ENGINEERING AND RELATED SERVICES
NOVEMBER 21, 2017

CONTRACT NO. 4400013203
STATE PROJECT NO. H.001344
F.A.P. NO. H001344
US 190: LA 437 TO US 190 BUS (PH 1)
ROUTE US 190
ST. TAMMANY PARISH

DBE/WBE GOAL = 2%

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) – Mr. Corey Landry, P.E.

All questions concerning this advertisement should be sent in writing to DOTDConsultantAds80@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

The selected Consultant will provide engineering and related services consisting of a minor widening of US 190 to a four lane boulevard between US 437 and US 190. A new bridge over the Bogue Falaya River will be constructed adjacent to, and east of, the existing bridge. The existing bridge will remain and function as two lanes of southbound traffic. The new bridge will be 54-feet-wide with three 12-foot travel lanes for

northbound traffic with an eight-foot shoulder to the inside and a 10-foot shoulder to the outside.

The project will be primarily in accordance with the selected alternative and phasing process presented in the Environmental Assessment (EA) and Findings of No Significant Impact (FONSI).

SCOPE OF SERVICES

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

Stage 3: Design
Part III: Preliminary Plans
Part IV: Final Plans

Stage 5: Construction
Part I: Construction Support
Part II: Shop Drawing

- Geotechnical Engineering
- Traffic Management Plan (TMP)

The scope of services will involve, but are not limited to the following services:

TASK 1: PROJECT MANAGEMENT

PROJECT INITIATION

The Consultant shall schedule a kick-off meeting with the DOTD Project Manager and project team within 10 business days of receiving a Notice to Proceed. The Consultant is responsible for setting up the project kick-off meeting which will include but not limited to the meeting agenda, miscellaneous handouts, and project schedule. Agenda items for this meeting shall include the review points and durations, time-frame assumptions built into the project schedules, invoicing procedures, progress reporting, and rating criteria. The consultant is responsible for meeting minutes which shall be provided to the DOTD Project Manager within three (3) business days following the meeting.

PROJECT TRACKING AND MANAGEMENT

The Consultant is responsible for project tracking and will ensure all tasks are completed on schedule. All correspondence shall include applicable state project numbers, along with the project names, route number, parish, and federal aid project numbers. The Consultant shall provide the Project Manager with a monthly project schedule (in Microsoft Project) and progress report including the estimated and actual date of completion of each task to be performed. The Consultant shall provide the Project

Manager with monthly invoices using the Department's standard form for invoicing. The consultant shall provide a completed Contract Tracking spreadsheet with each invoice.

The Prime Consultant shall coordinate with Sub-Consultants and provide the DOTD Project Manager with monthly updates. It is anticipated that the Prime Consultant will have periodic coordination meetings with the DOTD Project Manager during the course of the project to review the project status and address any concerns of the DOTD.

Deliverables: Submittal of monthly project schedule, progress report and invoices, meeting minutes.

TASK 2: PRELIMINARY PLANS (ROAD)

GENERAL

The Consultant shall be responsible for all engineering services required for the completion of preliminary roadway plans, and for the construction estimates of the project, all under a schedule for completion which shall be in conformity with the contract time negotiated between DOTD and the Consultant and approved by the Project Manager. Preliminary road plans shall be for the Selected Alternative presented in the EA and approved in the FONSI or as modified and approved by DOTD and FHWA.

The preparation of preliminary road plans for the Project shall be in accordance with the requirements outlined in the latest and current editions of DOTD's Roadway Plan Design Procedures and Details Manual and Hydraulics Manual. Specifications for the Project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of the DOTD.

The Consultant shall provide preliminary roadway plans for the project including, but not limited to, the following:

- Title Sheet
- Typical Section and Details
- Summary of Estimated Quantities
- Misc. Details & General Notes
- Reference Points and Bench Mark Elevation Sheets
- Design Drainage Map
- Permanent Signing and Striping
- Joint Layout, if needed
- Temp. Const. Signs, Suggested Seq. of Construction
- Cross-Sections (earthwork)
- Geometric Details
- 1"=20' Plan/Prof sheets
- 1"=20' Drainage Plan Profile sheets
- Construction Cost Estimate

Additional Comments

- Electronic files will be in MicroStation and Inroads formats. Plans shall be CADD Conformed and stored in ProjectWise.
- The Consultant shall be required to provide the DOTD Project Manager with Meeting Minutes for all meetings (including Plan in Hand) conducted with DOTD and/or Agency Stakeholders no later than 3 business days.
- The Consultant shall keep a log of all Agency provided comments and shall provide DOTD with a disposition of comments response following each plan submittal.
- The Consultant shall provide the Department with a Final Calculations Report (electronic format is acceptable) of all design and engineering related calculations pertinent to the project including a copy of all comments and disposition of comments. The report should be indexed and tabbed for ease of navigation. Information contained in the report should be neatly arranged and legible.
- The Consultant will ensure that a Preliminary and Final QA/QC Checklist is submitted at the completion of Preliminary and Final Plans.

