

**ENGINEERING AND RELATED SERVICES
FEBRUARY 03, 2017**

**CONTRACT NO. 4400010471
RETAINER CONTRACT FOR
SAFETY STUDIES
STATEWIDE**

**CONTRACT NO. 4400010504
RETAINER CONTRACT FOR
SAFETY STUDIES
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 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 – Ms. Adriane McRae, PE

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

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.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for statewide safety studies at selected locations throughout the State 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 selected Consultant will perform engineering and related services for safety studies at selected locations throughout the State of Louisiana, hereinafter referred to as “state”, and in accordance with the terms of this Retainer Contract under the direct supervision of the DOTD Project Manager and in coordination with the DOTD District Traffic and Operations Engineer, hereinafter referred to as “DTOE”, for the District in which the engineering study is being performed. The locations for study may include segments, intersections, or both. The locations for study will be selected and approved by the DOTD Project Manager and the DTOE.

The Consultant shall have a comprehensive professional engineering knowledge of the transportation system across all modes, as well as an in-depth knowledge of DOTD’s planning, programming, environmental, federal funding mechanisms, design standards and knowledge of project management techniques.

Task 1.0 – Stage 0 Feasibility Studies

The Consultant will conduct Stage 0 feasibility studies and prepare studies/checklists as requested by DOTD’s Highway Safety Section. The Stage 0 studies/checklists must be prepared as outlined in DOTD’s Project Delivery Manual and Stage 0 manual, Stage 0: Manual of Standard Practices. The Stage 0 manual can be found on DOTD’s website (http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Pages/Stage_0.aspx).

1. Discuss and explain the purpose and need for the project in detail in the feasibility study and the Stage 0 Preliminary Scope and Budget Checklist. This shall include an overview of observed crash rates and crash types for the last 3 to 5 years, if available.
2. Obtain, organize and review the engineering data required to prepare the studies/checklists. It may include, but is not limited to the following items:
 - a. Existing traffic data
 - b. Crash data
 - c. Existing highway plans (as-builts)

- d. Utility information
 - e. Previous studies and reports
 - f. Unit cost data
 - g. Map to identify project site
 - h. Aerial photography
3. Provide geometric layouts of reasonable alternatives using aerial photography and DOTD's design standards.
 4. Perform a safety analysis using the Highway Safety Manual predictive method, where applicable, and provide a quantitative comparison of safety for each alternative. Crash Modification Factors may be used if the predictive method is not applicable.
 5. Establish approximate right-of-way limits and area based on a standard template. Depict both the apparent right-of-way and the required right-of-way on the geometric layouts.
 6. Develop preliminary cost estimates for each alternative based on unit cost data. The estimates will include the costs associated with engineering, environmental, construction, right-of-way acquisition, utility relocation and contingencies.
 7. Complete DOTD's Environmental Checklist and include it in the feasibility report. Analysis of each alternative, including the no build, will be made to the extent practicable. Items to be considered include, but are not limited to social, economic, historic, cultural, recreational, archeological, noise, air, wetlands, flood plains, endangered or threatened species and/or their habitat and farmland. Identify and define the apparent environmentally sensitive areas, hazardous material sites and natural or manmade constraints to project development within the project's limits, using field reconnaissance and aerial photography. This task includes use of publicly available data sets and field review to locate community resources, utilities, etc. In some cases, a complete environmental inventory will be necessary. Analysis results and any information collected will be documented in a manner consistent with the requirements of the National Environmental Policy Act (NEPA).

Task 2.0 – Road Safety Assessments

The Consultant will facilitate, conduct, and prepare Road Safety Assessments (RSA) for locations agreed upon by the DOTD Project Manager. Potential RSA locations will be reviewed by the Consultant in conjunction with the DTOE and/or System Pavement Management Section (Pavement Preservation/Rehabilitation/Replacement (PRR) Program Manager). Locations for consideration are those with one or more of the following criteria:

1. High Potential for Safety Improvement/Abnormal sites identified from statewide network screening and/or over-representative percentage of crash types,
2. Local sites listed on the top 20 parish crash data profiles, or
3. Formal requests from the regional safety coalitions.

Once the Consultant completes the Road Safety Assessment Checklist, identifies the qualifying locations, and receives approval from the DOTD Project Manager, the Consultant will notify the DTOE, District Design Engineer, and DOTD's Law Enforcement Expert (LEE) that an RSA needs to be scheduled. The Consultant will coordinate with the DOTD Project Manager and District to schedule the RSA and identify the stakeholders. The following is a list of potential stakeholders:

1. District Design Engineer (required)
2. District Traffic Operations Engineer (required)
3. District Area Engineer
4. Project Engineer
5. Parish Maintenance Superintendent
6. PRR Program Manager
7. Law Enforcement Representative(s)
8. Metropolitan Planning Organization (MPO) Representative, if applicable
9. Strategic Highway Safety Plan (SHSP) Regional Coalition Member, if applicable
10. Local officials and others, as deemed appropriate by District
11. City/Parish Public Works Representative
12. FHWA Area Engineer

Once the stakeholders are identified, the Consultant will coordinate and conduct the Road Safety Assessment. The Consultant will prepare the RSA report using the procedures as outlined:

[http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Documents/Road%20Safety%20Assessment%20\(RSA\)%20FINAL%2009_2010.pdf](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Road_Design/Systems_Preservation/Documents/Road%20Safety%20Assessment%20(RSA)%20FINAL%2009_2010.pdf)

The draft RSA report will be submitted to the attendees of the RSA for comment. After comments are addressed, the final RSA report is submitted to the District Administrator for approval and signature. The Consultant will then send the approved report to the DOTD Project Manager.

