

**ENGINEERING AND RELATED SERVICES
APRIL 08, 2016**

**CONTRACT NO. 4400008781
STATE PROJECT NO. H.972205
F.A.P. NO. H972205
SHSP LOCAL ROAD SAFETY PROGRAM PROJECT MANAGER
STATEWIDE**

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 must be registered with the Federal Government using SAM.gov prior to contract execution. One Prime-Consultant 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 – April Renard

Sub-Consultants will not be considered in this selection.

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

PROJECT DESCRIPTION

The selected Consultant will provide engineering and related services for the Local Road Safety Program (LRSP) throughout the State of Louisiana. The locations may be roadway sections, intersections, or spot locations.

SCOPE OF SERVICES

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

The Consultant will participate in engineering evaluation for efficacy of projects and prioritization of projects for selection. This Consultant will participate on the LRSP project selection team. This Consultant will participate in project justification documentation. This Consultant will coordinate with DOTD Contracts and Purchasing sections to complete steps to implement program projects. This Consultant will provide engineering and technical assistance on project selection, design, and construction management for all LRSP projects.

Specific tasks shall include:

I. Participate as a member of the Local Road Safety Program Technical Team for LRSP project review, selection and implementation. Related tasks will include but are not limited to:

1. Work with the LRSP Program Manager to establish goals, objectives, policies, procedures and timelines to achieve the overall purpose of the Local Road Safety Program.
2. Review applications for completeness and technical merit.
3. Determine eligibility of specific projects within the guidelines of the program.
4. Assist the LRSP Engineers in reviewing project applications for cost of engineering and materials and construction for accuracy.
5. Make recommendations and or suggest alternative counter measures.
6. Make site visits if necessary.
7. Help local agencies revise or make improvements to applications.
8. Provide engineering and technical assistance on project selection, design, and construction management for all LRSP projects.
9. Assist in review of LRSP application process and development of updates.
10. Assist in documentation of project selection and justification.

II. Manage tasks and activities associated with the implementation of selected projects. Tasks include but are not limited to:

1. Coordinate and manage Project Development Process Phases 1 through 6 of infrastructure project development including project design and construction and engineering services for the LRSP projects in accordance with the DOTD requirements for the delivery of LPA projects using federal aid funds.
2. Develop Entity-State agreements, Task Orders, and Supplemental Agreements for approved LRSP projects in accordance with the DOTD requirements.
3. Serve as LRSP Project Manager to the LPA Responsible Charge Designee, Selected Consultants and Contractors during the duration of each LRSP LPA project.

4. Review Entity invoices, disbursement requests, and other payment documents for accuracy and completeness, and submit to DOTD Highway Safety Section for processing. Track expenditures against approved project budget, and make requests for additional funding as appropriate.
5. Represent Louisiana LRSP Program as needed on various engineering issues relating to the LRSP projects including interpretations of the Manual of Uniform Traffic Control Devices, other engineering related topics, and project design and construction.
6. Resolve Consultant and/or Entity's questions and disputes during project development and construction and coordinate with appropriate DOTD program office or District office as necessary.
7. Review and evaluate project applications including cost estimates for accuracy and relevance to program goals.
8. Participate on LRSP project team meetings.
9. Provide individual technical assistance to applicants in developing project scopes and cost estimates as needed.
10. Coordinate with responsible charge of LPA projects to help ensure timely completion of project activities.
11. Manage engineer retainer contract for Project Development Process Phases 1 through 6.
12. Update and report on status of Engineer Consultant contracts and LRSP projects.

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 data shall also be provided, if available.

Crash Counts and crash location data

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 **three years** with the option to extend for an additional two years at DOTD’s sole discretion. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection to the contract will be non-negotiated work-hours using DOTD established billable rates for a Professional Civil Engineer at a rate of **\$67 per hour** (for a maximum of 1664 hours per year and a maximum of **\$10,000** per year for travel) for the actual time spent on the project, **\$121,488** per year maximum with a maximum limitation of **\$364,464** for three years.

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.la.gov/osp/travel/travelpolicy/2015-16TravelGuide.pdf> 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.

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 Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical 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. Highway Safety Manual
17. DOTD Bridge Design Manual
18. Consultant Contract Services Manual
19. Geotechnical Engineering Services Document
20. Bridge Inspectors Reference Manual/90
21. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
22. DOTD Stage 0 Manual of Standard Practice
23. Code of Federal Regulations 29 CFR 1926 (OSHA)
24. Complete Streets,
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

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 shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in design or construction engineering.
3. At least one Principal or other Responsible Member of the Prime Consultant must be a Professional Civil Engineer, registered on the State of Louisiana, with a minimum of five years of experience in project management for transportation projects and in the interpretation of the Manual on Uniform Traffic Control Devices (MUTCD).
4. In addition to the above, the Completion of the LPA Core training class, or equivalent is required at time of contract execution.

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 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;***

* All respondents will receive a 5 in this category

**The Contract Management (CM) performance rating will be used for this project.

*** Location will be based out of Baton Rouge, Louisiana.

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 Rasoulia – Ex officio
2. April Renard– Project Manager
3. Laura Riggs
4. Brian Parsons
5. Adriane McRae
6. Ryan Reviere

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. 4400008781 and State Project No. H.972205**, and will be submitted **prior to 3:00 p.m. CST on Friday, April 22, 2016**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Masood Rasoulia, P.E.
Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1433

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.