

**ENGINEERING AND RELATED SERVICES
JULY 10, 2017**

**CONTRACT NO. 4400011080
STATE PROJECT NO. H.004100
F.A.P. NO. H004100
I-10 (LA 415 TO ESSEN LANE ON I-10 AND I-12)
WEST BATON ROUGE AND EAST BATON ROUGE PARISHES**

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

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

Project Manager (PM) – Nicholas Olivier and Brian Kendrick

All questions concerning this advertisement should be sent in writing to rhonda.braud@la.gov and heather.huval@la.gov.

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

PROJECT DESCRIPTION

LADOTD is conducting a Planning and Environmental Study of the Interstate (I-10) from the LA 415 Interchange in West Baton Rouge Parish to the I-10/I-12 Interchange with Essen Lane in East Baton Rouge Parish. The Consultant shall provide Constructability Review Services, including but not limited to Independent Contractor Estimates (ICE), Plan Reviews (Line & Grade, Phasing, and Utility Reviews), and a Risk Register.

SCOPE OF SERVICES

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

The Consultant shall provide or assist with the following services:

- Prepare a Risk Register
- Constructability Reviews
- Independent Contractor Estimate (ICE)
- Alternative Development Support (Refinement of Stage 0 Alternatives)
- Preliminary Construction Phasing and Traffic Control Reviews
- Prepare a Utility Conflict Matrix and including suggested Conflict Resolutions
- Participation in monthly progress workshops
- Participate in CER (Cost Estimate Review) Meeting

Risk Register

The Consultant shall prepare a Risk Register to outline potential risks along the corridor. The Risk Register should be revised following each major submittal and should be discussed at each Monthly Progress Meeting.

The Risk Register should include the following elements, but not limited to:

- Risk Management Plan
- Dates
- Risk ID
- Description of risks
- Risk category
- Likelihood of occurrence – probability that the risk will occur
- Severity of effect/Project Impact – description of potential impact
- Mitigations/Prevention Plan – Plan to prevent the risk
- Contingent action – Actions taken if the risk occurs
- Risk Owner – who ensures mitigations are met
- Status of each risk

The Risk Register should be documented in excel spreadsheet format (11" x 17" format) or similar spreadsheet format.

Constructability Reviews

The Consultant shall, throughout the life of the Stage 1 Planning and Environmental project, provide constructability reviews of all line and grade submittals that are prepared by the Environmental Consultant Team. The Consultant is required to coordinate with the Environmental Consultant Team on all decisions related to alternative development, including the items listed below.

Independent Contractor Estimate (ICE)

The purpose of this task is to prepare a project estimate which will be used to facilitate the CER (Cost Estimate Review) as required by the Federal Highway Administration (FHWA). This estimate should identify, analyze, and quantify all potential risks to the project. These risks should be also identified through the completion of a Risk register.

The Consultant is expected to collaborate with the Environmental Consultant and DOTD staff and shall prepare a contractor style cost estimate for the project using contractor software such as Timberline, HCSS or equal. Software shall be approved by the Project Manager prior to beginning work on the contract. The estimate shall provide an analysis of labor, materials, equipment, subcontractor and indirect costs, bond rates, and operating margins. The ICE should prepare quantity take-offs separate from the Environmental Consultant's quantity tabulations. The estimate should be completed as if the selected consultant were to bid on the project. The selected consultant will be excluded from providing competing bids on the final construction package at letting. The selected consultant will not be precluded from pre-construction design services following this contract in future phases.

The estimate shall be based on 10-hour calendar work days, statewide average salary rates, rental rates for equipment (method to be approved by the Project Manager prior to beginning work) and material based on statewide industry historical data. Sub-quotes can be obtained as needed and provided as backup to the estimate. Production rates are to be based on risk involved with the work. Production rates lower than standard shall be identified and explained in a narrative provided with the estimate.

Required submittals: (summary report of quantities and unit price and documentation used to develop the ICE, sketches, spreadsheets, quantity takeoffs, etc.)

- Final ICE (to be included with the Final Draft Environmental Assessment Document)

Alternative Development Support

The Consultant shall review and provide constructability and phasing and sequencing comments or suggestions related to alternative development set forth by the Environmental Consultant Team.

Construction Phasing and Traffic Control Support

The Consultant shall provide recommendations to the Environmental Consultant Team regarding construction phasing and sequencing as well as traffic control scenarios. The selected consultant shall consider DOTD Traffic Control Standards when providing recommendations.

