DOTD FORM: 24-102

(Revised March 1, 2022)

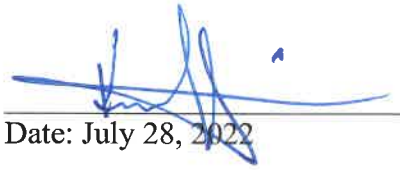
PROPOSAL TO PROVIDE CONSULTANT SERVICES

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.

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

1. Contract title as shown in the advertisement	Contract for Off System Highway Bridge Program Airport Road over Unnamed Canal Acadia Parish
2. Contract number(s) as shown in the advertisement	4400024584
3. State Project Number(s), if shown in the advertisement	H.014979.5
4. Prime consultant name (as registered with the Louisiana Secretary of State where such registration is required by law)	**Aucoin & Associates, Inc.**
5. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law)	EF.0001114 VF.0000179
6. Prime consultant mailing address	P.O. Box 968, Eunice, LA 70535
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	433 N. CC Duson Street Eunice, LA 70535
8. Name, title, phone number, and email address of prime consultant's contract point of contact	Karl J. Aucoin, P.E., President 337-457-7366 k.aucoin@aucoinandassoc.com
9. Name, title, phone number, and email address of the official with signing authority for this proposal	Karl J. Aucoin, P.E., President 337-457-7366 k.aucoin@aucoinandassoc.com

10. This is to certify that all information contained herein is accurate and true, and that the team presently has sufficient staff to perform these services within the designated time frame. By submitting this proposal, proposer certifies that it is not engaged in a boycott of Israel and it will, for the duration of its contract obligations, refrain from a boycott of Israel. Proposer also certifies and agrees that the following information is correct: In preparing its response, the proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. DOTD reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.	Signature (shall be the same person as #9):  Date: July 28, 2022
11. 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.	Firm(s): Firm(s)' %:

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.

Sub-consultants are allowed to be used for this proposal. Fill in the table by identifying only those evaluation disciples consistent with the approach and methodology proposed in Section 18 of the DOTD Form 24-102*, the name of each firm that is part of the proposal, and the percentage of work in each past performance evaluation discipline to be performed by that firm. The percentage estimated for each evaluation discipline is for evaluation purposes only and will not control the actual performance or payment of the work. 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. (Add rows and columns as needed)							
Evaluation Discipline(s)	% of Overall Contract	A&A	CK	Firm C	Firm D	Firm E	Each Discipline must total to 100%
Survey	21%	100%					100%
Environmental	4%		100%				100%
Bridge	75%	100%					100%
Identify the percentage of work for the **overall contract** to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%	96%	4%				

13. Firm Size:

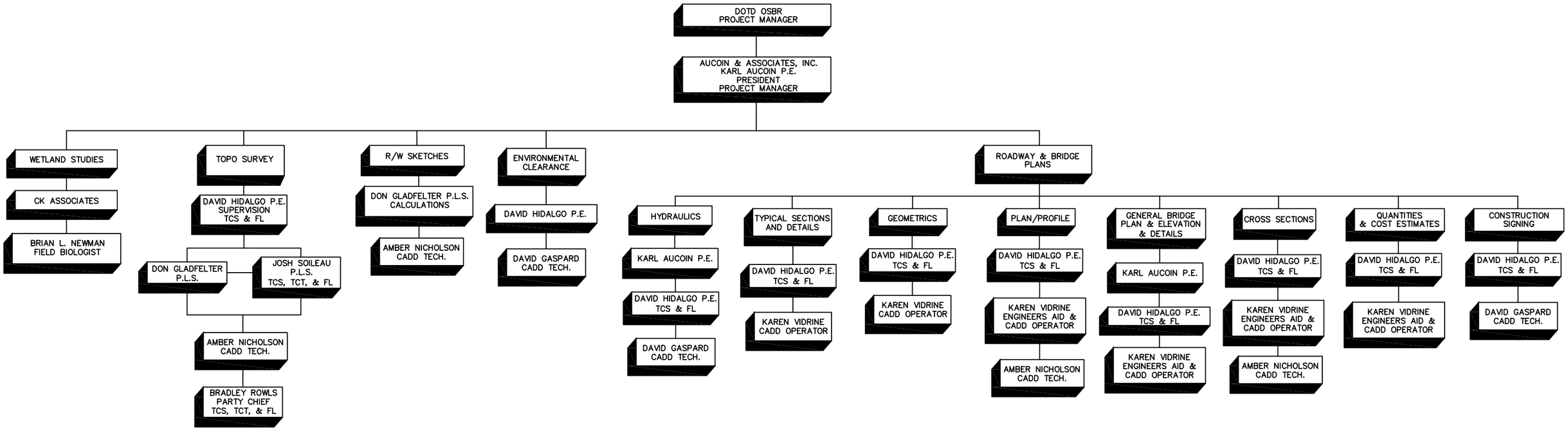
For all firms that are part of this team, indicate the approximate number of personnel to be committed to this contract, by DOTD Job Classification and the total number of personnel within the firm that could provide support, if needed. If a specialized job classification is required and not included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

Firm name	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)
Aucoin & Associates, Inc.	Principal/Engineer	1	1
Aucoin & Associates, Inc.	Supervisor Engineer/Engineer	1	1
Aucoin & Associates, Inc.	Surveyor	2	2
Aucoin & Associates, Inc.	Cadd Operator	1	1
Aucoin & Associates, Inc.	Cadd Technician	2	2
Aucoin & Associates, Inc.	Accountant	1	1
Aucoin & Associates, Inc.	Clerical	2	2
Aucoin & Associates, Inc.	Survey Party Chief	1	2
Aucoin & Associates, Inc.	Rodman	1	2
Aucoin & Associates, Inc.	Instrument Man	1	2
C-K Associates, LLC	Environmental Professional	1	3

(Add rows as needed)

14. Organizational Chart:

AUCOIN & ASSOCIATES, INC.
STAFFING PLAN



LEGEND

TCS	TRAFFIC CONTROL SUPERVISOR
TCT	TRAFFIC CONTROL TECHNICIAN
FL	FLAGGER

SUMMARY OF KEY A & A STAFF EXPERIENCE WITH OFF SYSTEM BRIDGE REPLACEMENT TASKS:

KARL AUCOIN P.E. PLAN DEVELOPMENT AND PROJECT MANAGEMENT_____41 YEARS.
DAVID HIDALGO P.E. PLAN DEVELOPMENT AND PROJECT MANAGEMENT_____30 YEARS.
JOSH SOILEAU P.L.S. FIELD SUPERVISOR_____25 YEARS.
KAREN VIDRINE ENGINEER AID AND CADD TECH_____41 YEARS.
BRADELY ROWLS SURVEY PARTY CHIEF_____6 YEARS
DAVID GASPARD CADD TECH_____32 YEARS
AMBER NICHOLSON CADD TECH_____12 YEARS

COMBINED YEARS EXPERIENCE OF KEY STAFF TO BE USED ON THIS PROJECT__187 YEARS.

H:\DOTD\2022\22-12-03 Airport Road Bridge, Acadia Parish\Office (with TC).dwg

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.

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 / certification & number	State of license	License / certification expiration date
1	Karl J. Aucoin	Aucoin & Associates, Inc.	P.E. 22005	LA	09/30/2022
2	Karl J. Aucoin	Aucoin & Associates, Inc.	P.E. 22005	LA	09/30/2022
	David P. Hidalgo	Aucoin & Associates, Inc.	P.E. 27074	LA	09/30/2023
3	Karl J. Aucoin	Aucoin & Associates, Inc.	P.E. 22005	LA	09/30/2022
	David P. Hidalgo	Aucoin & Associates, Inc.	P.E. 27074	LA	09/30/2023
4.	Donald W. Gladfelter, Jr.	Aucoin & Associates, Inc.	PLS 4854	LA	09/30/2023
5.	Brian Newman	C-K Associates, LLC			

(Add rows as needed)

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**					
Name	**Karl J. Aucoin**			Years of relevant experience with this employer	41
Title	P.E., President			Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization			B/S / 1981/ Civil Engineer		
Active registration number / state / expiration date			22005 / LA / 09-30-2023		
Year registered	1985	Discipline	Civil		
Contract role(s) / brief description of responsibilities			Project Manager and design. Project management responsibilities shall include overseeing duties of office and field personnel assigned to this project and assuring project is completed in accordance with DOTD criteria requirements, and contract time schedule. Design responsibilities shall include hydraulic analysis and preparation of hydraulic report and preparation of bridge general plan and elevation.		

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
11/18-06/22	**H.013120.5** Off-System Highway Bridge Program, Rapides Parish Provided project management for the topographic survey, hydraulic study, wetland study, environmental clearance, right of way sketch and preliminary and final plan development for 1 bridge structure
01/19-03/22	**H.013142.5** Off-System Highway Bridge Program, St. Martin Parish Provided project management for the topographic survey, hydraulic study, wetland study, environmental clearance, right of way sketch and preliminary and final plan development for 1 bridge structure
01/19-09/21	**H.013127.5** Off-System Highway Bridge Program, Ouachita Parish Provided project management for the topographic survey, hydraulic study, wetland study, environmental clearance, right of way sketch and preliminary and final plan development for 2 bridge structures
2015-2017	**H.010546** Off-System Bridge Replacement Program in Calcasieu Parish Provided project management for the topographic survey, hydraulic report, wetland study, environmental clearance checklist, right of way sketch and preliminary and final plan development for 1 bridge structure
2015-2020	**H.010545** Off-System Bridge Replacement Program in Cameron Parish Provided project management for the topographic survey, hydraulic report, wetland study, environmental clearance checklist, right of way sketch and preliminary and final plan development for 1 bridge structure
2014-2016	**H.010563 & H.010564** Off-System Bridge Replacement Program in Calcasieu Parish Project management for the topographic survey, hydraulic report, wetland study, environmental clearance checklist, right of way sketch and preliminary and final plan development for 2 bridge structures
2013-2014	**H.010039** Off-System Bridge Replacement Program in Jackson Parish Provided project management for the topographic survey, hydraulic report, wetland study, environmental clearance checklist, right of way sketch and preliminary and final plan development for 1 bridge structure
2013-2014	**H.010068** Off-System Bridge Replacement Program in Franklin Parish Provided project management for the topographic survey, hydraulic report, wetland study, environmental clearance checklist, right of way sketch and preliminary and final plan development for 1 bridge structure
2011-2012	**700-10-0164** Off-System Bridge Replacement Program in Calcasieu Parish Provided project management for the topographic survey, preliminary and final plan preparation for 1 bridge structure
2011-2012	**700-51-0111** Off-System Bridge Replacement Program in St. Mary Parish Provided project management for the topographic survey, preliminary and final plan preparation for 2 bridge structures

16. *Karl Aucoin - Continued*

2010-2012	**700-22-0123** Off-System Bridge Replacement Program in Grant Parish Provided project management for the topographic survey, preliminary and final plan preparation for 1 bridge structure
2003-2008	**700-20-0110** Off-System Bridge Replacement Program in Evangeline Parish Provided project management for the topographic survey, preliminary and final plan preparation for 2 bridge structures
2003-2008	**700-53-0118** Off-System Bridge Replacement Program in Tangipahoa Parish Provided project management for the topographic survey, preliminary and final plan preparation for 4 bridge structures
2002-2010	**700-59-0009** Off-System Bridge Replacement Program in Washington Parish Provided project management for the topographic survey, preliminary and final plan preparation for 3 bridge structures
1997-2002	**700-58-0108** Off-System Bridge Replacement Program in Vernon Parish Provided project management for the topographic survey, preliminary and final plan preparation for 3 bridge structures
1997-2002	**700-43-0106** Off-System Bridge Replacement Program in Sabine Parish Provided project management for the topographic survey, preliminary and final plan preparation for 3 bridge structures
1996-2002	**700-40-0105** Off-System Bridge Replacement Program in Rapides Parish Provided project management for the topographic survey, preliminary and final plan preparation for 7 bridge structures
1996-2000	**700-30-0128** Off-System Bridge Replacement Program in Allen Parish Provided project management for the topographic survey, preliminary and final plan preparation for 4 bridge structures
1993-1999	**700-30-0143** Off-System Bridge Replacement Program in Grant Parish Provided project management for the topographic survey, preliminary and final plan preparation for 3 bridge structures
1993-1999	**700-30-0130** Off-System Bridge Replacement Program in Vernon Parish Provided project management for the topographic survey, preliminary and final plan preparation for 3 bridge structures
1993-1999	**700-30-0117** Off-System Bridge Replacement Program in Sabine Parish Provided project management for the topographic survey, preliminary and final plan preparation for 1 bridge structures
1991-1996	**700-28-63** Off-System Bridge Replacement Program in Franklin Parish Performed hydraulic analysis and prepared preliminary and final plans for 4 bridge structures
1990-1991	**700-22-99 & 700-27-34** Off-System Bridge Replacement Program in Franklin & Tensas Parishes Performed hydraulic analysis and prepared preliminary and final plans for 2 bridge structures
1989-2002	**700-26-98** Off-System Bridge Replacement Program in Natchitoches Parish Keyser Avenue Bridge in the City of Natchitoches. Special bridge design details for a two lane bridge with common center turn lane and pedestrian walkways on each side supported by Type III pre cast pre stressed concrete girders. Due to the bridge being in a historic district, the design included ornamental iron lacework bridge rails and special ornamental light poles and lamps
1988-1999	**700-26-08** Off-System Bridge Replacement Program in Vernon Parish Performed hydraulic analysis and prepared preliminary and final plans for 4 bridge structures
1988-1993	**700-26-28** Off-System Bridge Replacement Program in St. Landry Parish Performed hydraulic analysis and prepared preliminary and final plans for 4 bridge structures
1987-1989	**700-21-42** Off-System Bridge Replacement Program in Acadia Parish Performed hydraulic analysis and prepared preliminary and final plans for 3 bridge structures
1987-1989	**700-23-22** Off-System Bridge Replacement Program in Allen Parish Performed hydraulic analysis and prepared preliminary and final plans for 3 bridge structures

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**				
Name	**David Gaspard**		Years of relevant experience with this employer	32
Title	Cad Tech		Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization			Southern Technical College/1989/Drafting	
Active registration number / state / expiration date				
Year registered		Discipline		
Contract role(s) / brief description of responsibilities			Cad Tech participating in the preparation of preliminary and final plans and sketches for hydraulic report and environmental clearance	

