

**ENGINEERING AND RELATED SERVICES
JUNE 13, 2017**

**CONTRACT NO. 4400011392
RETAINER CONTRACT FOR
DAM INSPECTION AND RELATED ENGINEERING
OF STATE-REGULATED DAMS
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised June 2017, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime consultants must be registered with the Federal Government using SAM.gov prior to contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

Project Manager (PM) – Mr. Edward Knight

All questions concerning this advertisement should be sent in writing to rhonda.braud@la.gov and heather.huval@la.gov.

The questions and answers deadline for this advertisement shall be 48-hours prior to the closing of this advertisement as provided herein (excluding weekends and holidays).

PROJECT DESCRIPTION

The Consultant will perform engineering and related services required for dam safety, such as, dam inspection, terrain and watershed analysis, breach analysis, hydraulics, hydrology, geotechnical and structural engineering covered by a Retainer Contract under separate Task Orders. **The majority of the work will be performed in Districts 04 and 05.** The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

1. scheduling and notification of inspections,
2. field inspections,
3. reporting of inspection results,
4. follow-up on required corrective actions,
5. engineering service, breach analysis, inundation map, hazard impact classification determination/confirmation, preparation and/or update of Emergency Action Plans (EAP), and engineer evaluation reports for a number of dams may be required, as determined by the PM,
6. other tasks as related to dam safety.

The services are described more specifically as follows:

Scheduling and Notifications

The Consultant shall use the Louisiana dam inventory database inspection frequency and previous inspection dates to schedule inspections. All field work shall be coordinated and organized to minimize travel then obtain DOTD's approval. The Consultant shall provide written notification of each inspection for the dam owner, interested stakeholders, and the appropriate DOTD District Offices, on DOTD letterhead. All written notifications shall be sent to the PM for signature and mailing no later than 21 days prior to the scheduled inspection. In most instances contact information will be provided but in some cases, court records may have to be searched to determine owner's identification along with additional research to determine owner contact information. Verbal coordination is strongly encouraged with stakeholders. All contact information shall be recorded in the dam safety database and updated to the Project Manager monthly.

High hazard potential dams are inspected annually. Significant hazard potential dams will be inspected every three years. Low hazard dams are inspected on a five-year rotation frequency; however, DOTD staff will inspect many of the Low hazard dams. The consultant may inspect Low hazard dams with approval of the PM. All state-maintained dams are inspected annually regardless of the hazard classification. Inspection schedules and variations from specified frequencies must be approved by the PM.

Field Inspections

All inspections will use an electronic collection system. The platform must be iOS or Android and must have GPS capabilities with plus or minus 10 foot accuracy. Software is free and training will be provided by the DOTD. Safety inspections for all high and significant hazard category dams will be conducted by a minimum of one professional engineer supplied by the consultant. Prior to the field inspection all available inspection reports, instrumentation records, project modifications, drawings, and other available information shall be reviewed by

the consultant. The consultant shall collect updated historical information such as high water elevations, overtopping events and repair work other than normal maintenance from the owner and stakeholders by the most convenient method. All other available historical reports and information will be provided by the DOTD.

The inspection shall include all accessible features of the project, including embankments, concrete sections, spillways, galleries, and intakes. Particular attention should be given to detecting evidence of leakage, erosion, seepage, instability, undue settlement, displacement, tilting, cracking, deterioration, and improper function of drains relief wells and piezometers. The adequacy and quality of maintenance and operating procedures as they pertain to the safety of the dam and operation of the control facilities should also be assessed. Photographs and drawings should be freely used to record conditions in order to supplement and support written descriptions.

The field inspection should include review of the following:

- Concrete structures including concrete surfaces, structural cracking, movement – horizontal and vertical alignment, junctions and tie-ins with abutments and/or embankments, drains – foundation, joint, and face drains, water passages, seepage or leakage, monolith joints, construction joints, foundations, etc.
- Embankment structures including settlement, slope stability, seepage, drainage systems, slope protection, etc.
- Spillway structures including control gates and operating machinery, unlined spillways, approach and outlet channels, stilling basin and energy dissipation, etc.
- Outlet works including intake structure, operating and emergency control gates, conduits, water passages, etc.
- Drawdown facilities including safety and performance instrumentation, reservoir, downstream channel, operation and maintenance features, etc.

