

**ENGINEERING AND RELATED SERVICES
APRIL 05, 2017**

**CONTRACT NO. 4400010672
RETAINER CONTRACT FOR DEBRIS MONITORING
STATEWIDE**

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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 November 2011, 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.** Two Prime-Consultants will be selected for the two Contracts.

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

Project Manager – Mark Benton

Sub-Consultants will not be considered in this selection.

Only one DOTD form 24-102 submittal is required for this advertisement, and it represents the Prime Consultant’s qualifications and submittal for both referenced contracts. Both identifying contract numbers must be listed on the cover page of the submittal.

All inquiries concerning this advertisement should be sent in writing to Mark.Chenevert@la.gov and heather.huval@la.gov.

PROJECT DESCRIPTION

The selected Consultant will provide the necessary staffing, equipment, and resources to supplement DOTD resources in the monitoring of debris removal, reduction, and disposal as a result of natural or man-made disaster(s)/event(s) for statewide projects covered by a Retainer Contract under separate Task Orders. 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):

The Consultant will provide the necessary staffing, equipment, and resources to supplement DOTD resources in the monitoring of debris removal, reduction, and disposal contracts as a result of natural or man-made disaster(s)/event(s). On an as needed basis, the Consultant will be given a Task Order to provide necessary staffing, equipment, and resources to:

1. assist and support the assigned DOTD Project Manager(s) in the inspection and monitoring of debris removal, reduction, and disposal contracts on state owned/maintained routes;
2. document debris removal, reduction, and disposal contracts with an automated debris management system (ADMS) in lieu of paper load tickets;
3. provide an electronic database to process, store and query all data including photographs, field documents, haul truck certification, etc.;
4. provide automated electronic GIS data compatible with DOTD's Arc GIS system showing the status of debris removal.

The Consultant will have forty-eight hours from Notice to Proceed date/time to mobilize resources to provide the services as stated in the Task Order.

Automated Debris Management System (ADMS)

The purpose of this section is to provide specifications for an automated debris management system to be utilized in disaster debris management missions tasked under this Retainer Contract(s). The ADMS must meet the following minimum performance characteristics:

1. Track and document all necessary data to ensure full federal reimbursement for eligible debris removal, reduction and disposal costs.

2. The system must generate electronic load tickets at the point of debris loading into the transport container. Paper tickets are optional. At a minimum, the system must produce a load ticket exhibiting the following characteristics:
 - Project No./Name
 - Contractor
 - Truck No.
 - Certified Capacity
 - Subcontractor
 - Driver
 - Date
 - Begin/End Time
 - Route/LRS-ID
 - District/Parish
 - Pass
 - Federal Aid Road
 - To & From Load Location/Address
 - Begin/End Lat./Long
 - Type of Debris
 - Record digital images of debris, location, and/or other images
 - User id/signature
3. Evaluation of daily event status, production information, and performance information using web-based reporting, off the shelf software, and GIS tools.
4. Coordination of contractor invoices, FEMA documentation and applicant payment processes enabled thru an integrated database management system.
5. The ticket/tower applications at a minimum must include:
 - Date/Time
 - Dumpsite Name & Location
 - Load Est. (%)
 - Max Capacity
 - Cubic yards (cy) in truck: (calculated by load % and max capacity)
 - User id/ signature
6. Truck certification is used to register authorized debris hauling vehicles and equipment. As a minimum, the following must be included:
 - A means of electronically registering authorized debris contractor vehicles and equipment
 - Link electronic registration to digital images
 - Utilize uniform measurements e.g. feet and inches
 - Capture vehicle volume
 - Utilize industry standard equations for all volume calculations
 - Capture drivers and certification team member unique identification number
 - Recertify vehicles
 - Create a printed certification record and administrative reporting capabilities

7. Perform administrative duties, verify vehicle audit information, display real-time collection volumes, and review ticket/tower personnel GPS audit logs.
8. Transactional data must be summarized, validated, presented and audited to provide an overall status of mission performance. The Data Consolidation applications must facilitate billing, error reporting, performance tracking and graphical data preparation.
9. Prevent modification to original data by unauthorized or unauthenticated users
10. Insert audit records for modifications to original data by authorized, authenticated users
11. Provide automated electronic GIS data compatible with DOTD's ArcGIS system showing the status of debris removal.
12. The underlying location data should be based on DOTD's ESRI base map layers. All event data will store at minimum the associated route ID (ALRS), Measure, Temporal, and event description for the purpose of geoprocessing within ESRI GIS systems by DOTD and by other agencies. DOTD will supply base data in the form of REST services and in turn DOTD will be supplied the collected event data in a database timetable.

SPECIFIED SERVICES

The Consultant provided Contract Monitor Manager will be assigned work by a DOTD Project Manager or designee. At the beginning of each work day, the Consultant's Contract Monitor Manager shall provide a daily status report of the previous day's work to the DOTD Project Manager or designee detailing all working hours, work tasks and accomplishments, and resource utilization.