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
2002-2010	**700-59-0009** Off-System Bridge Replacement Program in Washington Parish Processed and plotted field survey data and extensive participation in the development of preliminary and final plans for 3 bridge replacement structures consisting of typical sections, plan/profile sheets, cross sections and D.T.M.'s, quantity tables, and summary of estimated quantities
2003-2008	**700-53-0118** Off-System Bridge Replacement Program in Tangipahoa Parish Processed and plotted field survey data and extensive participation in the development of preliminary and final plans for 4 bridge replacement structures consisting of typical sections, plan/profile sheets, cross sections and D.T.M.'s, quantity tables, and summary of estimated quantities
1996-2002	**700-40-0105** Off-System Bridge Replacement Program in Rapides Parish Processed and plotted field survey data and extensive participation in the development of preliminary and final plans for 7 bridge replacement structures consisting of typical sections, plan/profile sheets, cross sections and D.T.M.'s, quantity tables, and summary of estimated quantities
1996-2000	**700-30-0128** Off-System Bridge Replacement Program in Allen Parish Processed and plotted field survey data and extensive participation in the development of preliminary and final plans for 4 bridge replacement structures consisting of typical sections, plan/profile sheets, cross sections and D.T.M.'s, quantity tables, and summary of estimated quantities
1993-1999	**700-30-0130** Off-System Bridge Replacement Program in Vernon Parish Processed and plotted field survey data and extensive participation in the development of preliminary and final plans for 3 bridge replacement structures consisting of typical sections, plan/profile sheets, cross sections and D.T.M.'s, quantity tables, and summary of estimated quantities
1993-1999	**700-30-0143** Off-System Bridge Replacement Program in Grant Parish Processed and plotted field survey data and extensive participation in the development of preliminary and final plans for 3 bridge replacement structures consisting of typical sections, plan/profile sheets, cross sections and D.T.M.'s, quantity tables, and summary of estimated quantities

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**					
Name	**Donald W. Gladfelter, Jr.**		Years of relevant experience with this employer	2	
Title	Professional Land Surveyor		Years of relevant experience with other employer(s)	21	
Degree(s) / Years / Specialization			PLS/1985/Professional Land Surveyor		
Active registration number / state / expiration date			4854/LA/09/30/2023		
Year registered	1999	Discipline	PLS		
Contract role(s) / brief description of responsibilities			PLS of record for topographic surveys		

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
01/00-08/03	**LDNR, Freshwater Bayou** **Vermilion Parish** Survey professional of record for three (3) topographic surveys, boundary surveys, hydrographic surveys, benchmarks, mapping, cross-sections and data sets, construction oversight, and horizontal and vertical control accuracy standards for construction and asbuilt plan development.
05/07-11/09	**LDNR, Cameron/Creole Levee** **Cameron Parish** Survey professional of record for topographic surveys and cross sections for 16 miles of levee deterioration analysis, benchmarks, construction oversight and asbuilt mapping for construction and asbuilt plan development.
08/05-07/20	**Pine Prairie Energy Center** **Evangeline Parish** Survey professional of record for field surveying, mapping, associated permitting, alignment staking and asbuilt mapping for the construction of approximately 72 miles of pipeline and 285 acres of topographic, boundary surveys and mapping for plant facility and cavern wells.
01/00-06/16	**Neumin Production Company/Coastal Plains Exploration** Survey professional of record for field surveying, mapping and wetland determination for over one hundred (100) unitizations and well locations throughout the State of Louisiana
06/00-02/02	**Enron Broadband Services** Survey professional of record for approximately 240 miles statewide of field topographic surveying, associated with permitting (LDOTD), parish municipalities, drainage districts and railroads), staking and mapping for fiber optic cable located in the State of Louisiana.
06/13-08/20	**Targa Resources, Inc./Phillips 66** Survey professional of record for pipeline, boundary and topographic surveys at approximately 50 locations within the State of Louisiana

16. ***Donald Gladfelter Continued***

04/13-08/17	**Cleco** Survey professional of record for topographic surveys for approximately 50 miles of right of way electrical line installation for right of way maps
01/03-04/05	**Verizon Wireless** Survey professional of record for approximately 63 tower site topographic and boundary surveys, for permitting and construction plan development
4/18-1/20	**Entergy** Survey professional of record for 23 existing sub-station topographic and boundary surveys and 4 miles of fiber optic topographic and asbuilt maps
3/18-5/19	**J. Worden & Sons /MAPP Construction LLS** Survey professional for nine (9) Kentucky Fried Chicken locations consisting of construction layout, topo for utilities systems for construction plan and asbuilt drawings

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**				
Name	**David P. Hidalgo**		Years of relevant experience with this employer	30
Title	P.E.		Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization			B/S / 1992/ Civil Engineer	
Active registration number / state / expiration date			27074 / LA / 09-30-23	
Year registered	1997	Discipline	Civil	
Contract role(s) / brief description of responsibilities			Supervision of topographic survey and design for development of preliminary and final road and bridge plans and direction of solicitation of views and environmental review record.	

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
11/18-06/22	**H.013120.5** Off-System Highway Bridge Program, Rapides Parish Responsible for complete design, hydraulic repots, typical sections, horizontal and vertical geometrics, cross sections, preliminary and final plan preparation to day supervision regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; bridge general plan, and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure
01/19-03/22	**H.013142.5** Off-System Highway Bridge Program, St. Martin Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure
01/19-09/21	**H.013127.5** Off-System Highway Bridge Program, Ouachita Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 2 bridge structures
12/18-08/19	**H.013140.5** Off-System Highway Bridge Program, Iberia Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure
09/15-2020	**H.010545** Off-System Highway Bridge Program, Cameron Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure
09/15-2017	**H.010546** Off-System Highway Bridge Program, Calcasieu Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure
2011-2012	**700-10-0164** Off-System Highway Bridge Program, Calcasieu Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure

16. *David Hidalgo Continued*

2011-2012	**700-51-0111** Off-System Bridge Replacement Program in St. Mary Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 2 bridge structures
2010-2012	**700-22-0123** Off-System Bridge Replacement Program in Grant Parish Provided day to day supervision and consultation with project design engineer regarding hydraulic analysis of existing and proposed structure; existing and proposed roadway geometrics; typical sections; plan/profile sheet development; proposed D.T.M.'s; cross sections; and bridge general plan and direction of SOV's and environmental review record and elevation sheets on 1 bridge structure
2003-2008	**700-20-0110** Off-System Bridge Replacement Program in Evangeline Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 2 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
2003-2008	**700-53-0118** Off-System Bridge Replacement Program in Tangipahoa Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 4 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
2002-2010	**700-59-0009** Off-System Bridge Replacement Program in Washington Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 3 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
1997-2002	**700-58-0108** Off-System Bridge Replacement Program in Vernon Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 3 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
1997-2002	**700-43-0106** Off-System Bridge Replacement Program in Sabine Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 2 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
1996-2000	**700-30-0128** Off-System Bridge Replacement Program in Allen Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 4 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
1996-2002	**700-40-0105** Off-System Bridge Replacement Program in Rapides Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 4 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record
1993-1999	**700-30-0143** Off-System Bridge Replacement Program in Grant Parish Responsible for the complete design and preliminary and final plan preparation for the replacement of 2 bridge structures. This work included design computations, hydraulic reports, typical sections, horizontal and vertical geometrics, cross sections, bridge plans, pipe capacity analysis, quantity calculations, geometrics, and supervision of plan preparation, SOV's and environmental review record

16. Staff Experience:

Firm employed by	**Aucoin & Associates, Inc.**			
Name	**Amber Nicholson**		Years of relevant experience with this employer	12
Title	Cadd Technician		Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization				
Active registration number / state / expiration date				
Year registered		Discipline		
Contract role(s) / brief description of responsibilities			Cad Technician preparing topographic survey & participation in preparation of preliminary and final plans	

Experience dates	Experience and qualifications relevant to the proposed contract
06/20-02/22	**S.P. 4400011230, T.O. H.012295.5** New Iberia Sidewalks Cad drafter for topographic survey along approximately 18 miles of urban roadway inclusive of the development of a horizontal monument closure sketch; plotting and preparation of cad files and drawings for in excess of 40,000 data points collected by the field survey crew associated with a proposed sidewalk construction project.
01/19-11/19	**H.013120.5** Off-System Highway Bridge Program, Rapides Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
12/18-08/19	**H.013140.5** Off-System Highway Bridge Program, Iberia Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
01/19-11/19	**H.013142.5** Off-System Highway Bridge Program, St. Martin Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
01/19-12/19	**H.013127.5** Off-System Highway Bridge Program, Ouachita Parish Cad drafter for topographic survey and preliminary plans for 2 bridge structures
09/15-12/17	**H.010546** Off-System Bridge Replacement Program in Calcasieu Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
09/15-17	**H.010545** Off-System Bridge Replacement Program in Cameron Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
03/14 – 05/17	**H.010563 & H010654** Off-System Bridge Replacement Program in Calcasieu Parish Cad drafter for topographic survey and preliminary plans for 2 bridge structures
03/13-04/17	**H.010039.5** Off-System Bridge Replacement Program in Jackson Parish Cad drafter for topographic survey and preliminary plans for 2 bridge structures
08/13-04/17	**H.010068** Off-System Bridge Replacement Program in Franklin Parish Cad drafter for topographic survey and preliminary plans for 2 bridge structures
02/11-12	**700-51-0111**, Off-System Bridge Replacement in St. Mary Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
03/11-09/14	**700-10-0164**, Off-System Bridge Replacement in Calcasieu Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure
12/10-02/16	**700-22-0123**, Off-System Bridge Replacement in Grant Parish Cad drafter for topographic survey and preliminary plans for 1 bridge structure

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**			
Name	**Bradley Rowles**	Years of relevant experience with this employer	6
Title	Survey Party Chief	Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization			
Active registration number / state / expiration date			
Year registered		Discipline	
Contract role(s) / brief description of responsibilities	Survey Party Chief		

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
06/20-01/22	**S.P. 4400011230, T.O. H.012295.5** New Iberia Sidewalks Survey Party Chief for topographic survey along approximately 18 miles of urban roadway inclusive of establishment of horizontal G.P.S. control monument system; establishment of a looped vertical control grid; data collection of in excess of 40,000 data points associated with a proposed sidewalk construction project.
01/19-02/19	**H.013120.5** DOTD Federal Aid Off-System Highway Bridge Program, Rapides Parish Instrument man for topographic survey for 1 bridge replacement site
12/18-01/19	**H.013140.5** DOTD Federal Aid Off-System Highway Bridge Program, Iberia Parish Instrument man for topographic survey for 1 bridge replacement site
01/19-02/19	**H.013142.5** DOTD Federal Aid Off-System Highway Bridge Program, St. Martin Parish Instrument man for topographic survey for 1 bridge replacement site
01/19-02/19	**H.013127.5** DOTD Federal Aid Off-System Highway Bridge Program, Ouachita Parish Instrument man for topographic survey for 2 bridge replacement sites
01/20-04/20	**Calcasieu Parish Police Jury** Alta Road Bridge Replacement Survey Party Chief for topographic survey for 1 bridge replacement site. Calcasieu Parish Police Jury utilizes survey scope procedures very similar to those utilized for the DOTD Federal Aid Off-System Bridge Replacement Program
01/20-04/20	**Calcasieu Parish Police Jury** Big-Woods Starks Bridge Replacement Survey Party Chief for topographic survey for 1 bridge replacement site. Calcasieu Parish Police Jury utilizes survey scope procedures very similar to those utilized for the DOTD Federal Aid Off-System Bridge Replacement Program

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**			
Name	**Joshua Soileau**	Years of relevant experience with this employer	25
Title	Professional Land Surveyor	Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization		Civil Engineering Technology 1997 & BS in Business Administration 2020	
Active registration number / state / expiration date		5242/LA/03/31/2023	
Year registered	2020	Discipline	Professional Land Surveyor
Contract role(s) / brief description of responsibilities		Direction of field topographic & property surveys and office support	

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
06/20-06/22	**T.O. H.012295.5** New Iberia Sidewalks Professional surveyor of record for this 18 mile long topographic survey along the LA 182 couplet (Main & St. Peter Street) through the downtown area of the City of New Iberia consisting of establishment of horizontal G.P.S. control monuments with closure sketch; establishment of looped vertical T.B.M. control grid; complete topographic survey of roadway and sidewalks from building face to building face or R.O.W. to R.O.W.; preparation of digital terrain model ((D.T.M.); processing, plotting and preparation of CAD files and drawings for in excess of 40,000 data points collected by the topographic survey.
01/21-03/21	**S.P. H.014235** DOTD Federal Aid Off System Highway Bridge Program, Jefferson Davis Parish Survey supervisor for topographic survey for 1 bridge replacement site
02/21-03/21	**S.P. H.014273** DOTD Federal Aid Off System Highway Bridge Program, Avoyelles Parish Survey supervisor for topographic survey for 1 bridge replacement site
04/21-05/21	**S.P. H.014337** DOTD Federal Aid Off System Highway Bridge Program, Avoyelles Parish Survey supervisor for topographic survey for 1 bridge replacement site
01/19-11/19	**S.P. H.013120.5** DOTD Federal Aid Off-System Highway Bridge Program, Rapides Parish Provided field survey supervision for the topographic survey for 1 bridge structure
12/18-08/19	**S.P. H.013140.5** DOTD Federal Aid Off-System Highway Bridge Program, Iberia Parish Provided field survey supervision for the topographic survey for 1 bridge structure
01/19-11/19	**S.P. H.013142.5** DOTD Federal Aid Off-System Highway Bridge Program, St. Martin Parish Provided field survey supervision for the topographic survey for 1 bridge structure
01/19-12/19	**S.P. H.013127.5** DOTD Federal Aid Off-System Highway Bridge Program, Ouachita Parish Provided field survey supervision for the topographic survey for 2 bridge structures
01/20-04/20	**Calcasieu Parish Police Jury** Big-Woods Starks Bridge Replacement Field Survey Supervisor for topographic survey on 1 bridge replacement site. Calcasieu Parish Police Jury utilizes survey scope and procedures very similar to those utilized for the DOTD Federal Aid Off-System Bridge Replacement Program.