TASK 3: PRELIMINARY PLANS (BRIDGE)

General design/evaluation criteria are:

- Provide safe and aesthetically pleasant structures for the traveling public.
- Provide the functionality, durability, corrosion protection, ease of inspection and maintenance.
- The new Structure shall be designed in accordance with the latest AASHTO LRFD Bridge Design Specifications, DOTD Bridge Design and Evaluation Manual and Bridge Design Technical Memoranda (BDTMs).
- The new structure shall have minimum vertical clearance of 16’-6” over LA 21.
- All columns shall be protected in accordance with AASHTO LRFD Bridge Design Specifications.
- All guardrails shall meet the current bridge standards.
- The hydraulic analysis for the bridges over stream crossing will be done by others.
- No future widening on LA 21 is planned.

The deliverables for the bridge design work shall include the following as appropriate. Both hardcopy and electronic submittals (word, pdf, dgn formats) shall be made.

Consultant Deliverables for each bridge:

- Design Criteria
- Summary of all bridges and their associated costs for all reasonable alternatives; this shall include type, size, and location as well as corresponding explanations of the design obstacles and constructability of each (“Bridge Alternate Study”)

- Set of preliminary bridge plans (30%, 60%, 90% and 100% submittals required; submittal schedule to be as determined and agreed upon by DOTD and the consultant)
- Appendix of all relevant data gathered and created during the execution of the work
- Preliminary Construction Cost Estimate
- Calculation Book
- QA/QC Documentation

In addition to any intermediate submittal requirements, all deliverables, excluding the plan sheets, shall be complied and submitted in a report format with the 100% preliminary bridge plan submittal.

The bridge design scope of work will include all engineering services necessary to complete the submittal of Preliminary Plans for the new NB bridge. All work shall be performed in accordance with the Bridge Design and Evaluation Manual (BDEM).

Additional design/evaluation criteria are:

- The new bridge would be 54-feet-wide with three 12-foot travel lanes for northbound traffic with an eight-foot shoulder to the inside and a 10-foot shoulder to the outside. The third (outside) travel lane would taper into the two northbound through lanes north of the bridge. Once this new bridge is open to traffic, the existing bridge would be converted to two southbound travel lanes.
- The existing structure to remain in service shall be maintained for two way traffic during the construction.

Bridge Design Tasks:

- Task 1: Prepare design criteria and submit it to DOTD for approval prior to proceeding with design. The design criteria shall be in accordance with the latest versions of the reference documents and any other relevant documents.
- Task 2: Review the environmental study and as-built plans including all rehabilitation work have done to the structures, inspection reports, rating reports, accident records, maintenance records, and any other information pertaining to the structures.
- Task 3: Conduct a field visit to the bridge site and assess the existing conditions for possible permit issues, etc.
- Task 4: Determine the required type, size, and location (total length, span lengths, width, vertical clearance, and horizontal clearance) of the proposed North-Bound Bridge. Develop, at minimum, two structure type alternates (steel I-beam, prestressed concrete I-beam, etc.) with the consideration for the new South-Bound bridge to be constructed in the future. Prepare construction cost estimates (itemizing construction, right-of-way, and utility relocation costs) for each alternate. Select a preferred alternate and provide supporting documentation for the preferred alternate. Submit the aforementioned items to DOTD for review and comment ("Bridge Alternate Study"). DOTD will make the final structure alternate decision.

- Task 5: Prepare a set of preliminary bridge plans and construction cost estimate based on the DOTD selected structure alternate. Required drawings for preliminary plans shall include, as applicable, General Bridge Notes and Index, Summary of Estimated Bridge Quantities, General Bridge Plans, Typical Bridge Sections, Superelevation Diagrams, Construction Phasing Details, Traffic Control Details, Foundation Layouts, Pier Protection, Pile Loads/ Details, and any other sheets that may be necessary to begin final bridge design plans.
- Task 6: Attend a Plan-In-Hand meeting for 100% Preliminary Plans.

