

**STATE OF LOUISIANA
INTERSTATE-12 WIDENING**

DESIGN-BUILD PROJECT

O'NEAL LANE INTERCHANGE TO WALKER

EAST BATON ROUGE AND LIVINGSTON PARISHES

STATE PROJECT NOS. 454-01-0047 AND 454-02-0025

SCOPE OF SERVICES PACKAGE

INSTRUCTIONS TO PROPOSERS

**APPENDIX A
TECHNICAL PROPOSAL
INSTRUCTIONS**



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A1.0 GENERAL INSTRUCTIONS

This Appendix A – Technical Proposal Instructions to the Instructions to Proposers (ITP) describes the specific instructions for preparing the Technical Proposals.

The Proposer shall submit the information required by this Appendix A – Technical Proposal Instructions in the organization and format, and using the forms, specified herein. The Proposer shall provide all information required on the forms and in the format specified in this Appendix A – Technical Proposal Instructions for each of the Project scopes (Project Scope A and Project Scope B) identified in Contract Documents, Part 1 – DB Agreement, Appendix A – Project Scope. Failure to provide the requested information on the forms and in the format specified may result in the Louisiana Department of Transportation and Development (LA DOTD) declaring the Technical Proposal non-responsive. Failure to provide all the information requested in this Appendix A – Technical Proposal Instructions separately for Project Scope A and Project Scope B may result in the LA DOTD declaring the Technical Proposal non-responsive.

Upon Award, the appropriate Technical Proposal (for either Project Scope A or Project Scope B) of the selected Proposer will be incorporated into the Contract in Contract Documents Part 6 – Design-Builder's Proposal.

Technical Proposals must be submitted in separate volumes (*see* Table A – Outline for Submission of the Technical Proposal) containing the following information:

- A) Legal;
- B) Financial;
- C) Technical Solutions;
- D) Key Personnel and Experience; and
- E) Management Approach.

All Proposal Information submitted in Volumes 1 through 4 will be used for evaluating the Proposals.

All forms named herein are found in Appendix C – Proposal Forms unless otherwise noted.

Text must be in English in a standard font, a minimum of 12 points in height, single-spaced. Pages must be 8½ inch by 11 inch white paper, with simple lettered/numbered dividers for each section/subsection. Single-sided pages must be used except for pre-printed information, such as corporate brochures.

Drawings or sketches should be submitted on 11 inch by 17 inch and/or 8 ½ inch by 11 inch white paper.

Schedule plots may be submitted on 24 inch by 36 inch or 22 inch by 34 inch paper, folded and inserted in an envelope or similar holder that is incorporated into the volume.

The Proposer should number each page in each volume consecutively (i.e., 1-1, 1-2; 2-1, 2-2). The Proposer shall include page numbers centered at the bottom of each page.

Proposers shall present information clearly and concisely. Documentation that is illegible may be rejected and may lead to disqualification.

The information must be easily reproducible by normal black and white photocopying machines. Color photographs, renderings, and brochures must be adequately bound and suitably protected for handling and circulation during review.

Volumes 1 through 4 for Project Scope A and B, individually, are limited to a total of 100 pages each, exclusive of tabs and divider pages, cover letters, calculations, specifications, schedule plots, and drawings or sketches. The Quality Plan is also excluded from the page count.

A2.0 LEGAL INFORMATION

A2.1 OBJECTIVES

The objective of the Legal pass/fail evaluation factor is to identify legally constituted Proposers able to submit Proposals, enter into the Contract, and complete the Work and that have obtained all required licenses or committed to do so prior to award of the Contract.

