

**ENGINEERING AND RELATED SERVICES
JANUARY 16, 2015**

**CONTRACT NO. 4400005787
STATE PROJECT NO. H.005720
F.A.P. NO. H005720
FLORIDA AVENUE EXPRESSWAY
(FUTURE NHS ROUTE)
ST. BERNARD AND ORLEANS PARISHES**

DBE/WBE GOAL = 4%

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. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and all Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager –Joachim C. Umeozulu

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will prepare an Environmental Assessment (EA) and other related documents in accordance with the National Environmental Policy Act (NEPA) for the upgrade and extension of Florida Ave. into St. Bernard Parish, beginning at Elysian Fields (LA 3021) and extending to Paris Road (LA 47), including a new bridge across the Inner Harbor Navigational Canal (IHNC) and north-south connections. The north-south alignments include improving existing Tupelo Street and three new alignments connecting Florida Avenue to St. Claude Avenue (LA 46).

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental

Part II: Line and Grade Study

Part III: Environmental Evaluation

(b) Environmental Assessment (EA)

Part IV: Conceptual Design

Part V: Scope and Budget Development

The work to be performed for this project consists of providing all services required to conduct appropriate technical studies, traffic studies, safety analysis, line and grade studies, and provide an Environmental Assessment and related documents, including the analysis, evaluation, and documentation of the proposed project. The DOTD anticipates that an EA will suffice as the environmental document for this project; however, should it be determined that the project requires an Environmental Impact Statement (EIS), DOTD may supplement the contract. The scope of services will involve, but are not limited to the following services:

Environmental Assessment (EA)

The EA shall be prepared according to the requirements of the National Environmental Policy Act (NEPA) and written according to the current applicable Federal Highway Administration (FHWA) Guidance addressing potential Social, Environmental, and Economic impacts in the highway corridor. A project team will be initiated, which will include membership from DOTD, FHWA and cooperating agencies.

In addition to the formal EA, separate reports such as Wetland Finding, Phase I Environmental Site Assessment, Phase I Cultural Resources Survey Reports, Noise analysis, possible Section 4(f) statement, Conceptual Stage Relocation Plan, etc. may be required.

Public and agency participation will be required through the use of public meeting, public hearing, newsletters, public notices, attendance at local business meetings, etc. A public involvement plan will be developed.

A separate Scope and Budget Report will be submitted subsequent to the Finding of No Significant Impact, if issued, consisting of the project scope, project budget (utilities, right-of-way, engineering, construction, and operation), mitigation requirements, and the implementation schedule. The Scope and Budget report will be approved by DOTD and become the basis of design for the project.

Line and Grade Study

The selected Consultant will perform all necessary engineering analysis to adequately define alternatives to be considered in the EA. The line and grade will be used to determine both direct and indirect impacts of the proposed alternatives. For each alternative, this work will include but not be limited to:

- a. Development of typical roadway and bridge sections.
- b. Establishment of design criteria.
- c. Development of horizontal and vertical alignment for roadways and bridges.
- d. Location and layout of proposed alternatives, including geometric details.
- e. Identification of Existing Drainage and Recommended Improvements
- f. Estimate of Required Right-of-Way and Associated Impacts
- g. Identification of Existing Utilities and Possible Impacts
- h. Project Cost Estimates

Traffic & Safety Studies

The Consultant shall utilize the RPC regional travel demand model to narrow down the alternatives from the Stage 0 Report to three alternatives (routes). Once agreed upon by DOTD, the consultant will perform a more detailed analysis on the three alternatives (routes). The consultant will collect the needed data and analyze the three alternatives (routes) performing Synchro/Vistro analysis for the AM and PM peak hours, for the build and design years. All three routes should resemble an expressway type corridor. The Traffic consultant shall coordinate with DOTD and the Prime (performing the Line and Grade) to determine the most efficient alternative for at least three routes that function operationally, safely and follows our policies.

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 PERFORMED BY DOTD

The DOTD will provide copies of, or grant access to, maps, surveys, plans, existing and projected traffic data, right-of-way information and/or any other pertinent information available in its files which may assist the Consultant/Team in performing this work. The DOTD will provide a digital copies of the 2013 Stage 0 Report and the previous EA and addendum for the Florida Avenue Bridge.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **730 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Consultant and approved by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a fixed fee, with a maximum limitation based on negotiated man hours.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

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.

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 Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. A Policy on Geometric Design of Highways and Streets (AASHTO)
11. DOTD Bridge Design Manual
12. Consultant Contract Services Manual
13. DOTD Stage 1 Manual of Standard Practice
14. EDSMs
15. HSM Highway Safety Manual
16. AASHTO LRFD Bridge Design Specifications
17. DOTD LRFD Bridge Design Manual
18. AASHTO LRFD Moveable Highway Bridge Design Specifications
19. AASHTO Guide Specifications and Commentary for Vessel Collision Design of Highway Bridges
20. AASHTO Guide Specifications for Bridge Vulnerable to Coastal Storms

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be professionally competent with a minimum of ten years of experience in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years of experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and must have completed the “NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an equivalent course.

3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis.
 - b. One Wetlands Biologist with a degree in biology, or a related field, with a minimum of three years of experience in wetlands delineation.
 - c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
 - d. Ecological, Archaeological, and other environmental professionals are required for the performance of a significant portion of the work.
 - d. One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in roadway design
 - e. One Professional Civil Engineer registered in the State of Louisiana with a minimum of ten years of experience in bridge design, including design of pre-stressed concrete bridges, steel plate girders, and structural steel
 - f. One Professional Civil Engineer registered in the State of Louisiana with a minimum of five years of experience in movable bridge design and design of fender and pier protection systems.
 - g. One Professional Civil Engineer registered in the State of Louisiana with a minimum of five years of experience in traffic engineering.
 - h. One Professional 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 workshops conducted by the FHWA Resource Center, NCHRP 17-38 or equivalent as approved by DOTD.
 - i. One Real Estate Professional responsible for the preparation of Conceptual Stage Relocation plans. The Real estate Professional must be licensed in the State of Louisiana.

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

EVALUATION CRITERIA

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

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

* The Environmental (EV) performance rating will be used for this project.

Complexity Level- simple

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

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. Alan Dale – Ex officio
2. Joachim Umeozulu – Project Manager
3. Shalise Hadden
4. Toby Picard
5. Carl Gaudry
6. Ryan Hoyt

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the

selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

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

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 4% 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), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf)**. **If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

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

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

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

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

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

The DOTD Form 24-102 will be identified with **Contract No. 4400005787 and State Project No. H.005720** and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 03, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

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.