ENGINEERING AND RELATED SERVICES
MAY 01, 2015

CONTRACT NO. 4400005948
STATE PROJECT NO. H.011735.5
F.A.P. NO. H011735
LOCAL ROAD SAFETY PROGRAM AND
SAFE ROUTES TO SCHOOL ENGINEER
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 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 it's 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 at the time of submittal.** One Prime-Consultant 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 – Mr. Brian Parsons

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

PROJECT DESCRIPTION

The Louisiana Strategic Highway Safety Plan (SHSP) was developed to reduce the human and economic toll on Louisiana's surface transportation system due to traffic crashes through widespread collaboration and an integrated 4E approach: engineering, education, enforcement, and emergency services. Implementation of SHSP strategies on the local road network is a particular challenge because of the number of agencies with direct responsibility for managing local road safety. The Local Road Safety Program (LRSP) is responsible for implementing strategies included in the LA SHSP that are appropriate for the local road network and/or developing specific strategies that can be implemented to improve local road safety. The LRSP services to local agencies include outreach to local transportation agencies; training and education to develop local road safety capabilities; technical assistance on local road safety issues; participation on the technical and selection teams for the safety improvement projects; and, coordination with

the LADOTD Highway Safety Section and LADOTD District personnel involved in the LA SHSP implementation. Implementing the SHSP strategies on the local road network includes managing the administration of a variety of low cost safety improvement projects that have been selected by the LRSP Technical Team and a Selection Committee. In addition to safety projects generated by local applicants, other projects are identified by the LRSP Technical Team in conjunction with the LA DOTD in accordance with the LA SHSP. These projects will include selected intersections and roadways departure areas that show high potential for crash reduction after implementation of low cost countermeasures. All projects must be coordinated with local sponsors and require significant oversight and interaction with the local sponsor. All projects must be administered through the LA DOTD and state of LA contract and acquisition process in accordance with requirements of federal aid project to local public agencies. The Safe Routes to School (SRTS) Program was established in August 2005 to implement projects that will enable more children to safely walk and/or bicycle to school. The Consultant shall provide technical assistance and engineering support statewide, as needed, for the development, implementation and construction management of infrastructure projects in the Local Road Safety Program and Safe Routes to School Program.

SCOPE OF SERVICES

The selected Consultant will provide engineering and related services for the Local Road Safety Program and Safe Routes to School program throughout the state. The locations may be roadway sections, intersections, or spot locations.

Task 1.0 – Project Selection

The Consultant will work with the SRTS Program Manager or LRSP Project Manager to establish goals, objectives, policies, procedures, and timelines to achieve the overall purpose of the Safe Routes to School and Local Road Safety Programs through implementation of low cost safety improvement projects on the local road system and through development of pedestrian/bicyclist safety projects.

The Consultant will participate in project review, selection, and implementation. Specific tasks will include:

1. Assist local agencies in preparing project applications;
2. Review applications for completeness and technical merit;
3. Determine eligibility of specific projects within the guidelines of the program(s);
4. Score proposed projects for impact on reducing crashes for prioritization for selection;
5. Review proposals for cost of engineering and materials and construction for accuracy;
6. Make recommendations and or suggest alternative countermeasures;
7. Make site visits, if necessary;
8. Help local agencies revise or make improvements to applications;
9. Participate in project selection team meetings;

10. Provide engineering and technical assistance on project implementation and construction management for all projects;
11. Assist in annual review of application process and development of updates for each successive year; and
12. Assist in documentation of project selection and justification.

Task 2.0 – Project Management

The Consultant will manage tasks and activities associated with the implementation of selected projects. Specific tasks include but are not limited to:

1. Coordinate and manage all phases of infrastructure project development including project design, and construction and engineering inspection services;
2. Develop state/sponsor agreements for approved projects in accordance with DOTD requirements;
3. Represent the program(s) as needed on various engineering issues related to the projects including interpretations of the Manual of Uniform Traffic Control Devices, other engineering related topics, and project design and construction;
4. Resolve consultant's and/or sponsor's questions and disputes during project development and construction;
5. Review and evaluate project applications including cost estimates for accuracy and relevance to program goals;
6. Participate on project team meetings; and
7. Provide individual training and technical assistance to applicants in developing project scopes and cost estimates as needed.

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 design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

Crash counts and crash location data
Office Space

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **three years**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be based on non-negotiated work-hours using a DOTD established Engineer billable rate of **$85 per hour** (for a maximum of **2000 hours** per year, and a maximum of **$10,000** per year for travel), for the actual time spent on the project, with a maximum limitation of **$540,000.**

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.

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.louisiana.gov/osp/travel/travelpolicy.htm Vehicle rental rates will require prior approval from the DOTD Project Manager.

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 0 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. Highway Safety Manual

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. Must be a Professional Civil Engineer registered in the State of Louisiana with at least 10 years of experience. Specific experience in the following areas is also required:
   a. Five years of experience in project management for transportation related projects
   b. Five years of experience developing and managing contracts and task orders
   c. One year of experience in managing the development of entity/state agreements which uses federal funds
   d. Three years of experience in dealing with local government officials
   e. One year of experience in construction engineering
   f. Completion of at least one ADA or Complete Streets related training course

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.

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 3;**
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 with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;***

*****The Planning (PL) performance rating will be used for this project.
******All respondents will receive a 4 in this category
*** Location will be based from Baton Rouge, Louisiana.

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 0-4. 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.

Communication Protocol

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. Hadi Shirazi – Ex officio
2. Brian Parsons – Project Manager
3. James Chapman
4. Karla Courtade
5. Dan Broussard
6. Dawn Sholemire

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 of 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. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. 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 will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected

Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

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. 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 No. 4400005948 and State Project No. H.011735.5,** and will be submitted **prior to 3:00 p.m. CST** on **Friday, May 15, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Hadi Shirazi, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1929

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.