

**ENGINEERING AND RELATED SERVICES
OCTOBER 17, 2014**

**CONTRACT NO. 4400005363
RETAINER CONTRACT FOR
VALUE ENGINEERING SERVICES
STATEWIDE**

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VALUE ENGINEERING SERVICES
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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. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and all Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal.**

Project Manager – Mr. Charles Nickel

Only one DOTD form 24-102 submittal is required for this Advertisement, and it represents the Prime-Consultant’s qualifications and submittal for both referenced contracts. Both identifying contract numbers must be listed on the contracts cover page of the submittal.

Note that only one Prime-Consultant will be selected for each of these contracts. No Prime-Consultant will be selected for more than one contract.

A Prime Consultant can be selected for a Retainer Contract and still submit as a Sub-Consultant on the other Retainer Contract, but is limited to 25% of the work as a Sub-Consultant.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The Consultant will perform Value Engineering Services related to statewide transportation facilities covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

The Louisiana Department of Transportation and Development (DOTD) desires to obtain the services of a Professional Engineer/Certified Value Specialist (PE/CVS), hereinafter referred to as the V.E. Consultant, to conduct Value Engineering Studies related to transportation facilities. The V.E. Consultant, experienced in highway and bridge Value Engineering, will be required to assist in the planning and organizing of Value Engineering teams involved in a Statewide Value Engineering Program. The V.E. Consultant may be required to lead Value Engineering teams comprised of DOTD and V.E. Consultant personnel, provide V.E. Consultant team members, or lead and staff an entire V.E. Consultant Value Engineering team. The V.E. Consultant will use an approved Value Engineering job plan in providing an independent review, developing reports, and making presentations of findings to DOTD management. The nature of the Value Engineering studies will include, but not be limited to: concept reports, Project Development and Environmental studies, roadway and bridge design projects, highway and bridge rehabilitation projects, toll facilities, resurfacing projects and public transportation facilities.

Value engineering studies shall be completed in accordance with all applicable DOTD Procedures, Design Standards, AASHTO Guidelines, and the desires of the DOTD as made known to the Consultant.

SCOPE OF SERVICES

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

1. Value Engineering studies may be required at one or more of the following project phases:
 - a. Immediately following Stage 0 Feasibility Studies
 - b. During Stage 1, following “Development of Design Alternatives”
 - c. Any time during Stage 2 or 3, but must be performed before any relocations or ROW acquisition has taken place
2. The Consultant shall be available to conduct Value Engineering studies during a time frame established jointly by the DOTD’s Project Manager and the Value Engineering Director. The Consultant will be given a notice to proceed on each Value Engineering study from 15 to 30 days prior to the study date.
3. Services provided may involve any of the following, at the discretion of the Value Engineering Director:
 - a. The Consultant shall serve as the Value Engineering team leader with a team consisting of all DOTD personnel.
 - b. The Consultant shall serve as the Value Engineering team leader with a mix of DOTD personnel and team member specialists provided by the Consultant.

- c. The Consultant shall serve as the Value Engineering team leader of a team of specialists all provided by the Consultant.
4. The Consultant shall be responsible for three phases of work associated with each Value Engineering study:
- a. Pre-study activities
 - b. Conduct Value Engineering study
 - c. Post study activities

Examples of tasks to be performed under these categories are:

- a. Pre-study Activities – During this phase the Consultant, aided by the DOTD Value Engineering Director, the DOTD’s Project Manager, and/or the Project Consultant will locate and collect all information such as plans, specifications, reports, etc. required to perform an effective Value Engineering study. The Consultant shall coordinate with the DOTD Value Engineering Director to make provision for sufficient facilities for team meetings and other activities associated with conducting the Value Engineering study. The location of such facilities should be accessible to team and project personnel. The Consultant shall assist the DOTD Value Engineering Director in coordinating briefings for the Value Engineering team by the project design team and the DOTD’s Project Manager.
- b. Conduct Value Engineering Study – All Value Engineering studies shall be conducted in accordance with the Policy and Procedures of the DOTD. All materials needed to perform the study, including stationary, easels, flip charts, markers, pens, etc. should be provided by the Consultant, unless otherwise negotiated.
- c. Post Study Activities – The Consultant shall make a formal presentation to DOTD Management. The presentation shall be coordinated through the DOTD Value Engineering Director to ensure that persons authorized to approve Value Engineering recommendations are present. The Consultant shall submit study results prepared in a format consistent with approved DOTD procedures. The Value Engineering recommendations shall be supported with sufficient detail and calculations to allow a prudent decision of implementation by the DOTD. Ten hard copies and three electronic copies of each Value Engineering study summary will be furnished to the DOTD.

