

DOTD FORM: 24-102

PROPOSAL TO PROVIDE CONSULTANT SERVICES

(Revised January 1, 2023)

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


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

1. Contract Name as shown in the advertisement	Strategic Highway Safety Plan (SHSP) Regional Safety Coalition Coordinator
2. Contract Number(s) as shown in the advertisement	4400026333
3. State Project Number(s), if shown in the advertisement	TBD
4. Prime consultant name (name must match as registered with the Louisiana Secretary of State where such registration is required by law)	Safeworth LLC Louisiana Charter Number: 45257420K Registered Agent: Amber Ashworth / Officer: Amber Ashworth
5. Prime consultant license number (as registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) if registration is required under Louisiana law)	N/A
6. Prime consultant mailing address	Safeworth LLC Amber Ashworth 1767 Kevin Lane Lake Charles, LA 70605
7. Prime consultant physical address (existing or to be established, if location is used as an evaluation criteria)	Safeworth LLC Amber Ashworth 412 7 th Street Lake Charles, LA 70601
8. Name, title, phone number, and email address of prime consultant's contract point of contact	Safeworth LLC Amber Ashworth (337) 499-6615 amber.ashworth@swlarsc.com
9. Name, title, phone number, and email address of the official with signing authority for this proposal	Safeworth LLC Amber Ashworth (337) 499-6615 amber.ashworth@swlarsc.com

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

<p>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.</p>	 Signature above shall be the same person listed in Section 9: 02/06/2023 Date:
<p>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.</p>	<p><u>Firm(s):</u> N/A <u>Firm(s)' %:</u></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).

100 % of the work for the overall project will be performed by the prime consultant.

Past Performance Evaluation Discipline(s)	% of Overall Contract	Prime	Firm B	Firm C	Firm D	Firm E	Each Discipline must total to 100%
Other (Regional Safety Planning)	60%	100%					100%
Other (Regional and State Safety Data Analysis)	15%	100%					100%
Other (SHSP Stakeholder Education and Outreach)	15%	100%					100%
Other (Administrative)	10%	100%					100%
Identify the percentage of work for the overall contract to be performed by the prime consultant and each sub-consultant.							
Percent of Contract	100%						

13. Firm Size:

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

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

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

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

(Add rows as needed)

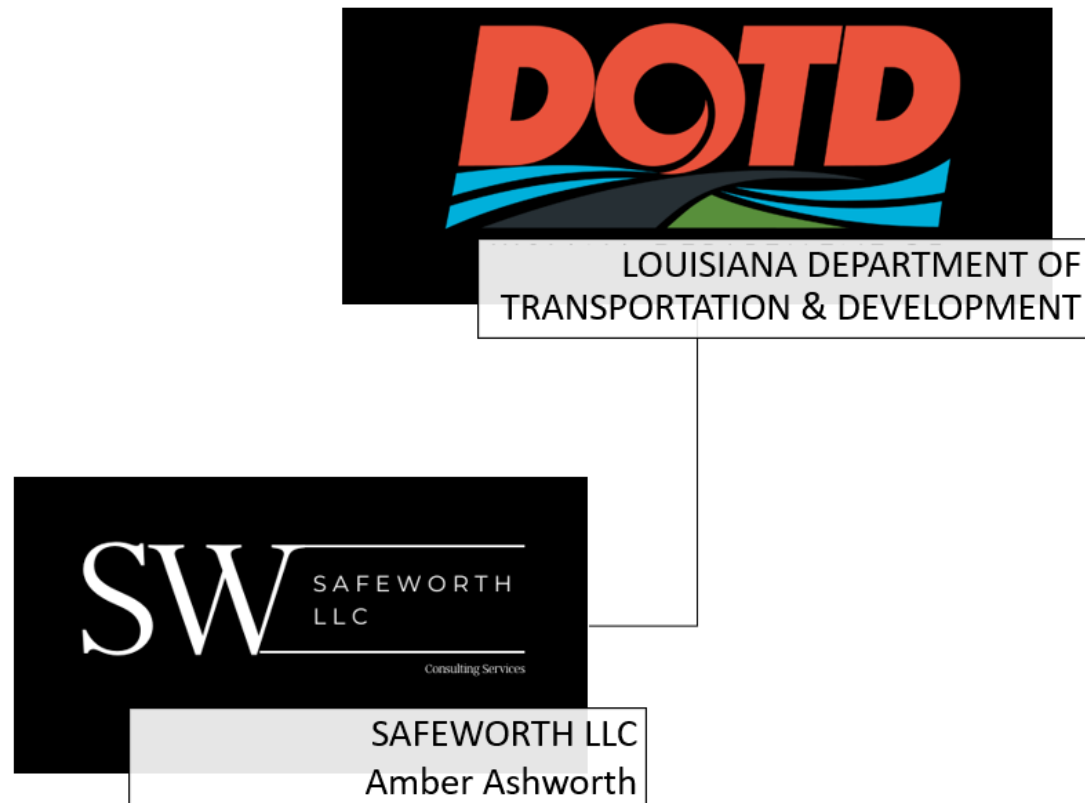
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14. Organizational Chart:

