents.

The Northwest Louisiana Council of Governments (NLCOG) requests qualified consultants to develop a Regional Active Transportation Plan for the Northwest Louisiana Metropolitan Planning Organization (MPO). This plan will become the staged improvement plan for non-motorized projects to be included as an amendment to the current Metropolitan Transportation Plan. Presently, the MPO area encompasses the parishes of Bossier, Caddo, DeSoto, and Webster along with the cities of Bossier City and Shreveport. Previous work saw the development of the Bicycle and Pedestrian Masterplan for Caddo Parish and the City of Shreveport. Currently, NLCOG is seeking submittals from consultants to form an overall understanding of needs and demands for alternative transportation modes in the metropolitan area; coordinate with stakeholders to incorporate and share resources on regional policy, planning, and implementation of bicycling and walking related projects; specify goals, objectives, strategies, and performance measures; and, propose project selection criteria to prioritize current and future projects to make the best use of available funding sources and opportunities.

## **2. BACKGROUND**

As previously stated, the Northwest Louisiana Council of Governments (NLCOG) is the staff for the Metropolitan Planning Organization (MPO) for the Shreveport - Bossier region. MPO membership consists of representatives from Bossier, Caddo, DeSoto, and Webster along with the cities of Bossier City and Shreveport. In addition, the MPO includes representation from the Metropolitan Planning Commissions for Shreveport and Bossier City, SporTran, the Port of Caddo Bossier, the Louisiana Department of Transportation and Development, and non-voting membership from the Federal Highway and Federal Transit Administrations. For more information on the NLCOG please visit our online presence at <http://www.nlcog.org/>.

NLCOG is seeking to hire a consultant to develop a Regional Active Transportation Plan. NLCOG will provide project management and oversight for the planning process in coordination with its members. This plan will evaluate existing conditions, conduct data analysis, involve stakeholders to identify concerns, express priorities, develop strategies, list projects, recommend improvements, include an implementation strategy, and identify funding resources.

### **3. MINIMUM QUALIFICATIONS**

- At least one principal or responsible member of the firm shall demonstrate a minimum of five years' experience in responsible charge of, or major expertise in, the field involved in this Request for Qualifications (RFQ).
- The offeror must show minimum experience of three projects of similar scope.
- Experience working in the development of bicycle and pedestrian safety projects in rural areas should be noted, if applicable to the project team.

### **4. SCOPE OF SERVICES**

#### ***Summary***

The Northwest Louisiana Council of Governments (NLCOG) seeks to develop a Regional Active Transportation Plan for the metropolitan transportation planning area. The scope of this regional plan will: form an overall understanding of needs and demands for alternative transportation modes in the metropolitan area; coordinate stakeholders to incorporate and share resources on regional policy, planning and implementation of bicycling and walking related projects; specify goals, objectives, strategies and performance measures; and, propose project selection criteria to prioritize current and future projects to make the best use of available funding sources and opportunities.

Through the development of the plan, the consultants in partnership with NLCOG staff, will solicit needs for non-motorized vehicle uses in the MPO transportation planning area; capture the preferences for alternative travel modes; facilitate transportation planning and implementation decisions on bike/pedestrian issues; coordinate regional efforts on the safety education of motorists, cyclists, and pedestrians, and promote policy, planning and design recommendations for active transportation options.

***The Northwest Louisiana Regional Active Transportation Plan includes the following key tasks:***

1. Detailed work plan and schedule
  - a) Public participation plan, stakeholder identification, outreach techniques and outreach schedule
2. Existing conditions analysis to include but not limited to:
  - a) Existing Facilities
  - b) Demographics
  - c) Existing planning efforts
  - d) Current active transportation facilities (Inventory)
  - e) Safety analysis
  - f) Connectivity needs assessment
  - g) Multi-modal accessibility potential
3. Future conditions and Need Assessment (Demand analysis)
4. Policy recommendations that address education, enforcement, and physical improvements at the regional and local level
5. Design guidelines for urban, suburban, and rural contexts for users of all ages and abilities
6. Project evaluation and prioritization (criteria/ranking)
7. Implementation plan with staging and Performance Measures plus Scorecard
8. Funding Sources
9. Plan development and report(s) (Draft and Final)

***Task 1: Detailed work plan, schedule, and public outreach plan***

NLCOG and/or its Consultant will develop a detailed strategy to outline the plan development process. The work plan will include key milestones, deliverables, and dates. A public outreach plan will also be developed which will identify target stakeholders, outreach targets, methods (including demonstration/temporary facility installations), techniques and tentative meeting dates.

