

**ENGINEERING AND RELATED SERVICES  
DECEMBER 17, 2015**

**CONTRACT NO. 4400007959  
STATE PROJECT NO. H.008915  
F.A.P. NO. H008915  
LA 3234 EXT FROM LA 1065-HAMMOND AIRPORT  
LA 3234 (EXTENSION)  
TANGIPAOHA PARISH**

**DBE/WBE GOAL = 4%**

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 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 – Brian Kendrick**

All inquiries concerning this advertisement should be sent in writing to [masood.rasouliaan@la.gov](mailto:masood.rasouliaan@la.gov) and heather.huval@la.gov.

**PROJECT DESCRIPTION**

The selected Consultant will prepare an Environmental Assessment (EA) for the extension of LA 3234 along new alignment from LA 1065 to the Hammond Airport in Tangipahoa Parish. Three alternatives are being carried forward from the Stage 0 Feasibility. Each alternative includes a new bridge crossing, an upgrade of a portion of US 190 to four-lane capacity, and, at most, five roundabouts. Two of the alternatives include an at-grade railroad crossing. This scope also includes the analysis of one NEPA-derived alternative, as well as the No-Build Alternative.

## **SCOPE OF SERVICES**

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

Stage 1: Planning/Environmental

Part I: Corridor Study and Traffic Study

Part II: Line and Grade Study

Part III: Environmental Evaluation

(a) Categorical Exclusion

(b) Environmental Assessment (EA)

(c) Environmental Impact Statement (EIS)

Part IV: Conceptual Design

Part V: Scope and Budget Development

The work to be performed for this project consists of providing all services required to conduct appropriate technical studies, including line & grade and traffic & safety analyses, and to provide an EA and related documents, including the analysis, evaluation, and documentation of the proposed project for all build alternatives being considered. DOTD anticipates that an EA will suffice as the environmental document for this project; however, should it be determined that the project requires an Environmental Impact Statement (EIS), DOTD may supplement the contract. The scope of services will include but not be limited to the following services:

### **Environmental Assessment (EA)**

The EA shall be prepared according to the requirements of the National Environmental Policy Act (NEPA) and written according to the current applicable Federal Highway Administration (FHWA) Guidance addressing potential Environmental, Social, and Economic impacts in the highway corridor.

In addition to the EA, separate reports including but not limited to a Wetland Finding, Phase I Environmental Site Assessment, Phase I Cultural Resources Survey, Noise Analysis, Conceptual Stage Relocation Plan, Section 106 Finding documentation, and possible Section 4(f) statement, will be required.

Public and agency participation will be required through the use of solicitation of views, public meeting(s), a public hearing, Section 106 consulting parties meetings, public notices, and attendance at local meetings, etc. An agency and public involvement plan will be developed.

A separate Scope and Budget Report will be submitted subsequent to the Finding of No Significant Impact (FONSI), if issued, consisting of the project scope, project budget (utilities, right-of-way, engineering, construction, and operation), mitigation

requirements, and the implementation schedule. The Scope and Budget report will be approved by DOTD and become the basis of design for the project.

### **Line & Grade Analysis**

The Consultant will perform all necessary engineering analyses to adequately define alternatives to be considered in the EA. The line and grade will be used to determine both direct and indirect impacts of the proposed alternatives. Three alternatives, carried forward from the Stage 0 Study, will be similarly considered for the Stage 1 Study. Each alternative will consist of the extension of LA 3234 from its existing terminus (LA 3234/LA 1065 intersection) to the east, and intersecting LA 443 at three different locations. Each alternative also includes upgrading US 190 between Pride drive and LA 3158 to four-lane capacity. Roundabouts are proposed for all three alternatives at the following intersections: LA 3234 with LA 1065, LA 3234 with LA 443, US 190 with Pride Drive, US 190 with LA 3158. Alternative A will connect from the intersection at LA 443 to the existing terminus of Pride Drive; Alternative B will connect from the intersection at LA 443 to Pride Drive at Lear Drive; Alternative C will connect from the intersection at LA 443 to US 190 at a location west of the intersection of US 190 and Pride Drive. Roundabouts are also proposed at the intersection of Lear Drive with Pride Drive for Alternate B and the intersection of LA 3234 with US 190 for Alternate C. For each alternative, this work will include but not be limited to:

- a. Development of typical roadway and bridge sections including potential temporary or permanent detour road or bridge.
- b. Establishment of design criteria (Roadway Classification and Design Speed).
- c. Development of horizontal and vertical alignment for roadways and bridges. This includes potential temporary or permanent detour road or bridge.
- d. Location and layout of proposed alternatives, including geometric details and any proposed detour roads and bridges.
- e. Identification of Existing Drainage and Recommended Improvements.
- f. Estimate of Required Right-of-Way and Associated Impacts.
- g. Identification of Existing Utilities and Possible Impacts.
- h. Project Cost Estimates (Land Acquisition, Utility Relocations, and Construction Costs).

