

**DOTD FORM: 24-102**

(Revised January 1, 2023)

**PROPOSAL TO PROVIDE CONSULTANT SERVICES**

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

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

1. Contract Name as shown in the advertisement	IDIQ CONTRACT FOR PROFESSIONAL BOUNDARY SURVEYING SERVICES DISTRICTS 03 AND 07
2. Contract Number(s) as shown in the advertisement	4400027918
3. State Project Number(s), if shown in the advertisement	n/a
4. Prime consultant name ( <b>name must match as registered with the Louisiana Secretary of State where such registration is required by law</b> )	Coyle Engineering Co., 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)	Engineering – EF.0000207 Surveying – VF.0000036
6. Prime consultant mailing address	P.O. Box 6177 Bossier City, LA 71171-6177
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	3925 Benton Road Bossier City, LA 71111
8. Name, title, phone number, and email address of prime consultant's contract point of contact	Charles G. Coyle, III, P.L.S., Secretary/Treasurer Phone: 318-746-8987 E-mail: charlie@coyle.pro
9. Name, title, phone number, and email address of the official with signing authority for this proposal	Charles G. Coyle, III, P.L.S., Secretary/Treasurer Phone: 318-746-8987 E-mail: charlie@coyle.pro

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

<p><b>10.</b> This is to certify that all information contained herein is accurate and true, and that the team presently has sufficient staff to perform these services within the designated time frame. By submitting this proposal, proposer certifies that it is not engaged in a boycott of Israel and it will, for the duration of its contract obligations, refrain from a boycott of Israel. Proposer also certifies and agrees that the following information is correct: In preparing its response, the proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. DOTD reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.</p>	<p>Signature above shall be the same person listed in Section 9:</p> <p></p> <p>Date: October 11, 2023</p>
<p><b>11.</b> If a Disadvantaged Business Enterprise (DBE) goal has been set for this advertisement, indicate which firm(s) will be used to meet the DBE goal and each firm(s)' percentage.</p>	<p><u>Firm(s):</u> n/a</p> <p><u>Firm(s)' %:</u> n/a</p>

**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%
Survey	100%	100%					<b>100%</b>
							<b>100%</b>
							<b>100%</b>
Identify the percentage of work for the <b>overall contract</b> to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	<b>100%</b>	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:

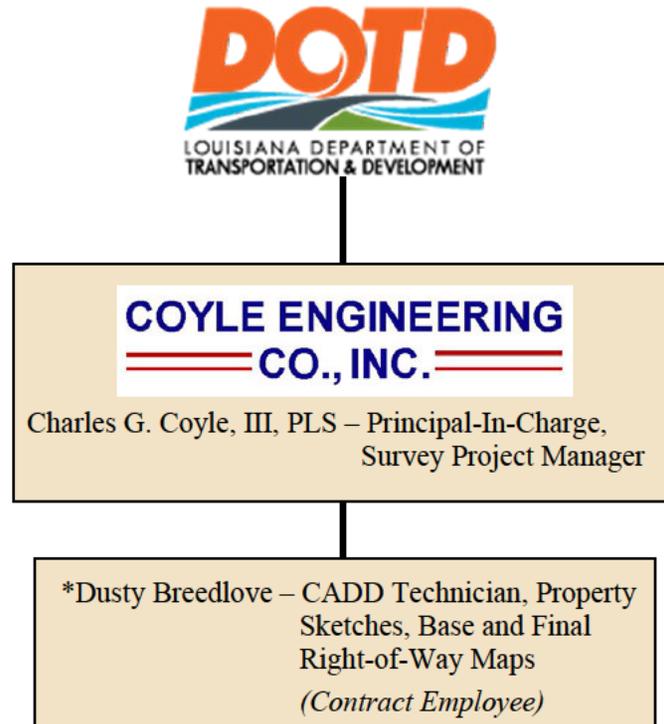
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/CCS/Job\\_Qualification/Job%20Classifications%20with%20Descriptions.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/CCS/Job_Qualification/Job%20Classifications%20with%20Descriptions.pdf)

Firm name	DOTD Job Classification	Number of personnel committed to this contract	Total number of personnel available in this DOTD Job Classification (if needed)
Coyle Engineering Co., Inc.	Principal	1	1
Coyle Engineering Co., Inc.	Surveyor	1	1
Coyle Engineering Co., Inc.	CADD Technician	1	2
Coyle Engineering Co., Inc.	CADD Drafter	1	1
Coyle Engineering Co., Inc.	Party Chief	2	2
Coyle Engineering Co., Inc.	Instrument Man	2	2
Coyle Engineering Co., Inc.	Administrative	1	2
Coyle Engineering Co., Inc.	Engineer	0	2

(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	Charles G. Coyle, III, PLS	Coyle Engineering Co., Inc.	<ul style="list-style-type: none"> <li>• PLS #4884</li> <li>• ATSSA Flagger</li> <li>• ATSSA Traffic Control Supervisor Refresher</li> </ul>	LA	PLS License Exp. 09/30/2025  ATSSAs Exp. 04/2027
2	Charles G. Coyle, III, PLS	Coyle Engineering Co., Inc.	<ul style="list-style-type: none"> <li>• PLS #4884</li> <li>• ATSSA Flagger</li> <li>• ATSSA Traffic Control Supervisor Refresher</li> </ul>	LA	PLS License Exp. 09/30/2025  ATSSAs Exp. 04/2027

