ENGINEERING AND RELATED SERVICES
NOVEMBER 14, 2014

CONTRACT NO. 4400005657
STATE PROJECT NO. H.005158.2
F.A.P. NO. H005158
I-49 SOUTH (RACELAND TO WESTBANK EXPRESSWAY)
JEFFERSON, LAFOURCHE, AND ST. CHARLES PARISHES

DBE/WBE GOAL = 4%

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and all Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

A mandatory pre-submittal meeting will be held in the DOTD HQ Auditorium on Tuesday, December 02, 2014 at 9:00 a.m. It is mandatory that the person listed as the Principal of the Prime Consultant attend this meeting. It is highly advisable that the traffic engineering consultant also attend. It is voluntary for all other Team members to attend.

Project Manager – Mr. Quang Nguyen

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

PROJECT DESCRIPTION

The selected Consultant will perform a Line and Grade study and a Supplemental Environmental Impact Statement (SEIS), beginning at the interchange of US 90 with the LA 1/LA 308 Interchange in Lafourche parish, and extending eastward to the Westbank Expressway in Jefferson Parish.

SCOPE OF SERVICES

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

Stage 1: Planning/Environmental
Part II: Line and Grade Study
Part III: Environmental Evaluation

(c.) Environmental Impact Statement (EIS)
Part IV: Conceptual Design
Part V: Scope and Budget Development
Part VI: Traffic Analysis

Task 1 – Project Management

The Consultant will prepare a project schedule identifying all work tasks, required meetings, anticipated timelines, project critical path, study deliverables and interdependencies among the identified tasks in accordance with the negotiated contract.

Task Deliverable: Five (5) copies of the detailed Project Schedule for review by LADOTD.

Task 2 – Data Collection

The Consultant will collect socio-economic and environmental data to allow for the development and analysis of feasible alternatives. This information will be organized as a Geographic Information System (GIS) database in ESRI Shapefile format, consistent with DOTD standards for evaluation and presentation purposes. Data for this task will include but not be limited to the following:

- Census data on population and housing, race and income for study area
- Available National Wetland Inventory data
- Available digital soils unit data/locations of prime and unique soil units
- Federal and state lands
- 100-year floodplains
- Location of recorded known hazardous and potentially hazardous sites
- Sensitive resources and recorded T & E sites
- Parklands and sites available from USGS Geographic Names Information System
- Survey of major topographic features and utilities

Task Deliverable: Development of socio-economic and environmental inventory information in GIS database format.

Task 3 – Traffic Analysis

Required Pre-submittal meeting-

There will be a required pre-submittal meeting with all applicants to discuss the details that will need to be included in the Traffic Study portion of this report.

Once a firm has been selected, the Consultant shall write a thorough Traffic Study Scope for Traffic Engineering to review and approve. An overview of what should be in the scope is as follows:

A traffic analysis will be prepared by the consultant based on existing (2014) and future (2034) estimated traffic volumes based on traffic and land use development trends within the study area. The Consultant will be responsible for collecting all traffic data, including 7-day 24 hour (with classification), 48-hour (with classification, A.M., P.M. and Mid-Day Peak hour turning movement counts, accident data, and projected volumes due to significant changes in land use within the area. Traffic volume data from RPC's Regional Travel Demand Model and other relevant studies may be used as input into the analysis, but it will need to be adjusted for the changing land use conditions in the study area. The consultant will submit both existing traffic data and projected volumes to DOTD for review and approval prior to initiating the capacity analysis. All existing and proposed intersections and interchanges within the effected study area will be analyzed using the appropriate traffic analysis software. All analysis will be coordinated through DOTD project manager in order to meet current DOTD traffic analysis requirements.

Task Deliverables:

A. The Traffic Study Scope for approval.

B. All raw Traffic Data Collected and Analysis showing existing corridors (No build).

C. After DOTD agrees with existing model and projected volumes, the Consultant shall model alternatives for all intersections/interchanges for the design year build volumes.