***Task 1 Deliverables:***

1. Detailed Work plan
2. Public participation plan and outreach targets
3. Identify key stakeholders and develop advisory group or steering committee
4. Generate and maintain a broad Stakeholder list
5. Develop a master meeting schedule
6. A memo outlining public input and how it was used in determining recommendations.

## *Task 2: Existing Conditions, including existing facilities*

NLCOG and/or its Consultant will develop a detailed report showing existing conditions for active transportation in the region. This will include current participation and barriers to safe bicycling and walking in the region. While not an exhaustive list, the Consultant will collect, review and evaluate:

1. All existing bicycle/pedestrian plans in the NLCOG MPO region and will document progress in implementation. To include an analysis of alternative transportation projects funded and/or programmed by MPO parishes.
2. Relevant demographic and socioeconomic data for the region which will help to determine latent demand.
3. Inventory of existing bicycle/pedestrian and other active transportation facilities.
4. Existing bicycle ridership data from available open-source data (Counts, Strava etc.). Some of the key data needed:
  - Demographic
  - Road ownership
  - Existing bicycle ridership
  - Safety/Crash
  - Health
  - Local Network
  - Transit
  - Roadway attributes (FUGRO)
5. In accordance with the goals and objectives that have been outlined in the development of the NLCOG 2045 Metropolitan Transportation Plan the consultant will identify barriers to biking, walking, and other modes of active transportation within the MPO area that impede minority, low income, and aging populations within the region. The consultant will also identify overall physical barriers to active transportation within the region.
6. Existing bicycle and pedestrian connectivity needs assessment.
7. Title VI/Environmental Justice assessments (equity and access).
8. Existing land use development regulations and ordinances that: require or support pedestrian, bicycle, and other active transportation improvements in conjunction with new development; complete street guidance; restrictions limiting active transportation improvements or uses.

### *Task 2 Deliverables:*

1. Existing Conditions Report
2. Map showing latent demand with Census Blocks as unit of analysis (in suitable GISformat)
3. Open-Source mapping of public input / physical barriers

4. Summary of pertinent land use regulations and ordinances for member jurisdictions
5. Matrix of completed Bicycle, Pedestrian, and/or Active Transportation Plans and elements within local master plans

\*All maps and data collection shall be delivered to NLCOG in suitable and pre-approved GIS data files.

### ***Task 3: Future Conditions and Needs Assessment***

NLCOG and/or its Consultants will focus this task on ways to identify and encourage active transportation as a viable alternative to a vehicular trip while improving safety for non-motorized system users. Specifically, this task will focus on connectivity of the regional non-motorized network. This task will also identify the level of effort needed to achieve the future conditions both from a project and connectivity standpoint.

This task will review future needs assessment based on:

1. Safety via bike/ped crash reduction
2. Improve Access/ Infrastructure Equity
3. Connectivity by way of multiple-modal options for system users

Also, this task will outline how to leverage all projects programmed within the realm of the Transportation Improvement Program (TIP) and local streets programming; by providing an analysis of opportunities to include multi-modal aspects while assessing applicability of future conditions of land uses abutting the projects. A key component of this task is to identify key activity centers such as major parks, recreational facilities, employment centers (especially tertiary service-based sectors) and providing analytical platform to secure first mile as well as last mile connectivity. This task will feed into the careful crafting of the vision statement through public and stakeholder inputs.

In addition, the task will list plausible methods or current best practices for temporary bike/pedestrian active transportation infrastructure installations to validate the need for such facilities along with applicable safety counter measures.

The purpose of this task is to establish the desired future condition based on public input and demand analysis. The demand analysis should be derived, in part, from a determination of regional bicycle and pedestrian activity centers.