TASK 4: GEOTECHNICAL ENGINEERING SERVICES

Project Description

The selected firm will perform geotechnical exploration, lab testing, design, and pile testing services for the above captioned project. The exploration services will include twenty (20) 120-ft deep soil borings, two (2) 60-ft deep soil borings, seven (7) 8-ft shallow roadway borings, sampling, and laboratory testing along the project alignment in St. Tammany Parish. The exact number of soil borings may change as survey data and preliminary engineering are finalized. The following table indicates the number of borings estimated for each structure.

Structure	Type of Crossing	Number of Borings
US 190 over Bogue Falaya River	Overpass, Land/River	20
LA 437 – US 190	Shallow/Land	7
St. Tammany Trace Tunnel	Tunnel	2

The shallow borings will be made along the proposed alignment spaced at approximately 1000-ft intervals. The bridge borings are anticipated to be 120 feet deep and spaced at 100-ft intervals along the bridge alignment and access ramps. Also, two deep borings must be taken in the Bogue Falaya River which may require barge rental. To help minimize barge rental costs, precautions must be taken such as: (high-water levels in the river, adverse weather conditions, etc.). Also, the St. Tammany Trace Tunnel borings will be made along the proposed tunnel alignment. At least two consolidation tests in each tunnel boring must be taken to aid in settlement analyses.

The soils investigation, sampling testing, and engineering services to be provided shall include, but are not limited to:

Geotechnical Exploration and Investigations

The geotechnical investigations, sampling, and testing services to be provided shall include, but are not limited to:

- Field Reconnaissance (including rights of entry, utility locations, access, etc.);
- Mobilization/demobilization;
- Deep and Shallow Soil borings;
- CPT soundings (ASTM D5778);
- Water table elevations with duration of reading;
- GPS Latitude and Longitude of borings to within 10 ft (3 m) accuracy;
- Sealing boreholes in accordance to LA Water Well and DEQ Regulations;
- Standard Penetration Tests and Split-Barrel Sampling of Soils (AASHTO T 206);
- Unconfined Compressive Strength of Cohesive Soils (AASHTO T 208);
- Specific Gravity of Soils (AASHTO T 100);
- Laboratory Determination of Moisture Content of Soils (AASHTO T 265);
- Triaxial Compression Tests, Unconsolidated, Undrained (AASHTO T 296);
- Triaxial Compression Tests, Consolidated Drained 3-point (AASHTO T 297);
- Atterberg Limits (DOTD TR 428);
- Consolidation Tests with Rebound (AASHTO T 216);
- Organic Content (DOTD TR 413);
- Classification of Soils;
- Deep borings (ASTM D 2487 (USCS method));
- Shallow borings (ASTM D 3282(AASHTO method));
- Drafting of boring logs;
- Drafting of subgrade soil surveys; and
- Traffic Control.

Drilling and Sampling

The deep soil borings shall be made by the wet rotary drilling method. In each deep boring, undisturbed samples of cohesive or semi-cohesive material shall be obtained from each distinct soil stratum that is penetrated or at a 5-foot (1.5 m) interval, whichever is less, using a 3 in. (76 mm) diameter Shelby tube sampling barrel as per AASHTO D 207. When cohesionless soils are encountered at any depth, a split spoon sampler shall be used in conjunction with Standard Penetration Tests (SPT) at 3-foot (1 m) intervals. In the case of massive dense sands being encountered, the Project Manager may be contacted in order to relax the sampling interval, on a case-by-case basis. If requested by DOTD, continuous sampling of a boring will be obtained at 3-foot (1 m) intervals to a pre-determined depth. Boring samples shall be retained for a minimum period of 90 days.

Boring logs which show evidence of SPT's in cohesive soils or tube samples in cohesionless soils will not be accepted.

Shallow soil borings for subgrade soil surveys can be made utilizing either hollow-stem or continuous-flight augers. Any other method shall be approved by the DOTD Pavement & Geotechnical Services Administrator prior to it being implemented.

Transport of samples from the field to the laboratory shall conform to ASTM D4220, Group C. Samples may not be extruded at the worksite. Sample tubes shall be transported vertically in the same orientation as they were sampled, with care taken to avoid excessive temperature variation, vibration, or any other sample disturbance. They shall be extruded in the laboratory in accordance by means of a continuous pressure hydraulic ram. Extrusion by any other method, such as water pressure, is prohibited. Samples shall be extruded directly onto a sample trough, and shall not be caught with the hands.

Laboratory Testing

Soil mechanics laboratory testing shall be performed on at least 75 percent of all samples obtained from the borings. Unconsolidated-Undrained (UU) Triaxial compression and Atterberg limit testing shall be performed on at least 75 percent of the extruded cohesive samples.