A2.2 LEGAL INFORMATION FOR VOLUME 1 OF THE PROPOSAL

The Proposer shall submit the following legal information:

- A) The Form of Proposal that constitutes a firm offer to the LA DOTD valid for 90 calendar days after the Proposal due date. The Form of Proposal must be executed by the Proposer or by its legally authorized representative, and by each Joint Venture (JV) or Limited Liability Company (LLC) member or general partner (as applicable) by their respective legally authorized representatives;
- B) Form NS, Named Subcontractors and Suppliers, including the percentage of the Proposal price that represents anticipated Subcontractor and Supplier participation (not specific dollar value of participation). The Proposer shall show all Major Subcontractors (Subcontractors performing five percent or more of the value of the Work), Major Suppliers (Suppliers providing products and Material valued in excess of five percent of the value of the Work), and the Designer and known Architectural/Engineering (A/E) subconsultants on Form NS;
- C) Evidence in the form of a Certificate of Authority issued by the Louisiana Secretary of State certifying that the Proposer is qualified and authorized to do business in the State of Louisiana, regardless of whether such certificate was submitted with the Proposer's Statement of Qualifications (SOQ);
- D) Evidence that one or more Principal Participants of the Proposer, or the Proposer itself, holds the appropriate licenses from the Louisiana Professional Engineering and Land Surveying Board and the State Licensing Board for Contractors or a commitment signed by authorized representatives of the Proposer and its Principal Participants, if relevant, to become licensed prior to award of the Contract. Not only must the Designer firm itself be appropriately licensed, but so must be any designers of record employed by the Designer firm for this Project;
- E) A notarized Power of Attorney naming the individual who signed the Proposal on its behalf as its attorney-in-fact, with authority to execute and deliver the Proposal, any Clarifications, and the Agreement on the Proposer's behalf and to act for and bind the Proposer in all matters relating to the Proposal. If the Proposer is a JV, LLC, or partnership, it shall also submit the following:

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- 1) Evidence that each member of the JV, LLC, or partnership will be jointly and severally liable for any and all of the duties and obligations, including performance, of the Proposer assumed under the Proposal and under any Contract arising therefrom, should its Proposal be accepted by the LA DOTD; and
 - 2) A notarized Power of Attorney executed by each JV member, LLC member, or general partner, naming the individual who signed the Proposal and joint and several liability document on its behalf as its attorney-in-fact, with authority to execute the Proposal, joint and several liability document, and Contract on its behalf and to act for and bind it in all matters relating to the Proposal;
- F) The Non-Collusion Form certifying that the Proposal is not the result of, and has not been influenced by collusion;
- G) Designation of the Proposer's single point of contact and provision of the information requested on Form C (*see* Appendix C – Proposal Forms). The single point of contact must be the Proposer's designated Project Manager; and
- H) Form CR (*see* Appendix C – Proposal Forms) providing a written commitment, signed by the Proposer's designated representative, that the resources shown or indicated in the Proposal, including Key Personnel and other staff identified by name, equipment, Material, supplies, and facilities, will be available and assigned to the Project if the Proposer is awarded the Contract to the extent such assignment remains within the control of the Proposer or its Principal Participants.

A3.0 FINANCIAL INFORMATION

A3.1 OBJECTIVES

To identify Proposers with demonstrated capability to undertake the financial responsibilities associated with the Project, specifically bonding.

A3.2 FINANCIAL INFORMATION FOR VOLUME 1 OF THE PROPOSAL

The Proposer shall submit letter(s) of commitment from surety(ies) meeting the requirements below to provide performance and payment bonds as per Part 2 – DB Section 100, DB Section 103-2 and Appendix 103A, Payment, Performance, and Retainage Bond Form.

Each Surety must be listed on the United States (US) Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register or by a Louisiana-domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide. No surety or insurance company will write a bond which is in excess of the amount indicated as approved for it by the US Department of the Treasury Financial Management Service list of approved bonding companies and a Louisiana-domiciled insurance company not on the US Department of Treasury Financial Management Service list of approved bonding companies must not write bonds exceeding ten percent of the policyholder's surplus as shown in the A.M. Best's Key Rating Guide. In addition, any bond written for the Project must be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

A4.0 TECHNICAL SOLUTIONS INFORMATION

A4.1 OBJECTIVES

The following are the objectives for the Technical Solutions technical evaluation factor:

- A) To identify Proposers with a demonstrated understanding of the overall Project requirements through the applicable design concepts presented; and
- B) To identify the best overall proposed solution for the Project, including the following elements:
 - 1) The length of the Interstate-12 (I-12) reconstruction/widening;
 - 2) The plan for maintenance of traffic and traffic control;
 - 3) The bridge concept designs;
 - 4) Roadway geometry and pavement design concepts; and
 - 5) Miscellaneous Project elements.