Task 4 – Refine Stage 0 Alternatives

All reasonable and feasible build alternatives considered for the proposed action shall be evaluated in the environmental document. Conceptual improvements from the both Stage 0 and the introduction should be evaluated for feasibility and practicality. If any alternative is dismissed, the reason for the dismissal shall be discussed in the SEIS. The consultant will prepare conceptual geometry and right-of-way for the alternatives at a scale appropriate for evaluation. The consultant will obtain the most recent aerial photography for use in this analysis. The consultant will work with DOTD and FHWA in the review and refinement of the alternatives, including the no-build alternative.

Task Deliverable: Conceptual layout of the study alternatives, including the no-build option, and presentation graphics

Task 5 – Establish Design Criteria

Design criteria for the project will be defined during the kick-off meeting with DOTD including roadway geometry, bridge criteria, 100-year flood plain requirements, traffic engineering capacity thresholds, and accommodations for complete streets, as appropriate ~~.~~and railroad design criteria for all proposed modifications to the existing and proposed railroad facilities. The geometry for the build alternatives (Task 4) shall meet DOTD's latest Safety and Design policies, including the *Roadway Design Procedure and Details Manual, Complete Streets Policy, and Access Management Policy.*

Task Deliverable: Draft and final versions of project design criteria

Task 6 – Line and Grade

The consultant will be responsible for undertaking the line and grade study which will include, but not be limited by, the following:

1. Development of typical roadway and bridge sections

2. Factors for design consideration
   a. Alignment development in accordance with Department standards
   b. Required lane configuration for an acceptable Level of Service
   c. Develop horizontal geometry
   d. Develop vertical geometry and set minimum roadway and bridge grade
   e. Identify major drainage or structure locations
   f. Establish approximate Right-of-Way limits
   g. Develop a list of impacted improvements
   h. Develop cost estimates for Right-of-Way, Utility relocations, and construction
   ~~h.~~i. Impacts to railroad facilities

3. Horizontal alignment
   a. A preliminary horizontal alignment study will be prepared for the preferred alternative. The alignment should consider major utility conflicts, major drainage structures, existing roadway geometry, super elevation, merge points, and sight distance issues. The final alignment should consider:
      1. Existing roadway conditions
      2. Maintenance of traffic
      3. Location of utilities
      4. Environmentally sensitive areas
      5. Topographic features
      6. Developed/Developing properties
      ~~6.~~7. Impacts to railroad facilities
   b. A plan view of the preferred horizontal alignment will be prepared on aerial photography. The following geometric data will be displayed on the plan:
      1. Curve lengths (L)
      2. Tangent lengths (T)
      3. Curve radii ®
      4. Delta (degrees, minutes, and seconds) and degrees of curve D (degrees, minutes, and seconds).
      5. Super elevation rates and transition lengths
      6. Estimated R/W limits
      7. Control of Access limits (if applicable)
      8. Intersection and/or schematics
      9. Offset dimensions from roadway features to all proposed and existing railroad facilities

~~8.~~10. Horizontal clearance of any proposed new or modified railroad overpasses/underpasses

4. Vertical Alignment
   a. A vertical alignment study will be prepared for the preferred alternative. The vertical alignment should consider above ground and below ground utilities, major drainage or structure locations, overpass clearances, etc.
   b. A profile view of the preferred vertical alignment will be prepared on aerial photography. The following geometric data will be displayed on the profile
      1. Vertical grades
      2. P.V.I. locations
      3. Length of Vertical curve (V.C.)
      ~~3.~~4. Vertical clearance of any proposed new or modified railroad overpasses/underpasses

5. Geometrics
   a. The Consultant will be responsible for reviewing the design criteria and geometric layout necessary to insure compliance with the current edition of the *AASHTO Policy on Geometric Design of Highways and Streets* and the design guidelines signed by the Chief Engineer of DOTD on December 4, 2009, or latest approved edition.

   b. In accordance with directives from the Chief Engineer of DOTD the project will be consistent with all applicable Access Management and Complete Streets policies of DOTD.