If designated as required for the borings, consolidation tests shall be performed according to AASHTO T 216, and results shall be reported as graphs of "Void Ratio vs. Log of Pressure" and "Coefficient of Consolidation vs. Log of Pressure." Both plots may be shown on the same graph, if adequately labeled. Any sample from a clay layer that shows signs of being over-consolidated must be subjected to a load/rebound/re-load cycle during the consolidation testing, as per AASHTO T 216. Any sample selected for consolidation testing shall also have the specific gravity determined according to AASHTO T 100, and the Atterberg Limits determined according to DOTD TR 428, and with supporting results reported. Laboratory classification of soils from deep borings shall be in accordance with ASTM D 2487. All other sampling and testing shall be performed in accordance with current AASHTO test procedures, unless otherwise noted.

Cone Penetrometer Testing (CPT)

The CPT rigs shall be capable of providing up to 20 tons reaction. Pore pressure measurements, when requested by the Project Manager, shall be obtained using U2 location, unless otherwise specified. Dissipation tests shall be performed until at least 50 percent of the excess pore water pressure has been dissipated. All CPT probes and equipment utilized shall have been calibrated within the previous year or within a period specified by the project manager. The cost of performing the calibration shall be the consultant's responsibility. The final CPT sounding results shall conform to the input format of Louisiana Transportation Research Center (LTRC's) CPT-Pile software.

Other Considerations

The natural ground in elevation at the location of each borehole shall be determined to within 6 in. (0.15 m). These elevations maybe determined utilizing elevations of existing structures for landmarks that may be shown on the plans supplied. If DOTD has

established a temporary benchmark (TBM) at the site, it shall be used in lieu of elevations shown on the plans.

Unless otherwise stated, it will be the responsibility of the Consultant to obtain consent from the respective landowners in order to enter onto private property. The process for contacting landowners and documentation for Consultant Entry will be discussed at the Consultant Kickoff meeting with DOTD personnel. In the case that consent is not granted, the Consultant shall contact the project manager to execute a Forced Entry, as per Louisiana Revised Statute 48:217. Forced entry access will be granted via written notice from the project manager.

Deliverables

Unless specified by the Project Manager, it will be the responsibility of the Consultant to obtain 3 or 4 mil polyester double matte film for use in reporting the geotechnical exploration results. The DOTD Pavement & Geotechnical Services Section will provide one sheet to the Consultant for use as an example of each format. The lettering used on the profiles shall be of such size and clarity that the legibility of data can be maintained when reduced to fifty (50) percent of its original size. Soil profiles shall be grouped on the plan sheets according to the Construction Project Number(s). In addition to the paper submittal, electronic logs that can be imported into the gINT software for the electronic storage of the soil boring and CPT logs shall be submitted. All project deliverables shall become the property of DOTD upon successful completion of the above captioned project.

All reported test results, including each profile sheet, shall be sealed and manually signed and dated by the Professional Engineer in responsible charge of testing. The DOTD Pavement and Geotechnical Services Section will review the completed boring logs for completeness and accuracy prior to their final submittal.

Geotechnical Engineering Analysis and Design

All geotechnical engineering will be performed in accordance with present design requirements and standard engineering practice. These services are to include but are not limited to:

- Slope stability (embankment & excavation);
- Embankment settlement;
- Pile foundations;
- Bridge foundation static and dynamic load testing;
- Earth retaining structures; and
- Geotechnical analysis & design recommendations report.

SLOPE STABILITY (Embankment & Excavation)

The Objective of a Slope Stability Analysis is to determine the factor of safety of the proposed embankment or excavation on the project subsurface soils and make appropriate Engineering Design Recommendations. The resistance factors from the AASHTO LRFD Bridge Design Specifications, latest edition, shall be used to analyze slope stability.

Standard Procedure

The embankment/excavation slope stability analysis shall consist of (1) modeling the appropriate boring logs to define the critical embankment/excavation geometry (cross-section) with subsurface soils, (2) interpreting the shear strength test data to determine drained and/or un-drained shear strength design parameters, (3) performing the stability analysis utilizing the Bishop, Spencer, and/or sliding block method deemed appropriate by the engineer, (4) determining the maximum resistance factors for both long- and short-term conditions at the critical fill heights at each bridge end, along the approach embankment (intermediate fill height) and in critical cut sections. Maximum resistance factor should also be taken into consideration for rapid drawdown conditions when applicable, (5) analyzing different methods for mitigating possible stability problems and if necessary, make recommendations for geotechnical instrumentation to monitor stability performance, (6) defining areas of highly erodible materials and analyzing erosion control measures, and (7) preparing a report with all the above information and engineering recommendations.

