

**ENGINEERING AND RELATED SERVICES  
SEPTEMBER 08, 2017**

**CONTRACT NO. 4400011225  
RETAINER CONTRACT FOR BRIDGE  
PRESERVATION ENGINEERING SERVICES  
STATEWIDE**

**CONTRACT NO. 4400012382  
RETAINER CONTRACT FOR BRIDGE  
PRESERVATION ENGINEERING SERVICES  
STATEWIDE**

**DBE/WBE GOAL = 5%**

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

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

**Project Manager (PM)- Jenny Fu and Chris Guidry**

All questions concerning this advertisement should be sent in writing to [rhonda.braud@la.gov](mailto:rhonda.braud@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

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

**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 projects covered by Retainer Contract under separate Task Orders. The Consultant shall be required to execute a Task Order, which shall specify the scope of services, contract time, and compensation. Each Task Order shall become a part of the Retainer Contract.

## **SCOPE OF SERVICES**

The selected Consultant shall provide the following scope of engineering services. The percentages shown are an estimate of anticipated work effort relative to the type of work; the actual percentages of work will depend on the required services. The consultant should expect to perform task orders for individual services for specialized work.

### **1. Bridge Design Services**

#### **1.1 General Bridge Engineering Services**

Provide bridge engineering services for fixed and movable bridges. Bridge project types may include, but are not limited to, new bridges, bridge replacements, bridge rehabilitation, bridge preventive maintenance and repair, and roadway lighting. Bridge engineering services include, but are not limited to, structural, mechanical, electrical, and architectural design and plan development and the following:

- Bridge/structural inspection and evaluation of existing bridges or other structures (sign trusses, fender systems, etc.). Associated reports shall be provided as required
- As-designed, as-built, and condition bridge ratings
- Design peer review of developed plans or conceptual designs to verify concept, constructability, and accuracy of designs along with associated reports, conclusions, calculations, and recommendations as needed
- Construction engineering support including construction drawing review, shop drawing review, request for information support, contractor proposals, etc.

#### **1.2 Sampling, Instrumentation, and Non-destructive Testing**

Provide sampling, instrumentation, and non-destructive testing services. These services may include, but are not limited to, collection of samples of materials from existing structures for evaluation, diagnostic and/or proof testing to determine specific structure response characteristics and/or to determine the causation of observed distresses, instrumentation, and the following:

##### Sampling

- Collection of samples

- Evaluation of protective coating material samples for determination of compatibility with proposed coatings, analysis for heavy metals, proper procedures for treatment, handling, disposal of waste, etc.

#### Instrumentation

- Design of instrumentation plans. Installation of instrumentation, data acquisition, analysis, and evaluation of structure based on instrumentation plan
- Provision and installation of instrumentation, including all materials required to mount the instrumentation
- Provision of data acquisition systems, software updates, power supplies, communication to data servers, data hosting services, maintenance, and data access to DOTD
- Calibration services for instrumentation systems and sensors
- Maintenance services to repair and/or replace sensors, data acquisition systems, and power supplies
- Analysis and evaluation of accumulated data and final assessments and development of corresponding reports based on data and associated calculations

#### Non-destructive Testing

- Proof loading
- Estimation of concrete strength
- Assessment of reinforcement condition, cover, location, and diameter
- Detection of cracks, voids, and delamination in concrete
- Assessment of steel member condition

## **2. Geotechnical Services**

Provide all geotechnical services necessary to perform geotechnical investigations, analysis, and design. These services may include, but are not limited to, the following:

- Geotechnical field investigations including both shallow and deep soil borings
- Geotechnical laboratory testing and analysis
- Preparation of soil boring logs
- Geotechnical analysis and design based on obtained data or data furnished by the DOTD
- Construction related engineering services

## **3. Road Design and Traffic Services**

Provide all services necessary to perform hydraulic, road, and traffic investigation, analysis, and design. These services may include, but are not limited to, the following:

- Preliminary and final roadway design and plan development
- Hydraulic analysis and design
- Traffic engineering, traffic control design, and data collection
- Transportation Management Plan (TMP) development

#### **4. Surveying and Title Work Services**

Provide all surveying and title work services necessary to perform topographic and boundary surveying, develop right-of-way maps, and provide other existing site data. These services may include, but are not limited to, the following:

- Topographic surveying, 3D laser scanning, and underwater acoustical imaging including both multi-beam and side scan hydrographic surveys
- Property and boundary surveying
- Property title work including title research and reports
- Construction related surveying services

#### **5. Environmental and Permitting Services**

Provide all environmental and permitting services necessary to obtain project permits. Required permits may include, but are not limited to, the following:

- Coastal Use permits (CUP) from the LA Department of Natural Resources
- Wetland permits (404 and Nationwide) and Section 10 permits from the US Army Corps of Engineers
- Water Quality Certification from the LA Department of Environmental Quality
- Scenic Stream permits from the LA Department of Wildlife and Fisheries
- Bridge permits from the US Coast Guard
- Levee permits from various levee boards

All work shall be performed in accordance with all applicable DOTD policies, procedures, and manuals. Design criteria shall be developed and submitted to the Bridge Task Manger for review and approval prior to proceeding with design.

