

DOTD FORM: 24-102

PROPOSAL TO PROVIDE CONSULTANT SERVICES

(Revised August 11, 2025)

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	Off-System Highway Bridge Program John Lewis Rd Over Little Valley Bayou and Coulee Rd Over Peebles Coulee Iberia Parish
2. Contract Number(s) as shown in the advertisement	4400033946
3. State Project Number(s), if shown in the advertisement	H.016277.5 and H.016369.5
4. Prime consultant name (name must match <u>exactly</u> as registered with the Louisiana Secretary of State (SOS) where such registration is required by law; including punctuation; <u>include screenshot from SOS at the end of Section 20</u>)	Domingue, Szabo & 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.0000243 (Engineering) VF.0000041 (Land Surveying)
6. Prime consultant mailing address	102 Asma Blvd, Ste 305, Lafayette, LA 70508
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	102 Asma Blvd, Ste 305, Lafayette, LA 70508
8. Name, title, phone number, and email address of prime consultant's contract point of contact	Chris K. Richard, President 337-232-5182 chrisr@dsaengineering.com
9. Name, title, phone number, and email address of the official with signing authority for this proposal	Chris K. Richard, President 337-232-5182 chrisr@dsaengineering.com

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

Domingue, Szabo & Associates, Inc.

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.

Pursuant to Act No. 581 of the 2024 Louisiana Legislature Regular Session, proposer further certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. In addition, proposer certifies it will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.



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

11-20-2025

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):
N/A

Firm(s)' %:

12. Discipline Table:

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

The **only** disciplines to be used are listed in the drop down in each row (Appraiser, Bridge, CE&I/OV, CPM, Data Collection, Environmental, Geotech, ITS, Other (must specify), Planning, Right-of-Way, Road, Survey, and Traffic). **Remove rows as needed.**

Discipline(s)	% of Overall Contract	Domingue, Szabo & Associates, Inc	Tim Morton	Firm C	Firm D	Firm E	Each Discipline must total to 100%
Bridge	60%	100%	0%				100%
Environmental	5%	50%	50%				100%
Other (Hydraulics)	5%	100%	0%				100%
Right-of-Way	5%	100%	0%				100%
Road	15%	100%	0%				100%
Survey	10%	100%	0%				100%
Identify the percentage of work for the <u>overall contract</u> to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%	97.5%	2.5%				100%

13. Team 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 (must specify)” and include the classification title inside the parentheses. The DOTD Job Classification(s) to be used can be found at the following link: <https://bit.ly/DOTDJobClassifications>

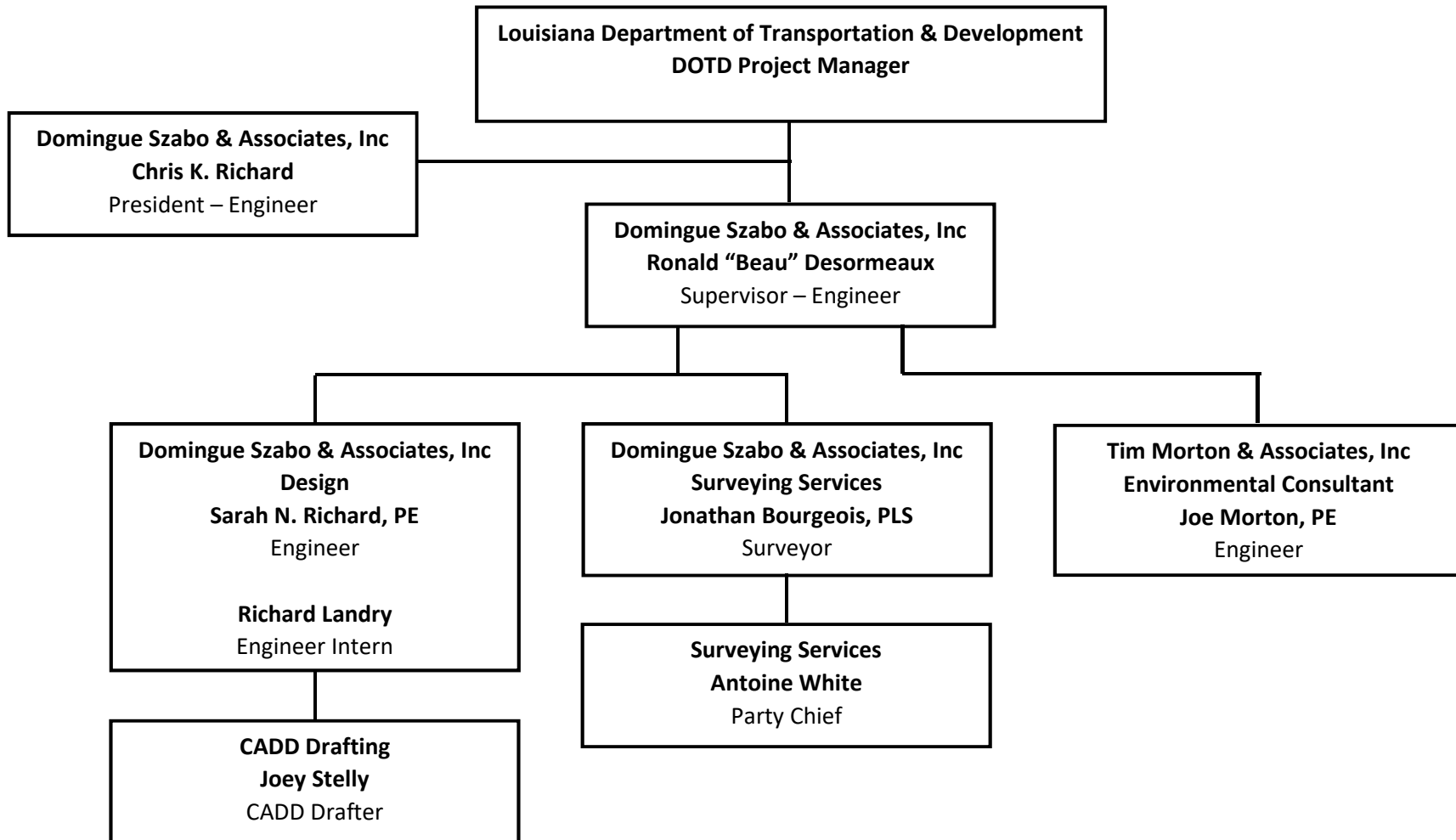
Firm name	DOTD Job Classification	Number of personnel committed to this contract *	Total number of personnel available in this DOTD Job Classification (if needed)
Domingue, Szabo & Associates, Inc.	Accountant	0	1
Domingue, Szabo & Associates, Inc.	Administrative	0	1
Domingue, Szabo & Associates, Inc.	CADD Drafter	1	3
Domingue, Szabo & Associates, Inc.	Engineer	2	4
Domingue, Szabo & Associates, Inc.	Engineer Intern	1	3
Tim Morton & Associates, Inc.	Environmental Manager	1	1
Domingue, Szabo & Associates, Inc.	Party Chief	1	1
Domingue, Szabo & Associates, Inc.	Principal	1	1
Domingue, Szabo & Associates, Inc.	Surveyor	1	1
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

(Add rows as needed)

***For evaluation purposes only**, and as referenced in the Scope of Services on page 2 of IDIQ advertisements only, the consultant shall assume the number of concurrently active task orders specified in the advertisement and shall identify the number of **committed** personnel accordingly.

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:

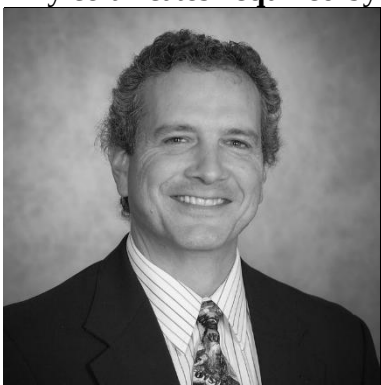
Use the table below to identify both prime consultant and sub-consultant staff designated to work on this contract meeting the Minimum Personnel Requirements (MPRs) specified in the advertisement. Ensure the résumé reflects the required experience stated in the MPR. Make sure the P.E. discipline is also 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	Ronald Beau Desormeaux	Domingue, Szabo & Associates	PE 32170 - Civil	LA	March 31, 2026
2	Sarah Richard Max	Domingue, Szabo & Associates	PE 41379 - Civil	LA	Sept. 30, 2027
3	Ronald Beau Desormeaux	Domingue, Szabo & Associates	PE 32170 - Civil	LA	March 31, 2026
4	Jonathan Bourgeois	Domingue, Szabo & Associates	PLS 5150 - Surveyor	LA	Sept. 30, 2026
5	Joe Morton	Tim Morton & Associates	PE 24921 – Civil, Environmental	LA	Sept. 30, 2026

(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 are **limited to 2 pages per person**. Any certificates **required** by the advertisement are to be placed in Section 20.