Deliverables of Slope Stability Analysis shall include the following:

- Printout of critical stability circle and/or block for each design case;
- Geotechnical models (cross-sections) and design input parameters;
- Summary table with critical fill heights and resistance factors, or critical excavation cross-sections with resistance factors;
- Certification that the modeled embankments meet the required long and short-term resistance factors required;
- Summary of alternatives for mitigating possible stability problems with resistance factors and estimated costs;
- Specifications for slope stability mitigation measures;
- Geotechnical Instrumentation Plan (if recommended);
- Recommended erosion control measures; and
- Construction Slope Stability notes for the Bridge General Notes Sheet.

EMBANKMENT SETTLEMENT

The Objective of a Consolidation/Settlement Analysis is to determine the amount of settlement in inches/feet, and the time required for this settlement to take place in days/months/years when the proposed embankment is constructed on the project subsurface soils, and make appropriate Engineering Design Recommendations.

Standard Procedure

The embankment settlement analysis shall consist of (1) modeling the appropriate boring logs to define the critical embankment geometry (cross-section) with subsurface soils, (2) interpreting the consolidation test data to determine design consolidation soil parameters, (3) performing a settlement analysis for the critical bridge end fill heights and for intermediate fill heights as needed, (4) determining the predicted total consolidation settlement, the predicted 90% consolidation settlement and the time periods for the predicted settlement to occur, (5) if the predicted time for 90% of the settlement to occur is excessive (greater than 5 months) recommendations shall be made to reduce the amount of consolidation settlement and/or to accelerate the settlement through the use of lightweight fills, surcharge placement, wick drains or other methods determined by the Engineer, (6) if mitigation is required, the consultant shall include all analyses and information including special provisions relating to surcharge quantities and limits, wick drain information and layouts and settlement monitoring instrumentation details, (7) assess the impact of predicted settlement and recommended mitigation on pavement, culverts, retaining walls and bridge abutments, and (8) preparing a report with all the above information and engineering recommendations.

Deliverables of Consolidation/Settlement Analysis shall include the following:

- Geotechnical models (cross-sections) with design input parameters;
- Printout of settlement analysis for each design case;
- Presentation of settlement analysis in graphical form (Settlement vs. Time of consolidation Curves) with clear indications of total predicted settlement, 90% predicted settlement, and the effect of surcharging and/or placing wick drains. Hand calculations should be included;
- Assessment of the potential impact of predicted settlement and any recommended mitigation on pavement, culverts, retaining walls and bridge abutments;
- Wick Drain Design Sheets;
- Specifications for recommended settlement mitigation measures (surcharge, wick drains, etc.); and
- Construction Settlement notes for the Bridge General Notes Sheet.

BRIDGE FOUNDATIONS:

PILES

The Objective of a Pile Design Analysis is to determine the pile type, pile capacity, lateral load requirements, and pile length for the project subsurface soils considering pile set-up, down-drag (negative skin friction), potential scour, and other project related factors.

Standard Procedure

The Pile Foundation Design Scope of work shall consist of (1) modeling the appropriate deep boring logs and/or CPT sounding data to define the project subsurface soil profile, (2) obtaining SPT N-values and interpreting the laboratory test data to determine pile design soil parameters, (3) performing pile static analyses to determine pile type, pile capacity and plan pile tip elevation or length, (4) estimating foundation settlement and "down-drag" loads, (5) performing lateral load analyses, (6) estimating scour depths, (7) performing wave equation analyses to determine pile drivability and hammer approval, (8) assessing constructability issues such as installation sequencing, heave and/or lateral pile movement, installation aids (jetting or augering), etc., (9) performing analyses to develop test pile recommendations (feasibility, location, test pile tip elevation, etc.), and pile driving analyzer (PDA) recommendations.

(The consultant shall utilize approved pile capacity prediction methods or software. The "PILECPT" software provided by the LTRC Web site shall be utilized with the CPT sounding data.)

Deliverables for Pile Foundation Design Analysis shall include the following:

- Design spreadsheets or calculations indicating the geotechnical design parameters utilized for each boring log, including scour elevations if applicable, for the pile type selected;
- Graphical or tabulated representation of the pile capacity vs. tip elevation (not depth of penetration);
- If the FHWA software Driven 1.2 is used, include an electronic copy of the data file generated along with a hard copy of the input and output;
- Lateral load analyses;
- Recommended plan pile tip elevations for all bents. (Shown in the pile data sheet.);
- Feasibility study for utilizing a test pile (static resistance factors vs. dynamic resistance factors);
- Drivability recommendations;
- Pile installation criteria with discussion of installation issues;
- Pile Driving Analyzer (PDA) recommendations;
- Hammer approval method recommendations;
- Necessary pay items and corresponding quantities for test piles, indicator piles, and monitor piles;
- Special Provisions for Dynamic Monitoring and Dynamic Analysis, if recommended for project;
- Special Provision for Static Load Test, if recommended for project;
- Considerations for "down-drag" effects on piles;
- Considerations for pile "set-up;"
- Uplift Capacity of Group Piles if required by project conditions; and
- Pile notes for the Bridge General Notes Sheet.