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 Design Guidelines -
5. DOTD Hydraulics Manual -
6. Louisiana Standard Specifications for Roads and Bridges
7. Manual on Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. DOTD Stage 1 Planning/Environmental Manual of Standard Practice -
11. National Electric Safety Code
12. National Electric Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services for Louisiana DOTD Projects
19. Bridge Inspector's Training Manual/90
20. Federal Aid Off-System Highway Bridge Program Guidelines
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. AASHTO Practical Guide to Cost Estimating
23. AASHTO Guidelines for Value Engineering

Follow link below for the individual reference links:

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

COMPENSATION

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

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$300,000 for each contract**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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

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.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **two years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed. Any TO which has not expired may be supplemented as long as the Retainer Contracts funds have not been exhausted.

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

The DOTD may furnish any or all of the following items, appropriate for performance of required services. However, the Consultant shall provide the services as stated herein within the time frame established, regardless of the availability of such information.

1. Traffic information (which was utilized in making the Conceptual design decisions) consisting of preliminary 10 and 20 year projections based on the present and historical counts when available. Also, any other known traffic impacts, which are anticipated, when available.
2. Aerial photo coverage of the project depicting corridors or interchange layouts.
3. Information on current right-of-way values consisting of such items as square foot market values for areas which are affected by each proposed conceptual design.
4. Information concerning the identification of a preferred concept. Such information should include construction cost, right-of-way cost, environmental impacts, safety, operation and relocations.
5. Most up-to-date estimated construction cost breakdown by alternate.
6. Estimated right-of-way costs for each alternate based on actual real estate values on the area.
7. Business damage estimates on each alternate.
8. Capacity analysis through utilization of programs such as “SOAP”, “ACCIDENT”, etc.
9. Data for life cycle cost analysis, which include maintenance cost, periodic improvements, and resurfacing requirements for each alternate.
10. Relocation plan showing number of business and residences that would need relocating on each alternate.
11. Key sheet with location map, begin and end stations, equations and project numbers.
12. Drainage maps showing:
 - a. Existing data including ridge lines, elevations and structures.
 - b. High water information
 - c. Drainage areas and direction of flow.
 - d. Horizontal alignment.
13. Typical Sections
14. Plan and Profile sheets showing:
 - a. Baseline survey, roadway alignment, curve data, bearings.
 - b. Existing topo
 - c. Profile grades
 - d. Proposed and existing right-of-way
 - e. Begin and end project, equations
 - f. Existing utilities
 - g. Bridges and related information
15. Intersection and Interchange Layouts showing:
 - a. Existing topo
 - b. Basic survey geometry

- c. Profile grades
- 16. Cross Sections showing:
 - a. Existing ground line
 - b. Partial proposed templates
 - c. Existing utilities
- 17. Drainage outfalls showing:
 - a. Alignments
 - b. Cross sections showing existing ground line, and partial templates.
- 18. Retention area showing possible location and area required.
- 19. General Plans (in detail relative to the status of the project phase):
 - a. Plan and elevation sheets
 - b. Cross sections through structure

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a registered Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other responsible member of the Prime-Consultant shall be a Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in road and bridge design and/or construction.
3. The Prime-Consultant must employ on a full-time basis a minimum of one degreed professional, who is certified by the SAVE International as a Certified Value Specialist, and who has a minimum of five years of experience facilitating value engineering projects.

Emphasis on road and bridge construction is preferable.

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 6;
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 1;*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

* All respondents will receive a 4 in this category.

Complexity level -Simple

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. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the 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. Alan Dale – Ex officio
2. Charles Nickel – Project Manager
3. Valerie Mautz
4. David Smith
5. Jeffery Brown
6. John Eggers

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 by 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. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who 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. 4400005363 and 4400005364**, and will be submitted **prior to 3:00 p.m. CST on ~~Tuesday~~ Wednesday, November 4⁵, 2014** by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

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.