

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 12, 2014**

**CONTRACT NO. 4400005395
RETAINER CONTRACT FOR
CONSTRUCTION ENGINEERING
AND INSPECTION WITH PAINTING
STATEWIDE**

**CONTRACT NO. 4400005410
RETAINER CONTRACT FOR
CONSTRUCTION ENGINEERING
AND INSPECTION WITH PAINTING
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. **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.

Project Manager – Mr. Alden Allen

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.

Note that only one Prime Consultant will be selected for each of these contracts. No Prime Consultant will be selected for more than one contract.

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

PROJECT DESCRIPTION

The selected Consultant will perform construction inspection and construction contract administration services for statewide projects 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):

Stage 5: Construction

Part III: Construction Engineering and Inspection (CE&I)

A) Painting inspection and environmental monitoring:

Services During Painting Contract's Conditional Notice to Proceed Period

1. Attend Pre-Bid Conference, if one is held.
2. Pre-construction meeting - shall be present and answer painting or environmental questions.
3. Monitor Contractor's required training in lead abatement procedures.
4. General Administration including reports, paint pay estimates, etc.
5. Review Contractor's compliance with plan submittals.
6. Review and comment on Contractor's Health and Safety Plan.
7. Review and comment on Contractor's containment drawings.
8. Review and comment on the Contractor's QC Plan.
9. Lead Abatement Monitor to review the Contractor's compliance plan, exposure monitoring, training and respiratory protection plans, personnel protective equipment selection, and observe and document of the adequacy of the Contractor's containment.

Services During Painting Contract's Full Notice to Proceed Period:

1. General Administration including reports, measurement for payment, pay estimates, plan changes, and determining chargeable contract time when painting is involved and providing other technical painting/environmental monitoring, as listed in DOTD's Construction Contract Administration Manual.
2. Quality assurance of the painting contractor's Quality Control Program to include field personnel consisting of paint coating inspection(s) (full-time) and lead abatement environmental monitor(s) (during lead emission activities) with tasks as follows:
 - a) Assure proper surface preparation and cleanliness prior to painting.
 - b) Check all surfaces for holidays and check dry film thickness of all coating applied, per SSPC PA 2.
 - c) Check air compression equipment for properly operating oil and water filters.
 - d) Record, sample and submit for testing all paint batches. Assure that paint is properly stored, mixed and applied.
 - e) Review Contractor's Quality Control reports; verify that proper techniques are used; assure that required readings are taken and recorded. Collect and review daily quality reports.
 - f) Write a daily progress report.
 - g) Write a weekly and monthly progress report.

- h.) Keep a daily report with entries, as follows:
- Record number of workers and hours worked.
 - Estimate of square footage (with identity of members) cleaned, primed, second coated and top coated.
 - Record surface temperature and air temperature inside of containment before blasting and painting and after painting.
 - Record humidity inside containment before blasting and painting and after painting.
 - Record anchor profile readings on surface preparation using Press-O-Film tape per ASTM D4417, Method C.
 - Record paint thickness measurement per SSPC PA 2.
 - Record ambient temperature, humidity, wind speed and direction at the beginning, middle and end of each workday.
- i.) Monitor damage claim forms and ensure the contractor follows up and settles damage claims within the required period.
- j.) Provide on-the-job training in surface preparation and paint application inspection for 2-3 Department Inspectors. The training period would last approximately 1-2 weeks with the Department Inspectors working with the Consultant Inspectors in the surface cleaning and paint inspection.