Task 3.0 – Development of Plans, Specifications, and Engineer's Estimate for Low-Cost Safety Improvements

The Consultant will prepare preliminary and final plan sheets, specifications, and engineer's estimate for low-cost safety improvements as identified by a Road Safety Assessment, Stage 0 Feasibility Study, or other locations as identified by the DOTD

Project Manager. Additional countermeasures may be recommended for inclusion into the plans using the FHWA's Crash Modification Factor Clearinghouse. The plans, specifications, and engineer's estimate shall be developed in accordance with MUTCD and Roadside Design Guide with consideration of the Highway Safety Manual and NCHRP 600: Human Factors Guidelines for Road Systems. Final plans shall be stamped and signed by a licensed professional engineer in the State of Louisiana.

Task 4.0 – Safety Effectiveness Evaluation

The Consultant will perform a safety effectiveness evaluation in accordance with the recommended practices outlined in the Highway Safety Manual. Safety effectiveness evaluation is the process of developing quantitative estimates of how a treatment, project, or a group of projects has affected crash frequencies or severities. The safety effectiveness evaluation may include:

- Evaluating a single project at a specific site to document the safety effectiveness of that specific project,
- Evaluating a group of similar projects to document the safety effectiveness of those projects,
- Evaluating a group of similar projects for the specific purpose of quantifying a CMF for a countermeasure, and
- Assessing the overall safety effectiveness of specific types of projects or countermeasures in comparison to their costs.

Safety effectiveness evaluations may use several different performance measures, such as a percentage reduction in crashes, a shift in the proportions of crashes by collision type or severity level, a CMF for a treatment, or a comparison of the safety benefits achieved to the cost of a project or treatment.

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 Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)

12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 0 Manual of Standard Practice
21. DOTD Stage 1 Manual of Standard Practice
22. Highway Safety Manual(AASHTO)
23. Scale and Scope of Safety Assessment Methods in the Project Development Process (FHWA)
<http://safety.fhwa.dot.gov/hsm/fhwasa16106/fhwasa16106.pdf>
24. NCHRP 600: Human Factors Guidelines for Road Systems
25. Roadside Design Guide(AASHTO)
26. Complete Streets Policy,
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 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 **\$1,500,000 for each Retainer Contract**. 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 **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.

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 (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.

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

The DOTD shall provide copies of or access to crash reports, maps, surveys, plans, r/w information and/or any other pertinent information if available, which may assist the Consultant in performing this work.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant 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 Principal or responsible member of the Prime-Consultant must also employ on a full time basis, a minimum of one civil engineer, registered in the State of Louisiana, with five years of experience in the preparation of planning and environmental documents.
3. The Prime-Consultant must also employ on a full time basis, a minimum of one civil engineer, registered in the State of Louisiana, with five years of experience in roadway design.
4. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant:
 - a. one Environmental Professional, with a minimum of three years of experience in the preparation of documents in accordance with the National Environmental Policy Act (NEPA) for the Federal Highway Administration (FHWA).
 - b. one civil engineer, registered in the State of Louisiana, who has been trained in the use of the Highway Safety Manual. Acceptable courses are the 2 ½ day instructor-led classroom workshops that meet the training objectives listed in the NCHRP Report 715 or equivalent as approved by DOTD.
 - c. one civil engineer, registered in the State of Louisiana, with a minimum of five years of experience in traffic analysis and certified as Professional Traffic Operations Engineers (PTOEs).

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 (PRE-CONSTRUCTION SERVICES)

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 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. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current

certifications of compliance for this training should be submitted with and made part of Consultant's DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all 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.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
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
Field Personnel:	Traffic Control Technician Flagger

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

*Location will be based from Marksville, Louisiana.

**The Traffic Safety (TS), Traffic Engineering Management (TM), Planning-Stage 0-Feasibility/Environmental (PE), and Road Design (RX) performance rating will be used for this project.

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.

8a. The following chart is provided for use in the 24-102. Consultants must fill in the chart by entering the name of each firm that is part of the submittal and the percentage of each work category to be performed by that firm. Percentage of each sub-task to be performed should also be provided. Consultants should not add categories or subcategories of work. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance or payment of the work.

Work Categories and Sub-tasks	Work Category - % of Overall Project	Sub-Task - % of Work Category	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Planning	80%							
Safety Analysis (TS)		50%						
Traffic Engineering Analysis (TM)		15%						
Stage 0/Feasibility Study (PE)		35%						
Road Design Services (RX)	20%							
8b. Identify the percentage of work for the <u>overall project</u> to be performed by the prime consultant and each sub-consultant								
Percent of Contract	100%							

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.

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. Mark Chenevert – Ex officio
2. Adriane McRae – Project Manager
3. Christopher Ewing
4. Brent Waguespack
5. Salowa Sultana
6. April Renard

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 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. 4400010471 and 4400010504**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 21, 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) 379-1433

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.