#### *Task 3 Deliverables:*

1. Draft versions of future regional active transportation network map by purpose (1. crash reduction; 2. improve accessibility; 3. multiple-mode options)
2. Final future regional active transportation network map
3. First Mile/Last Mile Connectivity Hot Spots and Safety Counter Measures for potential projects
4. Listing of Best Practices for temporary facility installations and installation of demonstration project(s)

#### *Task 4: Regional Vision and Policy Guidance*

NLCOG and/or its Consultants through this task will provide a regional active transportation vision and policy framework to support active transportation and project development, based on input gained from the public, stakeholder, and policy-maker involvement process. This task includes a review of all available bicycle and pedestrian design templates including LA DOTD, AASHTO, NACTO, etc., to provide recommended best fit of standards for the Northwest Louisiana Region. Additionally, the project team will survey coalitions, local governments, advocacy groups, and private citizens to collect and review all active transportation including bicycle and pedestrian standards that have been adopted in the region. Furthermore, this task will include: project selection guidelines, recommended local land use policies to provide connectivity (both intra- neighborhood and to the regional network), and policies to provide efforts to improve education of and enforcement of laws for non-motorized users.

#### *Task 4 Deliverables:*

1. Vision statement supported by visualization/graphics from public input
2. Summary report of existing design guidelines/standards and recommendations to be used in the development of regional design manual (Task 5)
3. An audit of all applicable existing local/regional bike/pedestrian related regulations
4. Regional active transportation goals, policies and strategies summary which outline recommendations for the development of a regional complete streets manual and design guidelines
5. An audit of all bicycle and pedestrian education efforts throughout the state region and local level
6. A review of peer non-motorized safety and education programs, nationally and recommendations for applicability to the region



### ***Task 5: Design Guidance***

In this task, the NLCOG and/or its Consultants will develop a design manual for a Complete Streets based approach to bike/pedestrian infrastructure implementation for the region. Utilizing audits of existing bike/pedestrian regulations and plans from Task 4 and a review of current nationwide best practices, the Consultant will develop a comprehensive area-specific Design Manual. This manual will act as the blueprint for all future bike/pedestrian recommendations for projects within the region.

#### ***Task 5 Deliverables:***

1. Design Manual for Complete Streets Guidelines (ADA Compliance, Tree Canopy, Storm Water, Urban/Rural specs., User Friendly for All-age/Abilities)
2. Bicycle/pedestrian design guidelines/standards for all ages and abilities that relate to urban, suburban, rural, and small-town contexts to include typical cross sections
3. Recommended adoption language for member jurisdictions to accommodate and support implementation of bicycle and pedestrian infrastructure

### ***Task 6: Master Project List (Evaluation and Prioritization)***

In this task, the NLCOG and/or its Consultants will develop a master project list that is needed to realize the future conditions map. This will also include the development of a project selection criteria and prioritization/weighting tool that can be easily replicated by both the MPO and local communities, to properly identify and stage non- motorized projects. The overall project list will include bicycle, pedestrian, and bicycle/pedestrian combined facilities at the following scales: Residential (intra-neighborhood/connectivity), Collector (neighborhood to activity center), and Regional. This will become the staged improvement plan for non- motorized projects to be included as an amendment to the current Metropolitan Transportation Plan. Also, this task will include typical (median) region-specific cost estimates (Base Year 2023) for each project improvement type or implementable segment, sufficient for planning purposes.

#### ***Task 6 Deliverables:***

1. Regional bicycle/pedestrian project selection criteria and project prioritization toolkit
2. Staged project list
3. Median region-specific cost estimates by facility type and by improvement type

### *Task 7: Implementation plan and performance measures*

In this task, the NLCOG and/or its Consultants will take the top prioritized projects (bicycle and pedestrian) and identify and provide realistic cost estimates, given current economic conditions, and any impediments to implementation. This section will include a discussion about project phasing (Preliminary Engineering, Rights-of-Way, Utility Relocation, Design, Construction etc.) and will be approved by the MPO's technical and policy committees. Project cost projections will also include long-term cost of maintenance.

This task will also include the development of a regional performance measures and metric dashboard which can be easily managed and maintained by the MPO. This dashboard will act as a regional clearing house for all stakeholders to both input projects under development and track the implementation progress. Dashboard should also identify how projects relate to the regional performance measures and meeting the overall goals of the plan. This dashboard is to be integrated into NLCOG's existing web site.

To identify pre/post project benefits, the project team will develop a standardized recurring regional bicycle/pedestrian trip counting program including methodology to ensure data consistency, along with software and hardware recommendations. The regional bicycle/pedestrian counting program will be consistent with the State of Louisiana counting program.