	Firm employed by Domingue, Szabo & Associates, Inc.				
	Name	Christopher K. Richard, PE		Years of relevant experience with this employer	35
	Title	President		Years of relevant experience with other employer(s)	3.5
	Degree(s) / Years / Specialization		BS / 1987 / Civil Engineering		
	Active registration number / state / expiration date		PE 24629 / Louisiana / September 30, 2026		
	Year registered	1992	Discipline	Civil and Environmental	
	Contract role(s) / brief description of responsibilities			Principal in Charge	
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 years of experience specified in the applicable MPR(s).				
02/23 – 09/24	Fortune Road Pavement Preservation: This project was an Entity Contract project administered by LADOTD for the City of Youngsville, LA. Included in DSA’s scope of services for this project was surveying, pavement section recommendations, plan preparation, and cost estimating/quantities. DSA personnel underwent Work Zone Training to be in compliance with LADOTD requirements.				
08/14 – Current	I-49 Connector – Lafayette Regional Airport to I-10/I-49/US 167 Interchange: We are part of the connector team and DSA’s scope involves utility coordination and relocation for the connector as well as coordination with the Lafayette Regional Airport. Role: Supervising Professional				
02/11 – 10/15	W. Congress Bridge Replacement: This project consisted of the removal and replacement of one slab span bridge in Lafayette Parish, LA. Included in DSA’s scope of services for this project was surveying, bridge layout and design (including bridge length and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, bridge rating, and construction administration/inspection services. Role: Chief Engineer in charge of QC				
04/19 – 06/24	Rue des Etoiles Bridge Replacement: This project consisted of the removal and replacement of one slab span bridge in Lafayette Parish, LA. Included in DSA’s scope of services for this project was surveying, hydraulics (no-rise determination), bridge layout and design (including bridge length and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services. Role: Chief Engineer in charge of QC				

(Add rows as needed)

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	Firm employed by Domingue, Szabo & Associates, Inc.			
	Name	Ronald "Beau" Desormeaux	Years of relevant experience with this employer	23
	Title	Chief Engineer	Years of relevant experience with other employer(s)	1.5
	Degree(s) / Years / Specialization		Bachelor of Science / 2000 / Civil Engineering	
	Active registration number / state / expiration date		PE 32170 / Louisiana / March 31, 2026	
	Year registered	2006	Discipline	Civil
Contract role(s) / brief description of responsibilities			Project Manager/Supervision of topographical survey, preliminary and final design, preparation of plans	
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).			
11/09 – 04/12	Hazard Road on Armenco & Port Road on Rodere Canal Bridge Replacements: This project consisted of the removal and replacement of two slab span bridges in Iberia Parish, LA. Included in DSA's scope of services for this project was surveying, bridge layout and design (including bridge length, deck thickness, cap size, and pile length recommendations), site design, erosion protection, existing utility relocation, dry fire hydrant relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services.			
08/10 – 04/15	Sellers Road & Kidder Road Bridge Replacements: This project consisted of the removal of two slab span bridges, which were replaced with on slab span bridge and one quad beam bridge in Lafayette Parish, LA. Included in DSA's scope of services for this project was surveying, bridge layout and design (including bridge length, deck thickness, cap size, and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services.			
02/11 – 10/15	W. Congress Bridge Replacement: This project consisted of the removal and replacement of one slab span bridge in Lafayette Parish, LA. Included in DSA's scope of services for this project was surveying, bridge layout and design (including bridge length and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, bridge rating, and construction administration/inspection services.			

04/19 – 06/24	Rue des Etoiles Bridge Replacement: This project consisted of the removal and replacement of one slab span bridge in Lafayette Parish, LA. Included in DSA's scope of services for this project was surveying, hydraulics (no-rise determination), bridge layout and design (including bridge length and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services.
02/23 – 09/24	Fortune Road Pavement Preservation: This project was an Entity Contract project administered by LADOTD for the City of Youngsville, LA. Included in DSA's scope of services for this project was surveying, pavement section recommendations, plan preparation, and cost estimating/quantities. DSA personnel underwent Work Zone Training to be in compliance with LADOTD requirements.

(Add rows as needed)

16. Staff Experience:

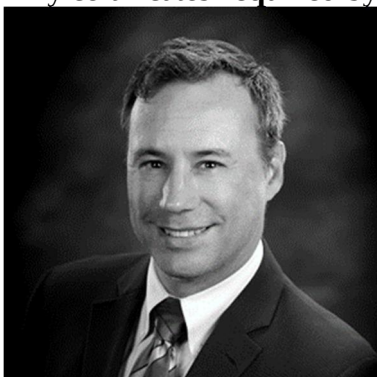
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	Firm employed by Domingue, Szabo & Associates, Inc.				
	Name	Sarah Richard Max		Years of relevant experience with this employer	17
	Title	Project Manager		Years of relevant experience with other employer(s)	0
	Degree(s) / Years / Specialization		BS / 2012 / Civil Engineering		
	Active registration number / state / expiration date		PE 41379 / Louisiana / September 30, 2027		
	Year registered	2017	Discipline	Civil	
Contract role(s) / brief description of responsibilities				Project Manager/Supervision of topographical survey, preliminary and final design, preparation of plans	
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).				
01/23 – current	South Sewage Treatment Plant Improvements Headworks and Chlorine Contact Chamber for Lafayette Utilities System and Lafayette Consolidated Government: Responsible for structural and foundation design of a new reinforced concrete preliminary treatment unit, which is an elevated structure with 20’ tall columns and 73-16” x 35’ long piles. Construction cost: \$13,497,000.00.				
05/24 – current	Post Road Wastewater Treatment Plant for the City of Carencro: The work includes the construction of the new Post Road Wastewater Treatment Plant. Responsible for structural and foundation design of a preliminary treatment unit with 16’ tall columns and 40-18” x 58.5’ long auger cast piles as well as other processes and foundation design of buildings to replace the existing wastewater treatment facilities. Construction cost: \$42,700,000.00				
10/23 – current	Water Treatment Plant Upgrade for the City of Jennings: Responsible for the foundation design for 2 – 3.0 MGD solids contact clarifiers with 30-18” x 60’ long auger cast piles. Construction cost: \$13,200,000.00				
10/24 – current	Lafourche North Water Tank: Responsible for the foundation design of a 2,000,000-gallon prestressed concrete ground storage reservoir with 200-16’ x 90’ long prestressed concrete piles. Construction cost: \$5,097,000.00				

(Add rows as needed)

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	Firm employed by Domingue, Szabo & Associates, Inc.			
	Name	Jonathan Bourgeois	Years of relevant experience with this employer	4 mnths
	Title	Professional Land Surveyor	Years of relevant experience with other employer(s)	23
	Degree(s) / Years / Specialization		Bachelor of Science / 2004 / Industrial Technology Bachelor of Science / 2009 / Civil Survey	
	Active registration number / state / expiration date		PLS 5150 / Louisiana / September 30, 2026	
	Year registered	2016	Discipline	NA
	Contract role(s) / brief description of responsibilities		Project surveyor in charge of all surveying aspects	
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 years of experience specified in the applicable MPR(s).			
2023	Topographic survey of Sentinel Peak, Hays County, TX: Team Leader of surveying services for a \$100,000 topographic survey of Sentinel Peak Preserve consisting of over 540 acres. Duties included coordination with land scape architect client, supervising 10 personnel. Project task consisted of project control establishment, data collection of natural ground and above ground features, processing of field-collected data and creating a digital terrain model. Project challenges included data collection in wooded areas and drastic terrain elevation changes. Challenges were overcome by the utilization of mobile mapping in open areas, terrestrial scanning in areas inaccessible by mobile mapping vehicles and conventional survey methods for ground truthing.			
2019-2021	Boundary survey of Joint Base San Antonio, San Antonio TX: Director of surveying services for a \$1.28M boundary retracement consisting of over 40,000 acres and 9 different project sites. Duties included boundary reconstruction, legal descriptions, certifying survey plats and supervising 15 personnel. Project task consisted of real property records research, survey control establishment, boundary corner monumentation searches, data collection of above ground features, processing of field-collected data and the setting of lost or destroyed corner monuments. Project challenges included evidence of possible adverse possession – evidence of possession was documented and noted on the plat. The project was delivered on schedule.			
2021	Topographic Survey of B961, B2530 & B10806, JBSA San Antonio, TX: Director of surveying services for a \$10,000 project to collect engineering data at 3 sites located within Fort Sam Houston and Lackland AFB. Duties included supervising a project team consisting of 2 personnel, processing of survey data and performing QC checks of deliverables. The survey utilized a combination of GPS real time kinematic and conventional survey methods to capture building data, visible utilities, and surface features within the immediate area. The project was completed ahead of schedule.			