All work will be performed in accordance with all applicable DOTD Standards and Procedures

Some of the various tasks to be performed by the Consultant provided personnel under this contract are described more specifically as follows:

1. Use of an automated debris management system (ADMS)
2. Writing haul tickets for debris removal if necessary.
3. Maintain all field and personnel records under each Task Order.
4. Estimating and documenting debris quantities.
5. Determining debris eligibility, types and acceptable disposal methods.
 - Guidance on debris eligibility, types and disposal methods can be found in these publications:
 - FEMA Debris Management Guide
 - DOTD Region Debris Management Plan
6. Measuring and computing haul truck volumes.

7. Inspect the debris removal, reduction, and disposal contractor's operations (daily) to ensure that all work is performed in accordance with the specified plans, specifications, and reimbursement program requirements.
8. Keep clear and concise records of the contractual operations, prepare daily, weekly, monthly quantity summaries and breakdowns as well as daily progress reports in conformance with DOTD requirements.

Consultant provided personnel shall be equipped with a reliable and dependable vehicle for use each day in the contract monitoring activities, as needed to perform the duties set forth in the Task Order. Consultant provided personnel shall be equipped with a cell phone and be available for DOTD business calls at all times while working for DOTD. Consultant provided personnel shall provide other contact information as necessary to ensure adequate and timely means of communication. Consultant provided monitors shall be familiar with the area of work and will be able to easily and quickly navigate to and from multiple work locations, DOTD facilities, Consultant facilities, etc. Consultant provided personnel shall be equipped with all Personal Protective Equipment (PPE) needed for the working conditions, as required by OSHA and the DOTD Safety Manual. The Consultant must provide the following for its personnel as needed: rubber boots, rain suit, insect repellent, gloves, climbing harness with lanyard, and life vest.

At no cost to DOTD, the Consultant will provide their personnel with all necessary food, water, fuel, restroom facilities and lodging facilities needed to provide these services.

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EXPERIENCE AND TRAINING

The Consultant **shall** provide persons experienced and trained in construction inspection activities and/or debris removal monitoring. Consultant shall provide documentation verifying that key personnel have attended proper training to perform assigned tasks. For supervisors and managers, the consultant shall provide certified work and training history including reference information indicating sufficient work experience and training. The requirements for each classification are listed below:

Classification	Training Requirements
Contract Monitor/ Roadway	<ul style="list-style-type: none"> • Formal training developed and/or provided by the Consultant. The formal training program completion certifications shall be submitted to the Project Manager. • Will be required prior to commencement of work under a Task Order
Contract Monitor/ Disposal Site	<ul style="list-style-type: none"> • Formal training developed and/or provided by the Consultant. The formal training program completion certifications shall be submitted to the Project Manager. • Will be required prior to commencement of work under a Task Order
Contract Monitor Supervisor	<ul style="list-style-type: none"> • Debris Management/Monitoring course FEMA G/E-202 • ATSSA Work Zone Supervisor Certification • will be required prior to commencement of work under a Task Order*
Contract Monitor Manager	<p>Shall possess a knowledge of:</p> <ul style="list-style-type: none"> • Debris Management Standard Operations Procedures • Retainer Debris Removal and Disposal Contract(s) • Contract Administration • FEMA Debris Management Guide <p>Will be required prior to issuance of contract execution:</p> <ul style="list-style-type: none"> • Debris Management/Monitoring course FEMA G/E-202 • ATSSA Work Zone Supervisor Certification

*For persons used to meet MPR No. 2, these requirements must be met prior to contract execution.

Note: All Contract personnel provided by the Consultant shall possess knowledge of the following:

- Manual on Uniform Traffic Control Devices
- FEMA Debris Management & Monitoring Guidance Documents
- DOTD Debris Management Plan

ORGANIZATIONAL STRUCTURE

The Consultant shall provide:

Contract Monitor Manager: to act as company representative to act as point of contact for services provided to DOTD.

Contract Monitor Supervisors: Contractor shall provide Supervisors at a minimum ratio of **one Supervisor for every five Roadway Monitors**, unless otherwise directed by the DOTD District Debris Manager.

Roadway Monitors: Contractor shall provide **one** Roadway Monitor for each Debris Removal crew deployed during operation.

Disposal Site Monitors: Contractor shall provide **two** Disposal Site Monitors for each disposal site that is receiving materials as part of the contracted DOTD debris removal operation.

Note- It is at the discretion of the DOTD District Debris Manager to determine if a greater number of Supervisors are required, due to geographical or other factors might hinder monitoring operations

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 Addendum "A" to the Location and Survey Manual
4. DOTD Standard Specifications for Roads and Bridges
5. Manual of Uniform Traffic Control Devices
6. DOTD Traffic Signal Design Manual
7. National Environmental Policy Act (NEPA)
8. National Electric Safety Code (NESC)
9. DOTD Materials Sampling Manual
10. Consultant Contract Services Manual
11. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
12. Code of Federal Regulations 29 CFR 1926 (OSHA)
13. Complete Streets,
[http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway Safety/Complete_Streets/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx)

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 non-negotiated actual work-hours using DOTD established billable rates (see chart) for the actual work performed on the Task Order.

