

DOTD FORM: 24-102

PROPOSAL TO PROVIDE CONSULTANT SERVICES

(Revised January 1, 2023)

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

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

1. Contract Name as shown in the advertisement	Strategic Highway Safety Plan (SHSP) Regional Safety Coalition Coordinator
2. Contract Number(s) as shown in the advertisement	4400027184
3. State Project Number(s), if shown in the advertisement	H.015537
4. Prime consultant name (name must match as registered with the Louisiana Secretary of State where such registration is required by law)	Geaux Safely Louisiana LLC
5. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law)	N/A
6. Prime consultant mailing address	Geaux Safely Louisiana LLC April Higgins 2335 Poplarwood Dr Baton Rouge, Louisiana 70816
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	Geaux Safely Louisiana LLC April Higgins 2335 Poplarwood Dr Baton Rouge, Louisiana 70816
8. Name, title, phone number, and email address of prime consultant's contract point of contact	Geaux Safely Louisiana LLC April Higgins 225-610-4599 Lsufansonpoplarwood@yahoo.com
9. Name, title, phone number, and email address of the official with signing authority for this proposal	Geaux Safely Louisiana LLC April Higgins 225-610-4599 Lsufansonpoplarwood@yahoo.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.

April Diggins

Signature above shall be the same person listed in Section 9:

May 15, 2023

Date:

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.

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

Past Performance Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
Other (Regional Safety Planning)	60%	100%					100%
Other (Regional and State Safety Data Analysis)	15%	100%					100%
Other (SHSP Stakeholder Education and Outreach)	15%	100%					100%
Other (Administrative)	10%	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%						

13. Firm Size:

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

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

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Job_Qualification/Job%20Classifications%20with%20Descriptions.pdf

Firm name	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)
Geaux Safely Louisiana LLC	Professional	1	1

(Add rows as needed)

14. Organizational Chart:

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



15. Minimum Personnel Requirements:

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

MPR No. Do not insert wording from ad	Personnel being used to meet the MPR (Individual(s) may not satisfy more than one MPR unless specifically allowed by Attachment B of the advertisement)	Firm employed by	Type of license and discipline meeting MPR/ certification & number (Ex: PE # - Civil)	State of license	License / certification expiration date
1	April Higgins	Geaux Safely LLC	Serving as Regional Transportation Safety Coordinator - July 2022 - present		N/A
2	April Higgins	Geaux Safely LLC	Employed with MADD as Program Specialist- (Victim Impact Panel coordinator) with the court system - 2009-2018		N/A
3	April Higgins	Geaux Safely LLC	Employed with MADD as Court Monitor, Power of Youth and Power of Parent facilitator and trainer 2018-2022		N/A
etc.					

(Add rows as needed)

16. Staff Experience:

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

Firm employed by New Orleans Regional Planning Commission			
Name	April Higgins		Years of relevant experience with this employer
Title	Regional Transportation Safety Coordinator		Years of relevant experience with other employer(s)
Degree(s) / Years / Specialization		Louisiana State University at Alexandria 1986-1990 – Elementary Education	
Active registration number / state / expiration date			
Year registered		Discipline	
Contract role(s) / brief description of responsibilities			
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the years of experience specified in the applicable MPR(s).		
7/22 – present	As the Regional Safety Coordinator for the North Shore Safety Coalition, the coordinator works together with Federal, State, and local agencies to discuss the direction that will be taken for both the ongoing and upcoming year to complete tasks in each of the emphasis areas outlined in the action plans. The safety coordinator works independently as well as with her team leaders to accomplish these goals.		
7/22 - present	The North Shore Regional Safety Coordinator using crash data reports educates and informs coalition members as well as community partners on crash data and trends as it relates to each of the parishes as well its relevance to the state. The coordinator provides guides how this data can be used for grants, projects, informational flyers as well as presentations.		
7/22 - present	Throughout the year, the Regional Coordinator schedules, coordinates, and take part in facilitating meetings either in person or virtual which are focused on each of the emphasis areas as well as full coalition meetings. These meetings are focused on the action items for the year and discussion on the best ways and direction in which to accomplish these goals. The coordinator also takes part in any traffic safety meetings, events, conferences, and trainings.		
7/22 - present	Using tools such as the crash data dashboard, maps, and proven countermeasures at meetings related to traffic safety, the Regional Coordinator will educate others on different ways to help get to the goal of destination zero deaths on Louisiana roadways.		
7/22 - present	The Regional Coordinator, while working with local middle and high schools, driving schools, colleges as well as occupational schools in the parishes encompassed by the coalition, educates and brings awareness to the key areas of distracted driving, impaired driving, occupant protection as well as laws that are in place to keep the public safe on area roads and highways. The Regional Coordinator tries to enlist other key stakeholders in these areas for presentations, community events, and any conferences related to traffic safety.		
7/22 – present	The Regional Coordinator will continue to grow partnerships with existing stakeholders as well as cultivate the community for new members and or businesses in the hopes of reaching our yearly goals outlined in the action plans for the emphasis areas, to help deliver messaging on traffic safety as well as take part in meetings to distribute information about traffic safety in our region.		
7/22 - present	The Regional Coordinator will engage local agencies and stakeholders in the process of the Local Road Safety Plan. The coordinator works as a facilitator of the group and provides technical assistance during this process.		

