

"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov) to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."

Scope of Work/Services

Provider shall provide engineering services for the West Tammany Hill Drainage project in Covington, Louisiana (S11-T7S-R11E). At this time the Parish is contracting for Phase I tasks. At the conclusion of Phase I, the Parish may amend the Contract to elect optional Phase II tasks: Construction Management, Inspection, and/or Testing Services as required.

The primary focus area of Phase I is drainage along Quincy Avenue between K Street and 5th Street in Covington, Louisiana (Attachment "A"). However, an assessment of the entire drainage basin will also be required to determine whether improvements are necessary on the downstream outfall (lateral 3-LW1-36 and a portion of A Street between Henry Clay Avenue and Quincy Avenue) and Henry Clay Avenue.

Provider will meet with the Parish as needed, review the preliminary and final plans to verify concept, constructability, and accuracy of designs along with associated reports, conclusions, calculations, and recommendations prior to submitting to the Parish for review and approval.

PHASE I

TASK 1 – SURVEYING

Provider shall furnish survey services and title work necessary to perform the following services including, but not limited to:

- topographic survey of the project area;
- location of right-of-way and adjoining property lines within the project area; and
- right-of-way survey maps to facilitate right-of-way acquisition.

TASK 2 – DRAINAGE REPORT

Provider shall review existing data and drainage studies in the area and provide engineering services as required to generate a new drainage report highlighting deficiencies in the existing drainage system. The report shall include photos, maps, calculations, and recommendations of proposed drainage improvements. The hydrologic and hydraulic analysis shall be done in accordance with the current edition of the LADOTD Hydraulics Manual. The drainage report shall be reviewed and approved by the Parish.

TASK 3 – GEOTECHNICAL REPORT

Provider shall furnish all geotechnical services necessary to perform geotechnical investigations, analysis, and design. Services include, but are not limited to:

- geotechnical field investigations for soil borings taken at appropriate intervals along the road;
- geotechnical laboratory testing and analysis; and
- preparation of soil boring logs.

TASK 4 – PRELIMINARY PLANS

Provider shall furnish engineering services as required to generate preliminary plans for road and drainage improvements, determine if there are any environmental impacts requiring permits and provide subsequent opinions of probable cost.

Road Design

Provider shall furnish all services necessary to perform road design. Services include, but are not limited to:

- pavement structural design for rehabilitated and/or reconstructed sections; and
- preliminary and final roadway design and plan development.

Hydraulic Design

Provider shall furnish all necessary services for hydraulic design which shall include existing drainage and proposed drainage structures. The hydraulic design shall be reviewed and approved by the Parish. The requirements which govern these designs are specified in the current edition of the LADOTD Hydraulics Manual.

TASK 5 – ENVIRONMENTAL PERMITTING

Provider shall be responsible for all environmental and permitting services needed to complete the project, as necessary. Required permits include but are not limited to:

- Wetland permits (404 and Nationwide) and Section 10 permits from USACE.

TASK 6 – FINAL PLANS AND SPECIFICATIONS

As requested by the Parish, Provider shall furnish engineering services as required to generate final plans and specifications stamped and signed by an engineer licensed in the State of Louisiana, final detailed opinion of probable cost, and bid documents in the Parish format. As requested by the Parish, final plans may be requested to be provided in phases. The final plans shall include right-of-way maps if required.

TASK 7 – BIDDING AND CONTRACTING

As requested by the Parish, Provider shall work with the Parish to finalize the plans and specifications into the Parish front-end documents and format for bidding, recommend the contractor's license/project classification, provide the required number of bidding document sets, address request for information (RFI's) during the bidding process, produce addenda in the Parish format, attend and document pre-bid meeting, review and tabulate bids and make recommendation on acceptance of bids as required.

PHASE II (OPTIONAL)

CONSTRUCTION MANAGEMENT, INSPECTION, AND/OR TESTING SERVICES (OPTIONAL)

Provider will be required to furnish construction management, inspection services typically performed by the Project Engineer and inspection staff and/or testing services. Optional services

will be determined upon satisfactory completion of Phase I, services may include, but are not limited to:

- attend the pre-construction meeting;
- provide construction engineering support including construction drawing review, shop drawing review, request for information support, contractor proposals, etc.;
- maintain all construction field records; make daily entries in the project diary to indicate the Provider's personnel and contractor's personnel present on the job site;
- provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual;
- visit project site as required to check construction for conformity;
- keep clear and concise records of the contractual operations, prepare monthly pay estimates, review pay applications and make monthly progress reports; and
- submit "As-Built" plans, reflect all changes made from the original plans, with the final estimate.

SCHEDULE

The time period for completion of Phase I is two (2) years from Notice to Proceed (NTP) issued by the Parish.

REFERENCE

All designs and engineering documents will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. LADOTD Location and Survey Manual
3. LADOTD Roadway Design Procedures and Details
4. LADOTD Hydraulics Manual
5. LADOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices (MUTCD)
7. LADOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. LADOTD Environmental Impact Procedures (Vols. I-III)
12. LADOTD Policy on Geometric Design of Highways and Streets
13. LADOTD Construction Contract Administration Manual
14. LADOTD Materials Sampling Manual
15. LADOTD Consultant Contract Services Manual
16. LADOTD Geotechnical Engineering Services Document
17. Code of Federal Regulations 29 CFR 1926 (OSHA)