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.

Safeworth LLC, owned and operated solely by Amber Ashworth, the prime consultant, will perform all work on this contract under the direction of the Louisiana Department of Transportation and Development.



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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	Amber Ashworth	Safeworth LLC	Served as Regional Transportation Safety Coordinator since August 2017		
2	Amber Ashworth	Safeworth LLC	Served as Regional Transportation Safety Coordinator since August 2017		
3	Amber Ashworth	Safeworth LLC	Served as Regional Transportation Safety Coordinator since August 2017		
etc.					

(Add rows as needed)

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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 LSU Center for Analysis & Research in Transportation Safety (CARTS) – LSU Contract No. PO-0000191891			
Name	Amber Ashworth		Years of relevant experience with this employer
Title	Regional Transportation Safety Coordinator		Years of relevant experience with other employer(s)
Firm employed by Imperial Calcasieu Regional Planning and Development Commission – State Project No. H.013660 and H.013660.1			
Name	Amber Ashworth		Years of relevant experience with this employer
Title	Regional Transportation Safety Coordinator		Years of relevant experience with other employer(s)
Degree(s) / Years / Specialization		Louisiana State University / BA&SC / 2000-2004 / Criminology McNeese State University / M.A. / 2008-2010 / Master of Arts in Education	
Active registration number / state / expiration date			
Year registered		Discipline	
Contract role(s) / brief description of responsibilities			
Experience dates (mm/yy–mm/yy)	Experience and qualifications relevant to the proposed contract; <i>i.e.</i> , “designed drainage”, “designed girders”, “designed intersection”, etc. Experience dates should cover the years of experience specified in the applicable MPR(s).		
08/17-Present	Serves as the Regional Transportation Safety Planner/Coordinator between the Federal/State and Local agencies that work collaboratively to develop and implement the State and Regional Transportation Safety Emphasis Area Action Plans.		
08/17-Present	Assist regional coalition partners, such as law enforcement agencies, educators, engineers, emergency responders, local government, community stakeholders, and non-profit organizations in the identification and higher understanding of state and regional crash trending as well as in seeking out transportation safety funding opportunities.		
08/17-Present	Plan, coordinate, facilitate, and document Coalition meetings, in-person, virtual, and hybrid. Attend and represent the region at relevant national, state, and regional transportation safety-related meetings, events, conferences, and training.		
08/17-Present	Maintain an elevated understanding of transportation planning and crash data to research, collect, analyze, trend, and compile reports and/or develop interactive platforms on regional crash data for project planning and development purposes, educational outreach, and data-driven guidance for targeted law enforcement details.		
08/17-Present	Present Transportation Safety information and priorities at transportation planning, transportation safety, and related meetings, including but not limited to materials and reports related to the Louisiana Strategic Highway Safety Plan, State, and Regional Emphasis Area Action Plans, Local Road Safety Plan Development, Transportation Safety Funding Opportunities and Applications, crash data, and compilation summaries, crash data dashboards, transportation proven effective countermeasures, maps, and transportation safety related graphics.		
08/17-Present	Developed the Statewide Performance Action Compliance Tracking Platform (P.A.C.T.) Maintain and adjust same for both the Statewide Team and Regional Safety Coalitions		
08/17-Present	Create and maintain a strong electronic and social media presence for outreach and coalition member collaboration. <i>i.e.</i> : Regional Coalition website, Regional Coalition Facebook, Twitter, YouTube, and Instagram, Team Leader shared folders for action input and compliance tracking.		