When review of information for the preparation of field inspection reveals a question on the hazard classification, additional field work and possible breach analysis may be required to determine if a hazard classification change is needed. This information will be reviewed with the PM to determine if the tasks (additional field work, breach analysis, etc.) will be completed. Where a breach analysis and/or an Emergency Action Plan are being prepared the area of potential impact will be investigated in the field to determine property at risk, terrain features and physical attributes of structures.

Reporting

The Consultant shall submit a draft Dam Inspection and Evaluation Report-using DOTD's electronic template, cover letter to the owner(s) with findings and corrective actions required, and an updated dam inventory data sheet to the PM for review and comments within fifteen

working days after the completion of the dam inspection. The final report shall be submitted to the PM within ten working days after receipt of comments. In addition to inspection reports, the consultant shall submit a written monthly summary of activities by the end of each month.

The inspection report will encompass information obtained from the pre-inspection review and the results of the field inspection. All deficiencies noted will be noted with a centerline and offset location. The content of the report should include, but is not limited to, the following:

- Executive Summary (Significant Findings)
- Description of Project Features
- Summary of Construction History, Operations, and Modifications
- Dam Performance (overtopping, auxiliary spillway use, high water elevations etc.)
- Geologic and Seismic Considerations
- Instrumentation
- Field Inspection
- Structural Stability
- Spillway Adequacy
- Adequacy of Maintenance and Methods of Operations
- Conclusions
- Recommendations

A packet will be prepared with each month's final reports that includes the Dam Inspection and Evaluation Reports, the cover letters to the owner(s), stakeholders or interested parties (on DOTD Letterhead), and two copies of the dam inventory data sheets noting all updates, and supporting data derived to justify changes to the dam inventory sheet. An electronic copy of the Dam Inspection and Evaluation Reports is to be included containing pdf's and the original software format files including but not limited to .doc, .xls, prj, .dgn, or .dwg files.

Follow-up on corrective actions

If the consultant or DOTD does not receive correspondence regarding corrective action from an owner within 60 days, the Consultant will send a certified letter to the owner requesting that corrective action be taken. The PM must be notified prior to all certified letters being sent.

Engineering

All engineering tasks are assigned and approved by the PM. A request for task authorization must be proposed and justified in writing to the PM for review and consideration. Any work completed by the consultant is subject to budgetary constraints and monthly status reports outlining progress.

Deliverables

For a breach analysis and/or Emergency Action Plan the Consultant will provide two (2) hard copies of the report for review and the electronic files (Word, HEC-RAS, HEC-HMS, ArcGIS, DSAT, etc.) and five hard copies of the final report(s) to the DOTD. (Breach analysis report will include all assumptions and calculations.). The Breach analysis will also follow certain format requirements that will be provided when analysis is assigned.

1. Breach analysis, inundation map, and report will follow the format of the DOTD-maintained dams or as directed by the PM.
 - a. Any analysis or format deviations must be approved by the PM.
2. EAP will follow the format of the DOTD-maintained dams or as directed by the PM.
 - a. All EAP's will include inundation mapping of the reservoir at stages determined by the PM. Design surcharge data will be included if available.
 - b. EAP updates involve revising contact information and/or identifying public buildings within the impact area. Electronic files will be required as noted above. Updated EAP will be sent to stakeholders as directed by the PM.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and 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. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual

19. DOTD Stage 1 Manual of Standard Practice
20. DOTD Training Series - Inspection of Embankment Dams
21. DOTD Training Series – Preparing to Conduct a Dam Safety Inspection
22. DOTD Training Series – Identification of Visual Dam Safety Deficiencies
23. DOTD Training Series – Documenting and Reporting Findings from a Dam Inspection
24. DOTD Training Series – Evaluation of Seepage Conditions
25. DOTD Training Series – Evaluation of Embankment Dam Stability and Deformation
26. DOTD Training Series – Inspection of Spillways and Outlet Works
27. DOTD Training Series – Inspection of Concrete and Masonry Dams
28. DOTD Training Series – Evaluation of Concrete Dam Stability
29. DOTD Training Series – Inspection of Foundation, Abutments and Reservoir Rim
30. Louisiana Dam Safety Program – Dam Safety Rules and Regulations, March 1997
(http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Public_Works/Dam_Safety/Pages/default.aspx)
31. Association of State Dam Safety Officials (ASDSO) Standards

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The Consultant may request to have the initial billable rates updated on a yearly basis based on the latest DOTD escalation rate. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$333,333**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx> Vehicle rental rates will require prior approval from the DOTD Project Manager.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **two years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. **All TO's must be completed by the expiration date of the Retainer Contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established survey policies, procedures, standards, and guidelines in the preparation and review of all survey products. The DOTD shall provide limited input and technical assistance to the Consultant. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All engineering analysis must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major

updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload electronic deliverables directly to an ftp site for the DOTD Dam Safety group. The consultant shall use the site for large file transfers and notify the PM in writing of the upload.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana. *
2. At least one Principle or a Responsible Member of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of the design and inspection of dams, including earth, rockfill, concrete gravity, concrete buttress, and combinations thereof. *

3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - At least two qualified individuals experienced in the inspection of dams and/or levee systems, and familiar with State of Louisiana rules and regulations governing dam safety.

*Minimum Personnel Requirements No. 1 and No. 2 can be the same person.

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

WORK ZONE TRAINING REQUIREMENTS

As part of DOTD’s on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For pre-construction field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the pre-construction work zone requirements. All work zone training requirements shall be met prior to contract execution. It will be the prime consultant’s responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services includes Construction Engineering and Inspection, the following requirements shall be met at the time of submittal:

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger

Other Field Personnel*: Traffic Control Technician
Flagger

* excluding Asphalt Plant Inspector

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

EVALUATION CRITERIA

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of **4**;
2. Consultant’s personnel experience on similar projects, weighting factor of **5**;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of **4**;
4. Consultant’s past performance on similar DOTD projects, weighting factor of **1**;
5. Consultant’s current work load, weighting factor of **5**;
6. Location where the work will be performed, weighting factor of **6**. **

*All respondents will receive a 5 in this category.

** Location will be 3339 Industrial Drive, Bossier City, LA 71112

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting; with ratings capped at the statewide average rating for that category as of the date the advertisement was posted.

Complexity level - normal

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 1-5. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Rhonda Braud – Ex officio
2. Edward Knight– Project Manager
3. Fred Young
4. Shane Boudreaux
5. Doug Taylor
6. Brad Sticker

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations

- and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
 - D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
 - E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD's sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD's Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD's Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

If more than one contract is to be selected based on this advertisement, no Prime Consultant is allowed to be a Sub-Consultant on any other Consultant’s 24-102. If a Prime Consultant is submitted as a Sub-Consultant on another Consultant’s 24-102, it’s submittal as a Prime Consultant may be deemed non-responsive.

Any Prime Consultant that submits a Sub-Consultant’s 24-102 without written consent of that Sub-Consultant to be submitted in response to this ad, may be deemed non-responsive.

Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102.

In Section 8, the consultant’s 24-102 must describe work categories and applicable percentages as defined in the advertisement. Give an estimated percentage of the work to be performed by the prime consultant and each sub-consultant (if at least one sub-consultant is being used) for each work category. Consultants shall not add categories of work. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance of payment of work.

Contract employees may be allowed for a period of time for a particular work category or task on a project. Contract, part-time, and full-time employees should be shown in **Section 9a** with an **asterisk denoting their employment status (part-time or contract).**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400011392**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, June 27, 2017**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Mark Chenevert, P.E.
Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1591

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.