2020	Topographic survey of Travis Airforce Base runway project, Fairfield, CA: Director of surveying services for a \$959,000 project. Duties included leading field operations during topographic survey of runway 21-3 and the adjacent taxiways, supervising 4 personnel, conducting data processing, conducting quality control, and creating surface models based on collected data for use in engineering applications. The survey utilized a combination of GPS real time kinematic and scanning methods to capture existing surface data, airfield lighting, fire suppression systems and utilities. Adjacent taxiways remained operational during field operations which required working with airfield personnel to receive advanced notification of incoming traffic and timing operations to facilitate traffic on active taxiways. Field work and survey deliverables were completed on schedule.
2020	Topographic Survey of Dormitory 3206, Goodfellow Air Force Base San Angelo, TX: Director of surveying services for a \$622,000 fire protection repair project. Duties included supervising a project team consisting of 2 personnel, processing survey data, creating surface models based on collected data for use in engineering applications, and performing QC checks of deliverables. The survey utilized a combination of GPS real time kinematic and conventional survey methods to capture building data, visible utilities, and surface features within the immediate area. Unique to this project was the necessity to survey multiple levels on the exterior balconies and breezeways of the dorm. The field work and survey deliverables were delivered ahead of schedule.
2020	Topographic Survey of Taxiway Mike Threshold Lighting, Tinker Air Force Base, OK: Director of surveying services for a \$42,000 project to improve the taxiway lighting of Taxiway Mike. Duties included supervising 2 personnel during survey of the Taxiway threshold lighting and surrounding area, conducting data processing and QC of final deliverables. The survey utilized both GPS and conventional survey methods to collect data in the immediate threshold area. Deliverables consisted of a spreadsheet containing survey point numbers, northing, easting, elevation, and code data.

(Add rows as needed)

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	Firm employed by Domingue, Szabo & Associates, Inc.			
	Name	Richard Landry	Years of relevant experience with this employer	4
	Title	Engineer Intern	Years of relevant experience with other employer(s)	1
	Degree(s) / Years / Specialization		BS / 2021 / Civil Engineering	
	Active registration number / state / expiration date		EI 35059 / Louisiana / September 30, 2026	
	Year registered	2022	Discipline	Civil
Contract role(s) / brief description of responsibilities			Engineer Intern	
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 years of experience specified in the applicable MPR(s).			
06/20 – 08/20	Internship at DOTD: Completed a summer internship with DOTD providing field exposure to transportation and bridge construction practices. Shadowed civil engineers across multiple active project sites, including pile driving operations for a new I-10 overpass structure. Observed roadway construction activities from subbase preparation through final paving and striping. Gained practical experience with DOTD inspection procedures, construction documentation, contractor coordination, and field safety protocols. This internship provided foundational knowledge in bridge construction methods, roadway materials, and transportation infrastructure delivery. Construction cost: N/A			
04/23 – 02/24	Sunshine Lift Station: Provided engineering support for the design of a new wastewater lift station and associated force main crossing beneath Interstate-10. The project collected upstream gravity sewer flows and conveyed them via a newly designed pump system routed under the interstate corridor. Responsibilities included assisting with lift station layout, hydraulic considerations, force main design, and coordination of underground utility routing to meet DOTD requirements for infrastructure installed within the interstate right-of-way. Work included reviewing existing utility data, evaluating vertical and horizontal clearances, and supporting design documentation for permitting and construction. Construction cost: \$744,000			
05/24 – 08/24	Holiday Dr Water Extension: Supported the planning and design of a potable water line extension requiring a utility crossing beneath Interstate-10 and alignment along the adjacent exit ramp. The project involved extending a new main from an existing system, routing it through constrained DOTD right-of-way, and tying it into an existing water line connection point. Responsibilities included evaluating alignment alternatives, planning the route to accommodate traffic, and coordinating required clearances for trenching and horizontal directional drilling beneath the interstate. Work also included utility conflict review, permitting coordination, and preparation of design components needed for construction and DOTD approval. The project required careful integration of utility infrastructure with interstate operations and safety requirements. Construction cost: \$500,000			

03/25 – 06/25	Breaux Bridge Water Line Extension: Assisted with the design and planning of a potable water line extension across three roadways—two suburban streets and one rural gravel road—to expand service coverage and improve system reliability. Responsibilities included developing pipeline routing alternatives, determining horizontal and vertical alignments, and planning fire hydrant locations to meet spacing and flow requirements. Additional tasks included reviewing existing utility conditions, evaluating constructability constraints for differing roadway types, and coordinating with local agencies for right-of-way and traffic considerations. The project enhanced distribution capacity, fire protection, and overall system resilience for the service area. Construction cost: \$600,000
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(Add rows as needed)

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	Firm employed by Domingue, Szabo & Associates, Inc.			
	Name	Joey Stelly	Years of relevant experience with this employer	9
	Title	CADD - Operator	Years of relevant experience with other employer(s)	0
	Degree(s) / Years / Specialization		Associate of Applied Science / 2017 / Drafting and Design Technology	
	Active registration number / state / expiration date		N/A	
	Year registered	N/A	Discipline	N/A
	Contract role(s) / brief description of responsibilities		CADD – Operator	
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).			
06/23 – 04/24	Fortune Road Pavement Preservation, Youngsville, LA (design in progress): Head CADD Operator for preliminary/final plans featuring pavement demolition/milling, proposed pavement, pavement striping, typical sections and project layout.			
10/22 – 06/23	Bluebird Drive Extension Phase IIIA, Lafayette, LA: Head CADD Operator for preliminary/final plans featuring typical sections, demolition plan, proposed pavement and drainage, plan + profile sheets, transition from existing to proposed pavement, drainage maps, geometric layouts, pavement markings, bike lanes, pedestrian crosswalk plan, sequence of construction, traffic signs and detour plan, special and typical details, reference points for elevations and cross sections.			
09/18 – 03/20	Martin Street Sidewalk Addition for the City of Breau Bridge, LA: Head CADD Operator for preliminary/final plans featuring typical sections, project layout, demolition of existing pavements and drainage structures, proposed sidewalk over drainage, grading, cross sections and details for sidewalk and drainage.			
07/24 – 07/25	Carencro Coulee Crossing Port of Carencro WWTP: Head CADD Operator for preliminary/final plans featuring typical sections, plan + profiles, drainage plan, proposed force main and box culvert plans, grading, cross sections, and details.			

(Add rows as needed)

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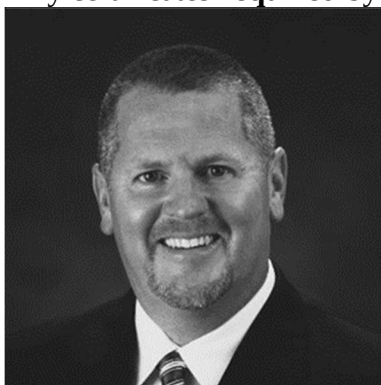
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	Firm employed by Domingue, Szabo & Associates, Inc.			
	Name	Antoine White	Years of relevant experience with this employer	.5
	Title	Party Chief	Years of relevant experience with other employer(s)	2
	Degree(s) / Years / Specialization		Associate of Applied Science / 2025 / Civil Survey & Mapping Technology	
	Active registration number / state / expiration date		N/A	
	Year registered	N/A	Discipline	N/A
Contract role(s) / brief description of responsibilities			Project surveyor in charge of field surveying aspects	
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).			
10/24 – 11/24	Water Line Extension – Gary, Lena & Goldie Drive for Breaux Bridge, Louisiana: Topo of roadway right-of-way to right-of-way 100’ cross-sections 1 mile and the existing length of Goldie Drive and Lena Drive and Utilities.			
09/25 – 09-25	North Thompson St. Waterline Replacement for Iowa, Louisiana: Topo of roadway for a quarter mile right-of-way to right-of-way 50’ cross-section and utilities.			
12/24 – 06/25	Mills Avenue and Champagne Boulevard Road Extension for Breaux Bridge, Louisiana: Topo of existing roads and utilities and the natural ground right-of-way to right-of-way for 1.5 miles 100’ cross-sections.			