DRILLED SHAFTS

The Objective of a Drilled Shaft Analysis Design is to determine the diameter, tip elevation and installation procedure for the project subsurface soil conditions.

Standard Procedure

The Drilled Shaft Foundation Design Scope of work shall consist of (1) modeling the appropriate deep boring logs and/or CPT sounding data to define the project subsurface soil profile, (2) obtaining SPT N-values and interpreting the laboratory test data to determine drilled shaft design soil parameters, (3) selecting appropriate design equations for the project soil types to determine ultimate base and side resistance and selecting appropriate resistance factor, (4) performing axial and lateral load analyses to determine drilled shaft diameter and tip elevation, and (5) performing analyses to determine appropriate Construction Method for project soil conditions.

Deliverables for Drilled Shaft Foundation Analysis and Design shall include the following:

- Design spreadsheets or calculations indicating the geotechnical design parameters utilized for each boring log including scour elevations if applicable;
- Graphical or tabulated representation of the drilled shaft capacity vs. tip elevation for each diameter;
- Lateral load analyses;
- Considerations for "down-drag;"
- Recommended plan drilled shaft diameters and tip elevations for all bents. (Shown in the Drilled Shaft data sheet);
- Recommended Construction Method with discussion of installation issues;
- Drilled Shaft notes for the Bridge General Notes Sheet;
- Special Provision for Integrity Testing if required for project; and
- Special Provision for drilled shaft Load Test if required for project.

OTHER FOUNDATIONS

If other types of foundation are recommended for the specific project conditions, the Standard Procedure format and the Deliverables format outlined for piles and drilled shafts shall be followed with specific design details for the type of Foundation recommended.

BRIDGE FOUNDATION LOAD TEST PROGRAM

If the project subsurface conditions are difficult, significant uncertainties exist in the Foundation Design, and if cost savings can be predicted, a Foundation Load Test Program may be appropriate. Depending on project conditions, a Foundation Load Test Program may be included either in the Design or in the Construction phase.

Deliverables for the Foundation Load Test Program shall include the following:

- Location and Type of Load Test Proposed;
- Design of Test Foundation (pile, drilled shaft, or other);
- Dynamic Test Procedures and Schedules;
- Load Increment Requirements;
- Maximum Test Load;
- Instrumentation Requirements;
- Load Test Layout and Design Sheets for Plans;
- Special Provision for Construction of Test Foundation and Conduct of Load Test;
- Interpretation of Load Test Results and Recommendations; and
- Foundation Load Test Report.

EARTH RETAINING STRUCTURES

A Retaining Wall is normally required if adequate space (r-o-w) is not available for a Slope. The DOTD has used Mechanically Stabilized Earth (MSE) Walls, Gravity Concrete Walls, Sheet Pile Walls, plus other types for transportation projects. The selection of the most appropriate Retaining Wall type for the specific project requirements and site and subsurface conditions can have profound effects on the project cost and constructability.

General Considerations

Every Retaining Wall type has a unique design procedure and generally requires the services and coordination of a Geotechnical Engineer and a Structural Engineer. The following criteria are generally required for analysis and design of all Retaining Wall types:

Deliverables for all Retaining Wall Analyses and Designs shall as a minimum include the following:

- Earth Pressure Distributions;
- Bearing Capacity of the foundation soil or rock;
- Analyses for Sliding and Overturning and Mitigation Recommendations;
- Settlement and Tilt (Rotation) Analyses and Mitigation Recommendations;
- Drainage Recommendations;
- Global Stability Analyses and Mitigation Recommendations;
- Backfill Properties;
- Wall Components/Materials;
- Wall Construction Procedures;
- Wall Layout with plan view, elevation view, typical sections, and details;
- Quantities Table with applicable General Notes;
- Design Life; and
- Special Provisions.

MECHANICALLY STABILIZED EARTH (MSE) WALLS

The AASHTO LRFD Bridge Specifications, latest edition as well as all supplements shall be followed for analysis and design of all MSE Walls. FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, "Design of MSE Walls and Reinforced Slopes" (Berg et al., 2009) may be used as a reference.