16. *Joshua Soileau – Continued*

01/20-04/20	**Calcasieu Parish Police Jury** Alta Road Bridge Replacement Field Survey Supervisor for topographic survey on 1 bridge replacement site. Calcasieu Parish Police Jury utilizes survey scope and procedures very similar to those utilized for the DOTD Federal Aid Off-System Bridge Replacement Program.
10/09-05/10	**S.P. 700-99-0391**, **T.O. No. 701-65-1374** US 165, Jefferson Davis Parish Field Supervisor for topographic survey on 4 bridge replacement sites
01/20-04/20	**Boan Construction** Evangeline Parish Field Survey Supervisor for 7.3 mile route survey for installation of 20" pipeline including alignment sheets, right of way maps, permit maps, asbuilt mapping and weld map
01/13-12/18	**Boardwalk Louisiana Midstream** Calcasieu Parish Field Survey Supervisor for approximately 20 miles of route surveys and topographic surveys for storage facility including alignment sheets, right of way maps, permitting, topographic and asbuilt maps
02/14-12/18	**Tractor Supply** St. Landry, Winn, Tangipahoa, Lafourche, Jefferson Davis, West Feliciana Parish Field Survey Supervisor for (6) ALTA surveys for various engineering firms for the construction of Tractor Supply stores in various locations.
02/16-02/17	**Bilwood Smith** Jefferson Davis Parish Field Supervisor for 88 acre and 17 acre boundary and topographic survey for RV park and future subdivision development.
05/08-10/10	**CLECO Power, LLC** Acadia, Lafayette, Iberia, and St. Martin Parish Field Supervisor for Acadiana Load Pocket Project consisting of approximately 48 miles of route survey and right of way mapping for construction of overhead transmission lines
01/07-01/08	**Petrologistics** Calcasieu Parish Field Supervisor for approximately 15 mile route survey for multi-pipeline corridor including alignment sheets, right of way maps, permitting, topographic and asbuilt maps

16. Staff Experience:

Firm employed by **Aucoin & Associates, Inc.**			
Name	**Karen Vidrine**	Years of relevant experience with this employer	40
Title	Cad Operator/Cad Tech	Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization			
Active registration number / state / expiration date			
Year registered	Discipline		
Contract role(s) / brief description of responsibilities	Cad Operator providing technical support to engineers and supervision of all Cad activities associated with preparation of preliminary and final plans		

Experience dates	Experience and qualifications relevant to the proposed contract
11/18-06/22	**H.013120.5** DOTD Federal Aid Off-System Highway Bridge Program, Rapides Parish Cad Operator providing technical support to design engineer consisting of development of geometrics, existing and proposed DTM's and quantity calculations as well as preliminary and final bridge plans
01/19-03/22	**H.013142.5** DOTD Federal Aid Off-System Highway Bridge Program, St. Martin Parish Cad Operator providing technical support to design engineer consisting of development of geometrics, existing and proposed DTM's and quantity calculations as well as preliminary and final bridge plans
01/19-09/21	**H.013127.5** DOTD Federal Aid Off-System Highway Bridge Program, Ouachita Parish Cad Operator providing technical support to design engineer consisting of development of geometrics, existing and proposed DTM's and quantity calculations as well as preliminary and final bridge plans
2015-2020	**H.010545** DOTD Federal Aid Off-System Highway Bridge Replacement, Cameron Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2015-2017	**H.010546** DOTD Federal Aid Off-System Highway Bridge Replacement, Calcasieu Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2014 - 2015	**H.010563 & H010654** DOTD Federal Aid Off-System Highway Bridge Replacement, Calcasieu Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2013-2014	**H.010039.5** DOTD Federal Aid Bridge Replacement Jackson Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2013-2014	**H.010068** DOTD Federal Aid Bridge Replacement Franklin Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2011-2012	**700-10-0164** DOTD Federal Aid Bridge Replacement Calcasieu Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans

16. *Karen Vidrine - Continued*

2011-2012	**700-51-0111** DOTD Federal Aid Bridge Replacement St. Mary Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2010-2012	**700-22-0123** DOTD Federal Aid Bridge Replacement Grant Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2003-2008	**700-20-0110** DOTD Federal Aid Bridge Replacement Evangeline Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2003-2008	**700-53-0118** DOTD Federal Aid Bridge Replacement Tangipahoa Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
2002-2010	**700-59-0009** DOTD Federal Aid Bridge Replacement Washington Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
1997-2002	**700-58-0108** DOTD Federal Aid Bridge Replacement Vernon Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
1997-2002	**700-43-0106** DOTD Federal Aid Bridge Replacement Sabine Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
1996-2002	**700-40-0105** DOTD Federal Aid Bridge Replacement Rapides Parish Cad Operator providing technical support to project design engineer consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
1996-2000	**700-30-0128** DOTD Federal Aid Bridge Replacement Allen Parish Cad Operator providing technical support to project design engineers consisting of development of geometrics, existing and proposed D.T.M.'s and quantity calculations as well as preliminary and final bridge plans
11/07-02/16	**H.003940** Patterson Slough & Long Slough Bridges, LA 12, Calcasieu Parish Cad Operator providing technical support to project design engineer for topo surveys, property surveys, right of way maps as well as preliminary and final plans for 4 new concrete slab-span bridges with approaches on LA 12
10/07-02/16	**H.004451** Bayou Lacassine Bridge, LA 14, Jefferson Davis Parish Cad Operator providing technical support to project design engineer for topo surveys, property surveys, right of way maps as well as preliminary and final plans for one new concrete girder bridge with approaches on LA 14

16. Staff Experience:

Firm employed by C-K Associates, LLC			
Name	Brian Newman	Years of relevant experience with this employer	15
Title	Environmental Professional	Years of relevant experience with other employer(s)	0
Degree(s) / Years / Specialization		MS/2011/Louisiana State University/Environmental Science BS/2004/Louisiana State University/Wildlife and Fisheries	
Active registration number / state / expiration date			
Year registered	Discipline		
Contract role(s) / brief description of responsibilities		Mr. Newman fulfills the Minimum Personnel Requirement for an Environmental Professional with a minimum of five years' experience in wetland delineation. Mr. Newman will assume the role of Wetland Environmental Professional for the Wetland Studies component of the project.	

Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; *i.e.*, "designed drainage", "designed girders", "designed intersection", etc. Experience dates should cover the time specified in the applicable MPR(s).
01/12-03/12	700-23-0221: Off-system Highway Bridge Program, Estis Road Bridge: C-K Associates was a subconsultant to Boyd Holmes Engineering, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.
01/12-06/12	H.006292.5: Off-system Highway Bridge Program, Lion Castille Road Bridge: C-K Associates was a subconsultant to Boyd Holmes Engineering, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.
02/12-05/12	H.009135.5: Off-system Highway Bridge Program, Valentine Lake Road Bridge: C-K Associates was a subconsultant to Boyd Holmes Engineering, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.
11/11-01/12	H.009099.5: Off-system Highway Bridge Program, Levee Access Road Bridge: C-K Associates was a subconsultant to Boyd Holmes Engineering, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.

17. Firm Experience:

Firm name	Aucoin & Associates, Inc.		Past Performance Evaluation Discipline(s)*	Bridge	
Project name	Off-System Bridge Rehabilitation & Replacement Program		Firm responsibility (prime or sub?)	Prime	
Project number	Jackson Parish	Owner's name	LA DOTD		
Project location	Jackson Parish		Owner's Project Manager	Gary Pentek	
Owner's address, phone, email	1201 Capitol Access Road, Baton Rouge, LA 70802; 225-379-1989; Gary.Pentek@LA.GOV				
Services commenced by this firm (mm/yy)	03/13	Total consultant contract cost ($1,000's)		$144	
Services completed by this firm (mm/yy)	04/17	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 category included in the advertisement, then indicate which past performance evaluation discipline(s) this project is being used to represent.

A&A was the prime consultant to replace two bridges on Zoar Road and Vernon-Eros Road in Jackson Parish. A&A services included topographic survey, hydraulic analysis; preliminary and final plan development inclusive of roadway typical sections, summary of estimated quantities, plan/profile sheets, drainage maps, general bridge plan and elevation sheets, and cross section sheets. Solicitation of views and preparation of environmental review record was performed for each bridge site. Sketches and descriptions for right of way acquisition were prepared by A&A. The wetland determination was performed by a sub-consultant and coordinated by A&A.

Key staff members involved were Karl Aucoin, David Hidalgo, Karen Vidrine and Amber Nicholson

Technical Evaluation (Gary Pentek)

"The deliverables reflect a strong knowledge in plan preparation, construction specifications and codes.

17. Firm Experience:

Firm name	Aucoin & Associates, Inc.		Past Performance Evaluation Discipline(s)*	Bridge	
Project name	Off-System Bridge Rehabilitation & Replacement Program		Firm responsibility (prime or sub?)	Prime	
Project number	H.010068	Owner's name	LA DOTD		
Project location	Franklin Parish		Owner's Project Manager	Gary Pentek	
Owner's address, phone, email	1201 Capitol Access Road, Baton Rouge, LA 70802; 225-379-1989; Gary.Pentek@LA.GOV				
Services commenced by this firm (mm/yy)	08/13	Total consultant contract cost ($1,000's)		$117	
Services completed by this firm (mm/yy)	04/17	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 category included in the advertisement, then indicate which past performance evaluation discipline(s) this project is being used to represent.

A&A provides the topographic surveys in-house. Upon arriving on-site the survey crew revealed that the cross drains at the Ernest Road site had deteriorated and washed out and the road was closed to traffic. The failure was reported to DOTD and the topographic survey continued. A&A also provided services to perform the hydraulic analysis and preliminary and final plan development inclusive of roadway typical sections, summary of estimated quantities, plan/profile sheets, drainage maps, general bridge plan and elevation sheets, cross section sheets, solicitation of views and preparation of environmental review record for the replacement of **2** bridges with quad beam bridges. A&A teamed with DOTD Bridge Design for the development of the quad beam bridge details. Sketches for right of way acquisition were also prepared. The wetland studies were performed by a sub-consultant and coordinated by A&A.

Key staff members involved were Karl Aucoin, David Hidalgo, Karen Vidrine, Amber Nicholson

Technical Evaluations (Gary Pentek)
"Good firm with many years dealing with Off-System Bridges….Verbal and written communications are outstanding. They are polite, accurate and pleasant. Written documentation is of the highest quality as well."

17. Firm Experience:

Firm name	Aucoin & Associates, Inc.			Past Performance Evaluation Discipline(s)*	Bridge
Project name	Off-System Bridge Rehabilitation & Replacement Program			Firm responsibility (prime or sub?)	Prime
Project number	H.010563 & H.010564	Owner's name	LA DOTD		
Project location	Calcasieu Parish			Owner's Project Manager	Gary Pentek
Owner's address, phone, email	1201 Capitol Access Road, Baton Rouge, LA 70802; 225-379-1989; 03/14Gary.Pentek@LA.GOV				
Services commenced by this firm (mm/yy)	03/14	Total consultant contract cost ($1,000's)			$91
Services completed by this firm (mm/yy)	05/17	Cost of consultant services provided by this firm ($1,000's)			$91

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 category included in the advertisement, then indicate which past performance evaluation discipline(s) this project is being used to represent.

A&A was the prime consultant on this bridge replacement project in Calcasieu Parish. Plans were developed for two packages, Pearl Street and 5th Ave (Southbound).

A&A services included topographic survey, hydraulic analysis, and preliminary and final plan development inclusive of roadway typical sections, summary of estimated quantities, plan/profile sheets, drainage maps, general bridge plan and elevation sheets, elevation sheets, cross section sheets, solicitation of views and preparation of environmental review records. Sketches for right of way acquisition were also prepared and wetland studies coordinated by A&A. 5th Ave. included a steel sheet pile abutment to avoid impact to the adjacent bridge structure.

Pearl Street was a special design with 10' outer spans and a 20' center span to avoid placing piles in the center of the paved channel.

Key staff members involved were

Karl Aucoin, David Hidalgo, Karen Vidrine and Amber Nicholson

Technical Evaluation (Gary Pentek)
5th Ave.: *"The plans were without comments, very neat and easy to follow."*
Pearl Street: *"The final plans were a testament to the knowledge this firm is with our policies, procedures and design criteria. Every base was covered."*

17. Firm Experience

Firm name	Aucoin & Associates, Inc.		Past Performance Evaluation Discipline(s)*	Bridge	
Project name	Off-System Bridge Rehabilitation & Replacement Program		Firm responsibility (prime or sub?)	Prime	
Project number	700-10-0164	Owner's name	LA DOTD		
Project location	Calcasieu Parish		Owner's Project Manager	Gary Pentek	
Owner's address, phone, email	1201 Capitol Access Road, Baton Rouge, LA 70802; 225-379-1989; Gary.Pentek@LA.GOV				
Services commenced by this firm (mm/yy)	02/11	Total consultant contract cost ($1,000's)		$71	
Services completed by this firm (mm/yy)	09/14				

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

A&A was the prime consultant who provided all necessary engineering and related services required for the development of plans for 2 bridge replacement projects, Miller Avenue Over Gum Slough (Westlake) and North Perkins Street over Buxton Creek (Dequincy) in Calcasieu Parish. The projects were divided into 2 standalone projects following the plan-in-hand meeting due to environmental concerns near the Miller Avenue site. The parish canceled the Miller Avenue bridge replacement project upon completion of the 100% Preliminary Plans. The North Perkins bridge replacement project continued through final plans.

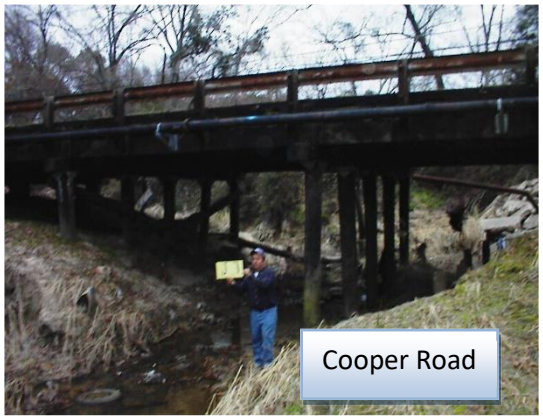
A&A services included topographic survey, hydraulic analysis of existing and proposed structures and preliminary and final plans. A&A also obtained solicitation of views from local, state and federal agencies and prepared the environmental review record. Sketches for use in right of way acquisition were also prepared to aid the parish in right-of-way acquisitions. Coordination of wetland studies were also provided by A&A. A&A also coordinated with the City for the extension of the paved channel.

Key staff members involved were Karl Aucoin, David P. Hidalgo, Karen Vidrine and Amber Nicholson

17. Firm Experience

Firm name	Aucoin & Associates, Inc.		Past Performance Evaluation Discipline(s)*	Bridge	
Project name	Off-System Bridge Rehabilitation & Replacement Program		Firm responsibility (prime or sub?)	Prime	
Project number	700-53-0118	Owner's name	LA DOTD		
Project location	Tangipahoa Parish		Owner's Project Manager	Simone Ardoin	
Owner's address, phone, email	1201 Capitol Access Road, Baton Rouge, LA 70802; 225-379-1989				
Services commenced by this firm (mm/yy)	11/02	Total consultant contract cost ($1,000's)		$142	
Services completed by this firm (mm/yy)	04/13	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.)

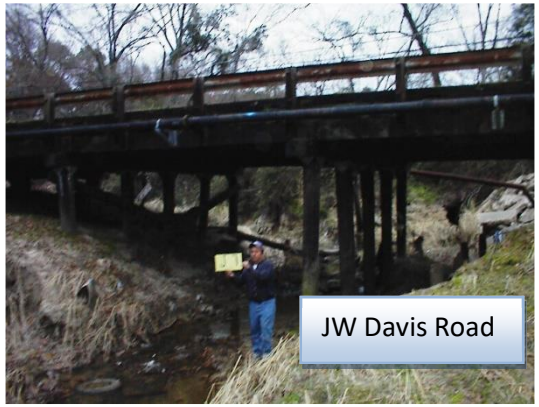


A&A was selected as the prime consultant on this off-system bridge replacement project in Tangipahoa Parish. The project was separated into two packages; Package A consisted if J.W. Davis Road Bridge over Canal and Little Italy Road Bridge over Creek; Package B consisted of Bennett Road Bridge over Natalbany Creek and Cooper Road Bridge over Cooper Creek.

A&A provided hydraulic analysis, preliminary and final plan development inclusive of roadway typical sections, summary of estimated quantities, plan/profile sheets, drainage maps, general bridge plans and elevation sheets, cross section sheets, solicitation of views and preparation of environmental review record for the replacement of 4 slab span bridges.