(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 are **limited to 2 pages per person**. Any certificates **required** by the advertisement are to be placed in Section 20.

	Firm employed by Tim Morton & Associates, Inc.				
	Name	Joseph Morton		Years of relevant experience with this employer	32
	Title	President		Years of relevant experience with other employer(s)	5
	Degree(s) / Years / Specialization		Bachelor of Science / 1987 / Civil Engineering		
	Active registration number / state / expiration date		PE 24921 / Louisiana / September 30, 2026		
	Year registered	1992	Discipline	Environmental & Civil	
	Contract role(s) / brief description of responsibilities			Environmental Consultant: wetland delineation and permitting	
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).				
2024	E. Butcher Switch Bridge Replacement: Lafayette Consolidated Government, Wetland Delineation				
2024	Faila Road Bridge Replacement, and Isaac Verot Coulee Lateral 6A Clearing: Lafayette Consolidated Government, Wetland Delineation				
2023	Ranch Road Bridge Replacement: Lafayette Consolidated Government, Wetland Delineation				
2023	Bayou Tortue Bridge Replacement: Lafayette Consolidated Government, Wetland Delineation				
2023	Frem Boustany Bridge Replacement: Lafayette Consolidated Government, Wetland Delineation				

(Add rows as needed)

17. Firm Experience:

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

Firm name	Domingue Szabo & Associates, Inc.	Discipline(s)*	Bridge	
Project name	Hazard Road on Armenco & Port Road on Rodere Canal Bridge Replacements		Firm responsibility (prime or sub?)	Prime
Project number	NA	Owner's name	Iberia Parish Government	
Project location	Iberia Parish, LA		Owner's Project Manager	M. Larry Richard, Parish President
Owner's address, phone, email	300 Iberia Street, Suite 400, New Iberia, LA 70560, 337-365-8246, cprovost@iberiagov.net			
Services commenced by this firm (mm/yy)	11/09	Total consultant contract cost (\$1,000's)		\$134.77
Services completed by this firm (mm/yy)	04/12	Cost of consultant services provided by this firm (\$1,000's)		\$134.77

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

This project consisted of the removal and replacement of two slab span bridges in Iberia Parish, LA. Included in DSA's scope of services for this project was surveying, bridge layout and design (including bridge length, deck thickness, cap size, and pile length recommendations), site design, erosion protection, existing utility relocation, dry fire hydrant relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services. Total Construction Cost: \$1,124,126.56

Staff Highlight:

- Chris Richard: Chief Engineer
- Beau Desormeaux: Senior Engineer

17. Firm Experience:

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

Firm name	Domingue Szabo & Associates, Inc.	Discipline(s)*	Bridge	
Project name	Sellers Road & Kidder Road Bridge Replacement		Firm responsibility (prime or sub?)	Prime
Project number	NA	Owner's name	Lafayette Consolidated Government	
Project location	Lafayette Parish, LA		Owner's Project Manager	Frederick J. Trahan
Owner's address, phone, email	1314 Walker Road, Lafayette, LA 70506. 337-291-8200, fjtrahan@LafayetteLA.gov			
Services commenced by this firm (mm/yy)	08/10	Total consultant contract cost (\$1,000's)		\$78.50
Services completed by this firm (mm/yy)	04/15	Cost of consultant services provided by this firm (\$1,000's)		\$78.50

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

This project consisted of the removal of two slab span bridges, which were replaced with on slab span bridge and one quad beam bridge in Lafayette Parish, LA. Included in DSA's scope of services for this project was surveying, bridge layout and design (including bridge length, deck thickness, cap size, and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services. Total Construction Cost: \$1,014,181.50.

Staff Highlight:

- Chris Richard: Chief Engineer
- Beau Desormeaux: Senior Engineer

17. Firm Experience:

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

Firm name	Domingue Szabo & Associates, Inc.	Discipline(s)*	Bridge
Project name	W. Congress Street Bridge Replacement	Firm responsibility (prime or sub?)	Prime
Project number	NA	Owner's name	Lafayette Consolidated Government
Project location	Lafayette, LA	Owner's Project Manager	Frederick J. Trahan
Owner's address, phone, email	1314 Walker Road, Lafayette, LA 70506, 337-291-8200, fjtrahan@LafayetteLA.gov		
Services commenced by this firm (mm/yy)	02/11	Total consultant contract cost (\$1,000's)	\$78.50
Services completed by this firm (mm/yy)	10/15	Cost of consultant services provided by this firm (\$1,000's)	\$61.94

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

This project consisted of the removal and replacement of one slab span bridge in Lafayette Parish, LA. Included in DSA's scope of services for this project was surveying, bridge layout and design (including bridge length and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, bridge rating, and construction administration/inspection services. Total Construction Cost: \$669,476.40.

Staff Highlight:

- Chris Richard: Chief Engineer
- Beau Desormeaux: Senior Engineer

17. Firm Experience:

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

Firm name	Domingue Szabo & Associates, Inc.	Discipline(s)*	Bridge	
Project name	Rue Des Etoiles Road Bridge Replacement		Firm responsibility (prime or sub?)	Prime
Project number	NA	Owner's name	Lafayette Consolidate Government	
Project location	Lafayette Parish, LA		Owner's Project Manager	Alison Lognion
Owner's address, phone, email	1314 Walker Road, Lafayette, LA 70506, 337-291-8200, alognion@lafayettela.gov			
Services commenced by this firm (mm/yy)	04/19	Total consultant contract cost (\$1,000's)		\$97.77
Services completed by this firm (mm/yy)	06/24	Cost of consultant services provided by this firm (\$1,000's)		\$97.77

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

This project consisted of the removal and replacement of one slab span bridge in Lafayette Parish, LA. Included in DSA's scope of services for this project was surveying, hydraulics (no-rise determination), bridge layout and design (including bridge length and pile length recommendations), site design, erosion protection, existing utility relocation, adjacent roadside drainage design, and approach pavement geometry and section design, guardrail/roadside vehicular protection recommendation, detour route recommendation, cost estimating, bidding, and construction administration/inspection services. Total Construction Cost: \$1,087,172.31.

Staff Highlight:

- Chris Richard: Chief Engineer
- Beau Desormeaux: Senior Engineer

17. Firm Experience:

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

Firm name	Domingue Szabo & Associates, Inc.	Discipline(s)*	Road
Project name	Fortune Road Pavement Preservation	Firm responsibility (prime or sub?)	Prime
Project number	H.012868	Owner's name	LA DOTD
Project location	Youngsville, Louisiana	Owner's Project Manager	Ryan Richard
Owner's address, phone, email	1212 East Hwy Drive, Baton Rouge, LA 70802, 225-379-1389, ryan.richard@la.gov		
Services commenced by this firm (mm/yy)	02/23	Total consultant contract cost (\$1,000's)	\$95.08
Services completed by this firm (mm/yy)	09/24	Cost of consultant services provided by this firm (\$1,000's)	\$95.08

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

This project was an Entity Contract project administered by LADOTD for the City of Youngsville, LA. Included in DSA's scope of services for this project was surveying, pavement section recommendations, plan preparation, and cost estimating/quantities. DSA personnel underwent Work Zone Training to be in compliance with LADOTD requirements. Total Construction Cost: \$623,113.00.

Staff Highlight:

- Chris Richard: Supervising Professional
- Beau Desormeaux: Chief Engineer
- Joey Stelly: Head CADD Operator

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.

Understanding the Project Scope: This project consists of replacing two slab-span bridges (John Lewis Road over Little Valley Bayou located South of Lydia, LA & Coulee Road over Peebles Coulee located Northwest of Lydia, LA), both located in rural Iberia Parish, LA. Both bridges are relatively short bridges (2-3 spans), which span small drainage channels. Both bridges are also located within flood prone coastal areas, and are in primary agricultural areas, meaning they will both see regular heavy loads during sugar cane harvesting season. These are some unique factors to the bridges' locations will be considered when DSA analyses drainage areas/hydraulics, topography, and adjacent property constraints to recommend the appropriate bridge section (slab-span bridge, box culvert, arch section, etc.).