#### *Task 7 Deliverables:*

1. Development of a Regional Active Transportation Dashboard as noted above.
2. Generic Project Phasing (Preliminary Engineering, Rights-of-Way, Utility Relocation, Design, Construction etc.)
3. Priority project cost estimate, implementation, and phasing plan
4. Performance metrics and tracking dashboard
5. Recurring bicycle/pedestrian trip counting program including developing a Regional Count Methodology
6. Cost Estimate for Current/Future Infrastructure Maintenance Costs

### *Task 8 Funding*

In this task, the NLCOG and/or its Consultants will research potential funding sources to facilitate the implementation of prioritized projects according to the finalized Implementation Plan. Funding sources will include federal, state, regional, local, private, and nonprofit sources. Additionally, this task will

provide a matrix and SWOT analysis that evaluates the pros and cons of various funding sources; best practices to show how different funding sources may be combined, phased or blended to optimize implementation (i.e. PPP, partnerships with major employment centers, etc.). This task will include best practices, options and a recommendation to create a Maintenance Fund for existing and future bike/pedestrian facilities.

*Task 8 Deliverables:*

1. Funding Matrix and SWOT analysis of various funding arrangements
2. A comprehensive list of potential Bicycle and Pedestrian Funding sources
3. Alternatives, best practices and recommendation for funding ongoing maintenance of bike/pedestrian facilities

*Task 9: Final plan*

In this task, the NLCOG and/or it's Consultants will develop a draft and final plan. A draft plan replete with full scale graphics and visualization will aim to capture public input following MPO Public Involvement Plan guidelines and protocol. The final plan will be presented to the MPO Transportation Policy Committee for approval. The final plan will be in a format that allows for incorporation into the Metropolitan Transportation Plan. The final Active Transportation Plan document will be delivered in printed and electronic formats. All maps and data will be delivered to in GIS and/or Excel format wherever applicable. The final plan will be delivered in an agreed upon format (MS Word or Adobe Indesign) that can be edited in the future. The document must visually represent the plan through network maps through a clear, concise, and graphically rich document. The final plan must visually represent the

*Task 9 Deliverables:*

1. Draft Plan for public input
2. Final plan with all maps, appendices, and figures in hard copy and electronicformats

*Regional Active Transportation Plan Notes:*

The following notes shall be considered in the development of the Regional Active Transportation Plan:

- Visually represent this plan through network maps and a clear, concise, and graphically rich document (delivers GIS and source files).
- Create a list of recommended education, encouragement, enforcement, and equity policies

and programs to increase use of active transportation.

- Identify a set of performance measures and methods to help NLCOG track active transportation usage over time. This data should feed into an annual reporting program.
- A memo outlining public input and how it was used in determining recommendations.
- Use QR codes on flyers and other print media. Make it easy for people to find your survey through QR codes or custom short URLs.
- Develop a Partner Toolkit to share with study partners and stakeholders to make it efficient for organizations to spread the word about the survey on their channels and broaden the breadth of outreach.
- Esri ArcGIS-based project website (NLCOG proposes a page or set of pages on their website rather than a separate website) provided an excellent and interactive format to review project information, results and geographic data. Visuals are front and center, and key highlights are pulled out – allowing readers to skim or read in-depth. The project website includes a detailed summary of the overall process and results.

## **5. PROPOSAL CONTENT**

The response shall include a written proposal that presents the Consultant or Consultant Teams qualifications and understanding of the work performed as outlined in Section 6 of this RFQ. Each proposal will be evaluated on the quality and creativity of the methodology presented in the response. The following information shall be provided in submittal:

### ***A. Cover letter***

The cover letter will provide a summary of the consultant team’s experience and demonstrate that the minimum qualifications (RFQ Section III) are met. The letter must identify a point of contact and be signed by an executive qualified to commit the firm’s resources.

### ***B. Scope of Services***

- a) Submit, the approach and methods for implementing the Scope of Work also identifying any unique issues or departures from the draft Scope of Work that would improve the Masterplan process.
- b) The Scope of Services response section should also consider the criteria in Section VI, Scoring Criteria, below.

### ***C. Project Schedule, Staffing, and Deliverables***

The respondent must provide a detailed work plan, including a staffing plan, in calendar days that describes the individual tasks to be performed and that outlines all deliverables. All deliverables must be identified and described.

***D. Project Team, Experience and Qualifications***

List the team’s qualifications with regards to the expressed Scope of Work provided in this RFQ. This section should include information on projects that are similar in nature performed by the project team (a minimum of 3 are required). Any reference projects must also include dates of when the work was performed and the role of the consultant team member in the overall project. This section must also include a detailed organizational/project staffing chart including names, company and percentage of time expected of each team member for this project. The organizational chart must identify the project manager.