Key staff members involved in this project were:

Karl Aucoin
Karen Vidrine
David Hidalgo
David Gaspard



17. Firm Experience:

Firm Name	C-K Associates, LLC			Past Performance Evaluation Discipline(s)	Environmental
Project name	Ches Courville Road – Off-System Highway Bridge Program			Firm responsibility (prime or sub?)	Sub
Project number	H.013142	Owner's name	LADOTD		
Project location	St. Martin Parish			Owner's Project Manager	Barbara Ostuno
Owner's address, phone, email	1201 Capital Access Road Baton Rouge, LA 70802, Barbara.Ostuno@la.gov, 225-379-1047				
Services commenced by this firm (mm/yy)	09/19	Total consultant contract cost ($1,000's)			
Services completed by this firm (mm/yy)	01/20	Cost of consultant services provided by this firm ($1,000's)			$2.7

C-K Associates was a subconsultant to Aucoin & Associates, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.

Firm Name	C-K Associates, LLC			Past Performance Evaluation Discipline(s)	Environmental
Project name	Bethel Road – Off-System Highway Bridge Program			Firm responsibility (prime or sub?)	Sub
Project number	H.013120	Owner's name	LADOTD		
Project location	Rapides Parish			Owner's Project Manager	Barbara Ostuno
Owner's address, phone, email	1201 Capital Access Road Baton Rouge, LA 70802, Barbara.Ostuno@la.gov, 225-379-1047				
Services commenced by this firm (mm/yy)	09/19	Total consultant contract cost ($1,000's)			
Services completed by this firm (mm/yy)	01/20	Cost of consultant services provided by this firm ($1,000's)			$3

C-K Associates was a subconsultant to Aucoin & Associates, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.

17. Firm Experience:

Firm Name	C-K Associates, LLC			Past Performance Evaluation Discipline(s)	Environmental
Project name	Britton Road – Off-System Highway Bridge Program			Firm responsibility (prime or sub?)	Sub
Project number	H.013127	Owner's name	LADOTD		
Project location	Ouachita Parish			Owner's Project Manager	Barbara Ostuno
Owner's address, phone, email	1201 Capital Access Road Baton Rouge, LA 70802, Barbara.Ostuno@la.gov, 225-379-1047				
Services commenced by this firm (mm/yy)		09/19	Total consultant contract cost ($1,000's)		
Services completed by this firm (mm/yy)		12/19	Cost of consultant services provided by this firm ($1,000's)		$3.3

C-K Associates was a subconsultant to Aucoin & Associates, Inc. on this bridge design and replacement project. C-K was responsible for the Wetland Studies project phase. Mr. Newman served as the Lead Field Biologist responsible for identifying wetlands, mapping wetlands, collecting all necessary wetland data and developing the Wetlands Findings Report.

18. Approach and Methodology:

DOTD & AUCOIN FIRM & STAFF RESOURCES

The DOTD Federal Aid Off-System Highway Bridge staff has done an outstanding job of developing a very concise Off-System Bridge (OSB) Program Guidelines Manual for consultants to follow for OSB Projects. The Aucoin & Associates/C-K Associates Team assures all services provided shall be performed in strict conformance with the OSB Program Guidelines Manual, or as authorized and designated by the DOTD Project Manager. Aucoin & Associates (A&A) will utilize the valuable resources of a staff extremely experienced with the OSB program in conjunction with the DOTD OSB guideline manual to efficiently and effectively produce quality deliverables throughout the project plan development process. A&A is undoubtedly one of the most experienced consulting engineering firms providing DOTD Federal Aid Program Off-System Bridge Replacement Services in the State of Louisiana. A&A has been involved in this program since it's initiation in 1980, when the program was actually administered for DOTD by the firm of HNTB Subsequent to the initial administration by HNTB, A&A has worked closely with DOTD project managers, Buddy Porta, Ann Voss Wills, Ed McClanahan, Simone Ardoin, Gary Pentek and Barbara Ostuno. The resumes of the key management, surveying, design and graphics personnel indicated on the staffing plan and included within Section 15 reflect 187 years combined experience with the Federal Aid Off-System Bridge Replacement Program. This important fact reflects that A&A maintains the firm and staff experience to effectively and efficiently assist the DOTD OSBR staff with implementation of off system bridge replacement projects. Over the past 40 years A&A has performed topographic surveys, hydraulic analysis, preliminary and final plans for 136 structures in 21 parishes (Jackson, Tangipahoa, Cameron, Calcasieu, St. Landry, Evangeline, Acadia, Natchitoches, Tensas, Allen, Vernon, Sabine, Grant, Rapides, Franklin, Lafourche, St. Mary, Washington, Iberia, St. Martin and Ouachita). Design services included multi-barrel culverts and box culverts, standard slab spans, special detail combination slab span/quad beam bridges, standard quad beam girder bridges, moderate special detail slab spans, as well as a complex Type III continuous girder bridges. Our key staff members have no doubt gained the experience required to accurately and efficiently implement this project for the DOTD Off-System Bridge Replacement Program staff. To further bolster previously documented A&A firm and staff experience herein, the following are favorable comments regarding firm and staff experience and knowledge on recent consultant technical evaluations provided by DOTD former OSBR Program Manager
Mr. Gary Pentek:

"Good firm with many years dealing with off-system bridges"

"The consultant is knowledgeable of our procedures, processes and codes"

"All of the deliverables demonstrated the consultant's vast knowledge with the process"

"This firm demonstrated their knowledge with this fine set of plans that was clear and concise"

"The deliverables reflect a strong knowledge in plan preparation, construction specifications and codes"

"The deliverables were of very high quality which insures the consultant is knowledgeable of our procedures, processes and codes"

"The final plans were a testament to the knowledge this firm has with our policies, procedures and design criteria. Every base covered"

18. Approach and Methodology:

CONTRACT MANAGEMENT

Aucoin & Associates (A&A) management philosophy maintains that a successful project requires a thorough blend and balance of communication, management and understanding of work scope as well as timely submittal of reports, schedules, deliverables and QA/QC of deliverables. The project manager for this project will be Karl Aucoin. Karl brings 29 years of DOTD project management experience to this project table. Upon contract execution A&A will immediately reach out to the DOTD project manager (P.M.) to schedule a brief and concise project kickoff meeting with lead A&A staff members to briefly review contract management policy and procedure as well as to obtain further personal preference management procedures from the DOTD P.M. Should the project pose any unique challenges such as existing roadway, bridge and channel alignment with regard to design criteria or issues such as road closure or major buried or overhead utility crossings which may impede construction, discussion regarding potential strategies to address such issues will be placed on the project kick off meeting agenda. The A&A team will also provide a proposed project schedule for consideration by the DOTD P.M. which shall include the anticipated Notice to Proceed (NTP) date. A&A will include the DOTD P.M. in correspondence with any other DOTD Section. All invoices shall be submitted to DOTD in accordance with the Standard Operating Procedure Consultant Contract Invoice Processing.

TOPOGRAPHIC SURVEY

Upon issuance of the NTP the A&A engineer supervisor, land surveyor and design engineer will review aerial imagery and perform a windshield survey of the bridge site. The preliminary and final plan development will be under the direction of the A&A Professional Engineering staff. Considering such, the engineering staff shall provide valuable input on the necessary field data needed to effectively generate the replacement structure hydraulic report and construction plan drawings. The experienced engineering staff will team with the PLS to direct the topographic survey. The A&A registered land surveyor (PLS) staff members provide the field supervision and QA/QC of survey techniques, procedures and data collected for topographic surveys. On the day prior to initiation of the topographic the survey engineering supervisor will make a DOTTIE (One Call) request for location and marking of all buried utilities within the area to be surveyed. Utilizing this procedure the utility locator/markers will likely perform the locates and marking with the field survey crew on site also. This afforded interaction and communication between the locator/markers and survey party chief enhances data collection of size, type, location and depth of buried utilities within the topographic survey limits. On the date of the initiation of the topographic survey, the engineering supervisor shall coordinate and schedule a meeting at the bridge site with a responsible member of the Parish road staff to confirm the bridge is actually the one scheduled by the Parish for replacement and the structure number stenciled on the bridge matches the structure number on the contract and replacement schedule. As previously stated, the topographic survey shall be performed in strict accordance with the OSB program manual and as further required by the DOTD location and survey section policies and procedures. The topographic survey shall be a centerline survey based upon a survey centerline set during the field work and not an office generated base line survey. The survey limits and data acquisition parameters shall be in strict accordance with specifications within the OSBR Manual. The horizontal survey control shall be based upon the LA State Plane Coordinate System (NAD-83) as determined by GPS observation. Vertical survey control shall be in accordance with NAVD-88 as determined by GPS observation. Depending on terrain and cover, actual topographic data will be collected utilizing a GPS Rover or conventional Total Station. An existing plan profile sheet shall be developed by the A&A office Cad staff. The A&A project design engineer shall direct the preparation of an existing drainage map with the Cad staff. The A&A PLS shall perform a thorough QA/QC review of the deliverables utilizing survey check list within the OSBR Manual and prepare the QA/QC certification. The topographic survey deliverables, in the format specified in the OSBR program manual and original field books, shall be prepared and submitted to the DOTD P.M.

HYDRAULIC ANALYSIS & REPORT

Upon review and determination of the topographic survey as satisfactory by the DOTD P.M. a NTP date will be issued by the DOTD P.M. to initiate the preliminary plan phase. A&A will perform the drainage area storm water discharge rate calculations, existing stream water surface modeling and hydraulic analysis of viable alternative replacement structures such as a bridge, reinforced concrete box, or large diameter culvert cross drain utilizing methods, procedures and software in strict conformance with the DOTD hydraulics manual and OSBR program manual. The existing stream water surface modeling shall be calibrated with high water marks from specific storm events provided by local residents and Parish Road Department personnel as well as FEMA base flood elevations for the site. The resulting hydraulic report will reflect the hydraulic

results of the size, type and location of viable structures analyzed as well as the recommended replacement structure, size, type and location with justification of alternatives declined and recommended. If the recommended replacement structure is a bridge, pile scour calculations shall be performed and included in the Report during final plans. The completed hydraulic report shall be submitted to the DOTD project coordinator for review, comment and ultimately concurrence and approval by the OSBR staff and DOTD hydraulic section staff.

PRELIMINARY PLAN DEVELOPMENT

Utilizing the approved replacement structures of the hydraulic report A&A will then prepare preliminary plan deliverables in strict accordance with DOTD local road design criteria for the assigned roadway classification and as required within the OSBR program manual. Any deviation from the DOTD design criteria, standards, or policy will require preparation of a design exception by A&A for submittal to the DOTD P.M. for presentation for consideration of approval by the DOTD chief engineer. The plan sheets shall reflect existing topography and clearly detail the proposed horizontal and vertical alignment with beginning and ending stationing, proposed replacement structure type, size, location, length, elevations and all other required elements within the limits of construction. The roadway typical sections shall clearly detail the proposed roadway pavement, shoulder and ditch construction dimensional parameters as well as types and thickness of the roadway surfacing and base course. Cross sections shall be developed clearly reflecting the existing ground lines with proposed roadway and ditch line and ditch grades detailed over the existing topography. The proposed cross section limits will establish the limits of construction which will in turn be utilized to establish required right of way taking lines.

As a 90% submittal A&A will provide the DOTD P.M. with pre plan-in-hand preliminary plans for review and comment. Upon implementation of the pre plan-in-hand comments, A&A will the issue plan-in-hand print deliverables to the DOTD P.M. for scheduling of a plan-in-hand review on site with DOTD, Parish and A&A staff. A&A will then incorporate the plan-in-hand comments into the preparation of final preliminary plans.

RIGHT OF WAY SKETCH & AGREEMENT

From the limits of construction established from the cross sections of the final plans, the required right of way limits shall be determined and developed. The A&A PLS shall then prepare a required right of way sketch and agreement in accordance with the provisions outlined in the OSBR manual.

GEOTECHNICAL INVESTIGATION & REPORT

Upon completion of final preliminary plans, the A&A engineering supervisor shall prepare and submit a boring request form to the DOTD P.M. for the relative replacement structure. Upon completion of the subsurface investigation, A&A will prepare and submit pile design, sheet pile wall design, and embankment settlement request forms to the DOTD P.M. all in strict accordance with the direction of the OSBR program manual for geotechnical investigation and design.

WETLAND DELINEATION

Upon completion of final preliminary plans CK first approaches wetland delineations with a desktop review of available imagery, topographic maps, elevation data (Light Detection and Ranging [LiDAR] and Digital Elevation Models [DEM]) and Natural Resource Conservation Service (NRCS) parish soil data prior to on-site work. Once the limits of construction are provided by the Prime Contractor, CK will mobilize a field crew to perform a transect evaluation of the area to be delineated collecting data on vegetation abundance and species composition, soil characteristics, and the presence or absence of wetland hydrology. CK will conduct the on-site wetland delineation in accordance with the 1987 United States Army Corps of Engineers (USACE) Wetland Delineation Manual, associated regional supplement and recent New Orleans District (NOD) wetland delineation report requirements. The boundaries of Waters of the U.S., including wetlands, will be mapped using Differential Global Positioning System technology (DGPS), utilizing real-time position corrections resulting in sub-meter accuracy. Data points will be established within dominant plant communities. Data sheets (as approved by the USACE) will be completed at each data point location and will include all information necessary for the USACE to make a preliminary jurisdictional determination (PJD). Following completion of the field work, CK will prepare a Wetland Finding Report using the latest FHWA criteria with wetland maps, wetland determination data forms (data sheets), and site photographs from our investigation and submit to your office for review. This report will contain all USACE NOD required information and formatting. The Wetland

18. Approach and Methodology:

Finding Report will be prepared by the CK biologists who conducted the field work and reviewed by a certified Professional Wetland Scientist (PWS).
CK will initiate the desktop review once the limits of construction are provided by the Prime Contractor and schedule the field work within 1 to 2 weeks. Field work is anticipated to take 1 day to complete and the Wetland Findings Report will be provided to the Prime Contractor within 1 week following the completion of field work.

ENVIRONMENTAL CLEARANCE

Immediately following approval of the approved replacement structure within the hydraulic report, A&A shall obtain an appropriate S.O.V. mailing list for the appropriate parish from the DOTD environmental section. A&A shall then prepare relative project descriptions and location maps to be submitted with the S.O.V. letter mail outs to each entity listed on the S.O.V. mailing list. A&A shall compile responses received from the S.O.V. requests along with right of way sketch, wetland delineation, Corps of Engineers permit sketches, and any other related environmental information gathered or created into a hard and digital copy to be submitted to the DOTD P.M. for further processing.