This project's success is dependent on the understanding of the hydraulics at each bridge site. DSA has a thorough familiarity of the project sites, with Mr. Desormeaux being a life-long resident of Iberia Parish and having several family members who reside in the project vicinity. DSA also has extensive experience in drainage design in the vicinity of the project, having completed a similar slab-span bridge replacement within 10 miles of both bridges. With access to historical flood records from both nationally published sources as well as local government observations documented from past events, DSA is uniquely qualified for this design.

The scope of this project is very similar in nature to several past projects successfully completed by DSA. In addition to the project in Iberia Parish, DSA has completed several bridge replacement projects for the Lafayette Consolidated Government, who has very similar requirements and expectations as LADOTD.

Topographical Survey: The topographical survey will be performed in accordance with the current LADOTD Location & Survey Manual, complete with all addenda, and OSBR survey guidelines. At a minimum, the survey will encompass all topography 500' along each road in both directions from the bridges, to a point 25' outside of the road right-of-way. Channel sections upstream and downstream of the bridge will be taken as required to provide adequate hydraulic design in accordance with the OSBR LADOTD Hydraulic Design Guidelines. A minimum of two TBM's will be set for this project and a road centerline will be established.

DSA uses both Global Positioning System (GPS) equipment, as well as robotic equipment and 3-D scanning (if necessary) to properly and accurately establish project control and document all existing conditions. Once all topographical information has been observed, it is then

processed by DSA to develop surfaces, profiles, and all corresponding alignments required for the design of the project. Prior to the topographical survey being performed, horizontal and vertical control will be established and submitted to LADOTD for review and approval. LA. One Call will be contacted for utility location and utility providers will be coordinated with to locate all utilities to the best of DSA's ability. All recorded survey data will be submitted to LADOTD in accordance with the LADOTD Location & Survey Manual and the OSBR Guidelines.

Preliminary Plans: Hydraulic calculations will be performed as part of the preliminary plan process. The U.S. Army Corps of Engineers – Hydrological Engineering Centers River Analysis System (HEC-RAS) Computer Program will be used to determine the water surface elevations for the 2, 5, 10, 25, 50, and 100-year rainfall events. Rainfall events shall be evaluated in accordance with the LADOTD Hydraulics manual for the Region where the bridges are located. Drainage areas, ground slopes, soil types, curve numbers, roughness coefficients, etc. shall be determined using the USDA Soil Survey website, the LADOTD Hydraulics Manual, and LIDAR data for the area. This information will then be used per the LADOTD Hydraulic Design Guidelines and in conjunction with the HEC-RAS computer program mentioned above to determine peak flow rates and water surface elevations for the analyzed rain events. Once calculations have been completed, they will be submitted to LADOTD for review and approval.

Following the Hydraulic Report approval by LADOTD, preliminary plan development will commence based on the finding of the Hydraulic Report and any LADOTD Comments. All aspects of the roadway and bridge shall be designed in accordance with the Minimum Design Guidelines and the Off-System Bridge Program Documents and Forms Section. A preliminary design report will be submitted with these plans and the plan will be circulated by LADOTD to the District and Parish personnel, after which a date will be set to attend a Plan-in-Hand (PIH) Field Inspection of the proposed design. After any changes are added to the Post PIH plans, the proposed footprint will be given to the Wetland Consultant to begin their work.

Wetland Studies: Tim Morton, who has performed on many LCG funded bridge replacement projects with DSA, will perform wetland delineation services as needed. The delineation will be performed to the standards of the United States Army Corps of Engineers (USACE). Wetland areas will be identified, located with tape in the field, and recorded using GPS/robotic surveying equipment. A wetland findings report, complete with any appropriate maps will be provided to the USACE.

Solicitation of Views and Categorical Exclusion: A Solicitation of Views will begin after the approval of the replacement structure has been received. A vicinity map along with the Required Project Data form will be sent to approximately seventy-five agencies requesting their input to the proposed bridge replacement. After all of the comments are reviewed, the Categorical Exclusion Clearance Documentation will be prepared and sent to the LADOTD Environment Group for approval. It is also necessary to send a DGN copy of the Wetland “footprint” for their use.

Environmental Clearance: DSA shall provide information to the Parish or LADOTD to be used in the Environmental Clearance process. The information shall include, but not limited to, permit drawings to obtain USACE permits.

Right-of-Way Agreement: DSA shall furnish to LADOTD the necessary ROW agreements for each site to facilitate ROW acquisition. Right-of-Way agreements will be prepared after the PIH inspection.

Additional Services: Upon request by LADOTD, DSA shall provide additional services per a predetermined compensation amount.

Final Plans: DSA shall prepare final plans at LADOTD's request.

Construction Services: DSA shall perform any requested Construction Administration and/or Field Inspection services at LADOTD request.

Services to be Performed/Items to be Provided by DOTD: LADOTD shall provide Geotechnical services for this project.

Services to be Performed/Items to be Provided by the Parish: The Parish

PRELIMINARY PLANS												
TASK	MONTHS											
	1	2	3	4	5	6	7	8	9	10	11	12
<u>Stage 3, Part I (a):</u>												
Topographic Survey												
DOTD Review		XX										
<u>Stage 3, Part III:</u>												
Hydraulics & 50% Drawings												
DOTD Review				XXX								
Design Criteria & Preliminary Plan Submittal												
Constructability Review Form												
Mail SOVs												
DOTD Review & Field Review Scheduling						XXX	X					
Plan-in-Hand Field Review												
DOTD Review							XX					
Revise Post PIH Plans												
Design Report & Design Exception Request												
Right-of-Way MAPS												
Environmental Submittal:												
SOV Coordination												
USCE Permit Drawings												
Wetland Delineation												
Note: The review time for the DOTD Environmental Clearance varies and affects the issuance of the Supplemental Contract for Final Plans												
FINAL PLANS												
TASK	MONTHS											
	1	2	3	4	5	6	7	8	9	10	11	12
<u>Stage 3, Part IV:</u>												
ACP Plans including SEQ and Standards												
Pile Info. for Bridge Design (if applicable)												
DOTD Pile Length Review	XXX	XXXX										
DOTD Review of Plans			XXXX	X								
Final Tracings Submittal												

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) <u>ALL FIRMS</u> MUST BE REPRESENTED IN THIS TABLE	Discipline(s) *	Contract Number and State Project Number	Project Name	Remaining Unpaid Balance**
Domingue, Szabo & Associates, Inc.	Choose an item.	N/A	N/A	N/A
Tim Morton and Associates, Inc.	Choose an item.	N/A	N/A	N/A
	Choose an item.			
	Choose an item.			
	Choose an item.			
	Choose an item.			

(Add rows as needed)

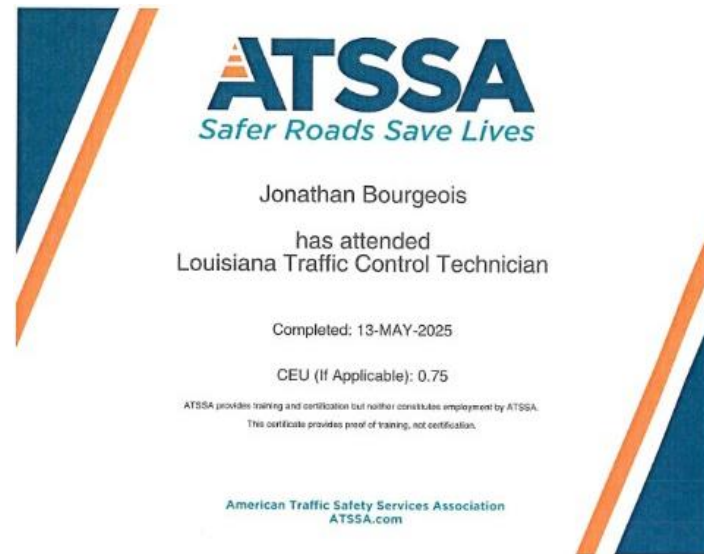
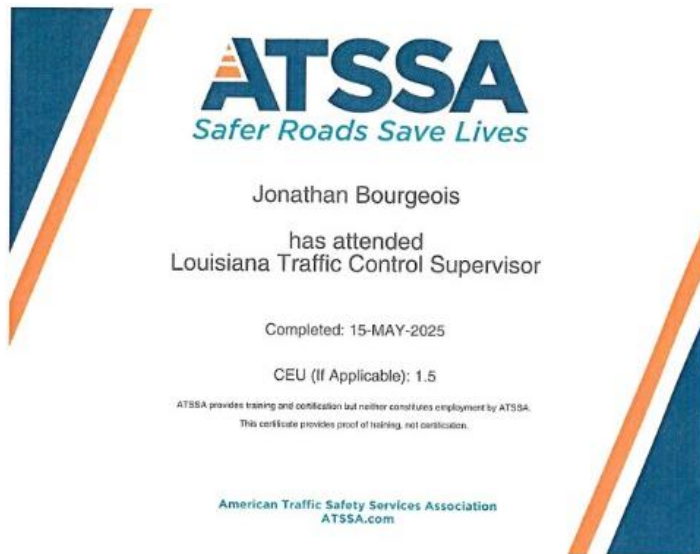
DO NOT SUM

