

**ENGINEERING AND RELATED SERVICES  
AUGUST 04, 2015**

**CONTRACT NO. 4400006815  
RETAINER CONTRACT FOR  
PAVEMENT PRESERVATION  
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. **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 shall be registered with the Federal Government using SAM.gov at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

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

**Project Manager – Mr. Jacques Deville**

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

**PROJECT DESCRIPTION**

The selected Consultant will perform engineering and related services to prepare plans and proposals for pavement preservation, Transportation Systems Management (TSM) or turn lane projects, and similar type projects at proposed locations primarily in **Districts 04, 05, 08 and 58** 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 services to be rendered for this Retainer Contract shall consist of the following Stage and Part(s):

### Stage 3: Design

Part I: Surveying Services

~~(a) Topographic Survey~~

Part III: Preliminary Plans

Part IV: Final Plans

Part VII: Construction Proposal

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

### Part I ~~(a) Topographic Survey~~

The Consultant shall perform all services required to make a complete ~~topographic~~ survey, in English units of measure, as required for the proper design and layout of the project. ~~The DOTD requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual. Deviations to the manual shall be approved by the Project Manager.~~ The survey shall include, but is not limited to, one or more of the following:

- 1) Station the project centerline every 100'. Paint stations on paved shoulder, or where no paved shoulder exists, paint stations on travel lanes outside of apparent wheel paths.
- 2) Station reference points along the project in the event the painted centerline stations fade.
- 3) Station and inspect all drainage structures. Note condition, cover, size, type, thickness, length and other information required in EDSM I.1.1.11. Cross-section the roadway and ditches at cross drain locations.
- 4) Cross-section the roadway and ditches at a minimum of every 1000' but not less than 3 representative sections. Cross-section the roadway at the PC, PT, and apex of curves to determine superelevation rates, and at visible changes in cross slopes. Station and cross section intersecting roads or driveways within curves and note radii, if applicable. Cross section 0', 25', 50', 100', 200' 300' and 400' from bridge ends or obstacles requiring guard rail protection.
- 5) Station and measure travel lanes and shoulder widths at transition points or changes in material type. Station and measure turn lanes, acceleration and deceleration lanes, crossovers, and parking lanes. Locate all roads and driveways within 200' of bridge end.
- 6) Determine the degree of curves, note directions, and locate the stations of the observed PCs and PTs.
- 7) Count existing mailboxes within project limits. Count number of single, double, and multiple mailbox supports. Record the length and width of any existing mailbox pads.
- 8) Measure the length, draw up the attachment, and cross-section the existing guard rails. Record the bridge number and type of end treatments on the bridge and other information required in EDSM I.1.1.11.

- 9) Station and describe with approximate quantities, the type of striping, symbols, school crossings, railroad crossings, turn arrows, legends, and posted speed limit signs.
- 10) Count all driveways. Note type of material, whether residential, field, or commercial. Measure the width of concrete driveways at or near the edge of the shoulder. Measure the width of asphaltic driveways at a point approximately 8' from the near edge of the travel lane.
- 11) Station all railway grade crossings within project limits. Measure and record crossing length, including existing pads.
- 12) Measure the area to be overlaid on parish and state turnouts.
- 13) Station any exceptions, such as a new bridge replacement that does not need overlaying and concrete bridge decks that need no work.
- 14) Station and offset all manholes, water valves, gas valves, and any other utilities that need to be adjusted during construction.
- 15) Locate utilities within limits of construction.
- 16) Station and measure the depth of any rutting if project requires cold planing and base is not reworked.
- 17) Note any existing loop detectors and locate by cross road names.
- 18) Station and provide offset and description of any fixed appurtenances within 15' of the edge of the travel lane.
- 19) Station and measure the size of existing roadway patches. Station and measure location of required roadway patching.
- 20) Stations are to be correlated with Control Section Log Miles (CSLM) at the beginning and end of the project, drainage structures, railway crossings, and as directed by the District Project Manager.
- ~~21) Preparation of right-of-way maps when required for TSM or other related projects.~~

### **Part III: Preliminary Plans**

Preliminary plans shall consist of all engineering services required for the completion of preliminary plans and initial cost estimates for the projects. Schedule for completion shall conform to the contract time specified herein.

The services to be performed under this Part consist of the following:

- 1) Assembly and study of existing data, As-Built plans, improvement studies, boring information, traffic data, and field reconnaissance. A copy of the relevant information used for plan development is to be sent to the District Project Manager with the preliminary plan submittal.
- 2) If sub-grade soil borings are required the Consultant may be tasked to perform one or more of the following:
  - a. Prepare location plans for the borings and any subsequent plans for additional locations as deemed required by DOTD. At a minimum, sampling locations and reporting shall be in accordance with EDSM I.1.1.11. Location plans shall be approved by the District Project Manager and District Laboratory Engineer.