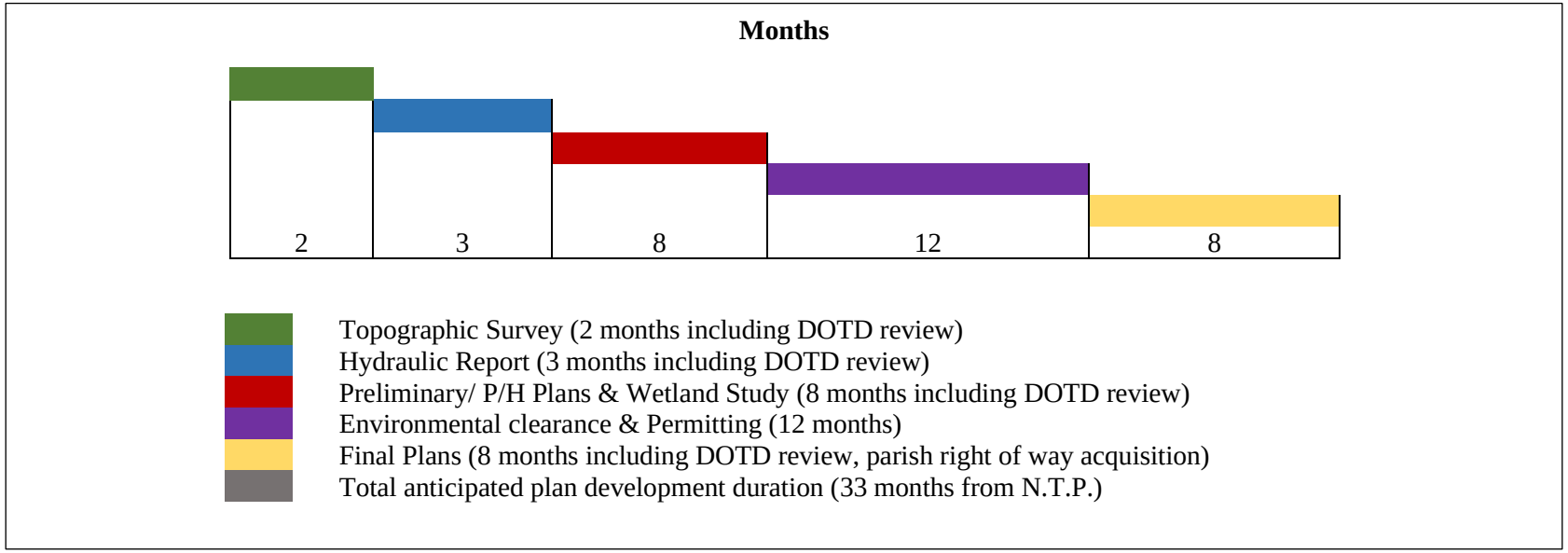
FINAL PLAN DEVELOPMENT

Upon receipt of environmental clearance, the DOTD P.M. shall issue an NTP date for final plan preparation. A&A shall prepare Pre ACP and ACP plans in strict accordance with direction provided in the OSBR program manual.

FINAL TRACINGS

Upon completion of all above described services, A&A shall prepare final plan tracings sealed, signed and dated by the A&A engineer of record.

ANTICIPATED PROJECT SCHEDULE



19. Workload:

Firm(s)	Past Performance Evaluation Discipline(s)	State project number	Project name	Remaining unpaid balance**
A&A	Survey	700-10-0101	Prien Lake Road Computerized Signals	N/A
A&A	Survey, Road	700-27-0119	LA 97 Widening	N/A
A&A	Road	700-10-0162	Frontage Road Construction in Lake Charles	N/A
A&A	Survey	H.002753.5	Bayou Parc Perdu & Creek Bridges	N/A
A&A	Survey	H.003802.5	Mansura – Marksville, Revisions to LA 1	N/A
A&A	Survey	H.002048.5	LA 82 Bridges near Esther	N/A
A&A	Survey	H.002095.5	Additional Staking, LA 97 Widening	N/A
A&A	Survey	H.002048.5	LA 82 Revisions to right of way maps	N/A
A&A	Survey, Road	H.000870	You Winn Road/Gloria Drive @ US 171 Widening	N/A
A&A	Road	H.006528.5	SRTS and LRSP	N/A
A&A	Road	H.006538.5	SRTS and LRSP	N/A
A&A	Road	H.006539.5	SRTS and LRSP	N/A
A&A	Road	H.006540.5	SRTS and LRSP	N/A
A&A	Road	H.006464.5	SRTS and LRSP	N/A
A&A	Road	H.006463.5	SRTS and LRSP	N/A
A&A	Road	H.006468.5	SRTS and LRSP	N/A
A&A	Road	H.006482.5	SRTS and LRSP	N/A
A&A	Road	H.009704.5	SRTS and LRSP	N/A
A&A	Road	H.010922.5	LA 88: Realign curves in Coteau	$729
A&A	Road	H.010864.5	I-10 Cable Barrier	N/A
A&A	Road	H.011495.5	US 90 Ramps @ LA 88 Roundabouts	N/A
A&A	Road	H.006528.5	Project Report for Town of Fenton	N/A
A&A	Road	H.009298.5	Project Report for the Village of Oberlin	N/A
A&A	Bridge	H.011546.5	Nursery Street Bridge Replacement	N/A
A&A	Bridge	H.011545.5	Little Chenier Road Bridge Replacement	N/A
A&A	Survey, Road	H.012338	Civic Center Sidewalks, Terrebonne Parish	N/A
A&A	Bridge	H.013120.5	(OSBR) Bethel Road Bridge over Slash Bayou Tributary	$0
A&A	Bridge	H.013140.5	(OSBR) Eighty Arpent Road Bridge over Unnamed Coulee	$745
A&A	Bridge	H.013142.5	(OSBR) Ches Courville Road Bridge over Coulee Nicole G.	N/A

19. Workload

A&A	Bridge	H. 013127.5	(OSBR) Britton and Herman Dickerson Road Bridges	N/A
A&A	Survey	H.012295.5	(IDIQ) LA 182 New Iberia Sidewalks	$42,225
A&A	Road	H.006528.5	Fenton Elementary Sidewalks	N/A
A&A	Road	H.009298.5	Town of Oberlin Sidewalks	$20,000
A&A	Bridge	H.014235.5	(OSBR) West Racca Rd./East Grand Marais Ditch	$0
A&A	Bridge	H.014273.5	(OSBR) Monroe Fabre Over Bayou Des Glaises	$0
A&A	Bridge	H.014337.5	(OSBR) Acadian Hills Over Drainage Canal	$0
A&A	Bridge	4400021783	Replacement of Eight (8) Bridges	$489,912
A&A	Survey, Road	H.012866	South College Road (LA 3025) Sidewalks	$135,456
A&A	Survey, Road	H.013453	Bayou Blue (LA 316) Sidewalks	$124,680
C-K				N/A

20. Certifications/Licenses:

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

PROOF OF TRAINING

THIS CERTIFICATE HEREBY RECOGNIZES

David Hidalgo
has attended

Traffic Control Supervisor Refresher-LA State Specific
Training Course

3/13/2020 to 3/13/2020
Date

Vice President of Education and Technical Services

Baton Rouge, LA
Location

President, CEO

A TSSA provides training andcertification but neither constitutes employment by TSSA-

American Tramc Services Association ATSSA.com

20. Certifications/Licenses:

The American Traffic Safety Services Association

Hereby recognizes that

Josh Soileau

has attended

Traffic Control Supervisor Refresher-LA State Specific

Training Course

1/10/2019 to 1/10/2019
Date

New Orleans, LA
Location

ATSSA
SAVES ROADS SAVE LIVES

Training & Products Dept. Director

President, CEO

LOUISIANA PROFESSIONAL
ENGINEERING & LAND SURVEYING BOARD
(LAPELS)
9643 Brookline Avenue, Suite 121
Baton Rouge, LA 70809
Phone (225) 925-6291
www.lapels.com

Mr. Joshua Paul Soileau

License/Certificate Type - Number
PLS.0005242

Expiration Date
03/31/2023

Status: Active

ATSSA
AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION
SLOW
This is to affirm that
Josh Soileau
has satisfied the requirements
to be designated as a
CERTIFIED FLAGGER
Expiration Date 1-11-23
State Issued in LA
Verification available by calling 1-877-642-4637 or at http://www.flagger.com

20. Certifications/Licenses:

LOUISIANA PROFESSIONAL
ENGINEERING & LAND SURVEYING BOARD
(LAPELS)
9643 Brookline Avenue, Suite 121
Baton Rouge, LA 70809
Phone (225) 925-6291
www.lapels.com

Mr. Donald William Gladfelter Jr.

License/Certificate Type - Number	Expiration Date
PLS.0004854	09/30/2023

Status: Active

SAFETY COUNCIL

/ SAFETY FIRST. ALWAYS safetyswla.org

DON GLADFELTER JR

SWLA 1903367337
13 ssv 5/12/2015

Reciprocal Courses Exp. Date

13 Basic Plus Ref 6/2023

20. Certifications/Licenses:

PROOF OF TRAINING

THIS CERTIFICATE HEREBY RECOGNIZES THAT

Bradley Rowles
has attended
Traffic Control Supervisor-LA State Specific
Training Course

3/11/2020 to 3/12/2020
Date

Vice President of Education and Technical Services

Baton Rouge, LA
Location

President, CEO

ATSSA provides training and certification but neither constitutes employment by ATSSA.

American Traffic Safety Services Association ATSSA.com

PROOF OF TRAINING

THIS CERTIFICATE HEREBY RECOGNIZES THAT

Bradley Rowles
has attended
Traffic Control Technician-LA State Specific
Training Course

3/10/2020 to 3/10/2020
Date

Vice President of Education and Technical Services

Baton Rouge, LA
Location

President, CEO

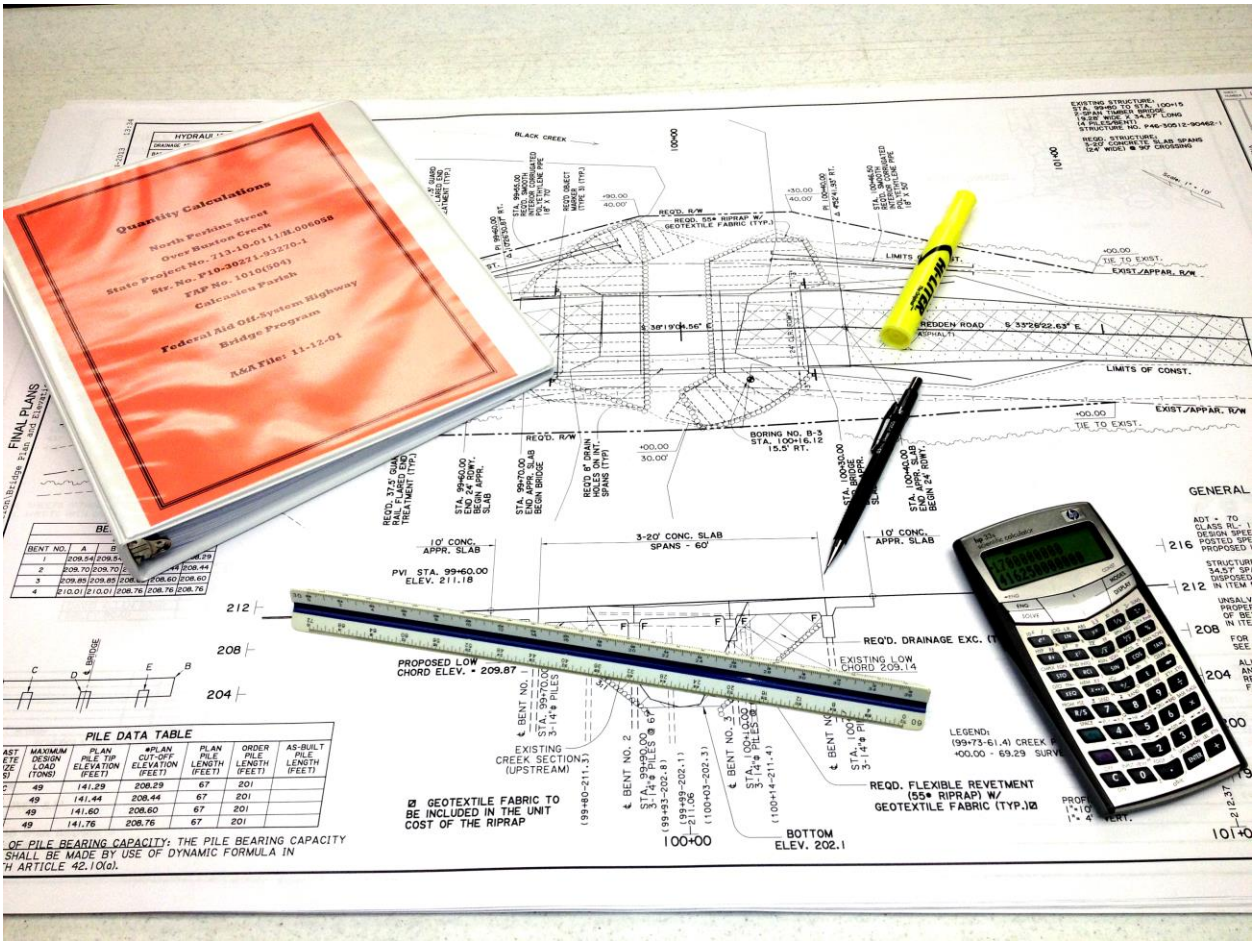
ATSSA provides training and certification but neither constitutes employment by ATSSA.

American Traffic Safety Services Association ATSSA.com

AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION

Bradley Rowles

CERTIFIED FLAGGER



AUCOIN & ASSOCIATES, INC.

OFF-SYSTEM BRIDGE DESIGN QC/QA PLAN

FOR

Contract No. 4400024584
S.P. No. H.014979.5

F.A.P. No. H014979

Airport Road over Unnamed Canal
Acadia Parish

TABLE OF CONTENTS

AUCOIN & ASSOCIATES, INC.
OFF-SYSTEM BRIDGE DESIGN QC/QA PLAN

1.0 Design Team

A)	Team Leader	Karl Aucoin, P.E.
B)	Engineer of Record	David Hidalgo, P.E.
C)	Checker	Karl Aucoin, P.E.
D)	Reviewer	David Hidalgo, P.E.

2.0 Establish Design Criteria

A) Project design criteria shall be developed in accordance with the attached design criteria checklist. (Appendix A)

3.0 Project Kick-Off Meeting

A) Initiate and schedule a project start up meeting with LDOTD OSBR project manager and staff in accordance with attached bridge design kick-off meeting agenda checklist. (Appendix B)

4.0 T. S. & L.

Determine type, size and location (T, S & L) of proposed structure from hydraulic analysis and report. Complete hydraulic design checklists.(Appendix C)

5.0 Structure Design

5.1 If standard plan bridge, engineer of record shall request applicable standard plans from LDOTD P.M.

5.2 If special detail bridge:

1. Engineer of record shall conduct superstructure design calculations in accordance with established and confirmed project design criteria for:

    a. Dead Load
    b. Live Load
    c. Wind Load
    d. Wave Load
    e. Seismic Load
    f. Vessel Collision Load

2. Engineer of record shall conduct substructure design calculations in accordance with established and confirmed project design criteria for:

    a. Dead Load
    b. Live Load
    c. Wind Load
    d. Wave Load
    e. Seismic Load
    f. Vessel Collision Load

6.0 Pile Size & Length Determination

6.1 Engineer of record in conjunction with geotechnical engineer shall conduct calculations for pile size and length determination utilizing data obtained from geotechnical analysis and maximum pile load as established by standard plans or as determined from special detail substructure design. The hydraulic report shall also be reviewed for effects of scour on piles. If Geotechnical Analysis is performed by DOTD, A&A shall submit scour calculations, soil boring logs, bridge plan and elevation sheets and bridge special details with required loading to DOTD for pile design.