Concepts in the elements identified in Section A4.1(B)(3) through (5) will be evaluated based on long-term durability, service life, and considerations for future inspection and maintenance.

A4.2 TECHNICAL SOLUTIONS INFORMATION FOR VOLUME 2 OF THE PROPOSAL

In the Proposal provided in response to each of Sections A4.2.1 through A4.2.4, the Proposer shall indicate and describe features of the proposed design, construction methods, and/or Material offered by the Proposer that will accomplish the following:

- A) Provide a safe operating six-lane Interstate roadway facility for the maximum effective length eastward for the Project budget;
- B) Allow traffic to be safely maintained during construction phases while minimizing delays and inconvenience to the motoring public;
- C) Provide efficient and innovative design and/or construction solutions; and
- D) Provide a durable facility with a minimum service life of 75 years for structures and a pavement structure designed for 20 years of projected traffic.

A4.2.1 Length of Interstate-12 Widening and Rehabilitation

The Proposer shall prepare and submit detailed summary information regarding the length of the I-12 reconstruction, commencing west of the O'Neal Lane interchange and proceeding east toward Walker. The information provided shall in general outline how the proposed reconstruction and widening design and construction meets or exceeds the performance specification (*see* Appendix A – Performance Specifications of Contract Documents Part 3 – Design Criteria and Performance Specifications). Key elements that should be discussed or detailed include following:

- A) Overall length of Interstate-12 (I-12) widening and rehabilitation to be provided, including lane miles as well as termini for both the eastbound and westbound lanes, respectively;
- B) Transition details at the eastern proposed Project termini. This will include, but will not be limited to, signage, pavement markings, traffic control devices, and taper details; and

- C) How the length of the I-12 widening will provide functional quality and benefit to the motoring public.

A4.2.2 Maintenance of Traffic and Traffic Control

The Proposer shall submit a summary of the proposed Maintenance of Traffic and Traffic Control Plan as specified in Contract Documents Part 3 – Design Criteria and Performance Specifications, Appendix A – Performance Specifications, organized into the following sections:

- A) Section A - Construction Staging Plan, including, among other topics, the use of detours, construction sequencing with a plan and timing for closing and opening lanes to traffic;
- B) Section B - Traffic Impact Plan;
- C) Section C - Traffic Mitigation and Liability Plan; and
- D) Section D - Emergency Vehicle Access and Response Plan.

A4.2.3 Bridges

The Proposer shall prepare and submit summary information for bridges that demonstrates how proposed design and construction will meet or exceed the requirements provided in the Structures Performance Specification (*see* Appendix A – Performance Specifications to Contract Documents, Part 3 – Design Criteria and Performance Specifications). Key elements that must be discussed include the following:

- A) Type, size, and location details;
- B) The system-wide design approach that will assure efficiency and aesthetic consistency for all bridges;
- C) Detailed information for specific structural components, such as, bearings and expansion joints;
- D) Design methodology of the superstructure, substructure, and foundation system, including computer software proposed for the Project;
- E) Construction sequencing and methodology for the bridges. Specifically, installation details and equipment required for constructing the bridges must be defined and explained. This must include details for installing the foundations, constructing the substructures, and erecting the superstructures for the bridge structures; and
- F) A description of how scour will be analyzed and the structural details necessary to accommodate the effects of scour.

