

**URBAN SYSTEMS  
ENGINEERING AND RELATED SERVICES  
APRIL 14, 2015**

**CONTRACT NO. 4400005982  
STATE PROJECT NO. H.011007  
F.A.P. NO. H011007  
CHATEAU BLVD. RESURFACING (W. ESPLANADE AVE. TO VINTAGE DR.)  
JEFFERSON PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.**

**Municipality Project Manager: Jose Gonzalez**

**DOTD Coordinator: Jason Lacombe**

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

**PROJECT DESCRIPTION**

This is an Urban Systems project. The Consultant/Team will be required to provide engineering and related services to prepare rehabilitation plans for Chateau Blvd. Road in Jefferson Parish. The Contract will be between the Consultant and the City of Kenner, hereinafter referred to as the “**Entity**”. It will be monitored by the **Entity**, DOTD and the Federal Highway Administration (FHWA).

## SCOPE OF SERVICES

The Consultant will resurface (cold plane and overlay) the existing Chateau Boulevard between West Esplanade Avenue and Vintage Drive in Jefferson Parish. The length of the project is approximately 0.75 miles. The existing roadway is a four-lane asphalt road with a raised median. The raised median has a concrete barrier curb throughout the length of the project. The roadway also has a concrete mountable type curb along the outside travel lane, but this curb is not continuous. The project will include replacing various lengths of the concrete curb. The lengths to be replaced will be determined during the design process. Additionally, new pavement markings and ADA compliance at curb ramps and cross walks will be installed as well. And finally, the project will include spot improvements to the existing sidewalk.

### Stage 3: Design

#### Part I: Surveying Services

##### (a) Topographic Survey (as required)

#### Part III: Preliminary Plans

#### Part IV: Final Plans

The services to be performed are described more specifically as follows:

### **Stage 3: Design**

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

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

- Station the project centerline every 100'. Paint stations on paved shoulder, or where no paved shoulder exists, paint stations on travel lanes outside of apparent wheel paths.
- Station reference points along the project in the event the painted centerline stations fade.
- Station and inspect all drainage structures. Note condition, cover, size, type, thickness, length and other information required in EDSM I.1.1.11. Cross-section the roadway and ditches at cross drain locations.
- Cross-section the roadway and ditches at a minimum of every 1000' but not less than 3 representative sections. Cross-section the roadway at the PC, PT, and apex of curves to determine superelevation rates, and at visible changes in cross slopes. Station and cross section intersecting roads or driveways within curve and note radii, if applicable. Cross section 0', 50', and 100' from bridge ends or obstacles requiring guard rail protection.

- Station and measure travel lanes and shoulder widths at transition points or changes in material type. Station and measure turn lanes, acceleration and deceleration lanes, crossovers, and parking lanes. Locate all roads and driveways.
- Determine the degree of curves, note directions, and locate the stations of the observed PCs and PTs.
- Measure the length, draw up the attachment, and cross-section the existing guard rails. Record the bridge number and type of end treatments on the bridge and other information required in EDSM I.1.1.11.
- Station and describe with approximate quantities, the type of striping, symbols, school crossings, railroad crossings, turn arrows, legends, traffic paddles, and posted speed limit signs.
- Measure the area to be overlaid on side roads and turnouts.
- Station any exceptions, such as a new bridge replacement that does not need overlaying and concrete bridge decks that need no work.
- Station and offset all manholes, water valves, gas valves, and any other utilities that need to be adjusted during construction.
- Locate visible utilities within limits of construction.
- Note any existing loop detectors and locate by cross road names.
- Station and measure the size of existing roadway patches. Station and measure location of required roadway patching.
- Station and measure curb and note type of curb.

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

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

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

- 1) Assembly and study of existing data, As-Built plans, improvement studies, boring information, traffic data, and field reconnaissance. A copy of the relevant information used for plan development is to be sent to the District Project Manager with the preliminary plan submittal.
- 2) For sub-grade soil borings, perform the following:
  - a. Prepare location plans for the borings and any subsequent plans for additional locations as deemed required by RC. Four soil borings will be required, sampling locations and reporting shall be in accordance with EDSM I.1.1.11. Location plans shall be approved by the RC
  - b. Perform the sampling and/or testing and reporting of the borings. The Consultant shall utilize an AASHTO accredited laboratory for soils sampling and testing. Qualified laboratories can be found on the website [www.amrl.net](http://www.amrl.net). Information regarding sampling and testing shall be in accordance with the DOTD Materials Sampling Manual and DOTD Testing Procedures Manual.
  - c. Testing schedules and reports shall be approved by the RC.