7.0 Bridge General Plan and Elevation

7.1 Engineer of record shall direct development of cad bridge plan and elevation in accordance with T.S.& L, provisions of standard plans, or special detail design.

8.0 Bridge Plan Details

8.1 If standard plan bridge, engineer of record shall provide instruction to insert relevant standards into plan drawing set.

8.2 If special detail bridge, engineer of record shall direct development of cad bridge details in accordance with results of special detail analysis of super and substructure.

9.0 Plan Checking

9.1 The engineer of record shall prepare the attached QA information package checklist for each submittal stage and provide checklist and plans to checker.

- Plan-In-Hand
- Post Plan-In-hand
  - R-W Sketches and Agreements
  - Environmental, Permit Sketches & Wetland Determination
  - Responses to all Plan-In-Hand Comments
- Pre-ACP
- ACP
- Final Tracings
  - Responses to all ACP Comments

9.2 A technical review of bridge plan documents shall be conducted by the project plan checker consisting of the following:

1. Check of structural design calculations for super and substructure components, bearings, joints, and pile lengths for conformity with design criteria.

2. Check of bridge drawings developed for all primary structural components.

3. Check bridge drawings for conformance with cad standards.

4. Check all plan sheets to insure they are in accordance with DOTD's Federal Aid Off-System Highway Bridge Program as required at each stage submittal. (Appendix D)

9.3 The plan checker in association with the engineer of record and team leader shall conduct a constructability/bidability review.

9.4 Upon completion of the technical review and resultant revisions, the engineer of record shall provide a set of sealed/stamped and signed calculations for all structural elements if special details are required.

9.5 Complete attached final calculation book checklist. (Appendix E)

10.0 Contract Document Review

10.1 Upon completion of the above, the project reviewer shall ensure that the design development QC process is complete and design calculations, drawings, special provisions, cost estimates, etc. are in accordance with LDOTD bridge design practices, policies and procedures inclusive of the following items:

1. Ensure the QC/QA certification is signed by all responsible parties. Ensure the geotechnical design information shown on bridge plans is co-stamped by a Geotechnical Engineer and the hydraulic information shown on bridge plans is co-stamped by a Hydraulic Engineer. If practical, the hydraulic information and geotechnical information should be presented on separate sheets to reduce the engineering stamps on a sheet. When more than one engineering stamp is required on a sheet, the responsibilities for each engineering stamp shall be clearly defined.

2. Assemble design calculations from all designers including the final geotechnical analysis report and the hydraulic report from the geotechnical engineer and the hydraulic engineer, finalize the calculation book, and seal the cover sheet of the calculation book.

3. Ensure the names of the designer, design checker, detailer, detail checker, and reviewer are correctly shown on the title block of each plan sheet. Stamp all plan sheets or designate a designer, design checker, or reviewer who shall be licensed by the State of Louisiana as a professional engineer to stamp the sheet developed under their supervision.

4. Ensure all special provisions are accurately shown on the construction proposal.

10.2 Complete attached QA certification.

11.0 Project Activity Log

11.1 Throughout project development, all meetings, milestones, submittals, revisions, etc. shall be recorded on the attached project activity log. (Appendix F)

(APPENDIX A)
(**Design Criteria Checklist**)

Design criteria for each project shall include, but not limited to, the following sections:

__ **Cover sheet**
The following information must be included on the cover sheet:
- LADOTD project number
- Project name
- Revision date
- The Supervisor or Team Leader's signature and date

__ **Governing Design and Construction Specifications and Other References**
A list of governing design and construction specifications and other references used for the project shall be included in this section. The edition number, interim revisions, and/or publication date must be specified for each reference.

__ **Design Assumptions and Design Exceptions**
All design assumptions and design exceptions received must be included in this section along with supporting documents.

__ **General Information**
The general information as listed below should be included in this section:
- Bridge information (no. of bridges, bridge clear width, length, no. of lanes, lane width, shoulder width, etc.)
- Road information (roadway classifications, design speed, traffic data, etc.)
- Vertical datum
- Vertical and horizontal clearances
- Other relevant information
- Survey checklist
- Survey submittal checklist

__ **Hydraulic Design Criteria**
All hydraulic design criteria (design year, design water elevations, scour depth and scour elevation, etc.) shall be included in this section and the information shall be provided by the Hydraulic Engineer. A hydraulic design submittal checklist shall also be included.

__ **Design Factors**
The ductility factor η_D, redundancy factor η_R, and operational importance factor η_I shall be listed in this section.

__ **Design Loads**
All design loads (dead load, live load, wind load, thermal loads, vessel collision loads, seismic load, wave loads, etc.) used for the project shall be included in this section.

__ **Limit States**
All applicable limit states for this project shall be listed in this section.

__ **Bridge Barrier**
The design criteria, types, and test levels for bridge barriers shall be listed in this section. Standard plans and special details should be listed if they are utilized.

__ **Guardrail**
The design criteria, types, and test levels for guardrails shall be listed in this section. Standard plans and special details should be listed if they are utilized.

__ **Approach Slab**
Design criteria for approach slab shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Deck and Deck Drainage**
All design criteria for deck and deck drainage design shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Bearing**
All bearing types and design criteria for each bearing type shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Joint**
All joint types and design criteria for each type shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Superstructure**
All superstructure types and design criteria for each type shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Substructure**
All substructure types and design criteria for each type shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Piles and Drilled Shafts**
All pile types, sizes, and structural design criteria shall be included in this section. Standard plans and special details should be listed if they are utilized.

__ **Geotechnical Design**
All geotechnical design criteria shall be included in this section and the information shall be provided by the Geotechnical Engineer. Standard plans and special details should be listed if they are utilized.

__ **Mechanical Design**
All mechanical design criteria shall be included in this section if applicable. Standard plans and special details should be listed if they are utilized.

__ **Electrical/Lighting Design**
All electrical design criteria shall be included in this section if applicable. Standard plans and special details should be listed if they are utilized.

__ **As-Designed Bridge Rating Criteria**
All as-designed bridge rating criteria shall be included in this section.

__ **Software**
All software used for design and check shall be included in this section.

(APPENDIX B)

Project Bridge Design Kick-Off Meeting Agenda Checklist

A kick-off meeting with the Consultant's bridge design team shall be initiated by the LADOTD Bridge Design Task Manager once the project is awarded. The meeting agenda shall include, but not limited to, the following items:

__ Introduce LADOTD Bridge Task Manager and the Consultant's Key Team Members (The Supervisor or Team Leader and Key Designers/Design Checkers/Reviewers)

__ Discuss Consultant's Staffing Plan and Implementation of QC/QA Plan Document (The staffing plan should include names and responsibilities of the designers, detailers, checkers, reviewers, and the EOR.)

__ Determine Schedules for Project Submittals (Design Criteria, TS & L, 30%, 60%, 90%, 100% of Preliminary Plans and Final Plans, Final Calculations, etc.)

__ Share Expectations and Consultant Rating Criteria (Consultant rating will be performed for all project submittals shown on the project submittal schedule.)

__ Discuss Design Criteria

__ Discuss Budget, Supplemental Requests, Invoices, and Importance of Avoiding Claims (Staff shown on invoices will be reviewed in accordance with the staffing plan.)

Kick-Off Meeting Date: _____

Attendee Name	Responsibility

(APPENDIX C)

Stage 3, Part III – Preliminary Plans

50% Complete

Hydraulic Design Submittal Check List

PROJECT NO.: _____

PROJECT NAME: _____

PARISH: _____

DATE: _____

CHECKED BY: _____

1. _____ Hydraulic Report
2. _____ Title Sheet with layout map
3. _____ Plan/Profile Sheet(s)
4. _____ Redlined Check Prints (from Topo Survey)
5. _____ QA/QC Documentation

HYDRAULIC DESIGN CRITERIA

PROJECT NO.:
PROJECT NAME:
PARISH:
DATE:
CHECKED BY:

Design year

Design water elevation

Scour depth

Scour elevation

_____ Plans with the correct information to accompany the hydraulic design. Structure number and values shown on the plans match the calculations.

_____ Calculations are bounded in a report form with properly indexes, typed, pages numbered and neatly arranged.

_____ Report includes all calculations contributing to the design of the proposed hydraulics structures/systems (i.e., how the tailwater was determined, the discharge calculations and the sizing of any structures, etc.).

_____ Commentary included describing the conditions of the site, the reasons for the proposed structure(s) and what kind of affect these structure(s) will have at the site. Any solution or proposal discussed with the Project Coordinator is documented in the report.

_____ Does the hydraulic report include all viable alternates (bridge, RCB, CDP).

_____ Thorough documentation of all design assumptions and design decisions is critical. Designer documented all factors, especially judgmental factors, governing the selection of design parameters such as allowable backwater, allowable headwater, permissible velocity, outfall stage for a storm drain system, etc.

_____ Each report includes the name of the firm and name of the designer(s) along with a phone number to reach them during normal business hours. All reports are stamped dated and signed by the Professional Engineer in charge.

(APPENDIX D)
QC/QA Certification

Project No.:

Project Name:

I, the undersigned Supervisor or Team Leader for this project, certify that the information included in this submittal has been prepared in accordance with the QC/QA plan documents and LADOTD Bridge Design Section policy on QC/QA and the information presented is accurate and meets the requirements of this submittal. All CAD drawings meet LA DOTD CAD standards.

_____
Submittal Description

_____	_____	_____
Supervisor or Team Leader Name	Signature	Date

Stage 3, Part III - Preliminary Plans
95% Complete
Plan-In-Hand

Project No. :

Parish:

Date:

Checked By:

1. _____Title Sheet
2. _____Layout Map
3. _____Typical Sections
4. _____Plan/Profile Sheets (Include Items to Discuss at P-I-H)
5. _____Drainage Maps
6. _____Signing Sheets
7. _____Signing Legend
8. _____General Bridge Plan Sheets
9. _____Cross Section Sheets (including stream cross sections)
10. _____Constructability/Bidability Forms Completed and E-Mailed to DOTD.

TITLE SHEET QA/QC

PROJECT NO.:

PROJECT NAME:

PARISH:

DATE:

CHECKED BY

1. _____ Layout Map – The layout map is placed in the center of the title sheet. For projects with three (3) or more sites, a separate layout map (Sheet 1a) is needed. The parish map must be used (either scanned or photographically reproduced). If the project lies within a city boundary, a city map must be used.

2. _____ Caption – The project caption, placed directly above the layout map, consists of the federal-aid number, state project number, project name, structure number and parish name (In that order). Text height for project name= 0.5" and other lettering in caption = 0.35".

3. _____ Project names are to be written exactly as shown on the Project Number Request form sent in the project packet.

4. _____ Proposed Construction – The beginning and end of the project is shown in bold lettering. Arrows are drawn from the stationed descriptions to indicate bridge sites, equations, etc. The north arrow is shown on the right side of the map or title sheet. Descriptions should always be written outside of border of the map.

5. _____ Vicinity Map – The vicinity map, showing the borders of all parishes is placed in the upper right hand corner of the title sheet. This allows the designer to place a heavy border around the parish in which the projects are located and place a label PROJECT LOCATION arrowed to parish.

6. _____ Index – The index to the sheets in the plans is to be placed in the upper left corner of the title sheet and includes a listing of the sheets in order by number and description. All roadway plan sheets, bridge plans, standard plans, and cross section sheets are listed. A numerical total of all sheets, both with and without cross sections, are also shown. In the preliminary stage, ONLY the sheets included in the plan-in-hand set are to be shown. In the final plan stage (pre-ACP), the index must include all plan sheets, standard plans and cross sections.

7. _____ Traffic Data – This information is shown on the left side of the title sheet. Title sheet is to include Design Class, ADT, Design Speed and Posted Speed.

8. _____ Length of Project – Data concerning the length of project is shown in a table located right center, near bottom. The length of the project was calculated as per DOTDs guidelines.

9. _____ Type of Construction – The "Type of Construction" is located in the lower left corner and indicates the major construction involved in each project. The basic idea is to provide a brief, concise description of the work involved. Examples:

Surfacing (i.e. Class II Base, Superpave Asphalt Concrete, or Aggregate Surfacing); Drainage Structures (i.e. Concrete Slab Span Bridge, Girder Span Bridge, Cross Drain Pipes, Box Culvert, Pre-cast 3 Sided Structure)

10. _____ Signatures – Signatures of the appropriate parties are shown in the lower right of the Title Sheet. The first signature is the consultant who prepared the plans. This signature is labeled “RECOMMENDED FOR APPROVAL”. The name of the consultant firm is placed under the signature line. Space must be left for the professional engineering stamp of the designer. Signature line is also provided for the DOTD Chief Engineer (in that order). This signature is labeled “APPROVED” with the title shown under the signature line.

PLAN IN HAND CHECK LIST

Project No.:

Name:

Parish:

Date:

Checked By:

Title Sheet:

_____ 1. Is the traffic data shown?

_____ 2. Is the type of construction shown?

_____ 3. Is the roadway classification shown?

_____ 4. Are the projects limits, bridge sites, equations and exceptions shown on the layout map? Does it match the length of project table?

_____ 5. Are there any exceptions to this project?

_____ 6. Are earthwork quantities shown on the title sheet?

Typical Section Sheets

_____ 1. Are sufficient typical sections provided to cover the proposed construction?

_____ 2. Is the District in agreement with the proposed pavement types?

_____ 3. Have the limits and depths of possible undercut areas been noted?

_____ 4. Are there any areas where special treatment of in-place soils is recommended?

_____ 5. Will terracing of fore and/or back slopes be required for unusual fill heights?

_____ 6. Does full safety criteria apply to this construction? If yes, A) are all culvert ends outside the clear zone? B) will the top of all headwalls be flush with the side slopes and C) has special protection been provided for all culvert ends within the clear zone ?