(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 Coyle Engineering Co., Inc.				
Name	Charles G. Coyle, III, P.L.S.		Years of relevant experience with this employer	24
Title	Secretary/Treasurer		Years of relevant experience with other employer(s)	2
Degree(s) / Years / Specialization		B.S. Business Management / 1997 / 30 hours in surveying curriculum		
Active registration number / state / expiration date		License No. 4884 / Louisiana / Expires 09/30/2025		
Year registered	2001	Discipline	Professional Land Surveyor	
Contract role(s) / brief description of responsibilities		Mr. Coyle is Principal-in-Charge of surveying. He will be the surveyor supervisor for all projects assigned to Coyle Engineering under this contract.		
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).			
12/03 – 01/15	<b>State Project No. 700-09-0136, I-49 North (I-220-La 1), Caddo Parish:</b> Project Manager for Topographic Surveys, Property Surveys and Right-of-Way Maps			
01/98 – 06/08	<b>State Project No. 700-16-0108, State Route in Mansfield, US 171, DeSoto Parish:</b> Project Manager for Topographic Surveys, Property Surveys and Right-of-Way Maps			
06/15 – 11/16	<b>State Project No. H.010008, La 532 Over I-20 Bridge Replacement, La 532, Webster Parish:</b> Project Manager for Property Surveys and Right-of-Way Maps			
04/18 – 10/19	<b>State Project No. H.001679, LA 146 Bridges near Vienna, Lincoln Parish:</b> Project Manager for Property Surveys and Right-of-Way Maps			
03/17 – 04/18	<b>State Project No. H.001798, La 531: Parmers Creek Bridge, Webster Parish:</b> Project Manager for Property Surveys and Right-of-Way Maps			
01/13 – 01/14	<b>State Project No. H.001061, El Camino East/West Corridor, Natchitoches Parish:</b> Project Manager for Property Surveys and Right of Way Maps			
10/18 – 03/21	<b>State Project No. H.011909, Roundabout: US 171 at Boone St., Vernon Parish:</b> Project Manager for Property Surveys and Right of Way Maps			
11/15 – 11/19	<b>State Project No. H.012013, Viking Drive Widening (LA 3105 to Swan Lake Rd.), Bossier Parish:</b> Project Manager for Topographic Surveys, Property Surveys and Right of Way Maps			
07/18 – 09/20	<b>State Project No. H.005112, La 531 Overpass over I-20, Webster Parish:</b> Project Manager for Property Surveys and Right of Way Maps			
07/14 – 09/18	<b>State Project No. H. 001749, La 5 Realignment and Cross Slope Improvement, DeSoto Parish:</b> Project Manager for Property Surveys and Right of Way Maps			

Firm employed by Coyle Engineering Co., Inc.				
Name	Dusty Breedlove		Years of relevant experience with this employer	1
Title	CADD Technician (contract employee)		Years of relevant experience with other employer(s)	16
Degree(s) / Years / Specialization		TD / 2008 / Drafting		
Active registration number / state / expiration date		n/a		
Year registered	n/a	Discipline	n/a	
Contract role(s) / brief description of responsibilities		Survey/CADD Technician, Drafting, QA/QC		
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).			
09/22 – 04/23	<b>State Project No. H.010206, LA 3132 at LA 523: Extend C of A, Caddo Parish:</b> CADD Technician/Drafter for final right of way maps.			
10/22 – current	<b>State Project No. H.012537, LA 154: Red Chute Bayou Bridge, Bossier Parish:</b> CADD Technician/Drafter for base right of way maps.			
11/22 – current	<b>State Project No. H.001271, Cane River Bridge at Church Street, LA 1-X, Natchitoches Parish:</b> CADD Technician/Drafter for property sketches.			
02/23 – 03/23	<b>State Project No. H.012535, LA 182: Hanson Canal Bridge, St. Mary Parish:</b> CADD Technician/Drafter for final right of way maps.			
03/23 – current	<b>State Project No. H.012041, LA 109: Gully Bridge, Calcasieu Parish:</b> CADD Technician/Drafter for property sketches and base right of way maps.			
04/23 – current	<b>State Project No. H.012533, LA 1252: Bayou Pt Brule Bridge, Lafayette Parish:</b> CADD Technician/Drafter for base and final right of way maps.			
06/23 – current	<b>State Project No. H.012030, US 371: KCS RR Overpass, Route US 371, Webster Parish:</b> CADD Technician/Drafter for property sketches.			