Prepare Utility Conflict Matrix and provide Utility Conflict Resolution

The Consultant shall investigate all known utilities along the length of the proposed corridor and prepare a matrix outlining all possible conflicts with the proposed alternatives. The consultant should consider, but not limited to; equipment staging areas, sequence of construction and traffic control, Existing and Proposed Right of Way limits, Limits of construction (earthwork, structures, roadway, crane buffers adjacent to overhead obstructions, and all disturbed areas).

The Consultant shall also prepare suggestions to the Environmental Consultant Team for Utility Conflict Resolution.

The Utility Conflict Matrix should be documented in excel spreadsheet format (11" x 17" format) or similar spreadsheet format.

Monthly Progress Workshops

The Consultant shall attend, in person, Monthly Progress Workshops. The Consultant is expected to provide input on decisions with an emphasis on constructability.

The Consultant shall also assist the designers with technical questions and recommendations.

Cost Estimate Review (CER)

The Consultant shall provide assistance with a Cost Estimate Review initiated by the FHWA. The Final Draft ICE should be the basis of discussion at the CER.

Documentation

All comments and suggestions shall be documented on 8 ½" x 11" paper in word or PDF format, including the name of the preparer, dated, and neatly arranged. Comment resolution should be documented following discussion so that responses can be tracked

with each comment. A Final Comment and Resolution document shall be provided to the DOTD at the conclusion of the Stage 1 contract.

Miscellaneous

Support for services beyond Stage 1 will be provided through a supplemental agreement, if desired.

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; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED BY THE CONSULTANT

- Projectwise
- Microsoft project or approved equal scheduling software

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.

- Stage 0 Feasibility Study
- Access to as-builts

ADDITIONAL SERVICES

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

- Constructability Reviews, Independent Contractor Estimates (ICE), Risk Register, Utility Conflict Matrix

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 overall contract time is estimated to be **18 months**. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a fixed fee of **\$28,297**, with a maximum limitation of **\$267,356**, based on non-negotiated man hours.

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

All clerical work will be paid at the clerical/administrative classification statewide average for this project.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD 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. Complete Streets,
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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 responsible member of the Prime Consultant shall be professionally competent in and have at least ten years of experience in urban freeway type civil transportation projects.
3. In addition, the Prime Consultant must also employ on a full time basis, or through the use of a sub-consultant(s):

- a. Engineering Design, Constructability, and Risk Review

At least one Professional Engineer registered in the State of Louisiana with twenty years of experience in the design of urban freeway type civil transportation projects. (Louisiana Registration is required at the time of contract execution.)

Preferred experience should include but is not limited to projects exhibiting the following criteria:

- i. Confined work zones
- ii. Management of traffic queueing, limited lane closures
- iii. Detailed construction sequencing

- iv. Innovative engineering and construction techniques
- v. High average daily traffic volumes
- vi. River crossings and protected water bodies
- vii. Bridge design and rehabilitation, reinforced concrete and pre-stressed concrete bridges, steel plate girders, and bridge bearings
- viii. Railroad crossings
- ix. Environmental justice communities
- x. Capacity improvements, adding travel lanes
- xi. Interchange modifications
- xii. Utility conflict resolution
- xiii. Section 4f properties
- xiv. Projects with minimal alternate routes for detours and bypasses

b. Quality Control

One Professional Engineer registered in the State of Louisiana with ten years of experience in the design of urban freeway type civil transportation projects exhibiting capacity improvements and structural design. (Louisiana Registration is required at contract execution.)

c. Independent Contractor Estimates, Constructability and Risk Review

An estimator with a minimum of ten years of experience with contractor style estimating, with knowledge of local labor, equipment, and materials market. In addition, the estimator must have a minimum of ten years construction field experience with an emphasis on urban freeway type civil transportation projects exhibiting capacity improvements and structural design.

MPRs 3a and 3b cannot be met by the same person.

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

WORK ZONE TRAINING REQUIREMENTS

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection,

environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For pre-construction field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. All pre-construction work zone training requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

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

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
Other Field Personnel*:	Traffic Control Technician Flagger

* excluding Asphalt Plant Inspector

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

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

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the

Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

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

ATSSA contact information: (877) 642-4637

EVALUATION CRITERIA

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

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

* All respondents will receive a 5 in this category.

A TABLE IS NOT REQUIRED FOR SECTIONS 8A AND 8B IN THE 24-102 SUBMITTAL FOR THIS ADVERTISEMENT.

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.

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

1. Rhonda Braud – Ex officio
2. Nicholas Olivier– Project Manager
3. Brian Kendrick
4. Artur D’Andre
5. David Smith
6. Greg Coco

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.

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

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

The DOTD Form 24-102 will be identified with **Contract No. 4400011080 and State Project No. H.004100**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, July 25, 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.