

**ENGINEERING AND RELATED SERVICES  
MAY 15, 2015**

**CONTRACT NO. 4400005387  
RETAINER CONTRACT FOR  
DOTD REST AREA DESIGN, RENOVATION AND SITE IMPROVEMENTS  
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 Architectural, Engineering, Landscape Architectural, 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 at the time of submittal.** 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 – Mr. Scott Guinn**

All inquiries concerning this advertisement should be sent in writing to [hadi.shirazi@la.gov](mailto:hadi.shirazi@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

**PROJECT DESCRIPTION**

The selected Consultant will perform design and related services for new rest areas and/or upgrades or renovations for existing rest areas for statewide projects covered by a Retainer Contract under separate Task Orders. **The majority of the work will be located in Districts 04 (Shreveport Region) and 05 (Monroe Region).**

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 CONTRACT SERVICES**

The scope of services for this retainer contract shall include but not necessarily limited to; Site planning/layout of a new rest area, including location of a new Welcome Center and/or restroom building, Architectural design of rest area facilities, new car and truck parking areas, storm water management and site drainage, connection to proposed ramps (ramps by DOTD), environmental & sustainable design, entry plaza area to main facilities, site grading, pedestrian walkways, landscape planning & design, utility design (sewer treatment facility by DOTD), water distribution systems, electrical and mechanical systems, picnic pavilions, irrigation, CCTV security system, site lighting, and site amenities. The above scope to be rendered for this retainer contract shall consist of some or all of the following Phases found in Article 7, Designer's Services of the DOTD Architectural Procedures Manual (2007), and/or a more detailed description for each Task Order (TO):

- 7.1.1 Program Completion Phase
- 7.1.2 Schematic Design Phase
- 7.1.3 Design Development Phase
- 7.1.4 Construction Documents Phase
- 7.1.5 Bidding and Contract Phase
- 7.1.6 Construction Phase
- 7.1.7 Construction Close-Out Phase

### **Designer/Consultant Services:**

#### **A. Program & Schematic Design Phases:**

- 1) Perform site inspection and consult with appropriate DOTD Headquarters and District personnel to develop a scope for the project.
- 2) Consultant to develop and submit a proposal and project cost estimate.
- 3) DOTD Project Manager to execute the Task Order (TO).
- 4) Consultant to prepare schematic design documents in a format and detail outlined in the TO, and article 7.1.2, which includes scaled drawings showing the scope of services and the relationship to the site, along with outlined specifications.

#### **B. Design Development & Construction Document Phases:**

- 1) Consultant to prepare and submit a design development package per article 7.1.3.
- 2) Consultants to prepare and submit construction plans, specifications, and special provisions for 30%, 60%, 90% review sets, and 100% bid set per article 7.1.4.
- 3) Prepare any necessary permitting and code compliance documents and forms required for the approval of governmental authorities having jurisdiction over the Project.
- 4) Final submitted plans to be standard sheet size ("22 x 34"), and all review sets to be ("11 x 17") unless directed otherwise.

- 5) Plans and Specifications shall also be in accordance with DOTD Architectural Procedures Manual, and the Louisiana Standard Specifications for Roads and Bridges including all current, applicable Supplemental Specifications and Special Provisions as amended for DOTD Architectural Projects.
- 6) Written Specifications in accordance with the 2006 Louisiana Standard Specifications for Road and Bridges will be compatible with Facility Planning and Control Guidelines.

**C. Construction & Construction Close-Out Phases:**

- 1) Consultants to review submittals and shop drawings.
- 2) Consultant(s) to visit project site once a week to determine if the construction is proceeding in accordance with the contract drawings.
- 3) Weekly progress reports with images/photos to be submitted to Project Manager.
- 4) Review pay apps, modification request and change orders and render recommendations to DOTD for approval.
- 5) Consultant to provide plan revisions and “As-Built” drawings in accordance with the 2006 Louisiana Standard Specifications for Road and Bridges.

Note: All deliverables/submittals will become property of the DOTD.

