

ENGINEERING AND RELATED SERVICES

October 5, 2007

STATE PROJECT NO. 736-55-0044

F.A.P. NO. SPR-0010(031)

HOUMA/THIBODAUX TRANSPORTATION PLAN UPDATE

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 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/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Tom Bartkiewicz may be reached at (225) 379-1787.

PROJECT DESCRIPTION

The selected Consultant/Team will prepare the Houma/Thibodaux Metropolitan Transportation Plan Update. The purpose of this Contract is to provide the technical and planning services required for the development of a transportation demand model in support of long-range strategic planning in the Houma/Thibodaux Metropolitan Urbanized Area. The travel demand-forecasting model to be used in this project will be TransCAD by Caliper Corp., Newton, Massachusetts. This model will be used to perform capacity deficiency analysis, future year demand analysis on multiple scenarios, and evaluation of individual needs in the study area up to the year 2034 planning horizon. The needs analysis to be performed using the model will be delineated in three increments. These are: from the present out to the year 2014, from year 2014 out to the year 2024, and from 2024 out to the year 2034 planning horizon.

SCOPE OF SERVICES

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

Stage 1: Planning

The services of the Consultant/Team are outlined in this exhibit by task in a general chronological order; however, many of the tasks are interrelated and will be conducted concurrently.

The study process will involve a Study Team consisting of the selected Consultant, representatives of the DOTD, and the Houma/Thibodaux Metropolitan Planning

Organization (MPO). The general items of work for the study will consist of the following:

Task 1.0 - Establish Project Steering Committee

Task 2.0 - Public Meetings

Task 3.0 - Update Houma/Thibodaux Transportation Forecasting Model-TransCAD

Task 3.1- Review Current Transportation Forecasting Methods & Models

Task 3.2- Establish Study Area & Traffic Analysis Zone Boundaries*

Task 3.3- Develop Base Year Socio-Demographic Data*

Task 3.4 - Develop Base Year Network*

Task 3.5 – Conduct External Cordon Study

Task 3.6 – Develop Model Components

Task 3.7- Prepare Technical Memo No. 1

Task 4.0 - Validate and Calibrate Transportation Model

Task 4.1 - Validate Trip Productions & Attractions

Task 4.2 – Validate Trip Length Frequency Distributions

Task 4.3 – Validate Assignment Output

Task 4.4 – Validate Peak Hour Assignment

Task 4.5 – Prepare Technical Memo No. 2

Task 5.0 - Travel Forecasts and Deficiency Identification

Task 5.1 – Forecast Future Socio-Demographic Data

Task 5.2- Develop Existing Plus Committed (E+C) Network

Task 5.3- Assign Year 2034 Traffic to E+C Network

Task 5.4- Assign Year 2024 Traffic to E+C Network

Task 5.5- Assign Year 2014 Traffic to E+C Network

Task 5.6 - Prepare Technical Memorandum No.3

Task 6.0 - Develop Long-Range Transportation Plan

Task 6.1- Develop Alternative Networks

Task 6.2- Test Network Nos.1, 2, & 3

Task 6.3- Evaluate Alternative Networks

Task 6.4- Prepare Technical Memorandum No. 4

Task 7.0 - Develop Staged Improvement Plan

Task 7.1 – Develop Implementation Costs

Task 7.2 – Conduct Financial Assessment

Task 7.3 – Prepare Financially Constrained Plan

Task 7.4 – Identify Unmet Needs

Task 7.5 – Prepare Technical Memo No. 5

Task 7.6 – Preliminary Review & Approval of Network

Task 8.0 - Determine Feasibility of Bicycle and Pedestrian Facilities

Task 9.0 - Study Report Preparation and Printing

Task 8.1 – Review & Approval of Draft Report

Task 8.2 – Review & Approval of Final Report

Task 10.0 - Future Updating

Task 9.1 – Travel Demand Model Custom Application

Task 11.0 - Project Administration and Coordination

Task 12.0 - Documentation

(Note: A more detailed description of the Tasks will be provided during the pre-design meeting, after the Consultant has been selected.)

ITEMS TO BE PROVIDED BY DOTD AND HOUMA/THIBODAUX

1. Pertinent maps and aerial photography of the Study Area (SA) that may be available.
2. All available previous studies, reports, and other information relevant to the study area.
3. Any available traffic counts in the SA.
4. Information and plans for planned or programmed roadway improvements in the SA.
5. Identification of short-range improvement programs, including project limits, planned improvements, and estimated construction costs.
6. All existing zone maps, networks, and model documentation from previous long-range planning efforts.
7. The Base Year networks, with attributes, in the form of reproducible maps and link data records on floppy disks.
8. Support for roadside surveys at cordon locations.
9. Base Year estimates of population, employment, and other required planning variables developed by traffic zone for selected transportation forecast models, on floppy disks.
10. Forecast of planning variables, by traffic zone, for the years 2014, 2024, and 2034 planning increments on floppy disks.
11. *Tasks 3.2, 3.3, & 3.4 will be done by Houma/Thibodaux.

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

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee of with a maximum compensation limitation.

The selected Consultant/Team will be required to submit a proposal within 14 calendar days following the notification of selection. All negotiations must be completed within 30 calendar days following the notification of selection.

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

The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD, and will not exceed 450 calendar days, which includes 3 months review time. The delivery schedule for all project deliverables will be established by the Project Manager.

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 5 years experience in Transportation Planning Theory and in Traffic Engineering.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One professional demographer.

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.

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

**The Planning and Feasibility Studies (PL) and Transportation Modeling (TM) performance ratings will be used for this project.

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, 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 Consultant Evaluation Committee 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.

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 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/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 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 SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 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.

Name(s) of the Consultant/Team 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.**736-55-0044**, and will be submitted **prior to 3:00 p.m. CST on Monday, October 29, 2007**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, 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.