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

QUALITY ASSURANCE/ QUALITY CONTROL PROGRAM

Contract for Off-System Highway Bridge Program John Lewis Rd Over
Little Valley Bayou and Coulee Rd Over Peebles Coulee Iberia Parish

Contract No. 4400033946

November 2025



Domingue, Szabo & Associates, Inc.

1. Introduction

All individuals working on design projects are responsible to contribute directly to the overall quality of the final deliverables. As such, each individual is responsible and accountable for the quality of his or her work products, whether for internal or external use. Do not rely on others to catch mistakes or omissions. Before a work product is given to someone else for review or to be used as part of the program, make sure it is complete and its quality is acceptable.

DSA Quality Assurance/Quality Control Program

DSA's proposed structure for management has been designed to anticipate, identify, and prevent potential problems or to respond to them rapidly and effectively, should they occur. To achieve the contract objectives, DSA proposes a management approach and plan that has proven to be successful in the supervision and administration of many contracts. This approach allows DSA to:

- Achieve contract milestone dates on schedule
- Ensure day-to-day coordination of assignments and review of work products
- Respond quickly to changes in procedures, policies, and directives
- Maintain effective communications between DSA staff and client supervisory and technical personnel
- Complete projects within the allocated budget and schedule
- Continually review work products for technical soundness and quality
- Coordinate and oversee subcontractors work

Overall project quality requirements will be met if each team member takes responsibility for the quality of their portion of the work.

While all project team members are responsible for quality, certain key team members also have specific responsibilities for implementing the Quality Assurance/Quality Control (QA/QC) process. The following sections define those responsibilities.

2. QUALITY ASSURANCE/QUALITY CONTROL RESPONSIBILITIES

2a. Manager of Engineering Operations (QA/QC Manager)

For this Contract, Mr. Beau Desormeaux, P.E., will serve as the Manager of Engineering Operations. The major responsibilities for Mr. Desormeaux include:

- Oversee and monitor the activities of the QA/QC Reviewers.
- Ensure that both periodic QA/QC review and scheduled milestone reviews occur in accordance with the contract.
- Lead the resolution of quality-related issues.
- Review and update, as appropriate, the QA/QC process as necessary (at least every other month).

2b. QA/QC Reviewer (Independent Technical Reviewer)

For this Contract, Mr. Chris K Richard, P.E., as DSA's Supervisor, will serve as the Primary QA/QC Reviewer. The major responsibilities for Mr. Richard include:

- Become familiar with the project scope, staff, and review the Project Work Plan.
- Provide periodic input to the "design process" by providing the Project Manager with review comments on proposed design concepts and the evaluation of design alternatives, especially in the early phases of the projects.
- Provide periodic input to the non-engineering design tasks (e.g., environmental services, topographic survey) by providing the Project Manager with review comments on proposed procedures for performing the scope of work and task-specific data interpretations, conclusions, or recommendations.
- Be proactive – meet or talk to the Project Manager on a periodic basis. If not provided, request advance copies of the proposed approach for the task or for summaries of the key task elements or components.
- Perform thorough, timely reviews in accordance with the project schedule. Present review comments clearly, including but not limited to the use of the Review Comment Form in Attachment B and/or DOTD QC Review Checklist/Constructability Biddability Review Form in Attachment C.
- Verify with the Project Manager that all required design calculations have been prepared and checked in accordance with the guidelines in Attachment A.
- Verify with the Project Manager that all applicable codes and standards have been followed in performing the task.
- Meet with the Project Manager to discuss major review comments. Make sure that the Project Manager understands the comments and knows how to address them. Ensure that all major review comments (Type 1) are adjudicated and their resolution is documented and implemented (See Attachment B).

2c. Project Manager

These individuals are responsible for a specific portion of the projects in the Contract. They have the primary responsibility for producing high quality deliverables on schedule and within the budget. Mr. Beau Desormeaux, P.E. will serve as DSA's Project Manager for this contract. Specific quality-related responsibilities include:

- Prepare design documentation including project notebooks (files) that clearly define the basis for the design.
- Ensure that all design calculations are prepared and checked in accordance with the guidelines in Attachment A.
- Prepare Project Specific Checklist and/or utilize DOTD's QC Review Checklist/Constructability-Biddability Review Form to be utilized by QA/QC Reviewer.
- Be proactive – meet or talk to the QA/QC Reviewer on a periodic basis. Solicit QA/QC Reviewer input on advance copies on summaries of the design approach and when making critical design decisions, especially in the early phases of the project.
- After each formal QA/QC review (e.g., 95% PP design, 95% FP), meet with the QA/QC Reviewer to review major comments (i.e., Type 1) and define how they will be addressed.
- Coordinate with the other designers – communicate directly to make sure that each designer has the information they need to perform their designated work.

3. PROCEDURAL REQUIREMENTS

3a. Calculations

Calculations are essential to the design process and have two purposes:

1. To act as a tool to obtain an answer to a problem.
2. To serve as a permanent record of the purpose of the calculation, the steps performed to obtain the answer, and the conclusion.

All calculations must be prepared in accordance with the guidelines in Attachment A. The Project Manager must ensure that calculations are prepared and checked in accordance with the guidelines and the QA/QC Reviewer must verify that this has been done.

The Project Manager will ensure that design calculations and other applicable design documentation (such as code reviews and design checklists) are filed in project notebooks (files) that will be available to the QA/QC Reviewer at the time of the QA/QC review of the task documents for that phase of the project.

3b. Project Notebooks (Files)

Project Notebooks (Files) are required for each task or discipline, including Sub-Consultants (with the exception of the specialty services – geotechnical and topographic survey tasks). The Project Manager is responsible for ensuring that notebooks (files) are set up and information filed accordingly through the conduct of the task.

3c. QA/QC Reviews

General

The QA/QC Reviewer will oversee both periodic QA/QC review and the scheduled milestone reviews. The Project Manager is responsible for scheduling the formal milestone reviews and ensuring that the documents are distributed to the QA/QC Reviewers.

To show completion of the QA/QC review process, work products (including but not limited to sets of drawings, packages of specifications, reports) must include, or otherwise identify:

- Prepared or Designed By: (Project Manager)
- Reviewed By: (QA/QC Reviewer)
- Approved By: (Manager of Engineering Operations/QA/QC Manager)

Review of Deliverables

QA/QC Reviewers are encouraged to put their comments on the standard review form included in Attachment B. Alternately, QA/QC Reviewer can mark (hardcopy) or electronically insert (if a track changes feature is available and activated) their review comments on deliverables including reports, drawings, and specifications.

Design Checklists

- Checking will be done on a copy of the original, not the original.
- The CHECKER will initial and date all copies that he checks.
- The following color system will be used:
 - Checking – red
 - Backchecking – blue
 - Second Backchecking – green
 - Third Backchecking – brown

3c. QA/QC Reviews Continued

- Correct calculations should be marked with a small check mark after the correct number. Do not put the check thru the number. Errors should be circled and the corrected number placed adjacent to or above the error.
- The calculations are then returned to the MAKER for a check of all changes. All changes must be agreed upon by the MAKER and CHECKER.
- When all changes are agreed upon, the MAKER corrects the original by erasing the errors. Do not cross out the errors.
- The CHECKER reviews the corrections and when all have been made, then initials the original.
- Copies of the calculations are then given to QA/QC Manager for final approval.
- The MAKER is responsible for filing the originals and checking prints in a well labeled notebook (file).