***E. Budget***

A detailed budget shall be submitted that breaks down the proposal by task, personnel and by sub consultant (if applicable). Any travel expenses or other direct costs must be separately stated. NLCOG has allocated a maximum consultant budget of \$280,000 for this project.

***F. DBE Participation***

The consultant team should strive to adhere to the Disadvantage Business Enterprise (DBE) goal of 10.0%.

***G. Appendix/Resumes***

One-page resumes for each team member shall be attached as an appendix to the RFQ. Additional information or links to completed projects may also be attached to the appendix.

***H. DOTD Form 24-102***

The respondent shall complete and submit DOTD Form 24-102 with the proposal.

## 6. SCORING CRITERIA

Responsive proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five (5) point rating. The scores for all the Evaluation Criteria will then be combined to arrive at a final score for each proposal. The final maximum evaluation score is twenty-five (25) points.

### Rating Scale

0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The Evaluation Criteria Summary will be weighted equally and are as follows:

#### **A. Consulting Team (5 points)**

The Consulting team will be evaluated based on the qualifications of the Project Manager and other key staff members including relevant experience, specific qualifications, and technical expertise.

***B. Past Performance (5 points)***

Proposals should demonstrate the consulting team’s previous success in completing projects of this complexity.

***C. Methodology & Proposed Schedule (5 points)***

The consulting team must demonstrate a good understanding of project requirements, and proposals must be clear, concise, creative, and consistent. Milestones and deliverables will be addressed.

***D. Innovation & Technology (5 points)***

The consulting team should propose creative and innovative use of technology for project development.

***E. Public & Stakeholder Involvement (5 points)***

The consulting team should demonstrate innovative means of stakeholder outreach and public involvement, as well as engagement of all stakeholders, throughout the project.

**7. PROPOSAL SUBMISSION**

Respondents shall submit 5 bound copies of the proposal to:

Northwest Louisiana Council of Governments

Regional Active Transportation Plan

625 Texas Street, Suite 200

Shreveport, LA 71101

The proposal must be received by 3:00pm C.S.T. on 09/06/2023. Electronic submittals can be submitted in addition to the five bound copies. Please direct any questions to J. Kent Rogers, via email at [kent.rogers@nlcog.org](mailto:kent.rogers@nlcog.org) or Chris Petro, AICP via email at [chris.petro@nlcog.org](mailto:chris.petro@nlcog.org). A list of received questions and responses will be posted on our website.

NLCOG will not pay for the development or submission of any proposals in response to this RFQ.

Furthermore, NLCOG reserves the right to reject any or all proposals.

Award is contingent upon receiving Notice to Proceed from LA DOTD.

#### **VIII. SCHEDULE**

RFQ Distribution (Website/Email)	08/07/2023
RFQ Respondent Deadline	09/06/2023
Consultant Team Interviews (if needed)	09/11/2023
	–
	09/12/2023
Notification of Selected Consultant (Approximate)	09/18/2023

Note: NLCOG reserves the right to amend and/or change this schedule at their discretion

#### **IX. ATTACHMENTS**

DOTD Form 24-102



# **DOTD FORM: 24-102**

(Revised January 1, 2023)

## **PROPOSAL TO PROVIDE CONSULTANT SERVICES**

Prime consultant shall complete the DOTD Form 24-102 without altering the Form’s text; however, the instruction and/or guidance for Sections 12 through 23 can be removed but do not remove Section title and number.

ANY CONSULTANT FAILING TO SUBMIT ANY OF THE INFORMATION REQUIRED ON THE DOTD FORM 24-102, OR PROVIDING INACCURATE INFORMATION ON THE DOTD FORM 24-102, MAY BE CONSIDERED NON-RESPONSIVE.

1. Contract Name as shown in the advertisement	
2. Contract Number(s) as shown in the advertisement	
3. State Project Number(s), if shown in the advertisement	
4. Prime consultant name <b>(name must match as registered with the Louisiana Secretary of State where such registration is required by law)</b>	
5. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law)	
6. Prime consultant mailing address	
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	
8. Name, title, phone number, and email address of prime consultant’s contract point of contact	
9. Name, title, phone number, and email address of the official with signing authority for this proposal	

Prime consultant should enter the firm name in the footer at the bottom of this page. (It will carry over to subsequent pages.)

