

**URBAN SYSTEMS
MARCH 10, 2017**

**CONTRACT NO. 4400010400
STATE PROJECT NO. H.012338
F.A.P. NO. H012338
CIVIC CENTER SIDEWALKS
TERREBONNE 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 must be registered with the Federal Government using SAM.gov prior to contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

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

Municipality Project Manager/ Responsible Charge: Joan Schexnayder, P.E.

DOTD Project Manager: Tanya Bankston, P.E., PTOE

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

PROJECT DESCRIPTION

This is an Urban Systems project. The Consultant/Team will be required to provide engineering and related services to design ADA compliant sidewalks on both sides of Civic Center Blvd. from LA 311 (Little Black Bayou Dr.) to LA 182 (Barrow St.). The Contract will be between the Consultant and Terrebonne Parish Consolidated Government, hereinafter referred to as the “**Entity**”. It will be monitored by the **Entity**, DOTD and the Federal Highway Administration (FHWA).

SCOPE OF SERVICES

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

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

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

Part I (a) Topographic Survey

A complete Topographic Survey is required along the proposed corridor of the proposed sidewalk. The survey in the corridor shall include, but is not limited to all utilities, drainage structures, edge of existing roadway/pavement, overhead structures, trees, billboards/signs, driveways, ground and .dtm elevations, turning lanes, or any other visible feature that would impact the project located within the proposed sidewalk corridor.

The project along the corridor shall be completed as per the Location and Survey Manual and Location and Survey Automation Procedures. The survey shall be certified by the Surveyor of Record and the Designers shall also certify the survey that the survey is complete and acceptable to continue with the design.

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 project. Schedule for completion shall conform to the contract time specified herein. The schedule for all deliverables will be set by the Entity's Responsible Charge. All submittals are subject to review by the Entity and DOTD.

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.
- 2) Design and preparation of preliminary plans in accordance with the requirements outlined in the latest AASHTO Standard Specifications for Highways and Bridges and in accordance with the DOTD Project Manager.
- 3) Preparation of specifications for the project in accordance with the latest edition of the Louisiana Standard Specifications for Roads and Bridges, and with the current practices of the DOTD.
- 4) Preparation of Road Design 100% Preliminary Plans QA/QC Checklist, and other pertinent documents.

- 5) Preparation of initial cost estimates based on the preliminary plans.
- 6) Preparation of all special specifications, specialty item descriptions, and details for the project.
- 7) The design standards for the improvements shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways. 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.
- 8) Design of preliminary plans shall be done in English units of measurement.

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 shall be initiated upon issuance of a separate Notice to Proceed from the Entity. The schedule for all deliverables will be set by the Entity's Responsible Charge. All submittals are subject to review by the Entity and DOTD.

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

- 1) Design and preparation of completed detailed final plans 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) Submittal of the completed Constructability/Biddability Review document and Road Design Final Plans QA/QC Checklist.
- 5) Submittal of stamped, signed final plans. 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, plan delivery by other methods may be required 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
- 6) Plan sheets shall be letter size, 8 1/2" x 11". Top, bottom, and right hand margins shall be at least 1/4 inch, and left-hand margin shall be at least 3/4 inch. The compensation value is predicated upon the development of preliminary and final plans for a letter size (8.5" x 11") plan set.

- 7) 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.

The consultant shall provide letter size preliminary and final roadway plans in English units of measurement and corresponding required documents for the project, including, but not limited to the following:

- Title Sheet and Layout Map
- General Notes Sheets
- Typical Section and Detail Sheets
- Summary of Estimated Quantities Sheets
- Tabulated Quantities Sheets
- Cost Estimate
- Plan Constructability/Biddability Review
- Road Design 100% Preliminary Plans QA/QC Checklist
- Road Design Final Plans QA/QC Checklist
- Preparation of any Non Standard Pay Items and Specifications
- Design Report
- Stormwater Prevention Pollution Plan

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 DOTD 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 DOTD 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 DOTD 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 DOTD 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.

ITEMS TO BE PROVIDED BY DOTD

1. Environmental Clearance
2. Existing DOTD Special Details and DOTD Standard Plans (through ProjectWise)

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services may be established by Supplemental Agreement(s). All additional sub-consultants required to perform these services are subject to approval per RD 48:290.D prior to execution of the Supplemental Agreement(s).

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 Road and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electric Code (NFPA 70)
13. A Policy of 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 Procedures Manual
23. Engineering Directives and Standards Manual (EDSM)
24. Highway Safety Manual
25. Documents for Pavement Preservation/Rehabilitation/Replacement (PRR) Program
26. Local Public Agencies (LPA) Manual
27. Americans with Disabilities Act (ADA)
28. Complete Streets Policy

Follow link below for the individual reference links:

COMPENSATION

The compensation to the Consultant for Stage 3, Parts I (a), Parts III, and IV is a non-negotiated lump sum of **\$46,083** which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	\$21,156
Stage 3: Parts III and IV – Preliminary and Final Plans	\$24,927

CONTRACT TIME

The overall contract time to complete this project is estimated to be 180 calendar days. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the Entity.

The delivery schedule is as follows, however may be changed by the DOTD Project Manager:

Stage 3: Part I (a)- Topographic Survey, shall be completed within 14 calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part III – Preliminary Plans, shall be completed within 60 calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part IV, Final Plans, including Traffic Signal Modification Plans is estimated to be completed within 60 calendar days, including DOTD review, from the Notice to Proceed from the Entity.

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 **responsible charge of preparation of roadway plans**.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full time basis or through the use of a Sub-Consultant(s)
 - a) A minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five years of experience in conducting topographic surveys.

*Preference will be given to firms which have completed Topographic Surveys for DOTD.

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

**WORK ZONE TRAINING REQUIREMENTS
(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

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) and Topographic Survey (LC) performance ratings will be used for this project.

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.

8a. The following chart is provided for use in the 24-102. Prime-Consultants shall fill in the chart by entering the name of each firm that is part of the submittal and the percentage of each work category to be performed by that firm. Consultants should 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 SERVICES	85%						
SURVEY	15%						
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%						

Complexity level- normal

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 1-5. The rating will then be multiplied by the corresponding weighting factor. The firm’s rating in each category will then be added to arrive at the Consultant’s final rating.

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

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. Mark Chenevert– Ex officio
2. Tanya Bankston– Project Manager
3. Debbie Guest
4. Jason Lacombe
5. Ben Thomas
6. Mitch Kent

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the

selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

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

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

CONTRACT REQUIREMENTS

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

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

AUDIT - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD'S sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD's Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD's Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

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

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope. Copies of the Inspector's certification card (indicating the date of expiration), must be included in the 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

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

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

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

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

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe 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. 4400010400 and State Project No. H.012338** and will be submitted **prior to 3:00 p.m. CST on Tuesday, March 28, 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.