A4.2.4 Roadway Geometry and Pavement Design (including Drainage)

The Proposer shall prepare and submit the following information:

- A) A Pavement Design report as specified in Contract Documents, Part 3 – Design Criteria and Performance Specifications, Pavement Performance Specification;
- B) Pavement typical section design for 20 years of projected traffic, including all calculations and assumptions;
- C) Approach for integrating existing pavement structure into the final design of the new pavement structure (applies only if not replaced in its entirety);
- D) A description of proposed drainage construction methods and Materials types and justification of why they were chosen;

- E) A description of the computer software and methodology proposed for the drainage analysis and design of storm drains, channels, and culverts;
- F) Projected effect that the completed new facility will have on queuing at the interchange locations with existing ramp configurations. Proposed concepts for addressing these effects must address both this Project or other future projects that are a part of another stand-alone ramp improvement;
- G) A description of how roadside safety will be addressed (such as, barriers and guardrails); and
- H) A description of any potential deviations from AASHTO design criteria or LA DOTD standards that may require an exception.

A4.2.5 Miscellaneous Project Elements

The Proposer shall prepare and submit the following information:

- A) A description of the proposed lighting conduit infrastructure to be placed throughout the Project limits, as well as upgrades and modifications to the existing facilities. Also describe the proposed installation of the base pad locations, electrical boxes, and access points to be used for future lighting projects between O'Neal Lane and Range Avenue; and
- B) A description of how and what supporting infrastructure the Design-Builder proposes as part of this Project in order to support the installation of a fully functioning Intelligent Transportation System (ITS) in a separate, future contract.

A5.0 KEY PERSONNEL AND EXPERIENCE INFORMATION

A5.1 OBJECTIVES

The following are the objectives for the Key Personnel and Experience technical evaluation factor:

- A) To identify Proposers that will effectively manage all aspects of the Contract in a quality, timely, and effective manner;
- B) To identify the best personnel for key positions with demonstrated experience and expertise in and record of producing quality work on projects of a similar nature to this Project. The Key Personnel positions for the purposes of this Scope of Services Package are identified in Contract Documents, Part 2 – Design-Build (DB) Section 100, DB Section 108, Appendix 108C; and
- C) To avoid contracting with personnel with a history of legal and financial problems on other projects that could adversely impact this Project generally.

A5.2 KEY PERSONNEL AND EXPERIENCE INFORMATION FOR VOLUME 3 OF THE PROPOSAL

The Proposer shall submit Form KP (*see* Appendix C – Proposal Forms) and resumes of each of the identified Key Personnel, including the Principal-in-Charge (PIC), Project Manager (PM), Construction Manager (CM), and Design Manager (DM).

A6.0 MANAGEMENT APPROACH INFORMATION

A6.1 OBJECTIVES

The following are the objectives for the Management Approach technical evaluation factor:

- A) To identify Proposers that demonstrate a clear understanding of the Project through their proposed Project approach, including, but not limited to, the construction staging plan;
- B) To identify Proposers that demonstrate sound, proven Project management techniques for design management, construction management, and the integration of both on Design-Build (DB) projects. This will include consideration of document control techniques employed to assure the flow, storage, and archiving of information;
- C) To identify Proposers with proposed construction sequencing that demonstrates their understanding of the Work to be performed and the ability to complete the Work on schedule; and
- D) To identify Proposers that demonstrate sound, proven Quality Control (QC) and procedures for this Project.

A6.2 MANAGEMENT APPROACH INFORMATION FOR VOLUME 4 OF THE PROPOSAL

A6.2.1 Project Controls

A6.2.1.1 Construction Sequencing and Proposed Commencement and Completion Dates

The Proposer shall submit the following information pertaining to construction sequencing:

- A) A proposed commencement date for the Work and proposed completion dates for each phase of the Work; and
- B) A brief narrative description of the proposed Project controls approach, including the following:
 - 1) A description of the Proposer's system for preparing and updating the Baseline Progress Schedule; and
 - 2) A description of the proposed plan to integrate design and subcontract activities into its scheduling and reporting system.