**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. Louisiana Standard Specifications for Roads and Bridges, 2006 edition. Verify edition.
2. ICC Building Code (IBC)
3. National Fire Protection Association
  - a) NFPA 101 - Life Safety Code
  - b) NFPA 30 - Flammable and Combustible Liquids Code
  - c) NFPA 33 - Paint Spray Rooms and Booths
  - d) NFPA 54 - National Fuel Gas Code
  - e) NFPA 58 - Liquefied Petroleum Gas Code
  - f) NFPA 88A - Parking Structures
  - g) NFPA 88B - Repair Garages
4. Americans with Disabilities Act - Accessibility Guidelines (ADA-AG) 2010
5. Applicable ANSI Standards
6. AASHTO Standards, ASTM Standards or DOTD Test Procedures
7. DOTD Location and Survey Manual
8. DOTD Roadway Design Procedures and Details
9. DOTD Hydraulics Manual
10. DOTD Standard Specifications for Roads and Bridges

11. Manual of Uniform Traffic Control Devices
12. DOTD Traffic Signal Design Manual
13. National Environmental Policy Act (NEPA)
14. DOTD Environmental Impact Procedures (Vols. I-III)
15. Policy on Geometric Design of Highways and Streets
16. Construction Contract Administration Manual
17. Materials Sampling Manual
18. DOTD Bridge Design Manual
19. Consultant Contract Services Manual
20. Geotechnical Engineering Services Document
21. Bridge Inspectors Reference Manual
22. DOTD Stage 1 Manual of Standard Practice

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 determined on the basis of a non-negotiated lump sum compensation of funds Available for Construction (AFC) amount in accordance with the procedures described in Article 5 of the latest edition of the DOTD Architectural Procedures Manual (Attachment “A”), prior to each TO being issued.

The total amount payable under this Retainer Contract for services to be performed under the various TO’s shall not exceed a maximum of **\$3,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

**Complexity Level:** Compensation to the consultant covered by this contract will be of Average Complexity per the DOTD Architectural Procedures Manual. However, the complexity can vary for each TO and will be determined by DOTD.

### **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 **three 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. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed. Any TO which has not expired may be supplemented as long as the Retainer Contracts funds have not been exhausted.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's 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. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **ITEMS TO BE PROVIDED BY DOTD**

The DOTD shall provide new topographic and property survey maps, geotechnical and environmental reports on new rest area sites, and for existing sites, copies of existing site plans with utilities, etc., and As-built drawings of existing buildings (if available) and/or any other pertinent information if available, which may assist the Consultant in performing this work.

### **ADDITIONAL SERVICES**

If, for any reason the Consultant needs additional services beyond what is provided, the consultant shall request in writing the additional service needed to complete the project by the required due date. Examples of additional services can be but not limited to surveys, environmental services, and geotechnical services (soil borings, lab data, reports), etc. DOTD will review the request and if approved, the consultant shall submit a cost proposal including man hours needed to complete the service. The DOTD project manager will initiate a supplemental agreement for the requested additional services.

## MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Architect, Landscape Architect, or Engineer Registered in the State of Louisiana.
2. At least one Principal or other responsible member of the Prime-Consultant must be a Professional Architect, Landscape Architect, or Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in design and construction administration.
3. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant professionals registered in the following fields, each with a minimum of 5 years of experience in the respective field:
  - a) Electrical Engineering
  - b) Geotechnical Engineering (See Additional Services)
  - c) Mechanical Engineering
  - d) Structural Engineering
  - e) Civil Engineering
  - f) Architecture
  - g) Landscape Architecture
  - h) Surveying (See Additional Services)
  - i) Environmental Engineer (See Additional Services)

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

\*Location will be based from Ruston, Louisiana.

\*\*All respondents will receive a 4 in this category.

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. 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. Hadi Shirazi – Ex officio
2. Scott Guinn – Project Manager
3. Brett Brabham
4. Andrew Sanders
5. Mary "Molly" Donalson
6. Herb Piller

#### 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 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 will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant 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 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](http://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.

Multiple firms that are listed on a single proposal (e.g., prime consultants as well as listed sub-consultants) will be considered a “Team.” Only one Consultant or Team will be selected for each contract to be awarded pursuant to a Request for Qualifications. A Team may submit more than one proposal reflecting different allocations of work or different combinations of prime and sub-consultants, but in no instance will a single Team be awarded more than one contract from a single Request for Qualifications.

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. 4400005387**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, June 02, 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-E**  
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.