Project submittals, associated schedule, and format shall be established in each Task Order. At minimum, all bridge plan submittals shall be submitted in pdf format and the 100% signed final plans shall be submitted both in full size paper and in pdf format. Design and rating calculations shall be submitted in pdf format no later than 30 days after the 100% final plan submittal.

Unless waived by the Task Order Project Manager, ProjectWise shall be utilized for all pdf submittals and electronic plan delivery will be required. See the following website for details on electronic plan delivery:

## 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 LRFD Bridge Design Specifications
2. DOTD Bridge Design Manuals (BDEM, Fourth English Edition, and LRFD Edition)
3. DOTD Bridge Design Technical Memoranda
4. AASHTO LRFD Moveable Highway Bridge Design Specifications
5. AASHTO Manual for Bridge Evaluation
6. DOTD Guidelines for Bridge Rating and Evaluation
7. FHWA-IF-09-014 Load Rating Guidance and Examples for Bolted and Riveted Gusset Plates in Truss Bridges, February 2009
8. FHWA Bridge Inspector's Reference Manual
9. AASHTO Manual for Maintenance Inspection for Bridges
10. AASHTO Policy on Geometric Design of Highways and Streets
11. AASHTO Roadside Design Guide
12. DOTD Roadway Design Procedures and Details
13. AASHTO Standard Specifications for Structural Supports of Highway Signs, Luminaires, and Traffic Signals
14. Manual of Uniform Traffic Control Devices (MUTCD)
15. DOTD Traffic Signal Design Manual
16. DOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
17. DOTD Location and Survey Manual
18. DOTD Hydraulics Manual
19. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
20. ASTM Standards
21. DOTD Materials Sampling Manual
22. DOTD Testing Procedures
23. DOTD Louisiana Standard Specifications for Roads and Bridges
24. National Environmental Policy Act (NEPA)
25. National Electric Safety Code
26. National Electric Code (NFPA 70)
27. DOTD Environmental Impact Procedures (Vols. I-III)
28. DOTD Construction Contract Administration Manual
29. DOTD Consultant Contract Services Manual
30. DOTD Geotechnical Engineering Services Document
31. AREMA Manual for Railway Engineering

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 or negotiated lump sum amount prior to each TO being issued.

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 **\$4,000,000 for each 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 indirect cost rate 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.

## **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 Prime Consultant shall submit a bridge design QC/QA plan document specifically developed for this project as part of the DOTD Form 24-102.** The QC/QA plan document must comply with the minimum requirements in the LADOTD Bridge Design Section Policy for QC/QA as stated in Part I, Chapter 3 of the LADOTD Bridge Design & Evaluation Manual (BDEM). The grading instructions, the rating matrix, and the grading sheet for the QC/QA plan document are included in Appendix G of the BDEM Part I, Chapter 3 – Policy for QC/QA. The QC/QA plan document shall be prepared to address all evaluation criteria included in the rating matrix. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

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

If available, the DOTD will provide the following information as applicable:

- Existing survey, plans, details, and design information
- Right of Way Maps, Title Research Reports, Updates, Take-Offs, and Property Survey
- Pavement design
- Hydraulic data
- Traffic data
- Standard Plans and Special Details
- As-built plans
- Access to General Files for viewing available plans, details, and records
- Access to Virtis input tables for On-System Bridges
- DOTD design and rating manuals, policies, and guidelines



## MINIMUM PERSONNEL REQUIREMENTS (MPR)

The following requirements must be met at time of submittal:

1. At least one Principal of the Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with at least 10 years of experience in using the Louisiana Standard Specifications for Roads and Bridges and the Louisiana DOTD Bridge Design Manual, and have a corresponding support staff with the following minimum experience:
  - a. One Professional Civil Engineer registered in the State of Louisiana, with 10 years of design experience in reinforced concrete and pre-stressed concrete bridges, steel plate girders bridges, pile bents and column bents, fender and pier protection systems, bridge scour repairs, bridge bearings, and bridge expansion joint repairs.
  - b. One Professional Civil Engineer registered in the State of Louisiana, with 2 years of bridge rating experience.
3. In addition to the above requirements, the Prime-Consultant must employ on a full time-basis, or through the use of a Sub-Consultant(s):\*
  - a. One Professional Electrical Engineer (and support staff) registered in the State of Louisiana, with at least 5 years of experience in designing Roadway Lighting for the Louisiana DOTD, which was performed within the last 5 years.
  - b. Two Professional Civil Engineers (and support staff) registered in the State of Louisiana, with at least 10 years of experience in Roadway Design.
  - c. One Professional Civil Engineer registered in the State of Louisiana with a Doctorate or Master degree in Engineering, with at least 2 years of experience in non-destructive load testing of bridge structures.
  - d. One Professional Mechanical Engineer (and support staff) registered in the State of Louisiana, with at least 10 years of experience in designing Mechanical Systems for movable bridges ~~and operator houses~~, and must have been responsibly in charge of and the Engineer of Record on the mechanical design for at least 3 movable bridge projects. In addition, one Professional Mechanical Engineer (and support staff), registered in the State of Louisiana, with at least 5 years of experience in designing plumbing and HVAC systems for commercial buildings. More than one individual may be utilized to satisfy

the Engineer of Record project quantity requirements, though each such individual must satisfy the minimum experience requirement.