6. Drainage/Utilities
   The various build alternatives need to be evaluated for their impacts on drainage and other utilities and incorporate drainage features into the design plan that are commensurate with DOTD's roadway and bridge standards. Major drainage features will be described and estimated pipe sizes, as appropriate, will be determined for cost estimation purposes.

   Other potential utility relocations will be evaluated. The consultant will conduct field reconnaissance and public records searches, coordinate with utility companies and DOTD District 02 personnel in obtaining location information. Relocation cost estimates will be developed and presented in a summary memorandum. Detailed presentation exhibits will be developed for the document and for public meeting review.

7. The following bridge tasks shall be performed under this contract:
   a. Review Stage 0 report and update design criteria.
   b. Conduct a field visit to the bridge sites and assess the site conditions. (including permit issues, possible roadway detour alternatives and length of detour, existing approach roadway section and geometry, etc.) Determine how the existing issues might cause constructability issues and

evaluate the comments and concerns provided by BNSF Railway. ~~get input on the project from the Union Pacific~~ BNSF Railway ~~Railroad~~.

c. Apply current design criteria and all applicable geometric and environmental constraints and refine the structure geometry. Provide the Line and Grade study (or Plan and Profile sheet) that shows the bridge locations (beginning station and end station of the bridge), required geometry and vertical and horizontal clearances, and proposed bridge superstructure and substructure types, typical bridge section.

   Prepare design criteria in accordance with the latest versions of the following documents:

   - DOTD Standard Specifications for Roads and Bridges
   - AASHTO LRFD Bridge Design Specifications
   - DOTD Bridge Design Manuals - as per DOTD Bridge Design Website
   - DOTD Bridge Design Technical Memoranda - as per DOTD Bridge Design Website
   - DOTD Minimum Design Guidelines
   - AASHTO Geometric Design of Highways and Streets
   - Arema Manual for Railway Engineering

The design criteria will be required to meet all AREMA standards as well as the ones currently listed.

d. Review Stage 0 cost estimate and provide refined construction cost estimate for each structure. Provide engineering cost estimate.
e. Information provided by DOTD - Stage 0 report and Access to DOTD information
f. Consultant Submittals - The following information shall be included as part of the project submittal: Design Criteria, Updates to Stage 0 analysis results, Line and Grade Study (or Plan and Profile sheets) shows the bridge locations (beginning and end of bridge), bridge length and width (no. lanes, shoulders) required vertical and horizontal geometry and clearances and proposed bridge superstructure and substructure types, develop preliminary bridge typical section, Construction cost estimate for each bridge structure, Engineering cost estimate, Design Criteria, Summary of analysis and results from Task 7.b.
g. Adhere and refer to DOTD Technical memorandum no. 37 that indicates the bridge design criteria worksheet that should be developed for the design criteria as much as is applicable for this stage. Refer to appendix "A" in the memorandum.

Task Deliverable: Line and grade drawings showing horizontal and vertical geometry with topographic, right-of-way, utilities and hydraulic features in a graphical format and Drainage/Utility memorandum with appropriate documentation and analysis for each alternative with cost estimate, applicable bridge documentation and submittals,

Bridge Design Criteria, Summary of analysis results from Task 7.b.

Task 7 – Mapping

The Consultant will obtain the most recent aerial photography for use on the project. The Consultant will incorporate all preliminary data collected in the previous tasks and further develop the GIS database for mapping socio-economic, environmental, traffic, utilities, line and grade, and other relevant project information. Project mapping will include layouts of the build alternatives and estimated rights-of-way and environmental constraints. Local landmarks and major features will be labeled to assist the public in interpreting the exhibits. Large format presentation exhibits will be prepared for public meetings, while line and grade exhibits (plan/profile sheets) will be developed for the SEIS. LIDAR data will be obtained by the consultant for use in developing vertical geometry for the build alternatives and for use in the traffic noise analysis.