A6.2.1.2 Price Center Descriptions

The Proposer shall complete and submit Form PCD describing the Price Centers. The Proposer shall adequately describe the physical features and activities included in the Price Center and include all Work included in the Price Center Value of each Price Center as reflected on Form SP (*see* Appendix C – Proposal Forms).

See Contract Documents, Part 2 – DB Section 100, DB Section 109-1.2, regarding instructions for describing Price Centers.

A6.2.2 Organization Charts and Staff and Office Locations

The Proposer shall submit the following information pertaining to organization charts and staff and office locations:

- A) An organization chart showing the Key Personnel;

- B) An organization chart depicting the roles and responsibilities of the Principal Participants and named Subcontractors (design and construction);
- C) A description of those categories of Work which the Proposer anticipates will be performed by the Proposer's own forces and subcontractor categories;
- D) Form NS, Named Subcontractors, described in Section A3.2(B) (*see* Appendix C – Proposal Forms);
- E) An organization chart showing the proposed design organization showing detailed responsibilities and organization of the design staff, including license numbers;
- F) An organization chart(s) showing the proposed construction organization showing detailed responsibilities and organization of the construction staff;
- G) An organization chart showing the planned QC organizations (design and construction), including names of independent sampling and testing laboratory(ies) and to whom the QC staff report within the Proposer's (Design-Builder's) organization;
- H) An organization chart showing the planned safety organization and its relationship to the Proposer's organization. The Proposer shall indicate roles and responsibilities of safety staff;
- I) Address of the office(s) where Work will be done in the Project vicinity. The Project vicinity means within the proximity of, or very near, the Project;
- J) The city and state where assigned staff will be located, particularly the location(s) of design staff; and
- K) Plans and procedures for management of subcontractors.

A6.2.3 Project Management Plan

The Proposer shall submit the information specified in this Section A6.2.3.

A6.2.3.1 Collaborative Management Plan

The Proposer shall submit a detailed discussion of how it will collaboratively manage the Project, including integration of the Designer(s) into the management of the Project, interaction with the LA DOTD and any appropriate stakeholders, and resolution of the disputes that arise on the Project, either informal or formal. The Proposer shall use specific examples from past projects similar in size, nature, and project delivery method to this Project (i.e., non-traditional, collaborative, integrated project delivery).

A6.2.3.2 Quality Plan

The Proposer shall submit the following information pertaining to the Quality Plan:

- A) An indication of the name(s), location(s), and qualifications of independent testing laboratory(ies);
- B) A summary of the Proposer's proposed Quality Plan as per Contract Documents, Part 2 – DB Section 100, DB Section 113. The Proposer shall provide a Quality Plan that addresses all components described therein and in the order and format specified, including both design and construction QC programs;

- C) A narrative describing the following:
 - 1) The roles, responsibilities, and authorities of QC personnel (design and construction) over design and construction activities to ensure final product quality;
 - 2) Assurance of how the independence of QC activities from production staff influence will be accomplished;
 - 3) The relationship and relative authority within the Proposer's (Design-Builder's) organization of QC staff and design and construction production staff; and
 - 4) How Quality Control will be handled for construction subcontractors; and
- D) A description of how design and construction activities performed by different firms will be coordinated to ensure consistency and quality.

A6.2.3.3 Design Management

The Proposer shall submit following pertaining to Design Management:

- A) Form DU (*see* Appendix C – Proposal Forms) showing the Proposer's plan for dividing the Project Sections and/or Project into distinct Design Units (*see* Contract Documents, Part 2 – DB Section 100, DB Section 111-3);
- B) A brief narrative describing the following:
 - 1) The Proposer's design management concept;
 - 2) The planned approach for integrating and coordinating the design and construction efforts;
 - 3) A planned approach to design integration among different firms and/or offices; and
 - 4) A planned approach to integrating design and construction personnel;
- C) A summary Design Review Plan outlining how the Proposer will facilitate and implement Design Reviews as set out in Contract Documents, Part 2 – DB Section 100, DB Section 111-7, including the following:
 - 1) Identification of Design Reviews planned for each Design Unit;
 - 2) A summary of the level of completion anticipated at each Design Review in terms of components designed (not just percent complete); and
 - 3) A summary of how Construction Drawing and shop drawing reviews, field design changes, and As-Built Plan documentation will be accomplished; and
- D) A description of how the Designer will be involved during the construction phase.