List of Attachments

Attachment A – Calculations Preparation and Checking Guidelines

Attachment B – QA/QC Review Comment Form

Attachment C – DOTD Review Forms

ATTACHMENT A: Calculations Preparation and Checking Guidelines

Properly prepared and checked design calculations are essential to the quality of design. All calculations should be prepared and checked in accordance with the following guidelines.

Calculation Preparation

Calculations have two purposes:

- To act as your tool to obtain an answer to a problem
- To serve as a permanent record of the purpose of your calculation, the steps you went through to obtain your answer, and your conclusions

The following sections describe guidelines for preparing calculations.

ATTACHMENT A: Calculations Preparation and Checking Guidelines Continued

General Requirements. The following general guidelines will be followed:

1. Use DSA computation paper. If you need special paper such as graph paper, add a title block to it.
2. Write in pencil or ink. Avoid extremely soft leads that can smear.
3. Be legible.
 - Print, do not use longhand.
 - Follow a logical order.
 - Leave space between steps.
4. Avoid colors. Colors are only effective on originals; they may not be understandable when copied. Some colors also do not copy well.

Calculations Format. The following sections describe the steps (when applicable) required in preparing calculations:

1. **Complete title block.** Fill in the title block completely.
 - SUBJECT – Include client's name, project name, and description of calculations.
 - BY – Use your first initial, second initial, and last name.
2. **Title.** Put the job number in the title block.
3. **Scope.** Print a brief statement of the scope of the calculations to be performed.
4. **Procedure.** Print a brief statement of the procedure you intend to use. Reference a textbook, design guide, etc., and outline the steps you plan to follow.
5. **References.** List texts, brochures, etc., used for reference. Attach copies to make calculations complete and to facilitate checking.
6. **Assumptions.** List the assumptions made in doing your calculations.
7. **Conversion factors.** Show all conversion factors and their units.
8. **Make calculations self-explanatory.** If you were another engineer checking your calculations, could you do it without asking questions? Make sure your calculations are logical and easy to follow.
9. **Alternatives.** If you evaluate alternatives that you do not use, neatly "x" –out that calculation (or portion of the calculation) and indicate that it has been replaced.
10. **Conclusion.** Clearly state your conclusions. Calculations are often performed without explaining what the answer means or what the next step or action should be.

ATTACHMENT A: Calculations Preparation and Checking Guidelines Continued

Computerized Calculations. Computerized calculations are a valuable tool, particularly for performing repetitive calculations. However, they need to be in a format that can be easily reviewed. Three options are generally acceptable:

- All computerized spreadsheets must be fully annotated to meet the format requirement listed above and be reviewed by a qualified individual. The annotation must identify the formula built into each cell and explain the basis for the formula.
- Prepare a hand calculation meeting the above requirements, which duplicates the calculation performed by the computer. Attach the computer printout clearly showing the inputs and outputs, which can be checked using the hand calculations.
- Create a computer printout that provides the same information required for hand calculations, i.e., list assumptions, equations used, references, etc., so the checker can review them as if they were hand calculations.

Calculation Checks

The individual preparing a calculation should always do a self-review. He/she should check for proper logic and for arithmetic errors.

An independent second party (does not need to be the QA/QC Reviewer) must check all design calculations. Calculation checks must meet the following requirements:

1. The checker must be a peer or senior to the person generating the calculation.
2. The calculation check should occur as soon after preparation as practical. This will minimize rework if a problem is found in the calculation. Calculation checks should occur not later than prior to delivery of the final product to the client.
3. In general, the checker should be familiar with the process or facility being designed. If the designer is relatively inexperienced, the checker must be one who has designed a similar process.
4. The calculation check is not simply a check of mathematics. The review must include a logic check to make sure the overall system will perform as intended. Both initial startup and design conditions must be checked.
5. The engineer checking the calculations must document the check by initialing each page of calculations.
6. Original checked calculations must be placed in the permanent project file (project notebook). The designer should keep a copy of the checked calculations for reference.

Date: _____

Project: _____

Reviewer: _____

Phase: 60%PP 95%PP 95%FP

98%FP 100%FP

Indicate Yes or No:

Yes No I have Review Comments to provide to the author and/or design engineer.

Yes No Review Comments are handwritten on the document/sheet (see attached).

Yes No Review Comments are recorded in the electronic file of the document/sheet (see attached).

If yes to any, documenting Type 2 comments on this form is optional, if they are recorded elsewhere. In ALL cases,

Type I comments and responses must be summarized or listed below.

[illegible]

a List each item reviewed to document completeness of review process. Record "NA" if no comments.

b Type: 1 = Potentially serious quality issue. Responsible Engineer and QA/QC Reviewer must

discuss and agree on a resolution.

2 = Minor comment that can be readily addressed or a potential improvement to deliverables.

ATTACHMENT C: DOTD Review Forms

Revised 08/02/16

PLAN CONSTRUCTABILITY REVIEW

Purpose and Instruction

Purpose:

- To provide information to assist in producing quality plans
- To provide a history of information that is easily accessible
- To provide questions that would stimulate discussion of potentially problematic areas
- To provide questions that will stimulate checking for all details and items required to complete the project
- To provide aid during design for QA / QC

Instructions for completing the form:

- The Preliminary Design portion of the form shall be filled out and signed by the Design Engineer or Construction Coordinator and a copy of the form shall be submitted with the preliminary plans to the Construction Section and PRR unit.
- The original form, with Preliminary Design portion complete, and preliminary plans shall be sent to the Project Engineer.
- The Final Construction portion shall be filled out and signed by the Project Engineer and reviewed and signed by the Area Engineer based on the preliminary plan submittal. The Project Engineer will address any comments from the Design Engineer or Construction Coordinator and return the completed form to the Design Engineer. The original document will be submitted with the final plans to the PRR Unit, with a copy transmitted to the Construction Section.
- If an answer to the questions is in a blue box (or lightly shaded if in black and white), a comment is NOT required.
- Most questions are designed such that a "NO" answer will require comments on what is missing or needed.
- Most questions answered with "YES" means the plans meet the project needs or a follow up question is required.
- If comment is lengthy, show reference number on notes page for easy reference.
- Design Engineers will ensure all comments are addressed and copy all reviewers.
- Each review is considered complete when all comments are addressed.
- If question is answered N/A, question is not applicable to project.

ATTACHMENT C: DOTD Review Forms Continued

PLAN CONSTRUCTABILITY REVIEW

STATE PROJECT NO.	_____	ROUTE NO.	_____
CONTROL SECTION	_____	PARISH	_____
DATE OF SITE VISIT	_____	DISTRICT	_____

Description	Preliminary Plans		Final Plans		N/A	Comment		Response
	Y	N	Y	N				
I. TITLE SHEET								
1. Are limits shown on Title Sheet in agreement with typical sections and summary sheets?								
2. Are project limit exceptions noted? (RR, Bridge, etc.)								
3. Are all applicable standard plans noted?								
4. Is the traffic data current and does it reflect actual conditions?								
5. Are all Control Sections shown?								
II. TYPICAL SECTION SHEETS								
1. Does the proposed pavement treatment match recommendations in PMS?								
1a. If no, has justification been submitted?								
2. Is the existing typical section shown, along with the existing cross slope?								
3. Are pavement markings and lane widths shown?								
4. Are stations/limits shown?								

ATTACHMENT C: DOTD Review Forms Continued

DESCRIPTION	Preliminary Plans		Final Plans		N/A			
	Design		Construction					
	Y	N	Y	N		Comment	Response	
5. Are limits of milling shown?								
5a. If in PR PM program, is milling restricted to tie-ins?								
6. Are ESALs shown?								
7. Is laboratory information included for existing roadway?								
8. Are under drains needed / included in the plans?								
9. Are Design Exceptions required / noted?								
10. Is earthwork / base course construction required?								
10a. Is it constructible as shown in the plans?								
11. Are all transitions, both horizontal and vertical, accounted for in the plans?								
12. Are exceptions shown for RR, Bridges, etc.?								
A. EARTHWORK								
1. Is method of payment for earthwork / borrow satisfactory?								
B. DRAINAGE								
1. Will project drain properly during construction?								
2. Will existing ditch cleaning be required?								
2a. If yes, can this be done by maintenance forces prior to letting?								
2b. If needed, are the limits and pay items included?								
3. Is there identification and adequacy of all drainage items and quantities?								
4. Is there a method to connect new and existing drainage structures?								
5. Is bedding material item included?								
6. Is pH and resistivity and gage table information included in plans?								
7. If new or altered drainage structures are planned, are utility adjustments required?								
8. Will existing pipe lengths and headwalls accommodate changes in foreslopes and pavement width?								
C. EROSION CONTROL								
1. Are temporary erosion control items been included?								
2. Are permanent erosion control items required?								
2a. If yes, list types.								