Prime consultant name here

<p><b>10.</b> 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.</p>	<p style="background-color: yellow;">Signature above shall be the same person listed in Section 9:</p> <hr/> <p style="background-color: yellow;">Date:</p>
<p><b>11.</b> If a Disadvantaged Business Enterprise (DBE) goal has been set for this advertisement, indicate which firm(s) will be used to meet the DBE goal and each firm(s)' percentage.</p>	<p><u>Firm(s):</u> _____ <u>Firm(s)' %:</u> _____</p>

Prime consultant name here

**12. Past Performance Evaluation Discipline Table:**

As indicated in the advertisement, insert the completed table here. The percentages for the prime and sub-consultants must total 100% for each past performance evaluation discipline, as well as the overall total percent of the contract.

The **only** past performance evaluation disciplines to be used are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and Other (please specify).

Past Performance Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
							<b>100%</b>
							<b>100%</b>
							<b>100%</b>
Identify the percentage of work for the <b>overall contract</b> to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	<b>100%</b>						

Prime consultant name here

**13. Firm Size:**

For all firms that are part of this team, indicate the approximate number of personnel to be committed to this contract, by DOTD Job Classification and the total number of personnel within the firm that could provide support, if needed. If a specialized job classification is required and not included on the DOTD job classification list, specify “Other (please specify)” and include the classification title inside the parentheses.

The DOTD Job Classification(s) to be used can be found at the following link:

[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Job\\_Qualification/Job%20Classifications%20with%20Descriptions.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Job_Qualification/Job%20Classifications%20with%20Descriptions.pdf)

Firm name	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)

(Add rows as needed)

Prime consultant name here

**14. Organizational Chart:**

Provide an organizational chart showing ALL **relevant** prime consultant and sub-consultant (if applicable) personnel assigned to the contract, area of project responsibility for each, and reporting lines for the purposes of this contract. An individual's role does not necessarily have to match their DOTD job classification identified in Section 13. **If applicable, identify all personnel performing traffic engineering analysis and/or QC of traffic engineering analysis by placing an asterisk next to their name. Include the certificates required by the Traffic Engineering Process and Report Training Requirements article of the Advertisement in Section 20.** It is acceptable to use an 11x17 format for Section 14.

Prime consultant name here

**15. Minimum Personnel Requirements:**

Use the table below to identify both prime consultant and sub-consultant staff designated to work on this contract meeting the Minimum Personnel Requirements (MPRs) specified in the advertisement. Ensure the résumé reflects the required experience stated in the MPR. **Make sure the P.E. discipline is also listed (highlighted in table) that is meeting the MPR; e.g. professional civil engineer should show the discipline of the license as civil if meeting that MPR.**

MPR No. Do not insert wording from ad	Personnel being used to meet the MPR (Individual(s) may not satisfy more than one MPR unless specifically allowed by Attachment B of the advertisement)	Firm employed by	Type of license and discipline meeting MPR/ certification & number (Ex: PE # - Civil)	State of license	License / certification expiration date
1					
2					
3					
etc.					

(Add rows as needed)

Prime consultant name here

**16. Staff Experience:**

Résumés shall be provided for all prime and sub-consultant personnel listed in Sections 14 and/or 15 of the proposal. Résumés of personnel not identified in Section 14 or Section 15 of the proposal should not be included and will not be evaluated. Résumés should be **limited to 2 pages per person**. Any certificates required by the advertisement are to be placed in Section 20.

Firm employed by			
Name		Years of relevant experience with this employer	
Title		Years of relevant experience with other employer(s)	
Degree(s) / Years / Specialization			
Active registration number / state / expiration date			
Year registered		Discipline	
Contract role(s) / brief description of responsibilities			
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the <b>years of experience</b> specified in the applicable MPR(s).		

(Add rows as needed)

**17. Firm Experience:**

Identify the team’s project experience **most relevant** to the scope in the advertisement. **The projects should be limited to a total of 20, with no more than 5 projects being represented by the prime consultant and with no more than 3 projects represented by each sub-consultant on the team. If more than 5 projects are identified for the prime consultant, all projects identified after the first 5 will not be evaluated. If more than 3 projects are identified for a single sub-consultant, all projects identified after the first 3 from that sub-consultant will not be evaluated.** Include no more than one page per project. Projects identified shall only include work performed by firms on the team. The projects identified do not necessarily need to have been DOTD projects.

