

**URBAN SYSTEMS
ENGINEERING AND RELATED SERVICES
APRIL 27, 2017**

**CONTRACT NO. 4400010836
STATE PROJECT NO. H.011722 (CE&I)
F.A.P. NO. H011722
GLENWOOD DRIVE REHABILITATION
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 April 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) (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.

Municipality Project Manager: Mr. Eric Hale

DOTD Coordinator: Mr. Dean Wilkerson

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

PROJECT DESCRIPTION

This is an Urban Systems project. The Consultant/Team will be required to provide construction contract administration and construction engineering inspection services. The Contract will be between the Consultant and City of West Monroe, hereinafter referred to as the “**Entity**”. It will be monitored by the **Entity**, DOTD and the Federal Highway Administration (FHWA).

SCOPE OF SERVICES

STAGE 5: CONSTRUCTION

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

The selected Consultant/Team will be required to provide construction contract administration and construction engineering inspection services typically performed by the DOTD Project Engineer and his staff, including but not limited to, the cold plane and overlay of Glenwood Drive, a two-lane roadway, from the east side of the Black Bayou Canal Bridge to the Parish/City boundary approximately 1940' to the west. Construction plans will provide the exact construction scope and limits. These services will be performed in accordance with DOTD's Standards and Procedures (see References). Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project engineer from its District 05 Office to serve as a construction coordinator for the DOTD during project construction. The following services to be performed will be under the direct supervision of the **Entity**:

1. Coordinate with the **Entity** and DOTD District personnel to schedule and attend the pre-construction meeting. The Consultant will be required to conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
3. Coordinate with the Entity's Engineer/Representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Submit all sampled materials to be tested by DOTD District 05 Testing Laboratory, in accordance with the stipulated Sampling Manual.
6. Inspect the contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make monthly progress reports in conformance with DOTD requirements. Inspection of construction will not include shop and mill inspections and their approval.
8. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with DOTD requirements.
9. The Consultant will be responsible for submittal approvals required of the Project Engineer as stated in the Standard Specifications including form drawings.
10. All construction activities shall be coordinated between the Consultant, the Owner, the FHWA and an assigned representative of the DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in

accordance with the policies and procedures of the DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by the DOTD.

11. The Consultant will perform all documentation, as prescribed by the Department, on the Department's construction software, Site Manager. The Consultant will provide hardware, i.e., computers, printers, internet connections, etc. deemed necessary to efficiently conduct the inspection services.
12. The Consultant may be required to conduct non-reimbursable training sessions for his personnel to receive instructions into the use of Site Manager (approximately four hours). DOTD will provide a qualified instructor for his training.
13. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
14. The Consultant will be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made using a 746-1/2 Tuscan red pencil.
15. When it is stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
16. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.
17. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
18. Plan changes throughout the life of the project will also have to be written by the Consultant and approved through the Department's process.
19. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.
20. The Consultant will manage the RFI (Request for Information) process as defined on the DOTD internet site, <http://www.dotd.la.gov/construction/rfi/>.
21. The Consultant will coordinate and/or perform the inspection of the fabrication of pre-cast materials with DOTD and the Parish.
22. The Consultant's inspector shall be responsible for performing and documenting inspections of erosion control devices, and reporting deficiencies to the Contractor for correction.
23. Meet with the DOTD Statewide Sign Inspector to review the construction signing for compliance with the MUTCD and Traffic Control Standards. Documentation of corrections made by the Contractor will be input into Site Manager by the Consultant's Project Engineer.
24. The Consultant is reminded that they are a representative of DOTD and that they will conduct all business in the best interest of DOTD and its client.

FHWA FORM 1391 (FED JOBS ONLY)

The Consultant shall be required to notify the contractor and forward to the DOTD Compliance Section and the DOTD Coordinator all information required for the Federal Aid Construction Contractor's Annual EEO Report.

SERVICES TO BE PERFORMED BY THE DOTD

The DOTD will furnish, without charge, the following services and data:

1. Laboratory testing of materials. DOTD District 05 Testing Laboratory in Ouachita Parish will perform laboratory tests in conjunction with specialty testing performed at the DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured, and submitted by the Consultant and/or his staff.
2. DOTD will provide access to project plans and contract proposal.
3. DOTD Structural/Marine Fabrication Engineer will perform all shop and fabrication inspection.
4. DOTD will provide sampling plan for the project.
5. Site Manager Instructor and technical support.