ATTACHMENT C: DOTD Review Forms Continued

DESCRIPTION	Preliminary Plans		Final Plans		N/A	Comment		Response
	Design		Construction					
	Y	N	Y	N				
D. MISCELLANEOUS								
1. Is an item included for necessary removals?								
2. Are there any salvageable materials defined?								
2a. If yes, has location for hauling / stockpiling been defined?								
3. Is traffic maintenance aggregate required?								
3a. If yes, how much?								
4. If amount of contractor retained cold planed asphalt is <75% of total RAP quantity, has approval been obtained?								
5. Is pavement patching required?								
5a. Have quantities been field verified?								
5b. If in PR PM program, is patching <1% of total SY?								
6. Is an item for saw cutting included for removal of concrete drives if they are not being replaced?								
7. Are exceptions shown and properly depicted in tables? (RR, Bridge, Bridges, etc.)								
8. Do pay items conform to current "Master Item List" / Site Manager?								
9. Have specialty items been given appropriate numbers compliant with Site Manager and ASHTO*ware?								
10. Is it necessary to create any new NS items?								
10a. If yes, has information been sent to Contracts and Specifications?								
11. Is a project site laboratory or project site laboratory (equipped) required? Please list type.								
12. Do loop detectors or ATR exist?								
12a. If yes, will existing equipment be destroyed by construction?								
12b. If equipment is being replaced, are all pay items included conduit, junction boxes, etc.)?								
12c. If equipment is being replaced, are traffic signal details								
12d. Has Traffic Section requested video detection?								
13. Are there notes and/or items covering pay for traffic control								

ATTACHMENT C: DOTD Review Forms Continued

DESCRIPTION	Preliminary Plans		Final Plans		N/A			
	Design		Construction					
	Y	N	Y	N		Comment	Response	
IV. ADA ASSESSMENT								
1. ADA data for project has been reviewed using database in Sharepoint.								
2. Deficiencies that can be corrected have been addressed.								
3. Is a removal of walks and drives item necessary for installation of handicapped ramps?								
4. Is an item included for a suitable tie-in?								
V. SAFETY ASSESSMENT								
1. Crash data for project has been reviewed.								
2. Has an RSA checklist been completed?								
2a. If needed, has RSA been conducted?								
2b. Are recommendations from RSA included in plans?								
3. Have improvements from the PRR Program Baseline Checklist been considered in the plans?								
VI. GEOMETRIC DETAILS								
3. Are required superelevation tables and diagrams in the plans?								
4. Have necessary items to correct cross slopes been incorporated into the plans?								
5. Will changes in the superelevation affect driveway or property access?								
VII. SEQUENCE OF CONSTRUCTION								
1. Is a TMP Level 2, 3 or 4 required?								
2. Is thru traffic to be maintained?								
2a. If no, are detour routes provided?								
3. Do striping quantities reflect all traffic sequencing?								
4. Are there adequate accommodations for intersecting and crossing traffic?								
5. Have pedestrian and bicycle accommodations been addressed?								
6. Have maintenance of traffic restrictions (e.g. lane closure, general construction or peak hour restrictions in urban areas, schools, festivals, harvesting, RS 48:279 - Night time work) been identified and placed in ProjectWise for use in the proposal preparation?								

ATTACHMENT C: DOTD Review Forms Continued

DESCRIPTION	Preliminary Plans		Final Plans		N/A	Comment		Response
	Design		Construction					
	Y	N	Y	N				
7. Are items for temporary safety device requirements and provisions included (guard rail, attenuators, barrier rail, etc.)?								
8. Are there conflicts between existing and new surfacing being used to maintain traffic (drop-offs >2", guard rail, etc.)?								
9. If existing parking is affected, have accommodations been made temporary and permanent parking?								
VIII. GENERAL								
1. Is the project constructible with typical construction equipment (tandem trucks, mtv's, etc.)?								
2. Are there any bridges with posted weights within the project area that will limit the type of construction equipment used?								
2a. If yes, explain.								
3. Are appropriate general notes and special provisions shown for construction?								
4. Are all applicable special details included in plans?								
5. If finish grade elevation is increased, will adjustments be needed for the following?								
- intersections								
- curbs								
- catch basins								
- manholes / valves								
- bridge railing / guard rail								
- shoulders								
- other								
6. If overlaying a bridge, has Bridge Design been consulted?								
7. Are plans clear and legible?								
8. Do specifications support the plans?								
9. Do current site conditions conform to those represented in plans? (patching quantities, drives, etc.)?								

ATTACHMENT C: DOTD Review Forms Continued

DESCRIPTION	Preliminary Plans		Final Plans		N/A			
	Design		Construction					
	Y	N	Y	N		Comment	Response	
10. Have environmental safeguards on dust control, erosion, noise, disposal of wastes been addressed?								
11. Are there horizontal or vertical clearance issues within the work zone (overhead utilities, guy wires, tree canopies, power poles, bridges, etc.)?								
12. Have all encroachments been addressed?								
13. Have previous commitments been addressed (City/State or RR agreements, decisions from stage 0, etc.) ?								
14. Has a Contract Time Worksheet been completed?								
15. Is an assembly period recommended?								
15a. If yes, how many days?								
16. If turn lanes are added, will the following apply:								
16a. Are utility adjustments required?								
16b. Do any right-of-way issues need to be addressed?								
16c. Are Geometric Detail Sheets or Plan/Profile Sheets needed?								
17. Is assistance needed for construction administration? (CE&I)								
17a. If yes, specify needs.								

ATTACHMENT C: DOTD Review Forms Continued

[illegible]

Preservation Final Plans QA/QC

State Project No.:	
Fed Aid No.:	
Project Name:	
Route:	
Parish:	
Designer:	Date:
Reviewer:	Date:

The completed form must be submitted with corrected finals. Plans will not be signed by the Chief Engineer

	Designer	Reviewer
All comments from HQ and District reviewers have been addressed.		

TITLE SHEET		
Project information matches LA Gov.		
The latest versions of all applicable Standard Plans are shown.		
The type of construction is correct.		
The projects limits, equations and exceptions are shown on the layout map.		
Bridges and RR's are shown in Bridge and RR Location Tables.		

TYPICAL SECTIONS		
All station ranges are accounted for. Limits match those shown on the Title Sheet.		
Transitions (both vertical and horizontal) are accounted for from one typical to the next.		
Typical sections are provided for detour roads if needed.		
Maintenance/liability agreement has been completed for sidewalks, lighting or bike paths (and can be located) if needed.		
Details are included for butt joints, transitions, shoulder wedge, patching, driveways, rumble strips, etc. when needed.		

SUMMARY SHEETS		
Detailed check of all quantity tabulations (addition and multiplication) has been completed.		
Detailed check of tables matching the plans/notes has been completed.		
Table totals match Summary of Estimated Quantities.		

GENERAL		
Locations, sizes and descriptions of drainage structures to be removed/extended/ installed along with appropriate items are included in the Drainage Summary.		
Manholes, inlets, valve boxes, etc. requiring adjustments have been noted.		
Any removals of walks or drives have been noted and the quantities accounted for.		
Any geometric details needed are included.		
Saw cutting is noted and paid for appropriately.		
Salvageable material is noted as well as where to haul it.		
Patching table gives approximate quantities and lane direction.		
Lab data shown is representative of the entire project.		
Sufficient temporary and permanent striping, along with needed symbols, are included.		
Any Design Exceptions needed are noted on plans.		

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 <u>exactly</u> as registered with Louisiana's Secretary of State (SOS): <u>including punctuation, include screenshot(s) from SOS at the end of Section 20</u>)	Address	Point of Contact and email address	Phone Number
Tim Morton & Associates, Inc.	500 S. Morgan Ave. Broussard, LA 70518	Joseph Morton jmorton@mortoninc.com	(337) 298-9166

(Add rows as needed)

23. Location:

If location is an evaluation criterion for this advertisement (see page 2) 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 Evaluation Criteria section of the advertisement.**