- e. One Professional Architect licensed in the State of Louisiana, with at least 5 years of experience in designing commercial buildings, ~~and must have been responsibly in charge of and the Architect of Record on the architectural design for at least 1 movable bridge operator house.~~
- f. One Professional Electrical Engineer (and support staff) registered in the State of Louisiana, with at least 10 years of experience in designing electrical systems for movable bridges and operator houses for movable bridges, and must have been responsibly in charge of and the Engineer of Record on the electrical design for at least 3 movable bridge projects. More than one individual may be utilized to satisfy the Engineer of Record project quantity requirements, though each such individual must satisfy the minimum experience requirement.
- g. One Professional Civil Engineer (and support staff) registered in the State of Louisiana, with at least 10 years of structural experience in designing movable bridges, and must have been responsibly in charge of and the Engineer of Record on the structural design for at least 3 movable bridge projects. More than one individual may be utilized to satisfy the Engineer of Record project quantity requirements, though each such individual must satisfy the minimum experience requirement.
- h. One Professional Civil Engineer (and support staff) registered in the State of Louisiana, with at least 10 years of experience in the Geotechnical Design involving Louisiana soils and bridge structures.
- i. One Professional Land Surveyor, registered in the State of Louisiana, with at least 5 years of experience in conducting topographic and property surveys, and preparing right of way maps for DOTD.
- j. One Professional Land Surveyor, registered in the State of Louisiana, with at least 5 years of experience in conducting underwater acoustic hydrographic surveys.
- k. One Professional Land Surveyor, registered in the State of Louisiana, with at least 2 years of experience in conducting 3D laser scan surveys
- l. One (Member) who is professionally competent in Wetland Analysis and has a minimum of 5 years of experience in obtaining wetland, coastal use, section 10, and bridge permits plus a corresponding support staff with the following experience:

- a) One Wetlands Delineator possessing a degree in Biological Science or related field who has completed a Wetlands Delineation Training Course meeting the criteria of the Corps of Engineers along with a minimum of 3 years of experience in Wetland Delineation
- b) At least one staff member possessing a degree in Biological Science or related field with 3 years of experience in performing threatened and endangered species surveys for US Fish & Wildlife Service
- c) One or more individual knowledgeable in:
  - Obtaining permits
  - Preparing exhibits using ArcGIS
  - Preparing permit sketches for the US Army Corps of Engineers and Coast Guard
  - Preparing exhibits using MicroStation
  - Researching records to obtain property ownership

\*MPR No. 3 a.-1. can be met by the same person.

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

### **WORK ZONE TRAINING REQUIREMENTS**

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

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

Field Engineers:

Traffic Control Technician

Traffic Control Supervisor  
Flagger

Field Engineer Interns: Traffic Control Technician  
Traffic Control Supervisor  
Flagger

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

Other Field Personnel\*: Traffic Control Technician  
Flagger

\* excluding Asphalt Plant Inspector

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

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

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

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

ATSSA contact information: (877) 642-4637

## EVALUATION CRITERIA

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

1. Consultant's firm experience on similar projects, weighting factor of 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.\*\*\*\*

\*All respondents will receive no less than a 3 in this category.

\*\* Work categories listed in the table below will be used for performance ratings for this project.

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

\*\*\*\*Location score will be calculated from 427 S. Washington St., Marksville, LA

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

**Complexity level- complex**

**THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN THE 24-102 SUBMITTAL.**

8a. Prime-Consultants who will perform 100% of the work may state so in lieu of this table. In all other cases, the Prime-Consultants shall fill in the table 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. Consultants shall not add categories of work. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance or payment of the work.							
Work Categories	% of Overall Project	<del>Firm A</del> <u>Prime</u>	Firm B	Firm C	Firm D	Firm E	Firm F
Bridge Design (BZ)	88%						
Geotechnical Design (GD)	2%						
Road Design (RX)	2%						
Topographic Survey (LC)	2%						
Environmental (EV)	2%						
Traffic (TM)	2%						
Contract Management (CM)	2%	<u>100%</u>					
8b. Identify the percentage of work for the <b>overall project</b> to be performed by the prime consultant and each sub-consultant							
Percent of Contract	100%						

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

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

DOTD’s Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

**Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Rhonda Braud – Ex officio
2. Paul Vaught– ~~Project Manager~~
3. ~~Kian Yap~~ Chris Guidry- Project Manager
4. Kurt Brauner
5. Mark Bucci
6. Jenny Fu- Project Manager

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 indirect cost 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 indirect cost rate 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 indirect cost rate 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.

**DBE/WBE** - The selected Consultant Team will have a DBE/WBE goal of 5% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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.

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

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

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

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

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

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

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

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

The DOTD Form 24-102 will be identified with **Contract Nos. 4400011225 and 4400012382**, and will be submitted **prior to 3:00 p.m. CST** on ~~Thursday~~ **Tuesday, October 5** ~~September 26~~, **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.