Firm name			Past Performance Evaluation Discipline(s)*	**
Project name			Firm responsibility (prime or sub?)	
Project number		Owner’s name		
Project location			Owner’s Project Manager	
Owner’s address, phone, email				
Services commenced by this firm (mm/yy)		Total consultant contract cost (\$1,000’s)		
Services completed by this firm (mm/yy)		Cost of consultant services provided by this firm (\$1,000’s)		

Describe the project including the firm’s role and members involved. (Highlight staff to be used in this proposal.)

\* If there is more than one past performance evaluation discipline included in the proposal, then indicate which past performance evaluation discipline(s) this project is being used to represent.

\*\*This field cannot be left blank and N/A is not acceptable. The **only** past performance evaluation disciplines to be used are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and Other (please specify).

Prime consultant name here



**18. Approach and Methodology:**

Provide a description of how the work will be performed and provide the proposed project schedule. Include any additional information or description of unique resources that are planned to be used to produce the deliverables. Include any proprietary technologies, methods or approaches that will be used on this project to improve quality or efficiency. If the proposal is for an IDIQ contract, the consultant should review the scope of services in Attachment A to the advertisement to obtain a general understanding of what a typical task order would entail. Based upon that understanding, the consultant should provide a sample schedule that identifies the major milestones, deliverables, tasks, etc., to demonstrate sufficient understanding of a typical task order. The duration of the task order is not required. This section shall be limited to four pages. **If more than four pages are included, all pages after the fourth page will not be evaluated.**

**If the consultant has information it believes is proprietary, label it accordingly.**

**19. Workload:**

For all contracts where a firm on the team is a prime consultant or sub-consultant and where **a)** the consultant selection was made by DOTD, and **b)** a contract was executed by the consultant and the contracting entity by the date the advertisement for this proposal was posted, list all work meeting the following criteria:

- 1) one of the team’s firms is responsible for the performance of the work;
- 2) authorization to perform the work has been provided, as provided in the contract between the consultant and the contracting entity;
- 3) the work has not yet been performed and invoiced; and
- 4) the work is not currently suspended for an indefinite period of time.

For indefinite delivery/indefinite quantity (IDIQ) contracts, list open Task Orders individually.

List only the portion of the fees attributable to firms on the team.

Firm(s) <b>ALL FIRMS MUST BE REPRESENTED IN THIS TABLE</b>	Past Performance Evaluation Discipline(s) *	<b>Contract Number and State Project Number</b>	Project Name	Remaining Unpaid Balance**

(Add rows as needed)

DO NOT SUM

\* The **only** past performance evaluation disciplines to be used are: Road, Bridge, Traffic, CE&I/OV, Geotech, Survey, Environmental, Data Collection, Planning, Right-of-Way, CPM, ITS, Appraiser and Other **(please specify)**. If a firm has more than one past performance evaluation discipline for any single project, the firm can use multiple rows to express the remaining unpaid balance per evaluation discipline.

\*\* Round to the nearest dollar. **Do not** round to the nearest thousands. If there are no active contracts with a remaining unpaid balance, place N/A in the Remaining Unpaid Balance column. **NOTE: ALL FIRMS MUST BE REPRESENTED IN THIS TABLE.** LEAVING THE “REMAINING UNPAID BALANCE” COLUMN BLANK IS NOT ACCEPTABLE.

**20. Certifications/Licenses:**

If the advertisement requires submission of licenses and/or certificates, include them here. **Otherwise, leave this section blank.**

Prime consultant name here

**21. QA/QC Plan:**

If the advertisement requires submission of a QA/QC plan, include it here. **Otherwise, leave this section blank. If a QA/QC plan is included in this section and was not required by the advertisement, it will be redacted.**

Prime consultant name here

**22. Sub-consultant information:**

If one or more sub-consultants will be used, provide the name, address, point of contact and phone number for each. Otherwise, leave this section blank.

<b>Firm Name</b> <b>(Name must match as registered with Louisiana's Secretary of State)</b>	<b>Address</b>	<b>Point of Contact and email address</b>	<b>Phone Number</b>

(Add rows as needed)

**23. Location:**

If location is an evaluation criterion for this advertisement and the prime consultant intends to establish a local presence, describe the plan for doing so. **Otherwise, leave this section blank. Any information included in this section will be redacted if not required by the advertisement.**

Prime consultant name here