7/22 - present	The Regional Coordinator works closely with the Law Enforcement Liaison for the North Shore as well as other stakeholders with any safety campaigns and or events that are happening throughout the year.
7/22 - present	The Regional Coordinator will track any expenses that have occurred while working on the deliverables. Monthly invoices will be completed and submitted by the 20 th of each month.
7/22 - present	Develop and maintain the coalition's distribution lists, including current and potential members and partners to develop and distribute transportation safety educational outreach, trends, funding opportunities, meetings, conferences, and any other relevant transportation safety-related materials.
7/22 - present	The Regional Coordinator will be trained as a certified technician for CarFit and as a safety seat instructor and maintain these certifications.
7/22 - present	The coordinator will utilize social media for outreach and parish involvement to help educate the public about road safety and community partnerships to help lower fatalities on Louisiana roads locally and statewide.

PREVIOUS EXPERIENCE: Mothers Against Drunk Driving – 7/2009-4/2022 – Program Specialist / Court Monitor:

Participated in and conducted training on MADD's Power of Youth (POY) and the Power of Parents (POP) programs. Established relationships with driving schools, high schools, after-school programs within churches, and other organizations to expand educational opportunities within communities to conduct MADD presentations in different parishes. Monthly POY and POP presentations were conducted to youth as well as parents to help educate participants on the effects of underage drinking and being a passenger in a vehicle with an impaired driver. Actively participated in Red Ribbon Week and pre-prom activities in high schools around the state. Represented MADD at health and safety fairs by promoting programs, supplying educational materials, and answering questions related to underage drinking and impaired driving. Worked with Students Against Destructive Decisions (SADD) on their underage prevention campaigns. Actively involved in putting together two underage summits in Louisiana about underage drinking. Attended national SADD trainings. Played an active role in assisting other states with writing grants and developing youth programs. Collaborated with law enforcement partners on impaired driving initiatives. Participated in employer-sponsored safety fairs to help educate parents on how to talk to their teens about underage drinking. Assisted with trainings for teachers to give insight on underage alcohol and drug use. Conducted educational presentations to driving schools throughout the state. Established working relationships with district attorneys, probation officers, clerk of courts, judges, and probation officers. Worked independently on monitoring Driving While Impaired (DWI) cases in both city and federal courts. Collected data and identified trends in DWI cases. Utilized the MADD's database to enter information about cases, to create reports on findings in different parishes and to share with parish and statewide officials. Monitored cases from arraignment to disposition. Developed press releases. Regularly assisted district attorneys, probation officers, judges, and other court personnel with DWI cases. Worked with other states to help grow and establish new court monitoring programs in their areas. Participated in trainings relevant to MADD's court monitoring program. Served as an active member of the North Shore Regional Safety Coalition, Capital Region Transportation Safety Coalition, New Orleans Regional Traffic Safety Coalition, South Central Regional Safety as well as the Southeast Louisiana DWI Task Force (SELA). Took part in many DWI trainings across the state as well as Responsible Vendor Training. Attended Life Savers as well as MADD's national conferences. Collaborated with courts and public entities to establish new Victim Impact Panel (VIP) classes throughout the state. Trained volunteers on policies and practices related to speaking on MADD's behalf. Supported MADD's legislative efforts to help strengthen DWI laws in Louisiana. Participated in the planning and fundraising for MADD's Walk Like MADD events throughout the state. Assisted in the planning of Law Enforcement and volunteer appreciation events.

17. Firm Experience: N/A

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

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

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

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

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

18. Approach and Methodology:

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

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

1.0 SHSP REGIONAL SAFETY PLANNING ACTIVITIES

- **The Prime Consultant will participate and take part in the development of the action items that will be part of the yearly action plan for the North Shore coalition. By being an active participant, the Prime Consultant will acquire better knowledge and understanding of the Strategic Highway Safety Plan (SHSP) and any statewide and regional action plans. State and regional team leaders will be a part of these meetings and these meetings will be tracked using the Google calendar.**
- **The Prime Consultant will be responsible for identifying regional team leaders for each of the emphasis areas and be an active part of the collaboration in the development of the annual action plans that will be finalized during the first quarter of the year. The Prime Consultant will provide yearly feedback on the action steps to the SHSP manager to assist in the continual improvement of the plan's effectiveness.**
- **To serve the North Shore Coalition in the most effectively, the Prime Consultant will attend local, state, and national trainings relating to traffic safety topics. This will be one of the ways the Prime Consultant can help educate and inform the stakeholders of ongoing trends, new safety reports, and other information that the community might use to help reduce traffic crashes and fatalities on Louisiana's roadways.**
- **The Prime Consultant will work with each of the emphasis area leaders individually to help produce a work plan and formulate direction to help the coalition meet the goals already established. These meetings will either be in person, by phone calls, or via Zoom and will be held when the need arises. The meetings will take place in different areas of the parishes to get better representation from all involved.**
- **In partnership with emphasis area leaders, the Prime Consultant will facilitate smaller emphasis area meetings to help identify and pursue tasks that will be used to accomplish the action plan goals for the year. The responsibility of scheduling, coordinating, securing a location, and making sure the emphasis area leaders are prepared will be accomplished by the Prime Consultant.**
- **The Prime Consultant will research, collect, and analyze traffic safety data for project planning and development purposes. A data-driven plan will be developed and sustained to address Distracted Driving, Impaired Driving, Infrastructure and Operations as well as Occupant Protection as well as incorporating youth-related programs into the SHSP plan.**
- **The Google calendar will be utilized to schedule and keep track of all emphasis areas (quarterly) and full coalition meetings (2 per year). Facebook will also be used to become aware of any ongoing community events that the coalition might take part in to help with the efforts of educating the community about Destination Zero Deaths' (DZD) mission and traffic safety information.**