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08/17-Present	Help identify and bring awareness to transportation safety-related activities relevant to distracted driving, impaired driving, occupant protection, infrastructure and operations, and young drivers by developing transportation safety educational outreach customized to identified target audiences and event planning and execution for and within high schools, higher learning organizations, driving schools, and civic and community organizations.
08/17-Present	Establish relevant and productive partnerships and sponsorships with stakeholders. Provide mutually beneficial safety goal-oriented relationships maintained through meetings, consultations, services, deliverables, and by providing assistance for and with any transportation safety-related programs and activities.
08/17-Present	Promote, develop, implement, track, document, and provide deliverables for the actions and tasks that are set forth through the Regional Safety Emphasis Area Action Plans in addition to working closely with the Statewide Implementation Team in carrying out the Statewide Emphasis Area Action Plans.
08/17-Present	Sustain existing and grow coalition action-oriented membership and leadership through ongoing recruitment. Develop and maintain coalition distribution lists, including current and potential members and partners to develop and distribute transportation safety educational outreach, news, trends, funding opportunities, meetings, conferences, and any other relevant transportation safety-related material.
08/17-Present	Serve as a regional transportation safety media liaison by collaborating with local media news organizations and public information officers to provide interviews, press releases, and public service announcements.
08/17-Present	Obtain and maintain National CARFIT and National Child Passenger Safety Seat Technician and Fitting Station Certification.
08/17-Present	Monitor expenditures and coordinate delivery of monthly invoices for grant-funded projects; and maintain accurate and detailed records for preparing related written and statistical reports on a monthly and annual basis. Submit monthly progress reports to the Transportation Director as well as Federal and/or State agencies that have certain reporting requirements.

PREVIOUS EXPERIENCE: Era Helicopters LLC – Lake Charles, LA (2013 – 2017) Flight Ops Quality Assurance (FOQA/FDM) Manager: Responsible for the overall design, implementation, management, administration, security, and maintenance of the Company’s Domestic and International Flight Data Monitoring (FDM) program. Responsible for ensuring the most efficient and effective methods and processes to meet and exceed the needs and requirements of all stakeholders, including but not limited to: The Federal Aviation Authority, Company Standards and Policies, Pilots, Passengers, and Customers. Development, Implementation, and Maintenance of measurable and observable Key Performance Indicators for capturing the level of attainment of the program’s mission, purpose, and key expectations. Demonstrate and provide a “Just Culture” environment regarding the design and implementation of Corrective and management of a non-punitive Mentoring Action Program to provide additional training and resources to Flight Crews. Responsible for FDM Field Knowledge and Performance Awareness and Feedback Program Design and instructing FDM Training Courses and Courseware for New Hires and Recurrent Training. Interface and ensure compliance with the FAA, vendors, and other entities. Provide recommendations and data summaries to Operations, Training, and Safety Departments based on trend findings to ensure the overall safety of company flight operations. Oversee all FDM efforts and personnel to ensure the validation and analysis of flight data throughout all phases of flight for the overall purpose of improved flight operational safety. Oversee data collection process and analysis of all aircraft fleets in conjunction with safety, training, maintenance, and engineering. Responsible for the reliability and validation of data and root cause analysis to determine corrective action plans to decrease/eliminate adverse trends identified. Design, Maintain, and Manage Company FDM Program Intranet Site and Portals. Program Manual development and revision control. Preparation and Presentation of all FDM Reporting and Program Recommendations. Oversee, provide support, and ensure compliance and alignment of the company’s International FDM Programs. Maintain knowledge of current flight data monitoring hardware and software to ensure accurate needs assessment, cost analysis, and management of or procurement of the most effective and efficient platforms.

