

**ENGINEERING AND RELATED SERVICES
AUGUST 28, 2015**

**CONTRACT NO. 4400006822
STATE PROJECT NO. H.004985.2
F.A.P. NO. H004985
I-12 TO BUSH (MITIGATION)
ROUTE LA 3241
ST. TAMMANY 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, if the Consultants are Engineering Firms, 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) will be selected for this Contract.

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

Project Manager – Noel Ardoin

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

PROJECT DESCRIPTION

The selected Consultant will provide a mitigation proposal, including a mitigation plan and costs, in accordance with 33 Code of Federal Regulations 332, and other related work, that satisfies the mitigation requirements (credits) stipulated by the USACE.

DOTD proposes to construct a four-lane facility from Interstate 12 (I-12) to Bush in St. Tammany Parish, Louisiana. In partial fulfillment of environmental compliance regulations the U.S. Army Corps of Engineers (USACE), New Orleans District (CEMVN), prepared an Environmental Impact Statement (EIS) analyzing the potential impacts on the environment. In their Record of Decision (ROD), the CEMVN stipulated that the DOTD must provide wetland mitigation for the unavoidable impacts on

jurisdictional wetlands associated with the construction of the I-12 to Bush Highway. This mitigation is required as part of the Department of the Army Section 404 permitting process. As a condition for the issuance of a Department of the Army permit, the DOTD must develop a mitigation plan acceptable to the resource agencies, in particular U.S. Fish and Wildlife Service, Environmental Protection Agency, Louisiana Department of Wildlife and Fisheries, and approved by CEMVN to satisfy the requirement of approximately 7,450 wetland credits.

SCOPE OF SERVICES

The scope of services will involve identifying and providing the appropriate type and amount of credits to compensate for the wetland impacts associated with the construction of the I-12 to Bush Highway. The total amount of credits required for wetland mitigation is 7,450; however, approximately 180 credits will be proposed for acquisition from two existing wetland mitigation banks that are being directly impacted by the construction of the I-12 to Bush Highway. A total of approximately 105 credits (35 acres) and approximately 75 credits (25 acres) will be proposed for acquisition from the Mossy Hill and Dolly-T mitigation banks, respectively. This acquisition of credits will be proposed as compensation for some of the direct impacts resulting from the construction of the I-12 to Bush Highway. The Consultant will be responsible for providing the remaining 7, 270 credits for DOTD's use for the I-12 to Bush Highway.

The I-12 to Bush Highway alignment is located in two watersheds (Hydrologic Unit Code [HUC] 08090201 and HUC 03180004), and the Consultant will be responsible for providing credits in each HUC. Approximately 5,408 credits and 1,862 credits are required in HUC 08090201 and HUC 03180004, respectively. The majority of the mitigation required is pine flatwoods/savannah credits (80 to 90 percent) and bayhead swamp/hardwoods (10 to 20 percent) credits.

In addition to mitigation for direct and indirect impacts on wetlands, the CEMVN is requiring mitigation for indirect impacts on management (change in controlled burning practices) of the Mossy Hill, Dolly-T, and Talisheek mitigation banks. The impacts are associated with increased controlled burning cost associated with smoke management and the location of the I-12 to Bush Highway adjacent to these banks. The location of the proposed mitigation site(s) may be such that it would compensate for impacts on controlled burning and smoke management. The Consultant will identify in the proposal if such is the case for the proposed mitigation site(s).

The mitigation plan must include upland habitat enhancement features to mitigate for approximately 100 acres of upland migratory bird habitat. Mitigation for migratory birds is being requested by U.S. Fish and Wildlife Service. This mitigation will include tasks such as the selective removal of undesirable trees and shrubs, re-stocking of long leaf pine, and fire management to bring back imperiled upland pine savanna habitat.

