

**REQUEST FOR PROPOSALS**  
**LTRC Project No. 12-2SS**  
**History of Road Design Standards in Louisiana DOTD**

**PROBLEM STATEMENT**

The Louisiana DOTD does not currently possess a written record of the road design standards it has enforced over time in the state. Having such a time-related record of standards and their period of validity would be helpful in defending tort liability cases in the state, and in identifying the designs used in past projects that subsequently require repair or rehabilitation. Information on road design standards adopted in the past is currently contained in official records in the department and within the collective memory of senior personnel who administered these systems in the past. The latter source of information is time-sensitive, making timely collection important before this information is lost.

**RESEARCH OBJECTIVES**

The research objectives of this study are to:

1. Identify national and state road design standards applied in Louisiana over the last 90 years.
2. Determine state and federal laws that have a bearing on road design in Louisiana.
3. Identify internal directives, policies, and practice applied to road standards in the DOTD over the last 90 years
4. Document findings

**SCOPE**

The research is restricted to road design standards in force in Louisiana over the last 90 years. The 90-year period is chosen because it is likely to cover the lifespan of most state-controlled roads. Beside formally established standards (both applicable national and state standards), the study is also to report on accepted codes, policies, directives, or agreements in force within the DOTD during the last 90 years.

**RESEARCH APPROACH**

**Task 1: Literature Review**

Conduct a literature review on the historical introduction and application of national and state road design standards in Louisiana. Also review documentation on codes, policies, directives, or agreements adopted by the Louisiana DOTD in the last 90 years.

**Task 2: Data assessment**

Review the information to be collected in this study, its sources, its extent, its format, its accessibility, method of extraction, and any manipulation that may be necessary to bring information from the different sources into a common format. The study team is to use this information to develop a work plan and schedule that incorporates the tasks listed in this RFP but also includes any additional activities, or modifications to specified tasks, considered necessary to adequately complete the study.

**Task 3: Prepare and present the PRC with an interim report**

The contractor shall prepare an interim report detailing information gathered in Tasks 1 and 2 along with the recommended work plan and schedule to complete the project. Conduct a meeting to present the results of Tasks 1 and 2 findings and the impacts to future tasks to the Project Review Committee. The PRC must approve the work plan prior to contractor beginning subsequent tasks.

**Task 4: Law Review**

Conduct a review of state and national legislation pertaining to road design in Louisiana DOTD in the last 90 years.

**Task 5: Internal Review**

The review of practice within the DOTD shall consist of two parts. First, conduct a review of all formal requirements within the department regarding road design. Include formal directives such as Engineering Directives and Standard Methods (EDSMs), internal policy memoranda, and codes adopted within the department (e.g. Manual on Uniform Traffic Control Devices). Second, conduct a survey among active and retired senior personnel of the DOTD. The survey should preferably be open-ended where the respondent is free to provide information in the form and manner in which he/she is comfortable, but the survey must also be sufficiently structured so that the interviewer covers all important aspects and certain core questions are asked of all respondents.

**Task 7: Establish appropriate format to document the information**

After collecting all the information in the previous three steps, decide on a format that would be the most convenient for information retrieval by those using the document as a reference. In addition to the convenient presentation of the material, consider the implementation of convenient search procedures such as a detailed index, keywords, and hyperlinks in electronic versions of the document.

**Task 5: Prepare Progress and Final Reports**

Progress must be reported to the Project Review Committee (PRC) every six months after commencement of the project or at convenient stages in the development of the project in discussion with the research team and at the discretion of the PRC. A draft final report must be submitted to LTRC three months before the end of the project, and a corrected version addressing the PRC's comments by the expiration date of the project.

**SPECIAL NOTES**

- A. In addition to the biannual report required in the LTRC Research Manual, progress reports will be submitted at the end of each Task or as directed by the PRC. Progress will be reported in writing and also in presentation, if required.
- B. Hours and cost for each task of the research are required for appraisal with a maximum of 25% of research funding for Tasks 1, 2 and 3.
- C. Graduate assistance stipends are allowed. Tuition reimbursement, tuition remission rates or graduate fringe benefits applied to stipends are not allowed.

- D. LTRC projects are intended to produce results that will be applied in practice. It is expected that the implementation of the results of this research into practice will evolve as a concerted effort during this project. The final report must contain an implementation plan to include, as a minimum, the following:
  - a. The “product” expected from the research;
  - b. A realistic assessment of impediments to successful implementation;
  - c. The activities necessary for successful implementation; and
  - d. The criteria for judging the progress and consequences of implementation.
- E. To assist in the implementation process, the investigators of this research shall present the final results to LA DOTD officials in an oral presentation to be held in Baton Rouge, LA at LA DOTD Headquarters after acceptance of the final report.
- F. The proposal should include travel to meet with the Project Review Committee for a “kick off” meeting, presentation of interim report, and presentation of the final report at a minimum.
- G. To equitably answer any questions regarding this Request for Proposals, the Louisiana Department of Transportation and Development (LA DOTD) website, <http://notes1/agrestat.nsf/WebAdvertisements?OpenPage> will be updated with questions and answers and related documents regarding the project. The LA DOTD makes these documents available for informational purposes only to aid in the efficient dissemination of information to interested parties. The LA DOTD does not warrant the documents against deficiencies of any kind. The data contained within this web site will be periodically updated. Interested parties are responsible to be aware of any updates. Questions regarding this RFP should be submitted in writing to the LTRC contact person. Questions must be received by close of business seven calendar days prior to deadline date.
- H. LTRC’s mission includes the support of higher education in Louisiana. LTRC encourages the cooperation and collaboration between private consultants and/or out-of-state institutions with Louisiana universities for the purpose of sharing of knowledge and increasing transportation expertise in the academic community.
- I. Consultants and academic institutions shall be registered with the Secretary of State in order to be able to work in Louisiana prior to award of contract. <http://www.sos.la.gov/Home/Commercial/Corporations/SearchDatabase/tabid/819/Default.aspx>

**CONTRACT TIME**

18 months after issuing of notice to proceed.

**COST**

\$150,000

**AUTHORIZATION TO BEGIN WORK**

May 2, 2012 (estimated)

## **PROPOSAL FORMAT**

All proposals must be formatted according to LTRC Research Manual, 2003 edition ([http://www.ltrc.lsu.edu/pdf/research\\_man03.pdf](http://www.ltrc.lsu.edu/pdf/research_man03.pdf)).

## **PROPOSAL SELECTION**

The Project Review Committee selected for this project will review, evaluate and rank all proposals received according to the criteria listed in the proposal review form shown in figure 2-6 in the LTRC Research Manual

## **DEADLINE FOR RECEIPT OF PROPOSAL**

April 1, 2011, 4.00 p.m.

## **SUBMISSION OF PROPOSAL**

Ten copies of the proposal must be received by LTRC by close of business April 1, 2012. Proposals to be submitted to:

Mr. Harold R. Paul, P.E.  
Director  
Louisiana Transportation Research Center  
4101 Gourrier Ave.  
Baton Rouge, LA 70808  
Tel: (225) 767 9131, e-mail: [Harold.Paul@la.gov](mailto:Harold.Paul@la.gov)

## **CONTACT PERSON**

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