The Alignment and Grade Analysis must satisfy the results of the Traffic and Safety Analysis.

## **Traffic & Safety Analysis**

The Consultant will collect the needed data and analyze the alternatives, performing Synchro/Vistro and HCS analysis for the AM and PM peak hours, as well as Sidra analysis for all roundabouts in each alternative for the build and design years. Safety analysis will also need to be performed at various locations as it relates to the alternatives.

The Alignment and Grade Analysis must satisfy the results of the Traffic and Safety Analysis.

## **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 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 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 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 Project Manager.

### **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.

### **ITEMS TO BE PROVIDED BY DOTD**

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

DOTD will provide copies of, or grant access to, 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 in performing this work. DOTD will provide a digital copy of the Stage 0 Feasibility Study.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **730 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be a negotiated lump sum.

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 60 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. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
2. ASTM Standards
3. DOTD Materials Sampling Manual
4. DOTD Testing Procedures
5. DOTD Location and Survey Manual
6. DOTD Roadway Design Procedures and Details
7. DOTD Hydraulics Manual
8. DOTD Standards Specifications for Roads and Bridges
9. Manual of Uniform Traffic Control Devices
10. DOTD Traffic Signal Design Manual
11. National Environmental Policy Act (NEPA)
12. DOTD Stage 1 Manual of Standard Practice
13. Policy on Geometric Design of Highways and Streets
14. EDSMs

15. HSM Highway Safety Manual
16. AASHTO LRFD Bridge Design Specifications
17. LDOTD Bridge Design Manuals (BDEM, Fourth English Edition, and LRFD Edition)
18. DOTD Bridge Design Technical Memoranda
19. AASHTO Roadside Design Guide
20. DOTD Consultant Contract Services Manual
21. AASHTO LRFD Moveable Highway Bridge Design Specifications
22. AASHTO Guide Specifications and Commentary for Vessel Collision Design of Highway Bridges
23. AASHTO Guide Specifications for Bridge Vulnerable to Coastal Storms
24. DOTD Addendum “A” to the Location and Survey 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 in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime Consultant must have a minimum of five years of experience in the preparation of documents, including Environmental Assessment (EA's), in accordance with NEPA for the FHWA, and must have completed the “NHI Course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an equivalent course.
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. One Environmental Professional with a minimum of three years of experience preparing highway traffic noise analyses using the latest FHWA noise model.
  - b. One Biologist with a degree in biology or a related field with a minimum of three years of experience in preparing wetland delineations.
  - c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994.
  - d. One Architectural Historian who meets the Secretary of the Interior Professional Qualifications Standards for Architectural History.
  - e. Responsible member of the consultant firm handling cultural resources must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
  - f. One Environmental Professional with a minimum of three years of experience in preparing Phase I Environmental Site Assessments.

- g. Ecological, Cultural Resource, and other environmental professionals are required for the performance of a significant portion of the work.
- h. One Real Estate Professional with a minimum of three years of experience in preparing Conceptual Stage Relocation Plans.
- i. One Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in bridge design, and a corresponding support staff.
- j. One Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in roadway design, and a corresponding support staff.
- k. One Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in traffic engineering and related roundabout design experience, and a corresponding support staff.
- l. One Professional Civil Engineer registered in the State of Louisiana who has been trained in the use of the Highway Safety Manual. Acceptable courses are the 2½-day workshops conducted by the FHWA Resource Center, NCHRP 17-38 or equivalent as approved by LDOTD.

**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.**

#### **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 4;

\* The Environmental (EV) performance rating 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.

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

1. Masood Rasoulian – Ex officio
2. Brian Kendrick– Project Manager
3. Cyndi Bowman
4. Ryan Hoyt
5. Patrick Toney
6. Xuyong Wang

### 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.

**DBE/WBE** - The selected Consultant Team will have a DBE/WBE goal of 4% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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](http://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. 4400007959 and State Project No. H.008915**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, January 12, 2016**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Masood Rasoulia, P.E., PTOE  
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.