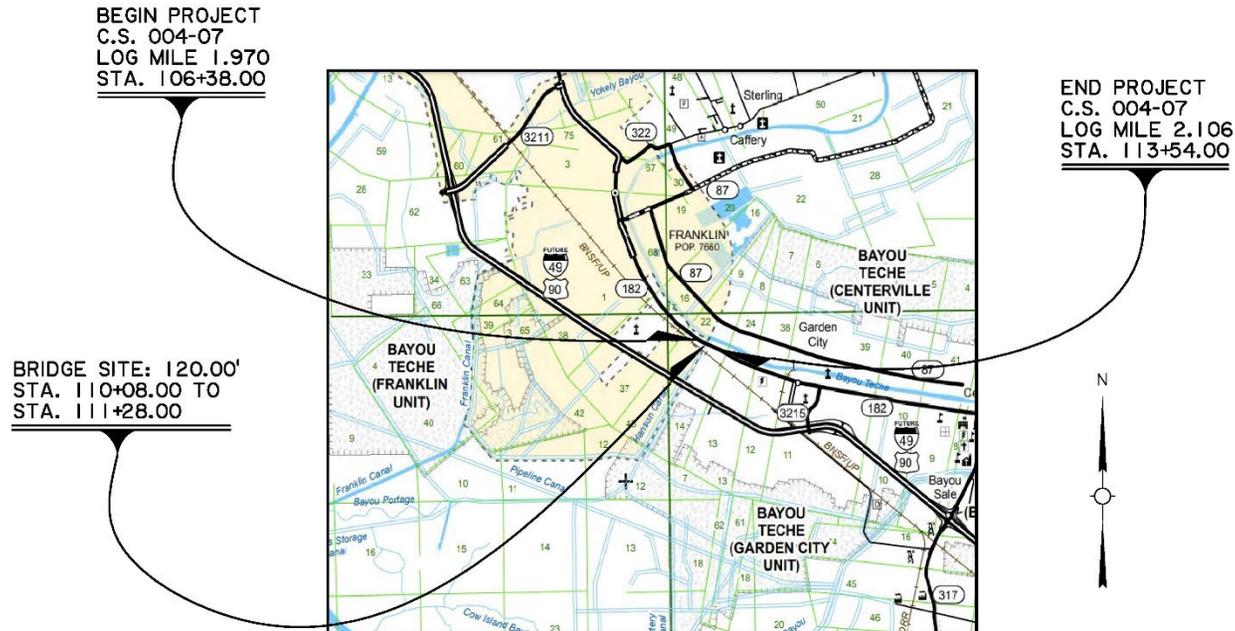
**17. Firm Experience:**

Firm name	Coyle Engineering Co., Inc.		Past Performance Evaluation Category(ies)*	Survey
Project name	La 182: Hanson Canal Bridge		Firm responsibility (prime or sub?)	Prime
Project number	H. 012535	Owner's name	DOTD	
Project location	Mt. Mary Parish		Owner's Project Manager	Mark Williams
Owner's address, phone, email	Address: 1201 Capitol Access Road, Baton Rouge, LA 70802 Phone: 225-379-1828 Email: jonathan.williams3@la.gov			
Services commenced by this firm (mm/yy)	03/22	Total consultant contract cost (\$1,000's)	\$26	
Services completed by this firm (mm/yy)	03/23	Cost of consultant services provided by this firm (\$1,000's)	\$26	

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

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 This project was for the replacement of the bridge over Hanson Canal in St. Mary Parish. Coyle Engineering Co., Inc. provided the property surveys and right of way maps for this project.

Charles Coyle, III was project manager and prepared the property surveys. Dusty Breedlove prepared the final right of way maps.

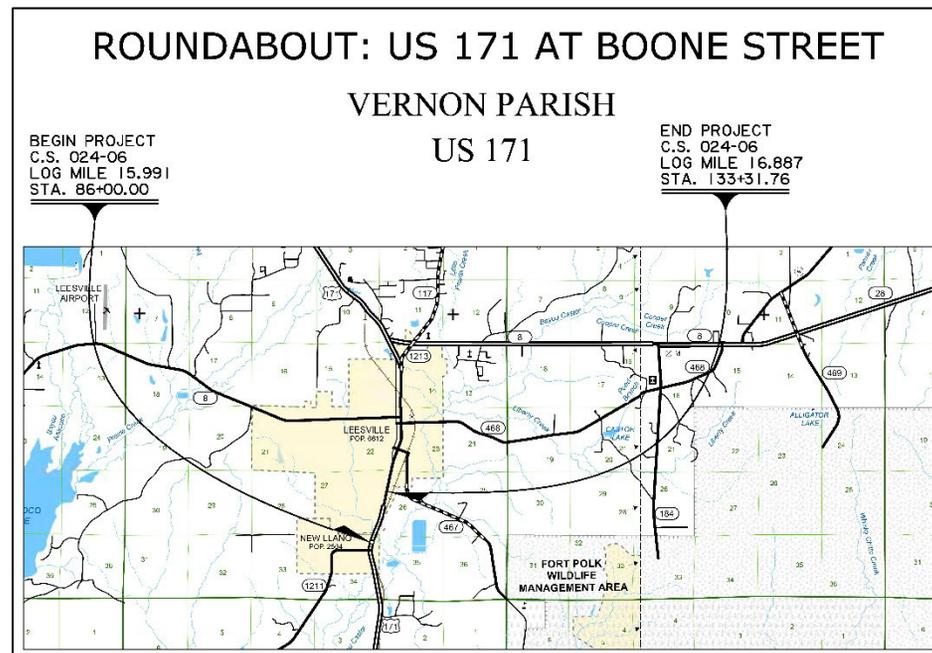


Firm name	Coyle Engineering Co., Inc.	Past Performance Evaluation Discipline(s)*	Survey
Project name	Roundabout: US 171 at Boone St.	Firm responsibility (prime or sub?)	Prime
Project number	H.011909	Owner's name	DOTD
Project location	Vernon Parish	Owner's Project Manager	Jason David
Owner's address, phone, email	Address: 1201 Capitol Access Road, Baton Rouge, LA 70802 Phone: 225-379-1155 Email: Jason.David@la.gov		
Services commenced by this firm (mm/yy)	10/18	Total consultant contract cost (\$1,000's)	\$26
Services completed by this firm (mm/yy)	03/21	Cost of consultant services provided by this firm (\$1,000's)	\$26

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

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This project was for a proposed roundabout at the intersection of US 171 and La 1212. The project was located within the City of Leesville with required right of way taking from commercial properties. Coyle Engineering Co., Inc. provided the property surveys and right of way maps. Charles Coyle, III was the project manager and performed all the boundary calculations.