2.0 Regional and State Safety Data Analysis Activities:

- By attending trainings and meetings the Prime Consultant will obtain an extensive knowledge of SHSP data dashboards about transportation safety. Knowledge of these trainings will be from following the DZD Google calendar as well as through emails.
- By utilizing the Louisiana Crash Data Query, the Prime Consultant will be able to analyze crash data from the reports to identify state and parish-specific crash data trends in the identified parishes and pinpoint any crash-related contributing factors.
- Reports will be created using the crash data as well as for presentations for traffic safety meetings, public service announcements, and or press releases if needed for specific parishes and or statewide, as well as for school presentations and community outreach events.
- Using the crash data, handouts, and informational fact sheets will be created and used for target audiences such as public officials, community leaders, educators, and others in the community that might use the data for educational purposes.
- With the knowledge gained from the crash data, the Prime Consultant can use this information to educate stakeholders, community leaders, local planners, and the general public at planned meetings and local community events such as health fairs, back-to-school events, and Nights out against Crime Events.
- While attending meetings and trainings as well as with research, the Prime Consultant will obtain best practices for collecting and using safety data for planning and project purposes.

3.0 SHSP STAKEHOLDER EDUCATION and OUTREACH ACTIVITIES:

- By attending community events and meetings in the assigned parishes, the Prime Consultant will be able to connect with possible new stakeholders for the coalition with the focus being on the 4 E's. With this focus, the goal will be to maintain existing members of the coalition as well as grow the coalition with new stakeholders to decrease fatalities on Louisiana's roadways due to crashes. The Prime Consultant will also work closely with Louisiana State Police, local police agencies, facilitators at schools, owners of driving schools, the medical field, fire departments, and others to grow the relationship between the community and the coalition.
- Working with local and state police, and other safety advocates, the Prime Consultant will conduct media outreach by promoting state and nationwide initiatives and campaigns. The Prime Consultant will use the SHSP media scheduler as well as other promotions from other agencies on Twitter, Facebook, and other online sources. These may be videos, info-graphs, data reports, and public service announcements to help educate the community on ongoing traffic safety.
- At community events, regional meetings, and North Shore coalition meetings, the Prime Consultant will be able to educate the public and stakeholders about any new countermeasures as well as highway safety concerns discussed in meetings and trainings that the Prime Consultant attends that will help reduce crashes on Louisiana roadways.
- The Prime Consultant will attend any approved trainings and or conferences with the hopes of gaining additional education and understanding on ways to better use road safety measures in the assigned parishes as well as in the state.
- Any outreach and educational materials will have the proper DZD branding.

4.0 ADMINISTRATIVE:

- Using an accounting platform and any DOTD-required format and templates, the Prime Consultant will track, prepare and submit monthly invoices of expenses relating to the contract by the 20th of each month to the supervisor.
- Any work related to the emphasis area action plans will be tracked and submitted to the supervisor by the 20th of each month. These tasks will be outlined within the contract.
- Standard Operating Procedures, which will be outlined in the contract, will be maintained in the contract list of stakeholders for the coalition.
- The Prime Consultant will keep and maintain a current contact list of stakeholders for the North Shore Safety Coalition. This will be updated quarterly if needed.
- The Prime Consultant will coordinate with team leaders, plan and facilitate working group meetings as well as schedule and facilitate full coalition meetings. The Prime Consultant will be responsible for scheduling speakers and making sure any equipment needed will be provided. The Prime Consultant will secure a meeting location for all meetings. The meetings will be put on the DZD Google calendar.
- Regional safety coalition activities will be tracked by the consultant and communicated with the supervisor as well as posted on the DZD Facebook page for public awareness.
- The Prime Consultant will keep track of ongoing and upcoming safety projects through statewide quarterly updates.
- The Prime Consultant will update action plans quarterly. This will be done by stating how the action plan was accomplished. Noting who was contacted, the when and where of the action item, and by what means the action item was accomplished. If documents are required, they will be added to the plan. The Prime Consultant will discuss any issues that may need to be addressed with the supervisor.

19. Workload:N/A

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

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

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

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

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

(Add rows as needed)

DO NOT SUM

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

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

20. Certifications/Licenses:N/A

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

21. QA/QC Plan:

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

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

(Add rows as needed)

23. Location:N/A

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