The Consultant may use the following methods or a combination thereof to provide the approximately 7,270 credits remaining after the purchase of credits from Mossy Hill and Dolly-T mitigation banks for impacts on these banks:

(1) Existing Mitigation Bank: The remaining 7,270 credits may be purchased from an existing, approved wetland mitigation bank(s) that is in good standing with the USACE and the Interagency Review Team. The mitigation bank operator(s) will be responsible for providing the necessary credits, as well as operating and managing the bank(s) in accordance with the mitigation bank(s) mitigation banking agreement.

(2) Permittee Responsible Mitigation: The remaining 7,270 credits may be obtained through the use of Permittee Responsible Mitigation (PRM).

- a) The Consultant will be responsible for acquiring the necessary property and/or rights thereto, developing an appropriate mitigation plan designed to create the necessary credits, obtaining approval of the PRM from the USACE and any other agencies, and fully and completely implementing the approved mitigation plan. The property on which the PRM will be performed may be comprised of more than one site if necessary to meet the credit requirements of the project and if approved by USACE. DOTD will not purchase property or acquire any rights thereto in association with the PRM.
- b) The Consultant will be responsible for entering into all necessary agreements with the landowner(s), USACE, and any other agencies.
- c) The Consultant will assume full responsibility and liability for the PRM, including the development, construction, establishment, implementation, monitoring, long-term management, and success criteria of the PRM per the USACE's approval.
- d) The Consultant will enter into an agreement with DOTD accepting all responsibility and liability for the PRM, including the development, construction, establishment, implementation, monitoring, long-term management, and success criteria of the PRM.
- e) The Consultant must consider the potential for future public access when selecting a mitigation site(s) and during the development of the mitigation plan.
- f) The Consultant will be responsible for all financial assurance and other obligations associated with the construction, development, establishment, of the PRM and any long-term management needs, including any funds and/or set asides required by USACE. In addition to any financial assurance or long-term management funds, the Consultant will post any necessary additional security required by DOTD to ensure the proper development, construction, establishment, implementation, monitoring, long-term management, and success criteria of the PRM.

- g) The Consultant will be responsible for establishing and maintaining a conservation servitude on the site(s).
- h) The Consultant will be responsible for obtaining all federal, state, and local permits needed for the construction, establishment, and long-term management of the PRM.
- i) The Consultant will provide DOTD and/or its contractors with all submittals to the USACE, including the mitigation plan for the PRM, and provide ample opportunity for DOTD and/or its contractors to provide comments on any such submittals. The Consultant will make any corrections suggested or provided by DOTD and/or its contractors designed to effect the intent of this RFQ and ensure the proper development, construction, establishment, implementation, monitoring, long-term management, and success criteria of the PRM.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. 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.

ITEM TO BE PROVIDED BY DOTD

.DOTD will provide copies of, or grant access to, reports, maps, surveys, plans, existing and projected traffic data, right-of-way information and/or any other pertinent information available in its files which may assist the Consultant/Team in performing this work.

CONTRACT TIME

The overall contract time will be negotiated and approved by the DOTD Project Manager. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will be established by the Consultant and approved by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a fixed fee, with a maximum limitation, based on negotiated man hours. However, all contract types will be used during the lifetime of the contract. Cost per unit work and/or specific rates of compensation may be

used for certain types of mitigation as well as lump sum which may be used for tasks where the scope and effort are well defined.

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.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

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. Mitigation regulations 33 CFR Part 332
2. Record of Decision and permit application for MVN-2006-0037
3. DOTD Location and Survey Manual
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. National Environmental Policy Act (NEPA)
7. DOTD Stage 1 Manual of Standard Practice
8. DOTD Construction Contract Administration Manual

Follow link below for the individual reference links:

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

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 professionally competent and experienced in the preparation of NEPA documents and Mitigation Banking Agreements or Mitigation Plans for projects requiring Section 404 permits from the U.S. Army Corps of Engineers (USACE).
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years of experience in the development and implementation of wetland mitigation sites in accordance with Section 404 of the Clean Water Act, as amended, its associated regulations, the Environmental Protection Agency's (EPA) guidelines, and the rules and regulations of the U.S. Army Corps of Engineers.
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. Two wetland biologists with a degree in biology, or a related field with a minimum of three years of experience in the delineation, development and implementation of wetland mitigation sites.
 - b. One Professional Engineer, registered in the State of Louisiana, with at least three years of experience in the design of wetland mitigation sites and related structures including hydrologic and hydraulic engineering.
 - c. One professional with a degree in biology or related field who possesses a minimum of three years of experience in the development and enhancement of upland migratory bird habitat.
 - d. One professional with at least five years of experience with land management of active wetland mitigation sites.
 - e. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
 - f. Ecological, archaeological, GIS specialist, and other environmental professionals are required for the performance of a significant portion of the work.
 - g. One Real Estate professional responsible for acquisitions and recordation of mitigation sites and servitudes.
4. In addition to the above requirements, the Prime Consultant must also employ through the use of a Sub-Consultant:
 - a. One Professional Attorney, registered, active member of a the Louisiana State Bar Association, with at least five years of experience in wetland mitigation banking or site development, mitigation agreements/contracts and associated issues.

b. One Professional Attorney, registered, active member of the Louisiana State Bar Association.

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel 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 **6**;
2. Consultant's personnel experience on similar projects, weighting factor of **7**;
3. Consultant's firm size as related to the estimated project cost, weighting factor of **1****;
4. Consultant's past performance on similar DOTD projects, weighting factor of **1**; **
5. Consultant's current work load with DOTD, weighting factor of **1****;
6. Location where the work will be performed, weighting factor of **4**;
7. Consultant's interview/presentation

**All firms will receive a 4 in this category.

* The Department will consider the use of Joint Ventures. If a Joint Venture is used the firm's experience on similar projects will be based upon the experience of the individual firms making up the Joint Venture. If Joint Ventures are used, the partners/firms must be solidarily liable for the full implementation and long term success of the mitigation sites.

With respect to the use of Sub-Consultants, the Prime Consultant may perform less than 50% of the work, but must perform the greater percentage 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.

Complexity Level- Complex

TIER I Evaluation: Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work, for Firm Experience, Staff Experience and Location. The individual ratings will then be added to arrive at the Consultant/Team rating. 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.

TIER II Evaluation: The highest rated Consultants/Teams on the TIER I short-list (**a maximum of five, if qualified**) will be asked to attend an Interview/Presentation (Item 7) within six weeks of the announcement of the alphabetical TIER I short-list. 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 order of the Presentation/Interviews will be determined by a random draw. The selected firm shall provide DOTD with an electronic copy (USB flash drive or other commonly used media) of the presentation in Portable Document Format (.pdf) or PowerPoint (.pptx) format prior to contract execution.

Items to be considered during the interview are:

- Consultant/Team’s understanding of the overall project
- Detailed Work Plan – Consultant/Team’s approach to the project
- Consultant/Team’s communication plan
- Cost saving innovative approaches
- Constructability and maintainability Issues
- How enhancements, and efficiency will be realized
- How QA/QC will be addressed during design/development and implementation

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation team 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. An average rating for each Consultant/Team will be determined from the Project Evaluation Team members’ individual ratings.

Intensity/Rating

Adjunctive/Description

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.

DOTD's Project Evaluation Team will be responsible for performing the above described evaluations. The TIER I rating and the TIER II rating will be used to develop the overall short-list. The TIER I rating will count 40% towards the overall short-list with the TIER

II rating counting towards the remaining 60% of the overall short-list. An overall 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.

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. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Hadi Shirazi – Ex officio
2. Noel Ardoin– Project Manager
3. Jeff Burst
4. Maria Reid
5. Cyndi Bowman
6. Jonathan Vavasseur

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 of 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.** 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 providing 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. 4400006822** and **State Project No. H.004985.2** and will be submitted **prior to 3:00 p.m. CST on Wednesday, ~~October 14, 2015~~ September 30, 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-E**
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.