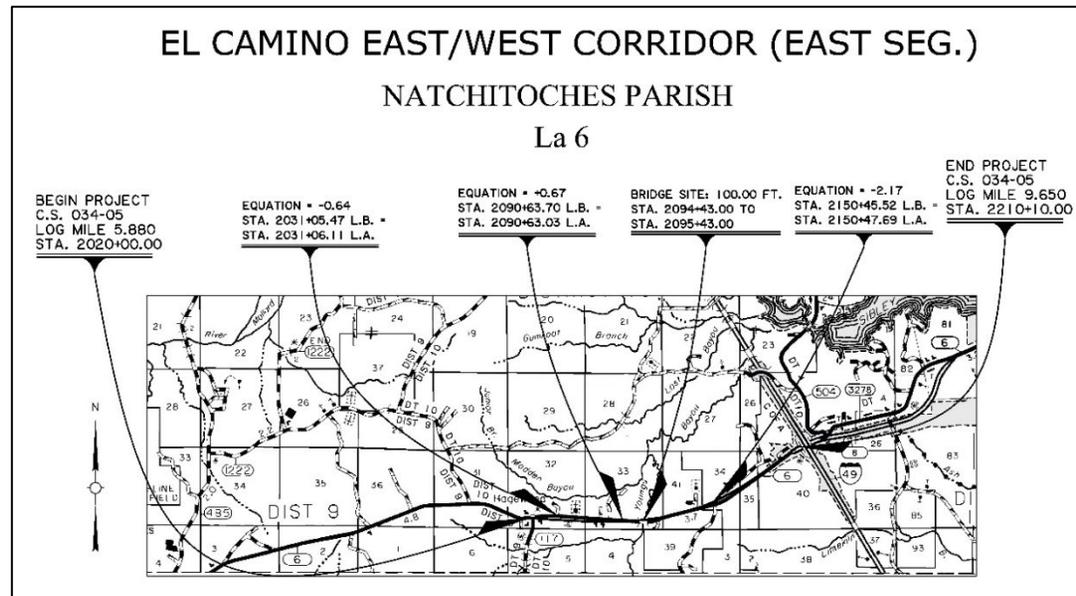


Firm name	Coyle Engineering Co., Inc.	Past Performance Evaluation Category(ies)*	Survey
Project name	El Camino East/West Corridor (La 6)	Firm responsibility (prime or sub?)	Prime
Project number	H.001061	Owner's name	DOTD
Project location	Natchitoches Parish	Owner's Project Manager	Jason David
Owner's address, phone, email	Address: 1201 Capitol Access Road, Baton Rouge, LA 70802 Phone: 225-379-1155 Email: Jason.David@la.gov		
Services commenced by this firm (mm/yy)	01/13	Total consultant contract cost (\$1,000's)	\$181
Services completed by this firm (mm/yy)	01/14	Cost of consultant services provided by this firm (\$1,000's)	\$143

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

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 This project was for widening for La 6 for 3.77 miles from La 117 to I-49 in Natchitoches Parish. The 2-lane rural road will be widened to a 4-lane divided highway. Coyle Engineering Co., Inc. provided the title-take-offs, property surveys and right-of-way maps for the project.

Charles Coyle, III was project manager for all surveying.



Firm name	Coyle Engineering Co., Inc.	Past Performance Evaluation Category(ies)*	Survey
Project name	I-49 North (I-220 – La 1)	Firm responsibility (prime or sub?)	Sub
Project number	700-09-0136	Owner's name	DOTD
Project location	Caddo Parish	Owner's Project Manager	Joachim Umeozulu
Owner's address, phone, email	Address: 1201 Capitol Access Road, Baton Rouge, LA 70802 Phone: 225-379-1386 Email: Joachim.Umeozulu@la.gov		
Services commenced by this firm (mm/yy)	12/03	Total consultant contract cost (\$1,000's)	\$3,786
Services completed by this firm (mm/yy)	01/15	Cost of consultant services provided by this firm (\$1,000's)	\$782

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

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This project was for a new interstate highway, beginning at Interstate 220 and terminating at La Highway 1. Project included at grade roadway, elevated ramps, bridges and overpasses. Coyle Engineering Co., Inc. provided the topographic survey, property survey, and right-of-way maps for the project as a subconsultant to Aillet, Fenner, Jolly & McClelland, Inc.

The I-49 Segment K Phase 2 interchange with I-220 earned the regional award for "Best Use of Technology & Innovation" from the American Association of State Highway & Transportation Officials (AASHTO).

This project had numerous time challenges. Faced with the possibility of losing federal construction dollars, the team was faced with re-designing the interchange at I-220 (shown) to avoid a landfill that contained hazardous waste. Coyle Engineering was tasked with re-surveying this 2+ mile stretch of interstate highway when it was determined that the entire interstate needed to be re-built, and re-working the right of way maps within just a handful of weeks. We were able to keep the engineering team on track, and the project was delivered on time. Charles G. Coyle, III was the project manager.