The Lead Abatement Environmental Monitor(s) will Perform the Following Tasks:

1. Provide and site high volume TSP (Total Suspended Particulate) monitors daily during emissions generating activities.
2. Set up high volume TSP monitors with power supply and required maintenance.
3. Calibrate TSP monitors.
4. Record weather information (daily and weekly) time, date, ambient temperature and humidity, wind direction and speed, barometric pressure and general meteorological conditions.
5. Record identification of monitor and location (sketches or photos).
6. Record work activities and duration.
7. Record site idiosyncrasies.
8. Record sample information (start time, sample identification number, sampler serial number, and flow rates).
9. Conduct visual assessment of emissions for 15 minutes every hour during blasting, vacuuming or movement of containment.
10. Provide chain of custody forms for filters showing release from field representative and receipt by the laboratory performing the analysis.
11. Reporting of laboratory results along with other field observations.
12. Provide initial background monitoring (two weeks prior to the job).
13. In general, provide monitoring during lead emission activities but provide 24 hour monitoring at infrequent intervals.
14. Provide additional monitoring personnel to cover all shifts to ensure monitoring around the clock, if necessary.
15. Provide three TSP monitor units. – two in use, and one as a backup unit.

16. Provide three electric power generators to support the TSP monitors – one as a backup.
17. Weekly and monthly reports stating findings and recommendations to Project Engineer and the Contractor.
18. Review of the Contractor's documentation of waste handling, storage, labeling and sampling of potential hazardous waste. Maintain copies of waste transportation and treatment records.
19. Review the Contractor's wastewater permit obtained from the Parish as well a review the analytical test results and the ultimate release of wastewater.
20. Perform wipe testing if the Contractor releases particulate matters onto cars, building, etc.
21. Prepare a sampling for ground (soil), water and sediment testing. Sampling plan to be approved by DOTD.
22. Perform water and sediment sampling and testing along the bank of the river two weeks prior to construction to determine pre-existing conditions. Record the identification and location of the samples. Samples are to be tested for lead and other toxic metals. Sample results are to be given to DOTD.
23. Perform sampling and testing of the ground (soil) under the bridge approaches two weeks prior to construction to determine pre-existing conditions. Record the identification and location of samples. Samples are to be tested for lead and other toxic metals. Sample results are to be given to DOTD.

B) Construction contract administration and the construction engineering and inspection:

1. The Consultant shall coordinate with DOTD District personnel, contractor, and other parties to schedule and attend the Pre-construction Meeting. The Consultant will be required to conduct the meeting.
2. The Consultant shall maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, and the charging of contract time utilizing the site manager system.
3. The Consultant shall coordinate with the DOTD and appropriate utility representative for all relocations/adjustments of utility facilities for the construction of work site.
4. The Consultant shall provide all necessary personnel, equipment, and materials; such as, cylinder, molds, etc., to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. The Consultant shall collect and submit all sampled materials for testing to the associated DOTD District Testing Laboratory, in accordance with the stipulated Sampling Manual.
6. The Consultant shall inspect the contractor's construction and operations (daily) to ensure that all work performed is in accordance with the specified plans and specifications.
7. The Consultant shall keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make weekly progress reports consisting of

percent complete, percent time elapsed, approved change order amounts, and number of change orders to the DOTD District Coordinator. Inspection of construction will not include shop and mill inspections and their approval.

8. The Consultant shall prepare the entire final estimate package, including Form 2059 - "Summary of Test Reports", in conformance with DOTD requirements.
9. The Consultant shall be responsible for submittal approvals required of the Project Engineer as stated in the Standard Specifications, including form drawings.
10. The Consultant shall coordinate all construction activities between the retained Design Consultant (detailed below under Services to be Performed by the DOTD), the assigned representative of the DOTD, and FHWA. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. The consultant shall submit all partial and final construction estimates, and other information on forms approved by the DOTD.
11. The Consultant shall perform all documentation, as prescribed by the Department, on the Department's construction software, Site Manager, and any future Content Manager procedures. The Consultant shall provide computer hardware, i.e., computers, printers, internet connections, scanners, etc., deemed necessary to the inspection services.
12. Any Site Manager training required by the Consultant will be provided by DOTD. Compensation for time spent by Consultant personnel in this training is not reimbursable.
13. The Consultant shall be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
14. The Consultant shall submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. The Consultant shall make all changes to the plans in red.
15. When stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, the Consultant shall follow DOTD policies for obtaining such approval.
16. All Construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel (excluding Traffic Control Requirements).
17. The Contractor shall perform construction layout, and the Consultant shall perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with requirement of LAPELS.
18. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
19. Change Orders shall be generated, distributed, coordinated and approved by the Consultant throughout the life of the project. Each will have to be approved through the Department's process.
20. The Consultant shall monitor and document all construction claims in accordance with the appropriate EDSM, and provide recommendations on disposition of claims.
21. The Consultant shall manage the RFI (Request for Information) process as defined on the DOTD internet site, http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/RFI/RFI%20Form.pdf