ITEMS TO BE PROVIDED BY THE ENTITY

1. Traffic Data
2. Capacity Analysis
3. Borings, if required

REFERENCES

All services 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 Electric 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>

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract is based on the number of days for the Construction Contract, and an additional 60 days for the final estimate package, and established billable rates with a maximum limitation of **\$43,673**. Prior to execution of the contract, the maximum limitation will be adjusted based on a more accurate man-hour estimate that will be established based on the construction contract time.

The Consultant may request to have the initial billable rates updated on a yearly basis based on the latest DOTD escalation rate. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

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/osp/travel/travelpolicy/2015-16TravelGuide.pdf> 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, unless approved by the Consultant Contract Services Administrator.

CONTRACT TIME

The services to be performed under this Contract will commence promptly upon receipt of the written Notice-to-Proceed (NTP) from the **Entity**, and will be in effect for the duration of the construction period, and an additional 60 calendar days for the final estimate package. The delivery schedule for all project deliverables will be established by the **Entity**. For grading purposes only, 90 calendar days will be used for the total contract time.

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 construction policies, procedures, standards, and guidelines in the performance of inspection services. The DOTD shall provide limited input and technical assistance to the Consultant.

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 responsible member of the Prime-Consultant shall be a Professional Engineer, registered in the State of Louisiana, and be professionally competent with at least five years of experience in responsible charge of managing road construction projects.*
3. In addition to the above requirements, the Prime-Consultant must employ on a full time basis or through the use of a Sub-Consultant(s), a minimum of one DOTD Certified Inspector with a minimum of five years' experience in Road Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. Inspectors shall have the certifications at the time of submittal. Certifications of compliance shall be submitted with and made part of the Consultant's DOTD Form 24-102. The major activities listed below require certified inspectors:**
 - a. Asphalt Plant
 - b. Asphalt Paving
 - c. Embankment and Base Course
 - d. Portland Cement Concrete Paving

***Minimum Personnel Requirements No. 1 and 2 can be the person**

****Minimum Personnel Requirement No. 3 a-d can be the same person.**

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

WORK ZONE TRAINING REQUIREMENTS (CE&I)

For Consultants performing Construction Engineering and Inspection (CE&I) projects, all project personnel (engineers, engineer interns, and field personnel, excluding asphalt plant inspector and office manager) listed in the staffing plan for the project shall have completed the appropriate work zone training courses at the time of submittal. Current certifications of compliance for this training shall be submitted with and made part of Consultant's DOTD Form 24-102.

Engineers: Traffic Control Technician
Traffic Control Supervisor
Flagger

Engineer Interns: Traffic Control Technician
Traffic Control Supervisor
Flagger

Construction Senior Technicians* Traffic Control Technician
Traffic Control Supervisor
Flagger

Construction Inspectors*: Flagger
Traffic Control Technician

*Excluding Asphalt Plant Inspector and Office Manager

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 **6***

* Location address will be 1411 Glenwood Drive, West Monroe, LA, 71291.

**The CE&I (CC) and Construction Final Audit (CF) performance ratings will be used for this project at 70% CC & 30% CF.

8a. The following chart is provided for use in the 24-102. Prime Consultants who will perform 100% of the work may state so in lieu of this table. In all other cases, the Prime-Consultants shall 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. Consultants shall not add categories of work. 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	% of Overall Project	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
CE&I (CC)	70%						
Construction Final Audit (CF)	30%						
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%						

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 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.

1. Mark Chenevert – Ex officio
2. Tanya Bankston
3. Glenn Newman
4. Jeff Shapiro
5. Marshall Hill
6. Dallas Ballmer

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

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

CONTRACT REQUIREMENTS

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

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. 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. Copies of the Inspector’s certification card (indicating the date of expiration), must be included in the 24-102.** 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 provide 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 work categories and applicable percentages as defined in the advertisement. Give an estimated percentage of the work to be performed by the prime consultant and each sub-consultant (if at least one sub-consultant is being used) for each work category. Consultants shall not add categories of work. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance of payment of work.

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 (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. 4400010836 and State Project No. H.011722** and will be submitted **prior to 3:00 p.m. CST on Thursday, May 11, 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.