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Firm Experience: N/A

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

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

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

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

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

17. Approach and Methodology:

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

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

1.0 SHSP REGIONAL SAFETY PLANNING ACTIVITIES

- Acquire an intimate knowledge and understanding of the SHSP and any statewide and regional action plans by actively participating in the development, implementation, and management process through Implementation Team, Regional Coordinator, and Statewide meetings. Access and editing privileges to the statewide and regional emphasis area action plans will be provided to the Prime Consultant by the Statewide Program Manager sharing relevant folders and files from the Destination Zero Deaths Google account to the SWLARSC Google Business Suite Account. The Prime Consultant will gain knowledge of these meetings by following the Destination Zero Deaths calendar of events, as well as the distribution of calendar events distributed by the statewide team. Acceptance and tracking of said events will be maintained through the SWLARSC Google account.
- To successfully serve and represent the Southwest Region, as the regional transportation safety coordinator, the Prime Consultant will maintain and enhance Transportation Safety Planning and Improvements knowledge by attending and actively participating in relevant national, statewide, regional, and local meetings and/or training. The Prime Consultant will gain knowledge of these meetings by following the Destination Zero Deaths calendar of events, the distribution of calendar events distributed by the statewide team, as well as, by following relevant and suggested Transportation Safety partners and organizations. Acceptance and tracking of said events will be maintained through the SWLARSC Google Suite Business account.
- Using multidisciplinary communication and collaboration, the Prime Consultant will facilitate and coordinate with coalition members and partners to successfully provide a transparent view and understanding of the SHSP and aligning statewide and regional plans to execute the completion of the Emphasis Area Action Plan steps and tasks within the Southwest Region. Coalition meetings will not only provide a conduit for transparency and understanding but also offer a platform for Regional Emphasis Area Action Step customization based on stakeholder feedback, concerns, and needs. In addition and when available, meetings will also offer high interest and relevant guest speakers. There will be, at a minimum, two hybrid Regional Coalition meetings per year. Emphasis Area Work Group and Team Leader meetings will be held in person on an as-need basis. Meeting dates will be scheduled based on team leader availability determined by the distribution of polls, avoidance of statewide schedule conflicts as determined by the Destination Zero Deaths calendar events, and location availability. The primary, in person, location of meetings will be the Louisiana State Police Troop D Headquarters based on the coordination with a designated representative. Zoom will be offered as the online collaborative meeting platform.

- The Prime Consultant, acting as the Regional Transportation Safety Coalition Coordinator, will serve as a member of the Safety Corridor Advisory Group to the Louisiana Highway Safety Corridor Program. Collaborating with the State and District planning and engineering offices, as well as with, regional Infrastructure and Operations Emphasis Area Team members will analyze and review corridor crash data, through the Louisiana Crash Query Tool and any other statewide available data, to assist in the identification of potential areas for proposed designations. The Primary Consultant will utilize mapping software to aid in crash data analysis.

2.0 REGIONAL AND STATE SAFETY DATA ANALYSIS AND ACTIVITIES

- Maintain and expand extensive knowledge of SHSP web-based crash data dashboards by attending and participating in relevant training and meetings pertaining to same. The Prime Consultant will gain knowledge of training and/or meetings by following the Destination Zero Deaths calendar of events, the distribution of calendar events distributed by the statewide team and SHSP partners, as well as, by following relevant and suggested Transportation Safety partners and organizations. Acceptance and tracking of said events will be maintained through the SWLARSC Google Suite Business account.
- Perform crash data analysis by compiling crash data retrieved through the Louisiana Crash Data Query tool and the use of various “Big Data” platforms and mapping software to identify state and regional crash data trends and related contributing factors.
- The Prime Consultant will also develop reports, dashboards, presentations, brochures, public service announcements, press releases, newsletters, etc. appropriate and customized to the targeted audience, to communicate the above to assist in the development of local transportation planning and improvements, prioritized project development, enhanced consideration of transportation safety in the planning process, targeted law enforcement detail, transportation-related legislative change, and educational outreach, etc., to the general public, local planners and engineers, SHSP regional and state safety coalition stakeholders, legislative delegations, educational organizations, etc.
- Delivery of same will be distributed during statewide, regional, and/or local meetings, consultations, conferences, coalition events, news media outlets, SWLARSC website, etc., and electronic distribution via Constant Contact and/or the SWLARSC Google Business Suite Account, social media platforms such as SWLARSC Twitter, Instagram, YouTube, DZD Facebook accounts. Materials disseminated will incorporate the DZD branding and any required disclaimers.
- Maintain knowledge of Transportation Safety planning and development data collection and analysis best practices through research and by participating and attending relevant training and meetings pertaining to same. The Prime Consultant will gain knowledge of training and/or meetings by following the Destination Zero Deaths calendar of events, the distribution of calendar events distributed by the statewide team and SHSP partners, as well as, by following relevant and suggested Transportation Safety partners and organizations. Acceptance and tracking of said events will be maintained through the SWLARSC Google Suite Business account.