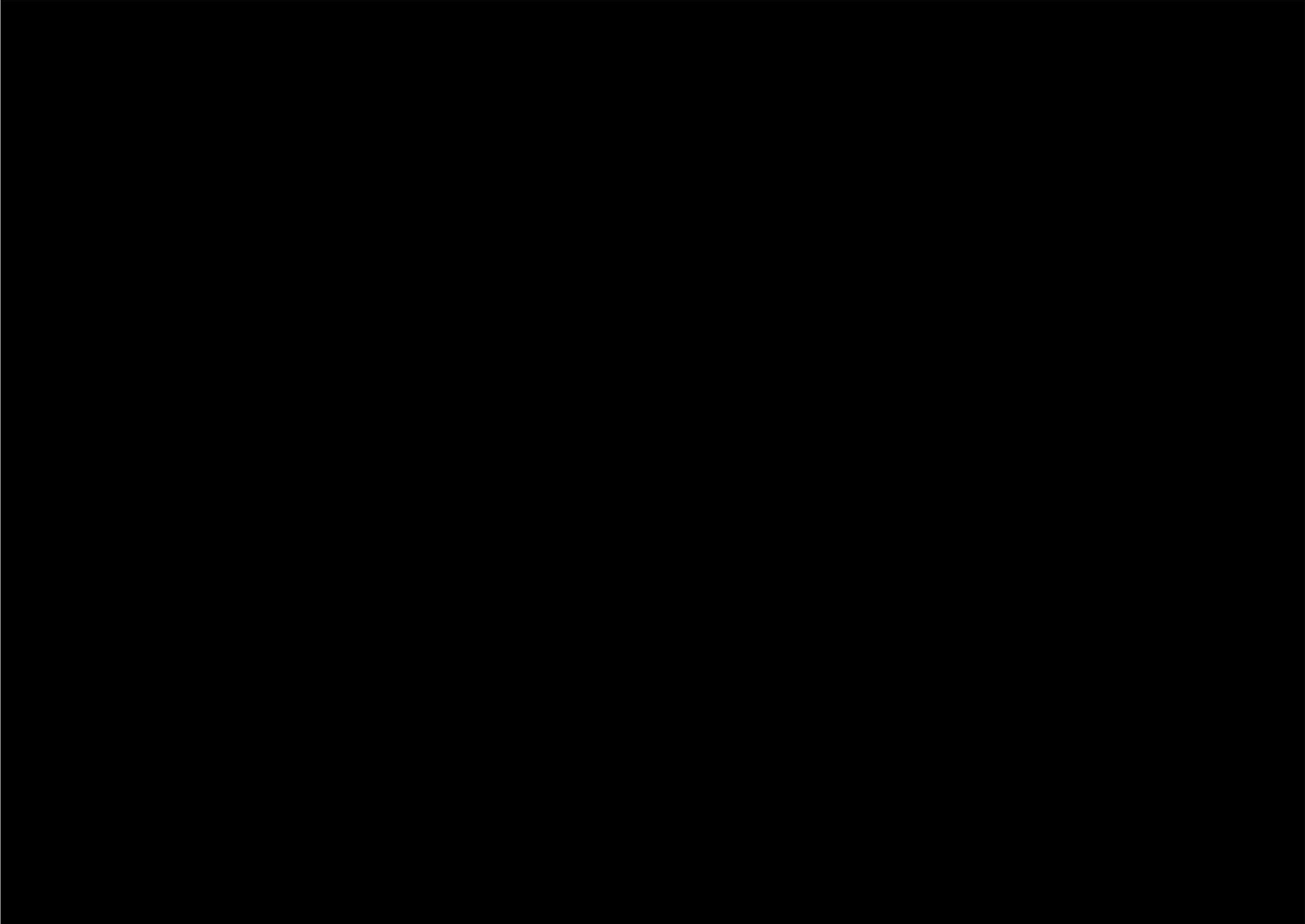
Firm name	Coyle Engineering Co., Inc.	Past Performance Evaluation Category(ies)*	Survey
Project name	State Route in Mansfield, US 171	Firm responsibility (prime or sub?)	Sub
Project number	700-16-0108	Owner's name	DOTD/LTM
Project location	DeSoto Parish	Owner's Project Manager	Jack Hodges
Owner's address, phone, email	Address: 1201 Capitol Access Road, Baton Rouge, LA 70802 Phone: 225-906-1316 Email: Jack.Hodges@latimedmgrs.com		
Services commenced by this firm (mm/yy)	01/98	Total consultant contract cost (\$1,000's)	\$2,559
Services completed by this firm (mm/yy)	06/08	Cost of consultant services provided by this firm (\$1,000's)	\$553

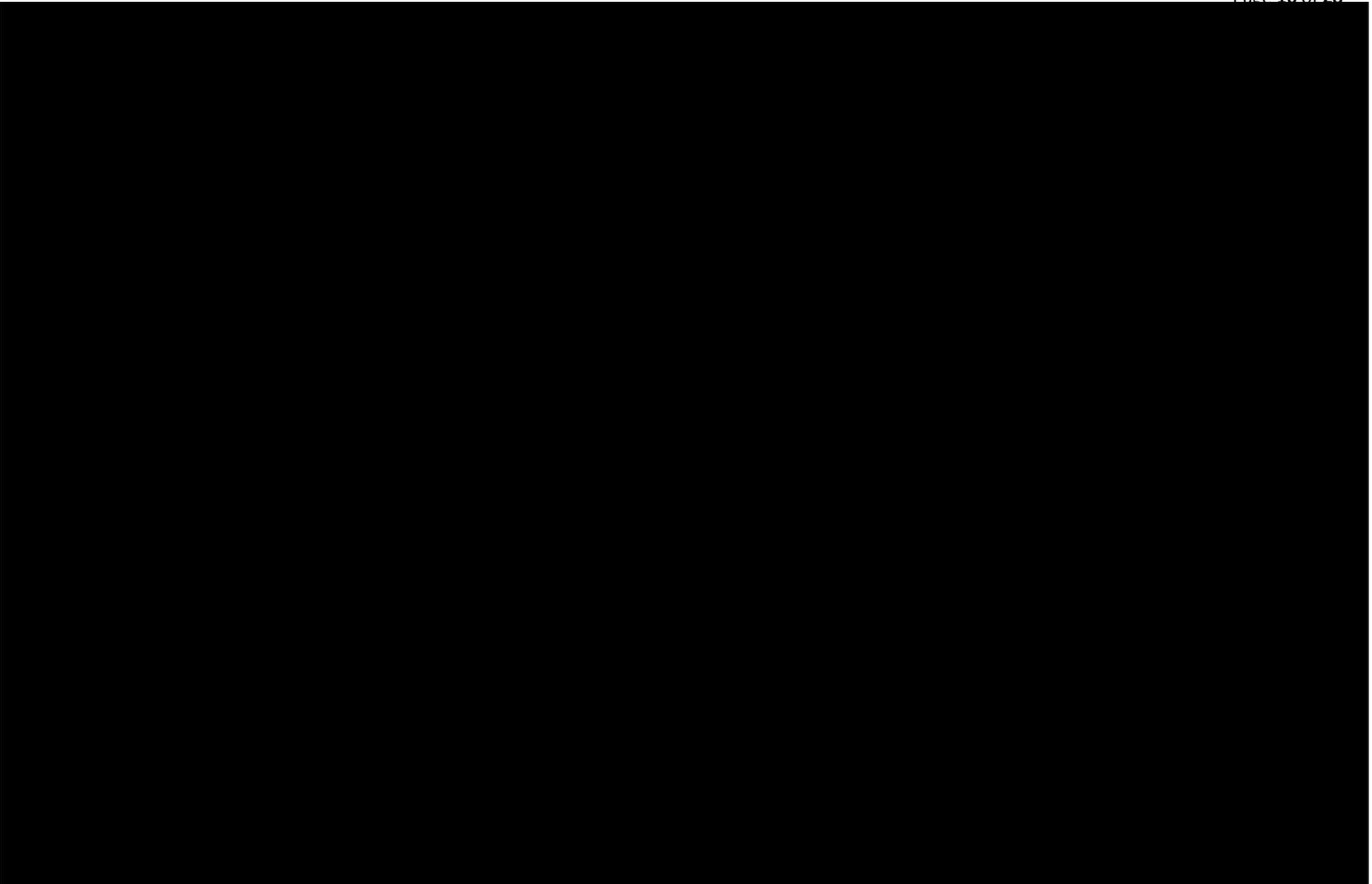
Describe the project including the firm's role and members involved. (Highlight staff to be used in this proposal.)