Classification	Billable Hourly Rates
Contract Monitor/ Roadway	\$34.00
Contract Monitor/ Disposal Site	\$36.00
Contract Monitor Supervisor	\$67.00
Contract Monitor Office Support	\$28.00
Contract Monitor Manager	\$144.00

Payment will be made at the following milestones in the following percentages:

1. Submittal of monthly invoice for work performed – 85%
2. Completion of accuracy check – 15% (less any deduction for inaccurate data)

Invoices for work performed for this project shall be submitted monthly, and shall be certified and itemized showing line items costs incurred. Any labor charges for approved services shall include the names of the employees, their classifications, and the actual time worked, not to include time spent on lunch or other breaks. These shall be compensated at the billable rate for that classification as set forth above, unless payment adjustments are required as set forth below. These rates shall be used for the duration of the Contract.

Upon completion of the work under each Task Order, or more frequently at the option of DOTD, a statistical sampling and analysis of the electronic haul tickets will be performed by DOTD (the “accuracy check”), and payment adjustments will be calculated due to any failure to submit accurate and complete haul tickets. At a minimum, the degree of sampling shall be as follows:

Number of Haul Tickets Generated	Minimum Number of Haul Tickets to be Sampled
1-5,000	350
5,001-10,000	500
10,001-50,000	750
50,001+	1,000

The payment adjustment will be applied to the milestone payment earned at completion of the accuracy check in accordance with the following schedule:

% Accurate and Complete	% of milestone payment to be paid
Greater than or equal to 98%	100%
97.9% - 95%	73%
94.9% - 92%	53%
91.9% - 90%	20%
Less than 90%	0%

DOTD will not reimburse Contractor employee for time spent on lunch or other breaks to which the worker(s) may be entitled under Contractors employee/employer relationship contract. Such time shall be excluded from invoices.

The amount payable under the Retainer Contract for services to be performed under the various Task Order’s shall not exceed a maximum of **\$20,000,000 for each Retainer Contract**. Each Task Order shall be payable under the respective Task Order project number which shall be obtained by the Project Manager.

DIRECT EXPENSES

Travel costs (lodging, mileage, and food) will be reimbursed according to State Travel Regulations. Mileage shall be defined as beginning at the first scheduled work site for the day and ending at the last work site for the day. A detailed mileage log will be required for each vehicle, which must be certified and signed by driver and supervisor. DOTD will not reimburse the Consultant for any other direct expense items related to tasks performed under a Task Order. Costs for equipment, facilities, and any other direct expenses will be the sole responsibility of the Consultant.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **five 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.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at time of submittal:

1. The Prime-Consultant must be a Professional Manager with five years of experience in Debris Monitoring.
2. The Prime-Consultant must also employ on a full-time basis, two field supervisors with a minimum of two years of experience the in monitoring of debris removal.

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

**All respondents will receive a 5 in this category.

Complexity level –normal

TIER I Evaluation: The Consultant will be evaluated for items 1 thru 6. The evaluation will be by means of a point-base rating system. Each of the above criteria will receive a rating on a scale of 1-5.

TIER II Evaluation: The highest rated Consultants after the TIER I evaluation (a maximum of five, if qualified) will be asked to give a Presentation (Item 7) within three weeks of notification. The Consultant will be required to present on its:

- Firm and Staff experience
- Methodology - including but not limited to:
 - Organization

- QA measures
- Scalability
- Training
- Electronic ticketing system – including but not limited to:
 - Demonstration of the system
 - Record of use and proficiency

There will be no compensation for this demonstration. The demonstration will provide DOTD evidence of the Firm's understanding of the project requirements. The schedule of demonstration will be given to all Consultant's via email following the pre-submittal meeting.

Consultants will be evaluated as indicated in Items 1- 7. 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. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

DOTD's Project Evaluation Team will be responsible for performing the Tier I and Tier II evaluations. The Tier I and the Tier II rating will be used to develop the overall short-list. An overall short-list of the four (if four 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. Mark Chenevert – Ex officio
2. Mark Benton – Project Manager
3. Luanna Cambas
4. Clay James
5. Vince Latino
6. Chris Lissard

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The 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 DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the DOTD regarding this advertisement only through the DOTD Consultant Contracts Services Administrator;

- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any 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 DOTD employees is allowed during DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the DOTD, may result in the rejection of submittal, at the sole discretion of the DOTD;
- D. Any official information regarding the project will be disseminated from the DOTD'S designated representative on the DOTD website. Any official correspondence will be in writing;
- E. The 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

Commercial General Liability Insurance: The Contractor shall maintain during the life of the Contract such Commercial General Liability Insurance which shall protect him, the DOTD, and any Sub-Contractor during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract, whether such operations be by himself or by a Sub-Contractor, or by anyone directly or indirectly employed by either them, or in such a manner as to impose liability to the DOTD. Such insurance shall name the DOTD as additional insured for claims arising from or as the result of the operations of the Contractor or his Sub-Contractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the DOTD shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the Contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the Contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the Contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

The selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD's sole discretion.

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 the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.

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 Nos. 4400010672 and 4400010673**, and will be submitted **prior to 3:00 p.m. CST on Thursday, April 20, 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.