3.0 SHSP STAKEHOLDER EDUCATION AND OUTREACH ACTIVITIES

- Using a multidisciplinary approach, focusing on the 4E’s, the Prime Consultant, serving as the Regional Transportation Safety Coordinator will maintain and expand, through ongoing recruitment, relevant and productive SHSP Stakeholders Regional Coalition leadership, membership, partners, and sponsors at the federal, state, regional, parish, and local levels. Efforts to achieve this, include but are not limited to, consistent coalition meetings, relevant electronic distributions, heightened access and availability, consultations, needs assessments, services offered, assistance provided, transparency and comprehension of and access to action plans, progress and deliverables, collection and application of feedback, and ease and value-added of participation.

- Outreach, as it pertains to highway safety concerns and countermeasures, is described under Task 2.0.
- Compliance with the SHSP Campaign Media Scheduler, provided by the statewide team, will be achieved by the maintenance of and expansion of professional relationships with local media outlets and traffic public information officers to disperse information, as well as the collaboration with law enforcement and public safety advocates to promote national, statewide, regional, parish, and local safety initiatives and campaigns. Outreach methods include but are not limited to, reports, videos, presentations, brochures, info-graphics, public service announcements, press releases, articles, newsletters, etc., appropriate and customized to the targeted audience. Outreach channels include but are not limited to, coalition meetings, public meetings, guest speaker appearances, consultations, conferences, coalition events, news media outlets, the SWLARSC website, etc., and electronic distribution via Constant Contact and/or the SWLARSC Google Business Suite Account, social media platforms such as SWLARSC Twitter, Instagram, YouTube, DZD Facebook accounts. Outreach materials will incorporate the DZD branding and any required disclaimers.
- Continued learning and awareness, as it relates to the SHSP emphasis areas and National and Federal safety programs/grants, will be met by attending and participating in relevant required and/or recommended regional, statewide, and/or national transportation-focused meetings, conferences, and training. The Prime Consultant will gain knowledge of training and/or meetings by following the Destination Zero Deaths calendar of events, the distribution of calendar events distributed by the statewide team and SHSP partners, as well as, by following relevant and suggested Transportation Safety partners and organizations. Acceptance and tracking of said events will be maintained through the SWLARSC Google Suite Business account.

4.0 ADMINISTRATIVE

- Using an accounting platform and any DOTD-required format and templates, the Prime Consultant will track, prepare, and submit monthly invoices of expenses relating to Contract No. 44-26333 by the 20th of each month.
- Using an electronic platform, the Prime Consultant will track, prepare, and submit monthly progress reports of work performed as it relates to the Emphasis Area Action Plans, support of the SHSP, and tasks outlined within this contract to the designated program manager by the 20th of each month.
- The Prime Consultant, serving as the Regional Transportation Safety Coordinator will maintain and adhere to Standard Operating Procedures for critical tasks as outlined within this contract, designated roles and responsibilities, Federal and State guidelines, and by the designated program manager.
- The Prime Consultant, serving as the Regional Transportation Safety Coordinator plan, coordinate, facilitate, and document coalition meetings, discussion, progress, and deliverables and make availability and access to same to SHSP stakeholders, coalition partners, leaders, and members via calendar invites, shared folders/files, newsletters, etc., through various electronic platforms.
- Through statewide quarterly updates, statewide and regional meetings, LHSC and LADOTD distributions, the Prime Consultant, serving as the Regional Transportation Safety Coordinator will track ongoing and upcoming transportation safety projects.
- Using the designated Regional Emphasis Area Action plan templates, shared by the Destination Zero Deaths Google account to the SWLARSC Google Business Suite account, the Prime Consultant, serving as the Regional Transportation Safety Coordinator will report quarterly progress to the State on strategies, tactics, steps, and/or tasks, as well as, provide and upload any required deliverables, within each of the Emphasis Areas by the designated due date.

- The State will have knowledge of Regional Safety Coalition activities via the shared Destination Zero Deaths Google Calendar. Regional Safety Coalition activities will be tracked, monitored, and communicated to the State via monthly progress reporting, as well as through the Emphasis Area Action Plan quarterly progress reporting.

18. Workload: N/A

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

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

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

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

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

(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.

19. Certifications/Licenses: N/A

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

20. 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.**

21. Sub-consultant information: N/A

If one or more sub-consultants will be used, provide the name, address, point of contact and phone number for each. Otherwise, leave this section blank.

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

(Add rows as needed)

22. Location: N/A

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