_____ 7. Are the limits of seeding and fertilizer shown?

_____ 8. Are typical sections provided for transitions and detour roads? And turn outs?

_____ 9. Is geotextile fabric or geogrid required?

_____ 10. Are there any special details required?

_____ 11. Are grading sections required?

_____ 12. Will sidewalks, lighting or bike paths be required? If so, has a maintenance/liability agreement been started?

Summary Sheet

_____ 1. Will an item for cleaning of existing ditches be required?.

_____2. What types of temporary erosion control items will be required?

_____3. How many construction entrances will be required?

_____4. Has the method of payment for removal of pavement been recommended?

_____5. Will temporary maintenance aggregate be required? If so, how much? How will it be used?

_____6. Will granular material be required for backfill?

_____7. Has a method of payment for earthwork been recommended?

Plan Profile Sheets

_____ 1. Is adequate right-of- way provided for relocation of utilities? Are major utilities shown in profile?

_____ 2. Are the right-of- way widths shown?

_____ 3. Are right-of way markers shown at all breaks in right-of way and all P.C.'s and P.T.'s?

_____ 4. Will any right of entry agreements be required? Who will obtain?

_____5. Have areas where abandoned roadways are to be obliterated and graded been shown on the plan?

_____6. Will construction be impacted by existing horizontal and vertical clearances?

_____7. Have locations of muck excavation been shown?

_____8. Have locations of new fence been shown?

_____9. Have locations and sizes of new gates been shown?

_____10. Have locations and sizes of required or relocated cattle guards been shown?

_____11. Are dimensions of all buildings and structures shown?

_____12. Are locations, sizes and descriptions of drainage structures to be removed shown?

_____13. Is adequate outfall information shown?

_____14. Have areas of required construction and drainage servitudes been shown?

_____15. Has sufficient drainage excavation and/or cleaning of outfall laterals necessary for adequate drainage been shown?

_____16. Have yard drains been provided at driveway locations to catch water draining toward the roadway in the fill sections? Has the profile at the right-of way line been plotted to determine water flow?

_____17. Will cleaning be required for existing drainage structures remaining in place?

_____18. Has bedding material been shown under cross drains?

_____19. Have paved ditches been shown?

_____20. Will any under drains be required?

_____21. Will retaining walls be necessary? If so, will they be cast in place or mechanically stabilized?

_____22. Will steps be required? If so, are their locations shown?

_____23. Are areas of control of access shown?

_____24. Is the alignment and grade for 550' beyond the beginning and end of the project shown?

_____25. Have manholes, inlets, valve boxes, etc. requiring adjustment(s) been made?

_____26. Are driveway types, width and stations shown? Are handicap ramps shown?

_____27. Are limits of construction shown?

_____28. Are abandoned alignments noted and dashed?

_____29. Is there a note stating existing drainage structures will be removed unless otherwise noted? (Urban). Is there a table showing amounts of each size pipe to be removed?

_____30. Are required drainage structures numbered in the plan and profile views?

_____31. ARE THERE NO QUESTIONS CONCERNING ITEMS IN THE PROFILE. Vertical curves, equations, profile grades, drainage structures (existing and required), ditch grades, etc.

_____32. Is the detour alignment shown, if required?

Design Drainage Map

_____1. Are all drainage areas, direction of flow, run-off factors etc. shown?

_____2. Have all channel realignments been shown?

_____3. Will local drainage systems be affected by this construction? If yes, has the design of the project been coordinated with or reviewed by representatives of these local agencies?

_____4. Have provisions been made to collect side road drainage in our sub-surface system where necessary?

_____5. Are existing structures required to remain noted and numbered?

Geometric Detail

_____1. Are there any areas where improvements can be made to the alignment?

_____2. Have plan/profile sheets been provided for turnouts where necessary?

_____3. Have plan/profile sheets been provided for detour roads?

_____4. Are geometric detail sheets included? Is the scale of drainage correct?

Sequence of Construction

_____1. Is through traffic to be maintained?

_____2. Does the sequence of construction match the proposed joint layout (@ P/H)

_____3. For local traffic only, will school buses, mail carriers, or other local traffic require special maintenance of traffic provisions?

_____4. Will temporary drainage structures be required during construction?

_____5. Will any temporary shoring be required to maintain traffic? If so, as a method of payment been recommended?

General

_____1. If sub-surface drainage is used, is there any evidence of raw sewerage entering existing roadside ditches?

_____2. Are there any major utility conflicts? (Power Pole)

_____3. Are there any major right-of way conflicts?

_____4. Will sawed joints be required at limits of pavement removals (including walks, drives, cross-overs etc)? If yes, has a method of payment been recommended?

_____5. Will any materials been salvaged? If so, has location where material is to be hauled been noted?

_____6. Shall any existing concrete pavement be used for base course material, or rip rap material? If yes, have areas to receive this material been noted?

_____7. Is there any extraordinary maintenance problems or procedures anticipated as a result of the proposed construction? If yes, has special attention been directed to each situation?

_____8. Are there any airports near the proposed project? If yes, A) have their locations been shown relative to the project and B) will the proposed project be involved in clearance requirements?

_____9. Is a clearing and grubbing project recommended?

_____10. Will an embankment project be required for excessive settlement, surcharge, wick drains?

_____11. Are there any proposed permit requests that will affect this project?

_____12. Are there any conflicts with the existing sanitary sewer system? (gravity/force)

_____13. Are there special agreements needed between State and local government?

_____14. Will this project add mileage to the state system?

_____15. Are there any environmental mitigation items that need to be included in the plans?

Cross Section

_____1. Do cross sections reflect the grading section?

_____2. Do cross sections reflect the “Req’d Right of Way/Servitude”?

_____3. Do cross sections reflect the embankment widening for guard rail?

_____4. Is the grading section distinguishable from the existing ground line?

_____5. Do the cross sections reflect cut/fill sections compared to the grade shown on the plan/profile sheets?

_____6. Is the detour shown on the cross sections?

Stage 3, Part III - Preliminary Plans
95% Preliminary Plans
Plan-In-Hand
Project No. :
Parish
Date:
Checked By:

1. _____ WEIGHT OF LINES AND LETTERING - Contrast in the weight of lines and lettering is especially important on plan and profile sheets. Proposed construction notes should be heavier than existing topography notes. Large lettering should, of course, be of a heavier weight than small lettering. Shown below are some examples of the weights of lines and lettering to be used:

    a) LIGHT WEIGHT - Existing topography; existing ground line; tangent lines (P.C. to P.I. and P.I. to P.T.) for both horizontal and vertical curves; alignment reference points; bench marks; dimension lines; limits of construction; and existing right-of-way lines.

    b) MEDIUM WEIGHT - Horizontal curve data; north arrow and scale.

    c) HEAVY WEIGHT - Surveyed centerline (P&A); names of roadways, streams, etc. (upper case lettering); required right-of-way lines; equations in plan and profile; proposed grade lines; notes indicating beginning and end of project (upper case lettering); station numbers in plan and profile; plotting of proposed drainage structures in plan and profile; and most other notes pertaining to proposed construction.

2._____ PLAN PORTION - Important topographic features that will be significantly affected by the proposed construction are indicated by station location, distance from centerline so that they will not interfere with the plotting of proposed drainage structures, construction limits, required rights-of-way, etc. *Description of topography should be very brief.*

    a) PLOTTING CENTERLINE AND ALIGNMENT - The centerline is shown by a heavy solid line with a short vertical line (tick mark) on the upper side of the centerline at each station. At every fifth station a short vertical line crossing the centerline is shown. The station number of every fifth station is shown normal to the centerline, opposite the station mark. (For a scale of 1" = 20', every station number is shown). *Topo notes <u>should</u> line up with the stations*. P.I.s, P.C.s and P.T.s of curves are shown by small circles. Tangent lines connecting the P.I. with the P.C. and P.T. are shown by a thin solid line. A thin solid line normal to the centerline on the concave side is shown at the P.C. and P.T. of each curve, and the station number of each is shown on these lines. *Bearings are shown on the centerline.*

    b) EQUATIONS - Many times an equation occurs at the P.T. of a curve and in such cases both the Line Back (L.B.) and the Line Ahead (L.A.) stations are shown on the thin solid line normal to the centerline at the P.T. These equations should also be separately noted, as are all other equations. A conspicuous arrow is drawn from the equation note to the point on the centerline where the equation occurs. The equation note is placed beyond the limits of proposed construction, preferably <u>above</u> the centerline. The equation note should contain the following information, in the order shown: the value of

the equation (+ or -), the L.B. station and the L.A. station. Equations are shown in both the plan and profile views.

c) SURVEYED AND ABANDONED DATA - A surveyed and abandoned centerline (S&A) is always shown dashed. Dashed boxes are also placed around the surveyed and abandoned P.C.s and P.T.s as well as the curve data. All are noted as "Surveyed and Abandoned" data.

d) DIRECTION OF LETTERING - The lettering is arranged so that it may be read from left to right, bottom to top, without turning the sheet from its normal position.

3._____ SCALE - The required horizontal scale to be used for rural projects is 1" = 50' and for urban projects, 1" = 20'. The required vertical scale to be used with both horizontal scales is 1" = 5'.

4._____ PROFILE PLOT - All points are plotted. This includes all breaks between stations, although the numerical value of the elevation of these breaks between stations is not shown.

EQUATIONS - When a *negative* equation is encountered, the plotting of the profile is discontinued, and a "gap" is inserted between the L.B. and the L.A. station. When a *positive* equation is encountered, a heavy vertical line is placed in the profile at the L.A. station. If the positive equation is of such a value where the stationing in the profile must then be adjusted, a "gap" will be inserted and the stationing will be revised to reflect the equation. The value of the equation, including plus or minus sign, along with the L.B. station and the L.A. station and the L.A. station is shown in the profile as well as in the plan view.

5._____ BENCHMARKS - Benchmark stations, descriptions and elevations are shown at the top of the profile near the station where the benchmark occurs. *A minimum of 4 TBMs is required on each project.*

6._____ EXISTING UNDERGROUND UTILITIES - All existing underground utilities, for which elevations have been established and which might affect the drainage design, should be plotted in the profile.

7._____ HYDRAULIC TABLE - A table consisting of hydraulic information for both the existing structure and the proposed structure is to be shown on the plan and profile sheet as well as the general bridge plan sheet (if applicable).

8._____ CONSTRUCTION ITEMS - Some of the more common construction features shown on the plans are discussed below:

a) ____ DRAINAGE FOR RURAL PROJECTS: All structure lengths are plotted to scale. For plotting erosion pipe in the plan view, the location of the centerline of the proposed ditch is estimated.

b) ____ ROADWAY GRADES: Roadway grades are plotted with a heavy solid line. The percentage of grade is shown on the heavy line.

c) ____ VERTICAL CURVES: *Refer to the 2004 AASHTO "Green Book", Exhibit 5-2, page 381*.

RL-3 - must meet AASHTO criteria. K value times the algebraic difference in grades ***or*** 3 times the design speed. (The greater value is required). RL-1 and RL-2 - The lesser value is acceptable, but the greater is desirable.

A design exception has been granted by the DOTD Chief Engineer for all Off-System projects to allow the designer to have a change in grade without having to add vertical curves.

The following table shows the allowable changes in grade without using vertical curves:

Maximum Change In Grade Without Vertical Curves								
DESIGN SPEED (mph)	20	30	40	45	50	60	65	70
MAXIMUM CHANGE IN GRADE IN PERCENT	1.20	1.00	0.80	0.70	0.60	0.40	0.30	0.20

If the project length is governed by horizontal geometry, steep vertical grades or realignment, the standard vertical curves will be used within the project limits.

d) _____HORIZONTAL CURVES: *Refer to the LA DOTD Design Standards & 2004 AASHTO "Green Book", pages 131 - 231*.

Any curve falling within the limits of the guard rail or full roadway construction over culverts is to meet minimum design standards or the alignment is to be revised to meet minimum standards. If meeting minimum standards significantly increases the project limits, design exceptions will be discussed at the plan-in-hand inspection.

A design exception has been granted by the DOTD Chief Engineer and approved by the Federal Highway administration to use the following table to determine the need for horizontal curves.

MAXIMUM DEFLECTION WITHOUT CURVE (DMS)

TYPE FACILITY		**V ≥ 45 mph**	**V ≤ 40 mph**
Arterials and Collectors	Without Curb & Gutter	0°45'00"	2°00'00"
	With Curb & Gutter	1°00'00"	2°00'00"
Where V = Design Speed (mph)			

If the project length is governed by horizontal geometry, steep vertical grades or realignment, the standard horizontal curves will be used within the project limits.

e) LIMITS OF CONSTRUCTION, RIGHT-OF-WAY & SERVITUDES:
The limits of construction (toe of slope) are plotted for each cross section on all projects requiring grading and earthwork. A thin, dashed line is drawn from point to point. Limits of construction are not dimensioned.

_____ The existing/assumed/apparent right-of-way line is plotted on the plan and profile sheet, the general bridge plan sheet and the cross section sheets.

_____ Any required right-of-way and servitude are also shown on these sheets. Stations and offsets for the required right-of-way are shown in the plan view.

_____ Any required drainage excavation/channel transition shall be delineated in the plan portions of both the plan and profile and general bridge plan sheets.

f) DESCRIPTIONS OF STRUCTURES: Notes describing ***both*** the existing and proposed structure are to be shown in the upper right corner of the plan and profile sheet and general bridge plan sheet (if applicable). The beginning and ending stations of the existing bridge are to be noted.

g) BRIDGE SITES - Embankment widening and guard rail are shown on both the plan and profile sheet and the general bridge plan sheet. Object markers are shown on the general bridge plan sheet only.

All projects require a 75-foot guard rail consisting of 25 feet of guard rail transition, 12.5 feet of blocked out guard rail and 37.5 feet of “flared” end treatment.

_____Each section of the guard rail flared end treatment requires only 1-Type 3 object marker (at the bridge).

h) CULVERT SITES - A probing (furnished by DOTD) is required on all culvert sites. The required structure is superimposed on this probe.

All culvert sites require 4-Type 2 object markers. These markers are shown on the plan and profile sheet.

Culvert length calculations are to be submitted at pre-PIH.

Often, on sites requiring a culvert, it is in the best interest of the project to "patch" the roadway instead of reconstructing a larger portion.

Post Plan-In-Hand Submittal Check List

Project No. :
Parish:
Date:
Checked By:

1. _____ One (1) Full Scale set of Plans with Cross Sections:

2. _____ One (1) **Half-size** print of each plan/profile sheet:

3. _____ QA/QC for post plan in hand:

4. _____ **R/W Requirements:**
   a. One (1) Reproducible print of each plan/profile sheet
   b. One (1) 11" x 17" Right-Of-Way sketch
   c. One (1) Right-Of-Way Servitude Agreement **left**
   d. One (1) Right-Of-Way Servitude Agreement **right**
   e. One (1) Construction Servitude Agreement
   f. One (1) cd with Servitude Agreements (Microsoft Word), Plan-Profile Sheets (DGN Format), Permit Sketches (DGN Format), and R/W Sketch (DGN Format)

5. _____ **Environmental**
   a. One (1) half-size print of Typical Section
   b. One (1) half-size print of Plan/Profile sheets
   c. One (1) set of Permit Sketches
   d. One (1) copy of SOV package & mailing list
   e. Copies of all responses to SOV
   f. One (1) copy of completed Environmental Determination Checklist
   g. Two (2) copies of the Wetland Findings Report for each
   h. Two (2) copies of the Preliminary Jurisdictional Determinations
   i. One (1) copy of the Environmental Clearance QC/QA

Post Plan-In-Hand submittal due date: _____

Actual submittal date: _____

I hereby certify that I have reviewed & checked the above listed plan sheets. To the best of my knowledge and ability, the plan sheets are in accordance with DOTD's Federal Aid Off-System Highway Bridge program 2009 – 2011 Guidelines.

