

**ENGINEERING AND RELATED SERVICES
DECEMBER 22, 2008**

**STATE PROJECT NO. 700-99-0495
RETAINER CONTRACT FOR DESIGN-BUILD CONTRACT
ADMINISTRATION SERVICES
STATEWIDE**

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 Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** One Prime Consultant will be selected for the captioned project.

Project Manager – Mr. Jeff Burst, P.E. may be reached at (225) 379-1356.

PROJECT DESCRIPTION

The selected Consultant will act as an administrative assistant to the DOTD Project Manager and will perform engineering and administrative services for statewide Design-Build (DB) projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation for each DB project. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant will perform contract engineering and administration services for project initiation, design and construction of Design-Build projects and will be required to provide some or all of the following services for each Task Order (TO):

Procurement Services: The selected Consultant will assist the DOTD Project Manager and procurement team during the initial advertisement, the Statement of Qualifications (SOQ) Phase, the draft and final Scope of Services Package (SOSP) preparation and evaluation, the Contract Award and Execution, and the Notice to Proceed (NTP) for design-build projects. The services to be provided during the design-build project procurements may include: providing orientation presentations to new participants in the design-build process, preparing for and/or participating in workshops and meetings with prospective design-build teams regarding prospective design-build projects, drafting and/or organizing and writing performance specifications, drafting/editing procurement documents such as, but not limited to Scope of Services Package Documents, participating in informational meetings with the prospective design-build teams,

providing support activities during the evaluation and selection process, and any other support activities deemed necessary by the DOTD Project Manager.

Contract Administration: The selected Consultant will be intimately familiar with the Final Scope of Services Package (FSOSP) and the selected Design-Builder's Proposal, the combination of which will ultimately become the Contract Documents between the selected Design-Builder and the DOTD. The selected Consultant will provide assistance and support to the DOTD Project Manager to assure that the requirements of the Contract Documents are met. These activities may include acting as the designee of the DOTD Project Manager at regularly scheduled and called meetings related to the project, and any other activities deemed necessary by the DOTD Project Manager to assure that the Contract requirements are administered fairly and thoroughly.

Quality Assurance Coordination: The DOTD's QA Consultant will be responsible for administrative oversight of the Quality Assurance program. This program includes construction QA and Design Reviews to confirm and verify that the Design-Builder's Quality Control (QC) Contract requirements are met. The selected Consultant will not assume responsibility for either the QC or the QA programs, but will assist the DOTD Project Manager in coordinating and overseeing the activities of the DOTD's Quality Assurance (QA) operations.

Department Liaison: At the direction of the DOTD Project Manager, the selected Consultant will serve as the liaison between the DOTD and others. This may include, but is not limited to, the Design-Builder, the Quality Assurance (QA) Consultant, public entities and utilities.

Partnering: The selected Consultant will participate in the Partnering efforts on the Project. This involvement will include preparing for Partnering meetings, following up with action items generated through the Partnering sessions, and working with all parties to foster working relationships to maintain forward progress of the Project.

Dispute Resolution: The selected Consultant will provide both engineering and administrative research, documentation, and records to assist the DOTD in any potential claim(s) or dispute resolution(s). The selected Consultant may be required to defend his opinions and advice in court or on arbitration panels.

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1,500,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

This Retainer Contract will be in effect for a duration of **five years**. The services to be performed for each TO will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. **The contract time for each TO will be specified in the executed TO.** Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program to allow for systematic and consistent review of his performance. Initial evaluation criteria shall be developed and a method for revision and updating performance requirements provided. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met prior to contract execution:

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 a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years experience in specification writing and interpretation; conflict evaluation, research, and resolution; contract administration; and an in depth knowledge of construction processes and terminology.
3. In addition, the Prime Consultant must have an individual meeting the following requirements:
 - a) Bachelor's Degree from an accredited college or university.
 - b) A minimum of five (5) years of demonstrated construction contract administrative experience in roads and bridges, including major bridge structures and substructures.
 - c) A minimum of two (2) years of demonstrated Design-Build experience either as a designer, a constructor, or an owner's representative.

* The individual for Requirement Number 3 shall be labeled the Design-Build Contract Administrator and must have a corresponding support staff. These services can be met with the use of a contract employee(s).

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) 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 6;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 2;
4. Consultant's past performance on similar DOTD projects, weighting factor of 5;
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4.
7. Consultant's Interview/Presentation.

The complexity type for this project is Specialty/Complex.

* **SPECIALTY/COMPLEX** type project. For Firm Size, a respondent shall receive no less than a four rating for being too large. A respondent can receive less than a four rating for being too small. For Work Load, all respondents shall receive no less than a 4 rating. For Location and Past Performance, all respondents shall be given a 4.

TIER I Evaluation: All Consultants/Teams 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. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the total Consultant's rating.

TIER II Evaluation: Consultants/Teams on the TIER I short-list of the three (if three are qualified) highest rated Consultant/Teams will be asked to attend an Interview/Presentation (Item 7) in the DOTD Headquarters 3rd floor classroom (date and time to be announced). During the presentations each Consultant/Team will be given 40 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Consultant's Interviews/Presentations (Item 7) will be used to develop the ranked TIER II short-list. The TIER I ranking may be a part of the ranking for the TIER II short-list. A ranked TIER II short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

Items to be considered during the interview are:

- Experience/Training/Background of personnel for their positions of responsibility.
- Flexibility and resources available for accelerated activities.
- Approach to the auditing function.
- Control of documentation particularly with respect to administrative functions and possible claims.
- A discussion of the overall philosophical approach to managing the required work.

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation committee will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class.

<u>Intensity/Rating</u>	<u>Adjunctive/Description</u>
E	Excellent – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
G	Good – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
A	Acceptable – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
W	Weak – Weaknesses outbalance the strengths.
U	Unacceptable – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

Once each board member completes evaluations for all factors, the process moves to group consensus. In consensus, members of the evaluation committee seek a mutually agreeable outcome that all members can support. All members will meet as a group, under the direction of the chairperson to arrive at a consensus evaluation for each presentation.

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. 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 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 will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant 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 will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met 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 four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Name(s) of the Consultant listed on the SF 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 SF 24-102 will be identified with State Project No. **700-99-0495** and will be submitted **prior to 3:00 p.m. on Monday, January 12, 2009**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Ms. Dawn Picard, P. E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245

Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

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.

REFERENCES

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

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. Louisiana State Law RS 48:250.2 et seq.
22. Federal Law 23 CFR 636