Additional Deliverables for MSE Walls shall be required to identify the MSE specific design and construction requirements:

- Type and Size of Facing Element;
- Type, Size and Design Length of Reinforcement Elements;
- Type of Connections;
- Minimum embedment requirements;
- Backfill Material Requirements; and
- If TEMPORARY WALL, identify specific requirements.

CONCRETE WALLS

Cast-In-Place Concrete Gravity or Cantilever Walls are now generally limited to small applications or specialized situations because of the development of more economical wall types. Standard design and construction procedures are well documented in many geotechnical books and other publications.

Deliverables for Concrete Walls are as outlined under General Considerations above.

SHEET PILE WALLS

The resistance factors from the AASHTO LRFD Bridge Design Specifications, latest edition, shall be used to design sheet pile walls.

Additional Deliverables for Sheet Pile Walls shall be as outlined in the DOTD Guidelines:

- Sheet Pile Section and Type;
- Minimum Section Modulus;
- Minimum Depth of Penetration;
- Moment of Inertia Requirements;
- Estimated long and short term Deflections;
- Anchor Loads;
- Long and short term Stability including Drawdown and Liquefaction;
- Complete Design Details of sheet piling, Backfill, Drainage, and Connections;
- Corrosion Protection Measures; and
- Construction Constraints.

OTHER RETAINING WALL TYPES

Other types of Retaining Walls that may be appropriate for DOTD transportation projects are Drilled Shaft Walls, Soldier Pile & Lagging Walls, Slurry Walls, anchored (Tied-back) Walls, Soil Nailed Walls, Reticulated Micro-Pile Walls, Jet-Grouted Walls, and Deep Soil Mixing Walls. These walls shall be designed using generally recognized design procedures applicable to the specific type of wall used.

GEOTECHNICAL ANALYSIS & DESIGN RECOMMENDATIONS REPORT

No standard report format is required and the Consulting Firm may use its own format. However, the GEOTECHNICAL ANALYSIS & DESIGN RECOMMENDATIONS REPORT shall contain a Background Description of THE PROJECT such as location, geological irregularity, if exists, engineering features and requirements, etc., and shall include all the items listed under Deliverables above that are a part of THE PROJECT.

LIST OF PUBLISHED GEOTECHNICAL DOTD REPORTS AND FORMS PLUS OTHER TECHNICAL REFERENCES

Most of the following can be obtained at the DOTD web site (www.dotd.state.la.us) or at the FHWA Bridge/Geotechnical web site (www.fhwa.dot.gov/bridge).

DOTD Reports and Forms:

- AASHTO LRFD Bridge Design Specifications, latest edition and supplements;
- Standard Specification, latest edition;
- Bridge Manual;
- Road Design Manual;
- Hydraulics Manual;
- Materials Sampling Manual;
- Materials Testing Procedures Manual;
- Drilled Shaft Foundation Construction Inspection Manual (1/08/02);
- LTRC “PILECPT” Software;
- FHWA “DRIVEN” Software;
- Pile and Driving Equipment Data Form (06/19/06);
- Deep Soil Boring Request and Field & Laboratory Request Form (1/03/02) (in one sheet);
- Wick Drain Design Sheets; and
- DOTD Testing Procedures Guidelines For Standard Format.

Other Technical References:

The DOTD has used the following as technical references and guidelines in the design and construction monitoring of Geotechnical features for DOTD projects in the past and are recommended for use by the Geotechnical Engineering Consultant community. This

list is not all-encompassing and other publications may be used and referenced. Additions will be made as this Document is updated.

- Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
- Manual On Subsurface Investigations, Published by AASHTO, 1988;
- AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART I – SPECIFICATIONS and PART II – TESTS, current edition;
- ASTM Procedures and Regulations, current edition;
- Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
- Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No.FHWA-SA-96-038, February 1996;
- Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, 2009;
- Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;
- Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;
- Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
- Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
- Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
- Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2, Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
- Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No.FHWA-IF-03-017,March 2003;
- Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.