Designer: _____ Date: _____

Reviewer: _____ Date: _____

Aucoin & Associates, Inc.
Eunice, LA 70535
(337)457-7366

PRE ADVANCE CHECK PRINTS

State Project No. _____ Route No. _____

Name: _____ Parish _____

General Directions:

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

Reviewer should

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

Description	Designer	Reviewer	N/A
TITLE SHEET			
The sheet count is correct.	☐	☐	☐
The latest versions of Standard Plans are used.	☐	☐	☐
The type of construction is correct.	☐	☐	☐
The projects limits, bridge sites, equations and exceptions are shown on the layout map. It matches the length in the project table.	☐	☐	☐
Design exceptions (if any) are shown on title sheet and can be located in ProjectWise.	☐	☐	☐
TYPICAL SECTION SHEETS			
All station ranges are accounted for. They match limits shown on Title Sheet and Plan/Profile sheets.	☐	☐	☐
Alternate pavements (if required) are provided.	☐	☐	
The limits of seeding and fertilizer are shown.	☐	☐	☐
Typical sections are provided for transitions and detour roads.	☐	☐	☐
Maintenance/liability agreement (if needed) has been completed for sidewalks, lighting or bike paths, and it can be located.	☐	☐	☐
SUMMARY SHEETS			
Detailed check of all quantity tabulations (addition and	☐	☐	☐
Detailed check of tables matching the plans (typical sections,	☐	☐	☐
Detailed check of quantity transfers from tables to Master Summary	☐	☐	☐
Quantities from all disciplines are accounted for (i.e. road, bridge,	☐	☐	☐
PLAN-AND-PROFILE SHEETS			
Check all notes; verify how all work items will be paid.	☐	☐	☐
Question notes that modify specifications.	☐	☐	☐
The rights-of- way widths are shown.	☐	☐	☐
Right-of way markers are shown at all breaks in right-of way and all P.C.'s and P.T.'s. Right of entry agreements has been obtained, if needed.	☐	☐	☐
Areas where abandoned roadways are to be obliterated and graded have been shown on the plan.	☐	☐	☐

Locations, sizes and descriptions of drainage structures to be removed are shown.	☐	☐	☐
Required construction and drainage servitudes have been shown.	☐	☐	☐
Bedding material has been shown under cross drains.	☐	☐	☐
Driveway types, widths and stations are shown. Handicap ramp types and items are shown. They match tables.	☐	☐	☐
Limits of construction are shown.	☐	☐	☐
There is a note stating existing drainage structures will be removed unless otherwise noted (Urban). There is a table showing amounts of each size pipe to be removed.	☐	☐	☐
The diversion alignment is shown, if required.	☐	☐	☐
DESIGN DRAINAGE MAP			
All drainage areas, direction of flow, run-off factors etc. are shown.	☐	☐	☐
Channel realignments (as needed) have been shown.	☐	☐	☐
Existing structures required to remain are noted and numbered.	☐	☐	☐
GEOMETRIC DETAILS			
Plan/profile sheets have been provided for turnouts where necessary.	☐	☐	☐
Plan/profile sheets have been provided for diversion roads.	☐	☐	☐
Geometric detail sheets include areas and quantities for each turnout.	☐	☐	☐
SEQUENCE OF CONSTRUCTION			
The sequence of construction matches the proposed joint layout.	☐	☐	☐
Temporary drainage structures are provided during construction.	☐	☐	☐
Sequence typical sections have been provided, if necessary.	☐	☐	☐
Verify that provided lane widths are appropriate and available.	☐	☐	☐
Vertical transitions from existing to new pavement are adequate.	☐	☐	☐
GENERAL			
Saw cutting is shown where needed and paid for appropriately. (driveways, pavement cuts, patching, etc.)	☐	☐	☐
Salvageable material is shown as well as where to haul it to.	☐	☐	☐
The LPDES/NOI forms have been submitted to the appropriate agency.	☐	☐	☐
Environmental mitigation items are included in the plans as necessary.	☐	☐	☐
CROSS SECTIONS			
Cross sections reflect the grading section.	☐	☐	☐
Cross sections reflect the “Req’d Right of Way/Servitude”.	☐	☐	☐
Cross sections reflect the embankment widening for guard rail.	☐	☐	☐
The grading section is distinguishable from the existing ground line.	☐	☐	☐
Cross sections reflect cut/fill sections that match the grade shown on the plan/profile sheets.	☐	☐	☐
The diversion is shown on the cross sections.	☐	☐	☐

Designer: _____ Date: _____

Reviewer: _____ Date: _____

Aucoin & Associates, Inc.

Eunice, LA 70535
(337)457-7366

ADVANCE CHECK PRINTS

State Project No. _____ Route No. _____

Name: _____ Parish _____

General Directions:

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

Reviewer should

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

Description	Designer	Reviewer	N/A
TITLE SHEET			
The sheet count is correct.	☐	☐	☐
The latest versions of Standard Plans are used.	☐	☐	☐
The type of construction is correct.	☐	☐	☐
The projects limits, bridge sites, equations and exceptions are shown on the layout map. It matches the length in the project table.	☐	☐	☐
Design exceptions (if any) are shown on title sheet and can be located in ProjectWise. (Parish to provide resolution*)	☐	☐	☐
TYPICAL SECTION SHEETS			
All station ranges are accounted for. They match limits shown on Title Sheet and Plan/Profile sheets.	☐	☐	☐
Alternate pavements (if required) are provided.	☐	☐	☐
The limits of seeding and fertilizer are shown.	☐	☐	☐
Typical sections are provided for transitions and detour roads. Appropriate pay items are included.	☐	☐	☐
Maintenance/liability agreement (if needed) has been completed for sidewalks, lighting or bike paths, and it can be located.	☐	☐	☐
SUMMARY SHEETS			
Detailed check of all quantity tabulations (addition and multiplication) has been completed.	☐	☐	☐
Detailed check of tables matching the plans (typical sections, plan/profiles, cross sections, etc.) has been completed.	☐	☐	☐
Detailed check of quantity transfers from tables to Master Summary has been completed.	☐	☐	☐
Quantities from all disciplines are accounted for (i.e. road, bridge, traffic signals, etc.)	☐	☐	☐

PLAN-AND-PROFILE SHEETS			
Check all notes; verify how all work items will be paid.	☐	☐	☐
Question notes that modify specifications.	☐	☐	☐
The rights-of- way widths are shown.	☐	☐	☐
Right-of way markers are shown at all breaks in right-of way and all P.C.'s and P.T.'s. Right of entry agreements has been obtained, if needed.	☐	☐	☐
Areas where abandoned roadways are to be obliterated and graded have been shown on the plan.	☐	☐	☐
Locations, sizes and descriptions of drainage structures to be removed are shown.	☐	☐	☐
Required construction and drainage servitudes have been shown.	☐	☐	☐
Bedding material has been shown under cross drains.	☐	☐	☐
Driveway types, widths and stations are shown. Handicap ramp types and items are shown. They match tables.	☐	☐	☐
Limits of construction are shown.	☐	☐	☐
There is a note stating existing drainage structures will be removed unless otherwise noted (Urban). There is a table showing amounts of each size pipe to be removed.	☐	☐	☐
The diversion alignment is shown, if required.	☐	☐	☐
DESIGN DRAINAGE MAP			
All drainage areas, direction of flow, run-off factors etc. are shown.	☐	☐	☐
Channel realignments (as needed) have been shown.	☐	☐	☐
Existing structures required to remain are noted and numbered.	☐	☐	☐
GEOMETRIC DETAILS			
Plan/profile sheets have been provided for turnouts where necessary.	☐	☐	☐
Plan/profile sheets have been provided for diversion roads.	☐	☐	☐
Geometric detail sheets include areas and quantities for each turnout.	☐	☐	☐
SEQUENCE OF CONSTRUCTION			
The sequence of construction matches the proposed joint layout.	☐	☐	☐
Temporary drainage structures are provided during construction.	☐	☐	☐
Sequence typical sections have been provided, if necessary.	☐	☐	☐
Verify that provided lane widths are appropriate and available.	☐	☐	☐
Vertical transitions from existing to new pavement are adequate.	☐	☐	☐
GENERAL			
Saw cutting is shown where needed and paid for appropriately. (driveways, pavement cuts, patching, etc.)	☐	☐	☐
Salvageable material is shown as well as where to haul it to.	☐	☐	☐
The LPDES/NOI forms have been submitted to the appropriate agency.	☐	☐	☐
Environmental mitigation items are included in the plans as necessary.	☐	☐	☐
CROSS SECTIONS			
Cross sections reflect the grading section.	☐	☐	☐
Cross sections reflect the "Req'd Right of Way/Servitude".	☐	☐	☐
Cross sections reflect the embankment widening for guard rail.	☐	☐	☐
The grading section is distinguishable from the existing ground line.	☐	☐	☐
Cross sections reflect cut/fill sections that match the grade shown on the plan/profile sheets.	☐	☐	☐
The diversion is shown on the cross sections.	☐	☐	☐

Designer: _____ Date: _____

Reviewer: _____ Date: _____

State Project No. _____ Route No. _____

Name: _____ Parish _____

General Directions:

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

Reviewer should

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

Description	Designer	Reviewer	N/A
TITLE SHEET			
The sheet count is correct.	☐	☐	☐
The latest versions of Standard Plans are used.	☐	☐	☐
The type of construction is correct.	☐	☐	☐
The projects limits, bridge sites, equations and exceptions are shown on the layout map. It matches the length in the project table.	☐	☐	☐
Design exceptions (if any) are shown on title sheet and can be located in ProjectWise.	☐	☐	☐
TYPICAL SECTION SHEETS			
All station ranges are accounted for. They match limits shown on Title Sheet and Plan/Profile sheets.	☐	☐	☐
Alternate pavements (if required) are provided.	☐	☐	☐
The limits of seeding and fertilizer are shown.	☐	☐	☐
Typical sections are provided for transitions and detour roads. Appropriate pay items are included.	☐	☐	☐
Maintenance/liability agreement (if needed) has been completed for sidewalks, lighting or bike paths, and it can be located.	☐	☐	☐
SUMMARY SHEETS			
Detailed check of all quantity tabulations (addition and multiplication) has been completed.	☐	☐	☐
Detailed check of tables matching the plans (typical sections, plan/profiles, cross sections, etc.) has been completed.	☐	☐	☐
Detailed check of quantity transfers from tables to Master Summary has been completed.	☐	☐	☐
Quantities from all disciplines are accounted for (i.e. road, bridge, traffic signals, etc.)	☐	☐	☐
PLAN-AND-PROFILE SHEETS			
Check all notes; verify how all work items will be paid.	☐	☐	☐
Question notes that modify specifications.	☐	☐	☐
The rights-of- way widths are shown.	☐	☐	☐
Right-of way markers are shown at all breaks in right-of way and all P.C.'s and P.T.'s. Right of entry agreements has been obtained, if needed.	☐	☐	☐

Areas where abandoned roadways are to be obliterated and graded have been shown on the plan.	☐	☐	☐
Locations, sizes and descriptions of drainage structures to be removed are shown.	☐	☐	☐
Required construction and drainage servitudes have been shown.			☐
Bedding material has been shown under cross drains.	☐	☐	
Driveway types, widths and stations are shown. Handicap ramp types and items are shown. They match tables.	☐	☐	☐
Limits of construction are shown.	☐	☐	☐
There is a note stating existing drainage structures will be removed unless otherwise noted (Urban). There is a table showing amounts of each size pipe to be removed.	☐	☐	☐
The diversion alignment is shown, if required.	☐	☐	☐
DESIGN DRAINAGE MAP			
All drainage areas, direction of flow, run-off factors etc. are shown.	☐	☐	☐
Channel realignments (as needed) have been shown.	☐	☐	☐
Existing structures required to remain are noted and numbered.	☐	☐	☐
GEOMETRIC DETAILS			
Plan/profile sheets have been provided for turnouts where necessary.	☐	☐	☐
Plan/profile sheets have been provided for diversion roads.	☐	☐	☐
Geometric detail sheets include areas and quantities for each turnout.	☐	☐	☐
SEQUENCE OF CONSTRUCTION			
The sequence of construction matches the proposed joint layout.	☐	☐	☐
Temporary drainage structures are provided during construction.	☐	☐	☐
Sequence typical sections have been provided, if necessary.	☐	☐	☐
Verify that provided lane widths are appropriate and available.	☐	☐	☐
Vertical transitions from existing to new pavement are adequate.	☐	☐	☐
GENERAL			
Saw cutting is shown where needed and paid for appropriately. (driveways, pavement cuts, patching, etc.)	☐	☐	☐
Salvageable material is shown as well as where to haul it to.	☐	☐	☐
The LPDES/NOI forms have been submitted to the appropriate agency.	☐	☐	☐
Environmental mitigation items are included in the plans as necessary.	☐	☐	☐
CROSS SECTIONS			
Cross sections reflect the grading section.	☐	☐	☐
Cross sections reflect the “Req’d Right of Way/Servitude”.	☐	☐	☐
Cross sections reflect the embankment widening for guard rail.	☐	☐	☐
The grading section is distinguishable from the existing ground line.	☐	☐	☐
Cross sections reflect cut/fill sections that match the grade shown on the plan/profile sheets.	☐	☐	☐
The diversion is shown on the cross sections.	☐	☐	☐

Designer:_____

Date:_____

Reviewer:_____

Date:_____

Appendix E
Final Calculation Book Checklist

The final calculation book for each project shall include, but not limited to, the following sections:

__ **Cover Sheet**
The following information must be included on the cover sheet:
- LADOTD project number
- Project name
- The title of "Final Calculation Book"
- The EOR's seal with signature and date

__ **Final Calculation Book Check List**
__ **QC/QA Certifications**
__ **Design Criteria**
__ **Final Hydraulic Analysis Report from Hydraulic Engineer**
__ **Final Geotechnical Analysis Report from Geotechnical Engineer**
__ **Superstructure Design Calculations**
__ **Substructure Design Calculations**
__ **Quantity Calculations**
__ **Special Provisions/NS-Items**
__ **Construction Cost Estimate**
__ **As-Designed Rating Report**
__ **List of All Final Electronic Design Files and File Locations (As directed by DOTD)**

Consultants shall submit the final calculation book to LADOTD bridge task managers; the submittal shall be on a CD or Flash Drive or placed to a designated ProjectWise folder including the following information:

__ **A PDF File of the Calculation Book**
__ **All Electronic Design Files**
__ **A PDF File of the As-Designed Rating Report Only**

The final calculation book for in-house projects shall include the same files listed above for consultant projects. The final calculation book and other final design documents for all projects including in-house and consultant projects shall be uploaded to the archiving location designated in the record retention policy within 30 calendar days after the stamped final plans are delivered.

APPENDIX F
Project Activity Log Sheet

Project No.:
Project Name:

Team Leader:

Date	Project Activity	Comments

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.

Firm Name (as registered with Louisiana's Secretary of State)	**Address**	**Point of Contact and email address**	**Phone Number**
C-K Associates	8591 United Plaza, Suite 300, Baton Rouge, LA 70809	Brian Newman brian.newman@c-ka.com	225-755-1000

(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.