Task Deliverable: Project mapping of conceptual build alternative layouts with existing conditions, environmental features, and constraints

Task 8 – SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT

The SEIS will be prepared in accordance with the requirements of the National Environmental Policy Act (NEPA) and all related laws and regulations, and written in accordance with the current applicable Federal Highway Administration (FHWA) guidance addressing the potential social, economic and environmental impacts of the proposed highway.

Public and Agency Involvement:

The consultant will be required to develop a public and agency coordination plan. At minimum, in will include two public meetings and one public hearing in each parish affected by the project, monthly status meetings with DOTD, public officials meetings, agency coordination meetings, press releases, and other forms of outreach that may be negotiated and included in the plan.

A minimum of two sets (with a set being three with one held in each of the three parishes) Public Meetings will be held to obtain public input during the development of SEIS.

Items to be addressed in the SEIS include but are not limited to:

1. Purpose and Need for Action
2. Affected Environment - the Consultant Team will evaluate the existing environmental resources in the project area. These resources will be mapped using GIS for use in constraining alternatives.
3. Alternatives - the Consultant Team will discuss and refine alternatives that are constrained by environmental conditions in the project area.
4. Impacts - the Consultant Team will evaluate the environmental impacts of all alternatives developed, including but not limited to the following categories:

    a. Wetlands
    b. Water Quality
    c. Threatened and Endangered Species
    d. Natural and Scenic Streams
    e. Hazardous and Solid Wastes
    f. Public Lands
    g. Prime Farmlands
    h. Land Use and access issues
    i. Community Impacts/Environmental Justice
    j. Economic Impacts
    k. Highway Traffic Noise
    l. Air Quality

m. Recreational resources (Section 4(f) and 6(f))
n. Historic/Cultural Resources (Section 106 and 4(f))
o. Flood Plains
p. Visual Impacts
q. Traffic impacts on Network
r. Children's health
s. Navigation
t. railroad

5. Mitigation plan, including avoidance, minimization, and compensatory mitigation.

Separate technical reports will be required such as Wetland delineation, Traffic Noise study, Cultural Resource Survey, Phase I Environmental Site Assessment, Conceptual Stage Relocation plans, and other reports as required by LADOTD and FHWA.

eNEPA:
Consultant shall use the online streamlining tool, eNEPA Portal, to facilitate the environmental review process for document management and interagency collaboration. The eNEPA Portal can be accessed at https://fhwaapps.fhwa.dot.gov/enepap/home/main.

Task 9 – Project Management Plan, Financial Plan and CER

The Draft Project Management Plan (PMP) shall include the following requirement:

1. Prepare an approved Draft PMP at least 30 calendar days prior to the issuance of a Record of Decision (ROD).

Task 10 – Final Project Management Plan, Financial Plan and CER

The Final Project Management Plan (PMP) shall include the following requirement:

1. Complete an approval Final PMP during a period not to exceed 90 calendar days following the issuance of the ROD.

The purpose of the PMP, as described in section 1904(a) of SAFETEA-LU, which amends 23 U.S.C. 106(h) is to document:

1. The procedures and processes that are in effect to provide timely information to the project decision makers to effectively manage the scope, costs, schedules, and quality of , and the Federal requirements applicable to , the project; and
2. The role of the agency leadership and management team in the delivery of the project.

Tasks to be completed in the PMP shall include but are not limited to:

1. Introduction and Project Description
2. Project Goals and Objectives
3. Project Organization, Roles, and Responsibilities
4. Project Delivery
5. Procurement and Contract Management

6. Cost, Budget, and Schedule
7. Project Reporting and Tracking
8. Internal Stakeholder Communications
9. Project Management Controls
10. Design Quality Assurance/Quality Control
11. Construction Quality Assurance/Quality Control
12. Environmental Monitoring
13. Right of Way
14. Safety and Security
15. Traffic Management
16. Project Communications, Media, and Public Information
17. Civil Rights Program
18. Close Out Plan
19. Project Documentation
20. Executive Leadership Endorsement
21. Report Production and Project Management Plan Document History
22. Review Meeting and Minutes

In addition to preparing the PMP, the consultant will be responsible to develop a financial plan for the project and participate in a cost estimation review (CER) with DOTD and FHWA. The PMP and financial plan covers the Part V scope and budget tasks for this project.