A6.2.3.4 Construction Management

The Proposer shall submit a brief narrative description of Proposer's proposed construction management plan, including the following:

- A) How the Proposer plans to address unusual traffic events such as those that may be caused by incidents in the vicinity of the Project;

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- B) The proposed construction staging and phasing plan indicating timing and sequencing of major activities for the Project. Emphasis should be placed on segmenting the Project such that all Work can be accomplished in a Work zone as expeditiously as possible;
- C) How the Design-Builder will approach problem solving and resolution of disputes on the Project; and
- D) The construction start date and time to complete and schedule management, including the use of P3 software.

A7.0 FORMAT AND ORGANIZATION OF THE PROPOSAL

The Proposal shall be prepared in accordance with Table A, Outline for Submission of the Technical Proposal.

**TABLE A
OUTLINE FOR SUBMISSION OF THE TECHNICAL PROPOSAL**

Proposal Number	Volume/Section	Volume/Section Title and Required Information	Reference
	VOLUME 1	LEGAL AND FINANCIAL INFORMATION	A2.2 and A3.2
		<ul style="list-style-type: none"> • Form of Proposal; • Form NS, Named Subcontractors and Suppliers; • Certificate of Authority; • Licensing information; • Power(s) of Attorney; • Non-Collusion Form; • Single point of contact; • Form CR; and • Surety letter of commitment. 	A2.2(A) A2.2(B) A2.2(C) A2.2(D) A2.2(E) A2.2(F) A2.2(G) A2.2(H) A2.2(I) A3.2
	VOLUME 2	TECHNICAL SOLUTIONS INFORMATION	A4.2
	Section 1	<ul style="list-style-type: none"> • Length of Interstate-12 reconstruction. 	A4.2.1
	Section 2	<ul style="list-style-type: none"> • Maintenance of traffic and traffic control. 	A4.2.2
	Section 3	<ul style="list-style-type: none"> • Bridges. 	A4.2.3
	Section 4	<ul style="list-style-type: none"> • Roadway geometry and pavement design (including drainage). 	A4.2.4
	Section 5	<ul style="list-style-type: none"> • Miscellaneous Project elements. 	A4.2.5
	VOLUME 3	KEY PERSONNEL AND EXPERIENCE INFORMATION	A.5.2
	Section 1	<ul style="list-style-type: none"> • Form KP and resumes. 	A5.2
	VOLUME 4	MANAGEMENT APPROACH INFORMATION	A6.2
	Section 1	PROJECT CONTROLS	A6.2.1
	Section 1.1	<ul style="list-style-type: none"> • Construction Sequencing and Proposed Commencement and Completion Dates. 	A6.2.1.1
	Section 1.2	<ul style="list-style-type: none"> • Price Center Descriptions. 	A6.2.1.2

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Proposal Number	Volume/Section	Volume/Section Title and Required Information	Reference
Section 2		<ul style="list-style-type: none">• Organization charts and staff and office locations.	A6.2.2
Section 3		PROJECT MANAGEMENT PLAN	A6.2.3
Section 3.1		<ul style="list-style-type: none">• Collaborative Management Plan	A6.2.3.1
Section 3.2		<ul style="list-style-type: none">• Quality Plan.	A6.2.3.2
Section 3.3		<ul style="list-style-type: none">• Design management.	A6.2.3.3
Section 3.4		<ul style="list-style-type: none">• Construction management.	A6.2.3.4