



Office of Engineering
Project Development Division
Section 25 - Bridge and Structural Design
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Bobby Jindal, Governor
Sherri H. LeBas, P.E., Secretary

MEMORANDUM

TO: ALL CONSULTANTS
ALL BRIDGE DESIGNERS

FROM: PAUL FOSSIER, P.E.
BRIDGE DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 43 (BDTM.43)
EXPIRATION DATE FOR TASK ORDERS AND CONSULTANT CONTRACTS

DATE: August 15, 2013

Effective immediately, task order managers, consultant contract managers, and consultants shall diligently monitor the expiration date of the contracts under their management, and shall take every measure to ensure that the contracts do not expire prior to completion of the scope of work as established in the contract.

DOTD's policy states that no expired task orders and consultant contracts will be permitted for further supplements or time extensions. A new task order or a new consultant contract will have to be created to complete the remaining work and/or any supplemental work, should the contract expire, which could potentially cause project delays.

When there is a need to suspend a task order or a consultant contract, a request letter for contract suspension should be sent to Consultant Contract Services prior to the expiration date. The suspended contract can be reactivated later at the request of the contract manager.

This technical memorandum is posted on the Bridge Design Website under Technical Memoranda.
http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=BRIDGE

Please contact Ms. Zhengzheng "Jenny" Fu (225-379-1321, zhengzheng.fu@la.gov) if you have questions or comments.

PF/zzf

Cc: Richard Savoie (Chief Engineer)
Janice Williams (Chief, Project Development Division)
Alan Dale (Consultant Contract Engineer)