- 3) The design and preparation of preliminary plans shall be in accordance with the requirements outlined in the latest AASHTO Standard Specifications for Highways and Bridges and in the current editions of DOTD's Roadway Design Procedures and Details Manual, Bridge Design Manual, Hydraulics Manual, Pavement Preservation Program Standard Operating Procedures, EDSM I.1.1.11, Guidance for PRR Projects, 3R Minimum Design Guidelines and DOTD Pavement PRR Minimum Design Guidelines, and in accordance with the RC.
- 4) The minimum plan submittals are as follows and shall be coordinated with the RC:
  - a. 1 set of preliminary plans (8 ½" x 11") to the RC to be forwarded to the DOTD Pavement Design Section.
  - b. Two sets of letter size 8 ½" x 11" plans, needed for site inspection, shall be submitted to the RC, who will submit one set to DOTD Project Manager for review. The Consultant shall be required to correct the plans, if applicable, and distribute copies to the appropriate personnel as directed by the RC prior to scheduling the site inspection. The Consultant shall coordinate the site inspection with the RC and appropriate staff. After completion of site inspection and incorporation of comments into the plans, the Consultant shall then submit copies of the plans, EDSM I.1.1.11 attachments, and Constructability/Biddability form to the RC. The revised plans are to be dated and stamped "Preliminary". Following review of the preliminary plans, the Consultant shall incorporate the comments accordingly.
- 5) Specifications for the projects shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, and with the current practices of the DOTD.
- 6) Preparation of PRR (Preservation/Rehabilitation/Replacement) Reports and other pertinent documents.
- 7) Preparation of initial cost estimates based on the preliminary plans.
- 8) Preparation of all special specifications, specialty item descriptions, and details for the projects.
- 9) The design standards for the improvements shall comply with the criteria described in 23 CFR 625, Design Standards for Highways and the current DOTD Design Guidelines for Preservation Projects. The format of the plans shall conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character.
- 10) Design of preliminary plans shall be done in English units of measurement.
- 11) Preparation of drawings needed for Entity to obtain permits.
- 12) Minimum plan requirements, unless otherwise directed by the RC or DOTD Project Manager.

**MINIMUM PLAN REQUIREMENTS  
STATE PROJECT NO. H.011007**

DESCRIPTION
TITLE SHEET
TABLE OF CONTENTS/INDEX
DESIGN CONCEPT/CONSTRUCTION NOTES <b>OR</b> PROJECT NOTES
TYPICAL SECTIONS
COLD PLANE TRANSITION
TABLES
Removal Items
Cold Plane and Overlay
Base
Patching
Embankment/Excavation
Curb/Curb & Gutter Replacement
Manhole/Catch Basin Locations/Adjustments
Loop Detectors
Handicap Ramps
Concrete Walks and Drives
Striping, Legends and Symbols
SUMMARY OF ESTIMATED QUANTITIES
PATCHING LOCATIONS
STRIPING LAYOUT
TRAFFIC CONTROL SIGNING
MISCELLANEOUS DETAILS (as required)
Patching Details
Butt Joints/Paper Joints
Traffic Control
Striping
As-Builts
Other

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

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

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

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

## **FHWA FORM 1391**

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

### **SERVICES TO BE PERFORMED BY THE DOTD**

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

- Environmental Clearance
- DOTD Special Details and DOTD Standard Plans (through Projectwise)

### **ITEMS TO BE PROVIDED BY THE ENTITY**

- Utility relocation agreements, utility certification letter (if required)
- Traffic Assignment, including projections and 13 FHWA vehicle type classifications as specified by the 1993 AASHTO Guide for Design of Pavement Structures.
- Other permits (if required)

### **REFERENCES**

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

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual

18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Testing Procedure Manual
23. Engineering Directives and Standards Manual (EDSM)
24. DOTD Pavement PRR Minimum Design Guidelines

Follow link below for the individual reference links:

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

### **COMPENSATION**

The compensation to the Consultant for Stage 3, Parts I (a), III, and IV is a lump sum of **\$98,422** which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	\$15,035
Stage 3: Parts III and IV – Preliminary and Final Plans	\$83,387

### **CONTRACT TIME**

The services to be performed under this Contract will commence promptly upon receipt of the written Notice-to-Proceed (NTP) from the **Entity**, and will be in effect for (240 calendar days) which includes review time. The delivery schedule for all project deliverables will be established by the **Entity**.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.



In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

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

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

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

## MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in Roadway Design.
3. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s),
  - a. A minimum of one Professional Land Surveyor register in the State of Louisiana, with a minimum of five years of experience in conducting topographic and property surveys, and preparing right-of-way maps for DOTD.
  - b. A minimum of one Professional Engineer registered in the State of Louisiana, with a minimum of five years of experience in Geotechnical and/or Pavement design.

## WORK ZONE TRAINING REQUIREMENTS (PRE-CONSTRUCTION SERVICES)

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of Consultant's DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician
	Traffic Control Supervisor
	Flagger

Engineer Interns: Traffic Control Technician  
Traffic Control Supervisor  
Flagger

Field Senior Technicians,  
Survey Party Chiefs, and  
SUE Worksite Traffic Supervisors: Traffic Control Technician  
Traffic Control Supervisor  
Flagger

Field Personnel: Traffic Control Technician  
Flagger

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

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

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

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

ATSSA contact information: (877) 642-4637

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

## EVALUATION CRITERIA

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

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

\*\*The Road Design (RX) performance rating will be used for this project.

### **Complexity level-Normal**

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

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

### 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.

1. Hadi Shirazi – Ex officio
2. Jason Lacombe– Project Manager
3. Fred Borne
4. Tanya Bankston
5. Dennis Hebert
6. Diane Chastain

### Rules of Contact (Title 48 Engineering and Related Services)

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

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

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

### **CONTRACT REQUIREMENTS**

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

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team 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.

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](http://www.dotd.louisiana.gov)) will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope. Copies of the Inspector’s certification card (indicating the date of expiration), must be included in the 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or provide inaccurate information on the 24-102, will be considered non-responsive.

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

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe 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. 4400005982 and State Project No. H.011007** and will be submitted **prior to 3:00 p.m. CST on Wednesday, ~~April 29, 2015~~ May 06, 2015**, by hand delivery or mail addressed to:

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

### **REVISIONS TO THE RFQ**

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