

**ENGINEERING AND RELATED SERVICES
FEBRUARY 15, 2017**

**CONTRACT NO. 4400010428
STATE PROJECT NO. H.007300
F.A.P. NO. H007300
KANSAS LANE – GARRETT ROAD CONNECTOR AND I-20
IMPROVEMENTS
OUACHITA PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime consultants must be registered with the Federal Government using SAM.gov prior to contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

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

Project Manager – Ms. Catherine Mastin

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

PROJECT DESCRIPTION

The selected Consultant shall provide engineering and related services to widen Garrett Road and provide a connection from I-20 to Kansas Lane in the City of Monroe in Ouachita Parish. The project will widen Garrett Road to four lanes from its intersection with Woolsey Road, north to Millhaven Road. An additional overpass will be required in the I-20 interchange and the entrance and exit ramps will be modified to improve traffic operations in and around the interchange. The Project will include five roundabouts, two south of I-20 and three north of I-20. This project will also add a two lane elevated structure crossing Millhaven Road and the railroad to the new junction of Kansas Lane and Garrett Road with flanking frontage roads beginning in advance of the structure and terminating at Millhaven Road. MSE walls will be used for the south approach to the new elevated structure and MSE walls will be evaluated for the north approach. The existing

Kansas City Southern Railroad (KCS) at grade crossing at Kansas Lane and Millhaven will be improved, turn lanes will be added and signal Improvements will be evaluated at this intersection. In addition, lighting modifications will be required throughout the project.

SCOPE OF SERVICES

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

- Stage 3 Design
 - Part III Preliminary Plans
 - Part IV Final Plans
- Stage 5 Construction
 - Part I Construction Support
 - Part II Shop Drawings
- Geotechnical Engineering
- Lighting

Stage 3 Part IV and Stage 5 Part I and II may be performed under supplemental agreements.

Please see attachment A for scope.

The selected Consultant shall provide personnel to attend meetings with DOTD team members, sub-consultants and appropriate agency stakeholders on a scheduled basis for the purpose of coordinating the project. Provide personnel (if required) to prepare for and conduct public involvement engagements (public meetings, etc.).

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, and a certification that the plans meet the DOTD's quality standards.

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.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

Topographic survey

Standard plans

Special details

Access to any pertinent project information in the possession of the DOTD

Approved environmental document

Pavement design data

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

- Stage 5: Construction, Part I: Construction Support and Shop Drawings, if required.
- Final Plans

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

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 **760 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$987,851**.

	<u>Preliminary</u>
Road Design	\$674,332
Bridge Design	\$85,723
Geotechnical	\$203,662
Lighting	\$24,134

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 Roadway Design Procedures and Details, Chapter 6- At-Grade Intersections, Section 6.9.10
3. IES Design Guide for Roundabout Lighting
4. DOTD Design Guidelines
5. DOTD LRFD Bridge Design Manual
6. DOTD Bridge Design Technical Memoranda (BDTM)
7. DOTD Bridge Design and Evaluation Manual (BDEM)
8. AASHTO LRFD Bridge Design Specifications
9. AREMA Manual for Railway Engineering
10. LADOTD Illumination & Electrical Standards
11. LADOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
12. IESNA/ANSI RP-8
13. LADOTD Electrical Plan Layout and Presentation
14. DOTD Standard Specifications for Roads and Bridges

15. Louisiana Standard Specifications for Roads and Bridges
16. National Electric Safety Code (NESC)
17. National Electrical Code (NFPA 70E)
18. DOTD Bridge Design Manual
19. Consultant Contract Services Manual
20. Geotechnical Engineering Services Document
21. Bridge Inspectors Reference Manual/90
22. Code of Federal Regulations 29 CFR 1926 (OSHA)

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 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 a minimum of five years of experience in Road Design.
3. In addition, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a) One Professional Civil Engineer, registered in the State of Louisiana, with ten years' experience in bridge design
 - b) One Professional Civil Engineer, registered in the State of Louisiana, five years of experience in bridge design.
 - c) One Professional Electrical Engineer, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting. The last three years must contain design of Louisiana DOTD projects.
 - d) One Professional Electrical Engineer, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting to perform Quality Control (QC) technical review of the design in accordance with Chapter 3 of DOTD Bridge Design Evaluation Manual (BDEM).
 - e) One Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in the design of structural components of light poles (steel and aluminum), light pole foundations including anchor bolts, base plate, concrete components, drilled shafts, as well as structure mounted light pole attachments including barrier mounted structural components, such as concrete blisters, steel brackets, and concrete anchors.
 - f) At least one field inspector with the following:
 - i. Up-to-date NEC and NFPA 70E courses.

- ii. A minimum of five years of experience in electrical inspection and reporting.
- g) Two Professional Engineers, registered in the State of Louisiana, one with at least five years of experience in responsible charge of geotechnical services.

Please Note: the only requirements that can fulfill each other is Nos. 1 and 2.

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

**WORK ZONE TRAINING REQUIREMENTS
(PRE-CONSTRUCTION SERVICES)**

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

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

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and	

SUE Worksite Traffic Supervisors: Traffic Control Technician
Traffic Control Supervisor
Flagger

Field Personnel: Traffic Control Technician
Flagger

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

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

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

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

ATSSA contact information: (877) 642-4637

EVALUATION CRITERIA

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

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

* The performance ratings Bridge Design (BZ), Road Design (RX) and Geotechnical Design (GD) will be used for this project.

**Location will be based out of Monroe, Louisiana.

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

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

Work Categories and Sub-tasks	Work Category - % of Overall Project		Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Bridge Design (BZ)	20%	n/a						
Lighting (BZ)	21%	n/a						
Geotechnical (GD)	8%	n/a						
Road Design (RX)	51%	n/a						
8b. Identify the percentage of work for the overall project to be performed by the prime consultant and each sub-consultant								
Percent of Contract	100%	n/a						

Complexity Level- normal

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 1-5. 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.

The following estimates of work categories will be used in the Consultant Evaluation Process. These percentages are based on the overall project:

DOTD’s Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Mark Chenevert – Ex officio
2. Cathy Mastin– Project Manager
3. Ryan McMillan
4. Brent Waguespack
5. Kian Yap
6. Mark Ogdogne

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 shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD’s sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD’s Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD’s Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

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

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

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

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

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

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

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

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

The DOTD Form 24-102 will be identified with **Contract No. 4400010428 and State Project No. H.007300**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, March 07, 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.