- b. Perform the sampling and/or testing and reporting of the borings. Perform the sampling and/or testing and reporting of the pH and resistivity. At a minimum, the locations shall be in accordance with EDSM II.2.1.6. The Consultant shall utilize an AASHTO accredited laboratory for soils sampling and testing. Qualified laboratories can be found on the website [www.amrl.net](http://www.amrl.net). Information regarding sampling and testing shall be in accordance with the DOTD Materials Sampling Manual and DOTD Testing Procedures Manual.
    - c. Testing schedules and reports shall be approved by the District Laboratory Engineer.
  - 3) The design and preparation of preliminary plans shall be in accordance with the requirements outlined in the latest AASHTO Standard Specifications for Highways and Bridges and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, Hydraulics Manual, Pavement Preservation Program Standard Operating Procedures, EDSM I.1.1.11, Guidance for PRR Projects, 3R Minimum Design Guidelines and DOTD Pavement PRR Minimum Design Guidelines, - DOTD Design Guidelines, if applicable, and in accordance with the District Project Manager and the Program Manager.
  - 4) The plan submittals are as follows:
    - a. 1 set of preliminary plans to the Environmental Section and 1 set to the Pavement Design Section. The Consultant will be responsible for providing information to the DOTD to be used in the Environmental Clearance process. This information shall include, but not limited to, drawings required to obtain permits.
    - b. One set of plans, needed for site inspection, shall be submitted to the District Project Manager for review. The Consultant shall be required to correct the plans, if applicable, and distribute copies to the appropriate DOTD personnel as directed by the District Project Manager prior to scheduling the site inspection. The Consultant shall coordinate the site inspection with the District Project Manager, appropriate DOTD staff, and others as directed by the District Project Manager. After completion of site inspection and incorporation of comments into the plans, the Consultant shall then submit one copy of the plans, EDSM I.1.1.11 attachments, and Constructability/Biddability form to the Program Manager and the District Project Manager. The revised plans are to be dated and stamped "Preliminary". Following review of the preliminary plans, the Consultant shall incorporate the comments accordingly.
  - 5) Specifications for the projects shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, and with the current practices of the DOTD.
  - 6) Preparation of PRR Reports and other pertinent documents.
  - 7) Preparation of initial cost estimates based on the preliminary plans.
  - 8) Preparation of all special specifications, specialty item descriptions, and details for the projects.
  - 9) The design standards for the improvements shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways and the current DOTD

Design Guidelines for Preservation Projects. The format of the plans shall conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character.

- 10) Design of preliminary plans shall be done in English units of measurement.

#### **Part IV: FINAL PLANS**

Final plans shall consist of all services required for the completion of final plans, specifications and cost estimates for the projects. The final plan phase will be initiated following completion of the preliminary plans.

The services to be performed under this Part consist of the following:

- 1) Design and preparation of completed detailed final plans shall be in accordance with requirements as listed in Part III. The final plans are to include detailed final drawings for specialty items, layouts, utility locations, if applicable, or any other special details.
- 2) Preparation and submittal of construction cost estimates based on the final plans.
- 3) Written justification of estimated costs following the construction bid if estimate is not in conformance with actual bid costs.
- 4) Distribution of the final plans for review, as directed by the District Project Manager. Disposition of preliminary plan review comments to the District Project Manager.
- 5) Submittal of the completed Pavement Preservation Constructability /Biddability Review documents to the District Project Manager and Program Manager.
- 6) After reviews have been received and comments incorporated, final plans shall be stamped and signed. A copy of the plans shall be sent to the District Project Manager along with copies of any comments received from the review.
- 7) Submittal of stamped, signed final plans to the Program Manager. The plans are to be accompanied by a CD containing PDF's of the plan sheets and CAD files in .dgn format. The CD shall be properly indexed, neatly arranged and contain a copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers, as applicable. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission. At any stage of the plan development process, the District Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository. More information may be found on the [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_disclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp) website
- 8) Plan sheets shall typically be letter size, 8 1/2" x 11 1/2". Top, bottom, and right hand margins shall be at least 1/4 inch, and left-hand margin shall be at least 3/4 inch. On occasion, full size plans may be required.
- 9) All plans submitted by the Consultant shall conform to the quality standards adopted by the DOTD and the DOTD's Chief Engineer may reject any plans not conforming to these standards.

## **Part VII: Construction Proposal**

Construction Proposal services shall consist of the following:

- 1) The Consultant shall prepare the construction proposal documents in accordance with DOTD's standard practices.
- 2) The Consultant shall determine the estimated contract time for the project in accordance with acceptable industry practices.
- 3) The Consultant shall deliver the construction proposal, in electronic format (MS Word) to the District Project Manager and the Program Manager in conjunction with the delivery of final plans or as directed by the District Project Manager.
- 4) The Consultant shall review the documents for completeness and proper coordination of plans, specification, construction items and quantities prior to delivery of these documents to the DOTD. Any corrections required shall be the responsibility of the Consultant.
- 5) The DOTD shall be responsible for reproduction of plans/proposal and letting and award of the project.

### **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 Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

22. Documents for Pavement Preservation/Rehabilitation/Replacement (PRR) Program

Follow link below for the individual reference links:

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

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be determined on the basis of a non-negotiated lump sum amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1,000,000**. 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.

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

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

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

The DOTD shall provide copies of or access to traffic data, pavement design, standard plans, and/or any other pertinent information if available. It shall be the responsibility of the Consultant to review these documents and collect any required information at the applicable DOTD offices.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met 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 Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, one Professional Civil Engineer registered in the State of Louisiana, with at least five years experience in the preparation of highway roadway plans, and a corresponding support staff.
- ~~3.4. The Prime-Consultant must also employ on a full time basis, one Professional Civil Engineer or one Professional Land Surveyor, registered in the State of Louisiana, with at least three years of experience responsible charge of conducting survey services for highway design projects or pavement preservation type projects.;~~

**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 (when applicable) 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 Winnfield, Louisiana.

\*\*The Road Design (RX) and Road Design- Pavement Preservation (RP) performance rating will be used for this project.

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 -Normal**

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

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

### Communication Protocol

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

1. Hadi Shirazi – Ex officio
2. Jacques Deville – Project Manager
3. Diane McClure
4. Barbara Ostuno
5. Ben Thomas
6. Mark Chenevert

### 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. The Consultant, nor any other party on behalf of the Consultant, shall not 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 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 has not met 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.

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

Any 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. 4400006815**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, September 02, 2015, -Tuesday, August 25, 2015,** by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Hadi Shirazi, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-E**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1929

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.