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. 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. 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

DOTD will provide copies of or access maps, surveys, plans, right-of-way information and/or any other pertinent information, in files that may assist the Consultant in performing this work.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD. The contract time shall be 900 calendar days, which includes 720 calendar days for Tasks 1-9 (including review time), and 180 calendar days for Task 10. Upon completion of Task 9, contract time will stop and the document will be sent to the FHWA for review and approval. After approval of the ROD by the FHWA, contract time will resume and the Consultant shall complete Task 10.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be based on an actual cost plus fixed fee, with a maximum limitation based on 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.louisiana.gov/osp/travel/travelpolicy.htm Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

DIRECT EXPENSES

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

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

REFERENCES

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

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Roadway Design Procedures and Details
3. DOTD Design Guidelines
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. DOTD Environmental Impact Procedures (Vols. I-III)
7. A Policy on Geometric Design of Highways and Streets (AASHTO)
8. DOTD Bridge Design Manual
9. DOTD Stage 1 Planning/Environmental Manual of Standard Practice

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have completed the "NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making," or an equivalent course and must have a minimum of five years of experience in the preparation of NEPA documents (including EIS) in accordance with the National Environmental Policy Act (NEPA) for the FHWA.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
    a. One Environmental Professional, ~~registered in the State of Louisiana~~ with a minimum of three years of experience with highway traffic noise analysis.
    b. Two Environmental Professionals, ~~registered in the State of Louisiana~~ with a minimum of five years of experience in performing Wetland Delineations (or Findings) and Threatened and Endangered Surveys, and possess a degree in Biological Science or a related field.
    c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have

completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.

d. Two Professional Civil Engineers, registered in the State of Louisiana, one with at least five years of experience and another with a minimum of ten years of experience in bridge design and bridge rehabilitation, including design of reinforced concrete and pre-stressed concrete bridges, steel plate girders, fender and pier protection systems, bridge bearings, and a minimum of two years of experience in bridge rating, with a corresponding support staff.

e. One Professional Civil Engineer, registered in the State of Louisiana with a minimum of five years of experience in Roadway Design with corresponding support staff.

f. One Professional Traffic Operations Engineer (PTOE), registered in the State of Louisiana with a minimum of five years of traffic analysis experience and a corresponding support staff. This PE must have experience in preparing at least one IMR or IJR. ~~that has been approved by FHWA~~.

g. An individual with a minimum of five years of experience in traffic counting and speed data collection.

~~g.~~h. At least one member of the Prime Consultant or Sub Consultant shall be a Professional Engineer, registered in the State of Louisiana with a minimum of ten years of experience in railroad mainline and industry track design, including design of horizontal and vertical alignments, track structure, switching maneuvers, railroad bridges/structures, and associated drainage.

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

EVALUATION CRITERIA

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

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

***** The Environmental (EV) (60%) and Traffic Engineering Management TM (40%) performance ratings will be used for this project.

Complexity Level -simple

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

of 0-4. 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 can perform less than 50% of the work, but must perform the greater percentage of the work for the overall project. ~~If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project.~~ Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

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

1. Alan Dale – Ex officio
2. Quang Nguyen – Project Manager
3. Robert Lott
4. Corey Landry
5. Trey Jesclard
6. Ryan Hoyt

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 will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 4% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: http://www8.dotd.la.gov/UCP/UCPSearch.aspx. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that

time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope**. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive. Note: Up to eight pages will be allowed for the response to Section 13 of the 24-102.

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. 4400005657 and State Project No. H.005158.2**, and will be submitted **prior to 3:00 p.m. CST** on ~~**Tuesday**~~**,**

~~January 13, 2015~~ ~~2014~~ Thursday, February ~~05~~ 12, 2015, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

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