22. Consultant shall be responsible for insuring compliance with all DEQ, Army Corp of Engineers, and U. S. Coast Guard requirements.
23. The Consultant shall be responsible for notifying and coordinating construction activities with U. S. Coast Guard, any Port of Authority, and any local pilots association.
24. DOTD requires that the Consultant assign a part or full-time consultant project engineer to this project as determined by the Department. The assigned project engineer must be knowledgeable of all facets of the contractor's operations. The project engineer shall have electronic linkage capability via cell phone, fax machine, and Internet for transmitting and receiving relevant contractual information and arranging for onsite operations. The project engineer must be physically capable of responding to the DOTD Coordinator within 30 minutes. The project engineer's office should be in such proximity to the project that he may be on site within 60 minutes during normal work hours.
25. The Consultant shall perform any other duties normally required by the DOTD Project Engineer's Office, as directed by the DOTD Coordinator.
26. The Consultant shall disseminate press releases to the local media outlets pertaining to project status and any anticipated traffic pattern changes on a timely basis. The DOTD Coordinator will approve all press releases prior to dissemination by the consultant.
27. The Consultant will make all field records and diary entries with respect to the containment, cleaning and painting, and document necessary information to make monthly pay estimates, weekly progress reports, and plan changes involving these items.
28. The Consultant shall cooperate with any railroad on-site personnel daily, and monitor/enforce the strict operations and timeframe requirements of the railroad, if applicable.

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 Standard Specifications for Roads and Bridges
5. Manual of Uniform Traffic Control Devices
6. DOTD Construction Contract Administration Manual
7. DOTD Materials Sampling Manual
8. Consultant Contract Services Manual

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 amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$5,000,000 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.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.

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. 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.

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.

ITEMS TO BE PROVIDED BY DOTD

The DOTD will furnish, without charge, the following:

- 1) Laboratory testing of materials used on the permanent structure, DOTD District Testing Laboratories will perform testing in conjunction with specialty testing performed at DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured and submitted by the Consultant and/or their staff.
- 2) Access to project plans and contract proposals.
- 3) Provide material sampling plan for the project.
- 4) DOTD Structural Fabrication Engineer will retain oversight of all shop and fabrication inspection.
- 5) Provide review of any project shop drawings generated by the contractor.
- 6) Retain Design Consultant if required.
- 7) Provide Site Manager Instruction and technical support.

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 shall be a Professional Engineer registered in the State of Louisiana.
- 2) The Prime Consultant must also employ on a full-time basis, or through the use of Sub-Consultant(s), one Project Manager assigned directly to this project on a full-time or part-time basis as determined by project by DOTD, and with a minimum of:
 - 1) five years of experience in responsible charge of managing the inspection of bridge painting projects,
 - 2) Ten years of experience in inspection of structural coating
 - 3) Five years of experience in coating inspection of major or complex bridges (trusses, major river crossings, movable span bridges), preparing contract documents, and leading inspection efforts of at least two major bridge lead removal projects.
 - 4) A National Association of Corrosion Engineers (NACE) Certification (successfully completed Level 1, Level 2, Level 3, and Peer Review) or must have successfully completed the Society for Protective Coatings (SSPC) Protective Coating Specialist (PCS) certification program.
 - 5) Successfully completed SSPC C-3 "Lead Paint Removal" and any required C-5 refresher course.
- 3) The Prime Consultant must also employ on a full-time basis, or through the use of Sub-Consultant(s), one Professional Engineer (Civil, Mechanical, or Chemical) registered in the State of Louisiana. The Professional Engineer will be assigned directly to this project on a full-time or part-time basis as determined by project by DOTD, with a minimum of:

- a) five years of experience in responsible charge of managing road and bridge construction projects
 - b) five years of experience in inspection of steel bridge construction/structural steel repair and rehabilitation
 - c) three years of experience in structural steel painting inspection, and a corresponding support staff with experience in performing structural analysis and evaluations.
- 4) The Prime Consultant must also employ on a full-time basis, or through the use of Sub-Consultant(s), qualified inspectors.
- a) A minimum of one Lead Coating Inspector, with:
 - 1) Five years of experience in inspection of structural coating
 - 2) A minimum of three years of experience in coating inspection of major or complex bridges (trusses, major river crossings, movable span bridges), preparing contract documents, and leading inspection efforts of at least two major bridge lead removal projects.
 - 3) A National Association of Corrosion Engineers (NACE) Certification (successfully completed Level 1, Level 2, Level 3, and Peer Review) or must have successfully completed the Society for Protective Coatings (SSPC) Protective Coating Specialist (PCS) certification program.
 - 4) Successfully completed SSPC C-3 “Lead Paint Removal” and any required C-5 refresher course.
 - b) A minimum of two coating inspectors with a minimum of two years of field experience in bridge structural steel coating and be at least NACE Level 1 Certified or SSPC BCI (Bridge Coating Inspector) Level 1.
 - c) A minimum of one Environmental Project Manager who shall be a Professional Industrial Hygienist as defined by the American Industrial Hygienist Association (AIHA) with at least (3) years of experience in the oversight, implementation, and development of lead abatement plans for steel bridges to perform periodic inspections. The on-site environmental monitor shall have successfully completed SSPC C-3, “Lead Paint Removal” course and any C-5 refresher courses and shall have monitored at least two bridge lead abatement projects.
 - d) A minimum of one Lead Construction Inspector shall be DOTD certified in Structural Concrete with a minimum of five years of experience in road and bridge construction and experience in structural steel repair and rehabilitation procedures.
 - e) A minimum of one construction inspector shall be DOTD certified in Structural Concrete and have experience in bridge construction. Past documented experience in structural steel fabrication or repair is desirable. Inspectors may only be in responsible charge of activities in which they hold an active DOTD certification.

WORK ZONE TRAINING REQUIREMENTS

All project personnel (engineers, engineer interns, and field personnel, excluding Asphalt Plant Inspector and Paint Inspectors) listed in the staffing plan for the project shall have completed the appropriate work zone training courses at the time of submittal. Current certifications of compliance for this training shall be submitted with and made part of Consultant's DOTD Form 24-102.

Specific requirements are:

Engineers (field and office): Flagger
 Traffic Control Technician
 Traffic Control Supervisor

Engineer Interns: Flagger
 Traffic Control Technician
 Traffic Control Supervisor

Field Inspectors: Flagger
 Traffic Control Technician

Field Senior Technicians: Flagger
 Traffic Control Technician
 Traffic Control Supervisor

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.

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 Marksville, Louisiana.

**The CE&I (CC) performance rating will be used for this project. Firms that have no current ratings in these categories will be assigned the average of all respondents that have ratings, or the statewide average, whichever is less.

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. 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. Alan Dale – Ex officio
2. Alden Allen – Project Manager
3. Danny Tullier
4. Francisco Gudiel
5. Aaron Elisar
6. Tim Thomas

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), 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 **Contracts No. 4400005395 and 4400005410**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 30, 2014**, 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.