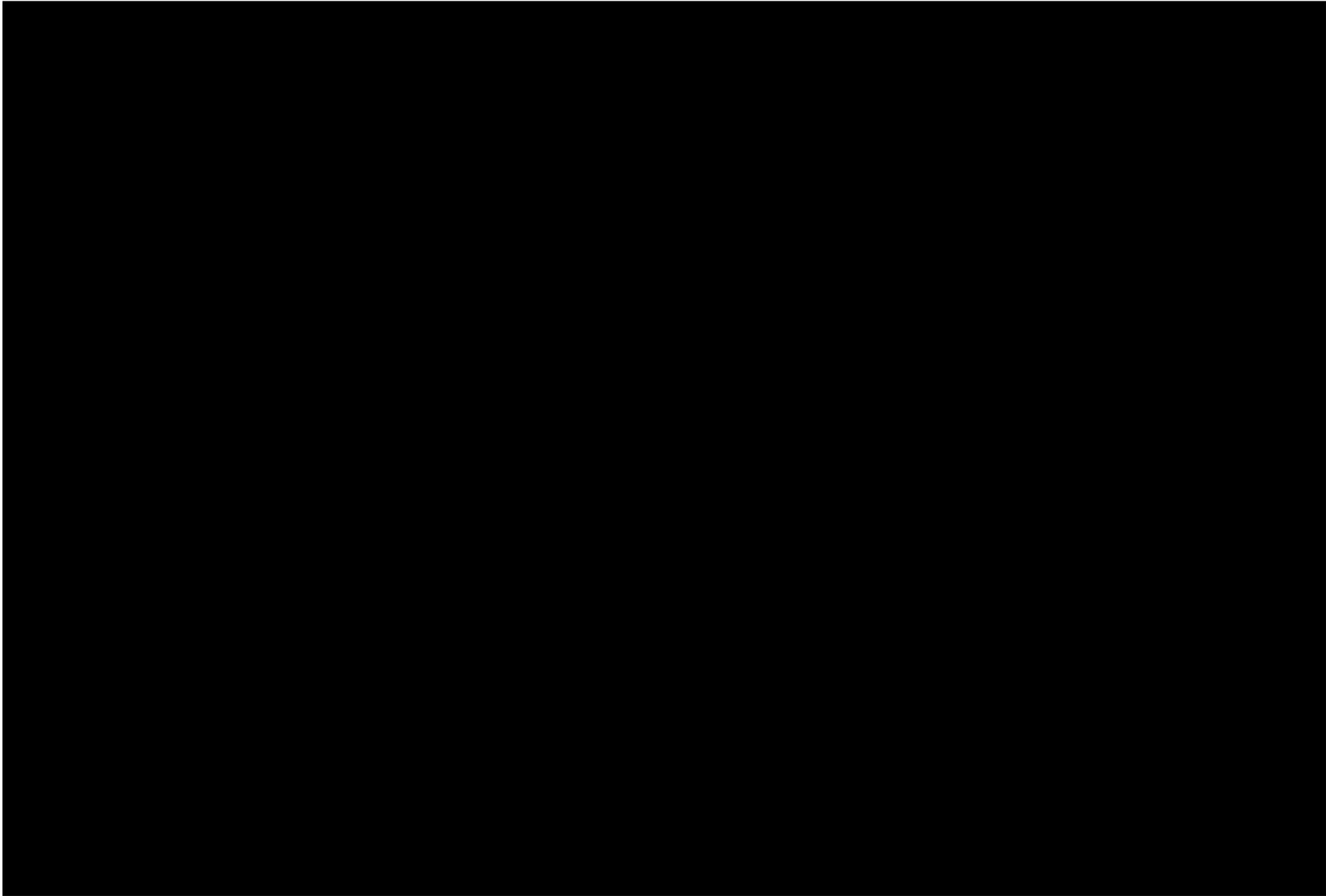
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This was a TIMED project for widening and improving US 171 through Mansfield. Project partially was along existing route and partially along a new route. Coyle Engineering Co., Inc. provided the topographic surveys, property surveys, and right-of-way maps for the project as a subconsultant to Aillet, Fenner, Jolly & McClelland, Inc.