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

QUALITY CONTROL/QUALITY ASSURANCE

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

QUAILTY CONTROL/QUALITY ASSURANCE (BRIDGE)

The Prime Consultant shall submit a bridge design QC/QA plan document specifically developed for this project as part of the DOTD Form 24-102. The QC/QA plan document must comply with the minimum requirements in the LADOTD Bridge Design Section Policy for QC/QA as stated in Part I, Chapter 3 of the LADOTD Bridge Design & Evaluation Manual (BDEM). The grading instructions, the rating matrix, and the grading sheet for the QC/QA plan document are included in Appendix G of the BDEM Part I, Chapter 3 – Policy for QC/QA. The QC/QA plan document shall be prepared to address all evaluation criteria included in the rating matrix. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

SERVICES TO BE PERFORMED BY DOTD

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

- Access to Standard Plans
- Access to As-Built Plans
- Topographic Survey
- Subsurface Utility Engineering
- Existing Drainage Map
- Pavement Design
- Traffic Data Study
- Environmental Assessment (EA) and Findings of no Significant Impacts (FONSI)
- Full Title Research Reports
- Updated Title Research Reports, if necessary
- Right-of-Way Maps
- Most recent DOTD inspection reports

ADDITIONAL SERVICES

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

Stage 3: Design
Part IV: Final Plans

Stage 5: Construction
Part I: Construction Support
Part II: Shop Drawing

- Traffic Management Plan (TMP)

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 **30 months**. The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **365 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

Preliminary Plans (SOW in Ad) = 12 months
Final Plans (and all other supplemental work) = 18 months

COMPENSATION

The total estimated compensation to the Consultant for all services rendered in connection with this Contract shall be a maximum compensation of **$1,600,000.**

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **$699,256.**

The compensation to the Consultant which is subdivided as follows:

Project Management	$ 36,019
Road Design	$209,389
Geotechnical	$355,852
Bridge Design	$ 97,996

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's indirect cost rate 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 LRFD Bridge Design Specifications
2. AASHTO/ASTM Standards and/or DOTD Test Procedures
3. DOTD Minimum Design Guidelines
4. DOTD Standard Specifications for Roads and Bridges
5. DOTD Roadway Design Procedures and Details
6. Manual on Uniform Traffic Control Devices (Millennium Edition)
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Code
10. DOTD Environmental Impact Procedures (Vols I-III)
11. Policy on Geometric Design of Highways and Streets
12. Construction Contract Administration Manual
13. Materials Sampling Manual
14. DOTD Bridge Design Manual
15. DOTD Bridge Design Technical Memoranda (BDTM)
16. DOTD Bridge Design and Evaluation Manual (BDEM)
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. AASHTO Manual for Condition Evaluation of Bridges
20. Manual for Maintenance Inspection for Bridges
21. Bridge Inspectors Reference Manual
22. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
23. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)
24. Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
25. Manual On Subsurface Investigations, Published by AASHTO, 1988;
26. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART I – SPECIFICATIONS and PART II – TESTS, current edition;
27. ASTM Procedures and Regulations, current edition;
28. Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
29. Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No.FHWA-SA-96-038, February 1996;
30. Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, 2009;
31. Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;

32. Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;
33. Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
34. Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
35. Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
36. Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2, Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
37. Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No.FHWA-IF-03-017,March 2003;
38. Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS (MPR)

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 be a Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in responsible charge of transportation projects.*
3. The Prime Consultant must also employ on a full-time basis, or through the use of a sub-consultant(s):**
    a) One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in roadway design.
    b) Two Professional Civil Engineers, registered in the State of Louisiana, one with a minimum of ten years and one with a minimum of five years of experience in bridge design.
    c) One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in geotechnical engineering.

***MPR's Nos. 1 and 2 may be met by the same person**

****MPR No. 3 a-c may not be met by the same person and may not be the same person as MPR's 1 or 2.**

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

WORK ZONE TRAINING REQUIREMENTS

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 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; **

***** Work categories listed in the table below will be used for performance ratings for this project.

******Location score will be calculated from 1711 North Collins Blvd., Covington, LA 70433

THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN THE 24-102 SUBMITTAL.

8a. 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 table 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
Road Design (RX)	35%						
Bridge Design (BZ)	35%						
Geotechnical (GE)	20%						
Contract Management (CM)	10%	100%	n/a	n/a	n/a	n/a	n/a
8b. Identify the percentage of work for the **overall project** to be performed by the prime consultant and each sub-consultant							
Percent of Contract	100%						

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 can perform less than 50% of the work but none of the Sub-Consultants can perform a larger percentage of the overall contract than the Prime Consultant. 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. Corey Landry – Project Manager
3. Robert Isemann
4. Paul Vaught
5. Chris Nickel
6. Jesse Rauser

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 indirect cost 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 indirect cost rate 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 indirect cost 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.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 2% 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.

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

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

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

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

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102.

In Section 8, the consultant's 24-102 must describe 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 work categories. 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 (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. 4400013203 and State Project No. H.001344,** and will be submitted **prior to 3:00 p.m. CST** on **Thursday, December 14~~7~~, 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.