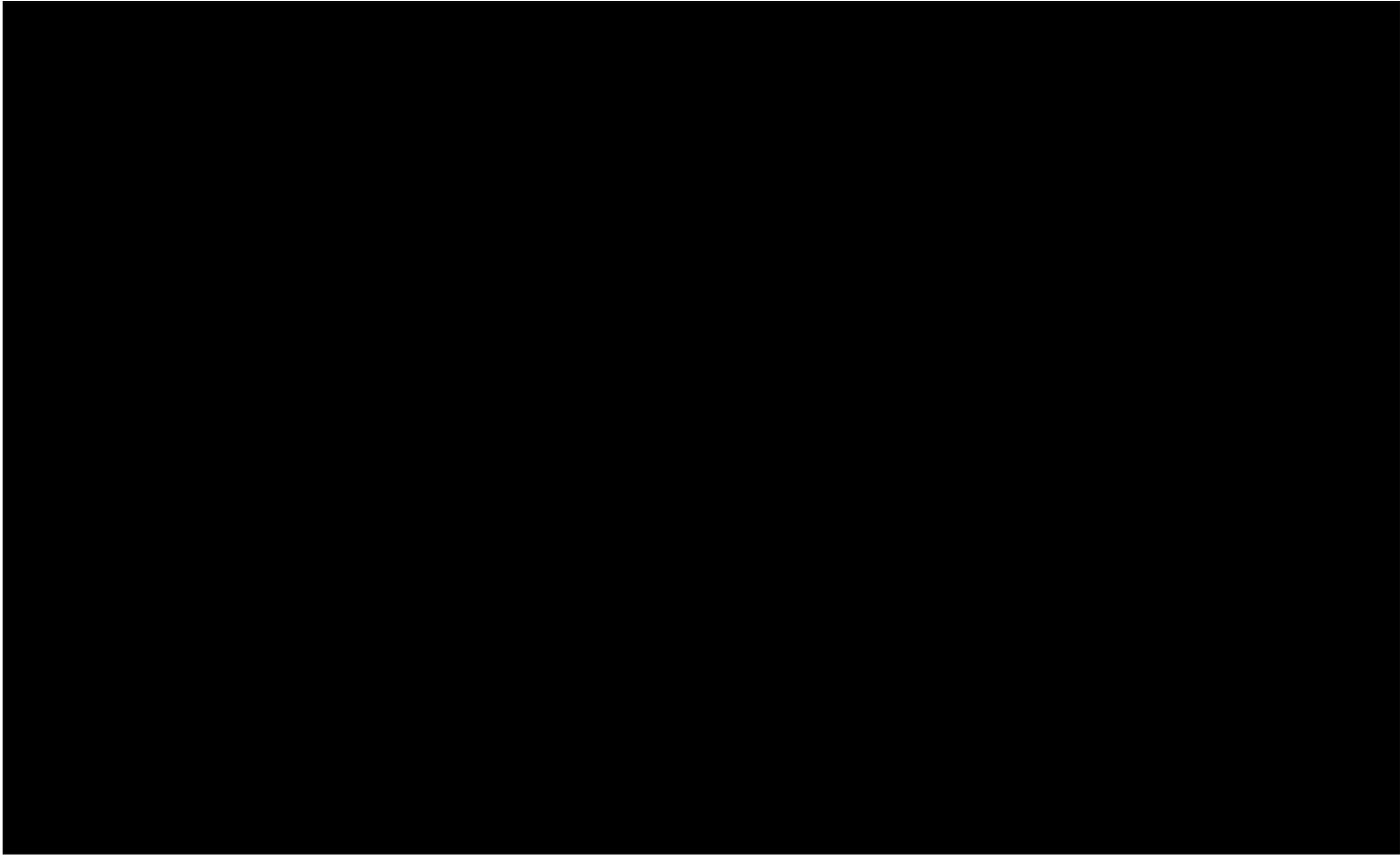
Charles Coyle and Charles Coyle, III were project managers for the topographic surveys. Charles Coyle, III also was project manager for the property surveys and right-of-way maps.











**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.**

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For more than 20 years, Coyle Engineering has been providing Property Surveys and Right of Way Maps to LA DOTD, primarily through IDIQ contracts such as this one. Described below is our method for delivering these projects.

**I. Property Surveys**

Once the Task Order has been negotiated and Notice to Proceed has been issued, the first step is to assure we have the latest information from Location and Survey. We will request the following:

- Centerline Closure Sketch showing the project control points
- .dgn file of latest topographic survey
- .alg file from the design team
- Ascii file of points from topo survey (if needed)
- .dgn and pdf of latest construction plans
- Any existing right of way information available
- All title research reports, if any, that have been prepared for the project

The next step is to research the properties to be surveyed. We will gather the following information:

- Tax assessor maps and assessments
- Current deeds
- After review of current deeds, assess the necessity for further research on adjoiners, previous title, or called for surveys or plats
- Research of our own records for survey work in the vicinity
- GLO plats and/or notes
- Existing right of way deeds and/or maps. Coordination with the local DOTD District office is key.
- Any information necessary from local jurisdictions (town, city, parish police jury)
- Any available aerial photography or any other helpful GIS data

This information will be studied and analyzed BEFORE the survey crew goes to the field. Working maps will be prepared to assist the field crews and expedite the field work of searching for property corner monuments. Typically, the project manager will join the survey crew in the field on the first day, and make additional trips as needed. Landowner permission will be secured before entering property. This is done either by phone call or letter from the office or verbally on site. Landowners can sometimes be the best source for boundary locations and deed interpretations. The field functions are as follows:

- All control from the Centerline Closure Sketch will be checked via OPUS and RTK to all control points. This control will be used to survey and tie all pipes, monuments, or other necessary features.
- Any additional traverses will be on a closed circuit or checked with some other method.
- Any necessary information not shown on the provided topo (fences along property lines, buildings, etc.) should be surveyed.

The survey crews will bring this information back to the office. The project manager will assure all data is properly adjusted and checked. Calculations will be performed to determine the locations of property lines and existing right of way. The cad drafter will then prepare the sketch of this information. All found data will be tied to the project centerline. This map will form the base for the right of way maps.

If DOTD prepared Title Research Reports are not available for this stage, we will prepare a **Title Take-Off** for each surveyed parcel. The Title Take-Off will consist of the current property tax assessment, the current deed, and any other relevant information used to determine the boundaries of the surveyed parcel, such as surveys, sell-offs or existing right of way. The Title Take-Off is submitted as part of the Property Survey.

The right of way sketches (in pdf and Microstation), coordinates for all found monuments and any title work used (title research reports, title take-offs, previous surveys, etc.) will be compiled and submitted to the DOTD project manager. Typically, the contract time is suspended while the design team incorporates this information into the construction plans and makes any adjustments to the required right of way for the project.

## **II. Right of Way Maps**

Upon notice to proceed with base right of way maps, we will again assure we have the latest information, including:

- .dgn file and .alg file from design team
- .pdf of latest construction plans

Required Right of Way lines will be manually keyed in to Microstation using stations and offsets from construction plans. This eliminates any rounding error. We use the .dgn design file as an overlay to check, and place limits of construction. If there are discrepancies discovered in the hard copy of the construction plans and the .dgn files, they will usually be revealed using this method. We will notify the DOTD project manager upon discovery of any discrepancies and get clarification. If any small taking parcels are created, we will make a note to discuss these issues at the Joint Plan Review meeting. Before submitting base (60%) right of way maps, the project manager will check that all pipes and monuments are properly labeled, all owner names are correct, all coordinates are correct, all property lines are correctly stationed and plans are in conformance with 60% Right of Way Map checklist, which is found in the Location and Survey Manual Addendum A. We will also assure that the centerline stationing and right of way offsets match with the construction plans. These maps are then submitted to DOTD, and the contract time is suspended for the Joint Plan Review meeting.

After the Joint Plan Review meeting and upon DOTD restarting the contract for preparation of final plans, we will assure that all comments from the Joint Plan Review meeting are addressed. Many times, the right of way on the construction plans have been revised. Again, we assure that we have the latest .alg and .dgn files and the latest construction plans. Also at this stage, it may be necessary to request updates to the Title Research Reports if they are more than six months old.

Once any changes are made to the taking lines, we will label all parcels with bearings and distances, in conformance with CadConform. We will check the maps to assure that all landowner names match with title reports or updates, and that any servitudes are properly shown. We will also again assure the centerline and taking line information on the right of way maps match with construction plans, and maps are in conformance with Final Right of Way Map checklist, which is also found in the Location and Survey Manual Addendum A.

Next, and arguably the most important step in the process, is to perform an independent check of the maps by re-building the project from scratch, using AutoCad, and only using the hard copy of the right of way maps. If any stations, bearings or distances on lines do not match within a few seconds, or 0.01', or if coordinates do not match within an acceptable tolerance (0.001'), we check the Microstation file. In our over 20 years of experience in preparing Right of Way maps, we have found that while this may not be the most efficient way to check maps, it is very close to fail-safe and well worth the extra effort. Many minor drafting errors have been caught using this method that would have otherwise gone unnoticed. This step is performed by the project manager.

After any necessary corrections have been made, the parcel descriptions are prepared. These descriptions are checked with the right of way maps for quality assurance.

Before submitting the final right of way maps, the project manager will make one last trip to the project site for a walk through with the right of way maps in hand. If there have been any significant improvements made to the adjoining properties that need to be shown (or if improvements have been removed), those will be addressed. If necessary, a survey crew may need to re-visit the site. DOTD will be notified of any significant changes (buildings added or removed, etc.) We will also have someone in our office who has not worked on the project to review the maps for stray lines, misspelled words, etc.

After all this is accomplished, the final maps are printed on mylar, signed and sealed, and submitted to DOTD, along with a pdf file of the final maps, Microstation files (if requested), pdf files of Title Research Reports and ASCII file of the parcel descriptions.

The project time schedule will be different for each project, depending on the size and complexity of the project, the amount of review time, updates to the construction plans, and other factors. A typical project schedule will flow as follows:

- 1) After Task Order negotiation and execution, consultant is issued Notice to Proceed for Property Surveys.
- 2) Property Surveys are completed and submitted to DOTD (along with Title Take-Offs, if required) and contract time is suspended.
- 3) Consultant is provided with construction plans, and contract time is re-started for Base (60%) Right of Way Maps.
- 4) Base Right of Way maps are submitted and contract time is suspended.

- 5) Joint Plan Review meeting is held. This meeting is scheduled by DOTD and the consultant's project manager attends.
- 6) Revised (if necessary) construction plans are provided to the consultant and contract time is re-started for Final Right of Way Maps.
- 7) Right of Way maps are submitted to Location and Survey for a final review. At this point, the consultant is finished, with the exception of addressing any final comments from the checking unit. Contract time is suspended during the final review.
- 8) Final review comments are sent to the consultant and contract time is re-started.
- 9) Final deliverables are submitted.

**19. Workload:**

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

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

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

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

Firm(s) ALL FIRMS MUST BE REPRESENTED IN THIS TABLE	Past Performance Evaluation Discipline(s) *	Contract Number and State Project Number	Project Name	Remaining Unpaid Balance**
Coyle Engineering Co., Inc.	Survey	Contract No. 4400016019 Task Order 1 State Project No. H.012041	LA 109: Gully Bridge, Route LA 109, Calcasieu Parish Property Surveys and ROW Maps	\$2,162
Coyle Engineering Co., Inc.	Survey	Contract No. 4400016019 Task Order 2 State Project No. H.012533	LA 1252: Bayou PT Brule Bridge, Route LA 1252, Lafayette Parish Property Surveys and ROW Maps	\$1,410
Coyle Engineering Co., Inc.	Survey	Contract No. 4400016019 Task Order 4 State Project No. H.012041	LA 109: Gully Bridge, Route LA 109, Calcasieu Parish Property Surveys and ROW Maps	\$9,028
Coyle Engineering Co., Inc.	Survey	Contract No. 4400021530 Task Order 1 State Project No. H.012030	LA 371: KCS RR Overpass, Route LA 371, Webster Parish ROW Maps	\$11,543
Coyle Engineering Co., Inc.	Survey	Contract No. 4400021530 Task Order 2 State Project No. H.010271	Cane River Bridge at Church Street, Route LA 1-X, Natchitoches Parish ROW Maps	\$15,590

Coyle Engineering Co., Inc.	Survey	Contract No. 4400021530 Task Order 3 State Project No. H.012537	LA 154, LA 157: Red Chute Bayou and Flat River Bridges, Routes LA 154 and LA 157 Bossier Parish ROW Maps	\$12,364
Coyle Engineering Co., Inc.	Survey	Contract No. 4400021530 Task Order 4 State Project No. H.001970	LA 561: Boeuf River Bridge near Hebert, Route LA 561, Richland Parish Property Surveys and ROW Maps	\$31,151

(Add rows as needed)

DO NOT SUM

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

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

**20. Certifications/Licenses:**

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

**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.

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

(Add rows as needed)

**23. Location:**

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