

**ENGINEERING AND RELATED SERVICES
AUGUST 07, 2015**

**CONTRACT NO. 4400005673
STATE PROJECT NO. H.011235
F.A.P. NO. H011235
I-49 SOUTH @ VEROT SCHOOL ROAD
LAFAYETTE PARISH**

DBE/WBE GOAL =2%

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 – Mr. Corey Landry

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 engineering and related services to construct an interchange at the intersection of I-49 South/US 90 and Verot School Road. The proposed project limits will begin at the intersection of US 90 and South Park Road to approximately 1,300’ south of the intersection between US 90 and Kaliste Saloom Road. The project will consist of an above grade frontage road bridge structure that will traverse over I-49 South/US 90 mainline roadway and its paralleled railroad. The project will also include one-way frontage roads on both sides of the mainline roadway, a two-way collector service road east of the mainline roadway, and a new alignment of Verot School Road from the interchange to a bridge structure approximately 600’ west of its

intersection with LA 182 (Pinhook Road). The engineering services will be primarily in accordance with the design presented in the Environmental Impact Statement (EIS).

This contract shall consist of five phases which are to be performed as separate and distinguishable efforts. In the first phase, the Consultant shall perform a traffic engineering analysis, topographic survey and SUE services. The second phase shall consist of geotechnical engineering services, environmental support, traffic management plan, as well as the design and preparation of preliminary plans. The third phase shall consist of a property survey, right-of-way (R/W) maps, and title take-offs. The fourth phase shall provide the design and preparation of final plans. The fifth, and final phase, shall be for all construction related engineering services (Stage 5).

After the completion of preliminary plans, the Department may pursue a Design-Build (DB) Project in lieu of the traditional Design-Bid-Build Process. The decision would depend on several factors, including available funding for all remaining phases, the need for shorter project completion duration and opportunities for design and construction innovation. If the Department decides to pursue DB, the contract with the selected consultant will be terminated at the completion of preliminary plans. **The selected Design Consultant for these services will be allowed to be part of a Design-Build Proposal Team, which may be selected in the future, provided that the Design Consultant has no organizational conflicts of interest per 23CFR636.116 and does not violate LA RS 48:251.4.**

SCOPE OF SERVICES

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

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (c) Property Survey
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off

Part III: Preliminary Plans (Road and Bridge)

Part IV: Final Plans (Road, Bridge and Lighting)

Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

Traffic Engineering Analysis

Transportation Management Plan (TMP)

Geotechnical Engineering

SUE Services

Environmental Support

Refer to Attachment A for the detailed scope of initial required services of the contract.

The initial services include: Topographic Survey, Preliminary Plans (road and bridge), Traffic Engineering Analysis, Transportation Management Plan, Geotechnical Engineering, SUE services and Environmental Support.

The scope and compensation for future services will be established by Supplemental Agreement(s).

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 or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's 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. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

QUALITY CONTROL/QUALITY ASSURANCE

The Prime Consultant shall submit a bridge design QC/QA plan document specifically developed for this project as part of the DOTD Form 24-102. The QC/QA plan document must comply with the minimum requirements set in the “Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)” (FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policy issued as stated in the LADOTD Bridge Design and Evaluation Manual, 2014. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA Policy can be downloaded from LADOTD Bridge Design Section website. The grading instructions, the rating matrix, and the grading sheet for the QC/QA plan document are included in Appendix G of the LADOTD Bridge Design Section QC/QA Policy. The QC/QA plan document should be prepared to address all evaluation criteria included in the rating matrix. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

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.

1. Final Environmental Impact Statement (FEIS) and Record of Decision (ROD) for I-49 South: Lafayette Regional Airport to Route LA 88
2. Plan Sheets for Signal Design

3. Pavement Design
4. Traffic Data
5. Access to Standard Plans
6. Access to As-Built Plans
7. Crash data (to be included in TMP)
8. Full Title Research Reports.
9. Updated Title Research Reports, if necessary

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 DOTD, and will not exceed **1,460 calendar days**, including review time. This is the maximum contract time for all Scope of Services excluding Stage 5, Part I and II. 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 Geotechnical and SUE services shall be based on negotiated work hours using DOTD established billable rates/unit costs, for the actual time spent on the project, with a maximum limitation.

Compensation for all other services shall be made on the basis of actual cost plus a fixed fee, with a maximum limitation, based on negotiated man hours.

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 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:

- a. AASHTO LRFD Bridge Design Specifications
- b. AASHTO/ASTM Standards and/or DOTD Test Procedures
- c. DOTD Standard Specifications for Roads and Bridges
- d. DOTD Roadway Design Procedures and Details
- e. Manual on Uniform Traffic Control Devices
- f. DOTD Traffic Signal Manual
- g. National Environmental Policy Act (NEPA)
- h. NFPA 70: National Electric Code
- i. DOTD Environmental Impact Procedures (Vols I-III)
- j. AASHTO Policy on Geometric Design of Highways and Streets
- k. DOTD Traffic Engineering Manual
- l. Highway Capacity Manual
- m. Highway Safety Manual
- n. AASHTO Roadside Design Guide
- o. LADOTD Engineering and Standards Manual
- p. Construction Contract Administration Manual
- q. Materials Sampling Manual
- r. DOTD Bridge Design and Evaluation Manual
- s. Consultant Contract Services Manual
- t. Geotechnical Engineering Services Document
- u. AASHTO Manual for Condition Evaluation of Bridges
- v. Manual for Maintenance Inspection for Bridges
- w. Bridge Inspectors Reference Manual
- x. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
- y. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)

- z. Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
- aa. Manual On Subsurface Investigations, Published by AASHTO, 1988;
- bb. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART I – SPECIFICATIONS and PART II – TESTS, current edition;
- cc. ASTM Procedures and Regulations, current edition;
- dd. Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
- ee. Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No. FHWA-SA-96-038, February 1996;
- ff. Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, 2009;
- gg. Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;
- hh. Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;
- ii. Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
- jj. Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
- kk. Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
- ll. Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2, Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
- mm. Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No. FHWA-IF-03-017, March 2003;
- nn. Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.
- oo. LADOTD Illumination & Electrical Standards
- pp. LADOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
- qq. IESNA/ANSI RP-8
- rr. DOTD Highway Lighting Systems Guide "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
- ss. IESNA "Lighting Handbook"
- tt. IESNA "Design Guide for Roundabout Lighting, DG 19-08"
- uu. LADOTD Electrical Plan Layout and Presentation.
- vv. Standard for Electrical Safety in the Workplace (NFPA 70E)
- ww. All other local and applicable codes

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 Civil Engineer registered in the State of Louisiana.
2. At least one Principal of other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in responsible charge of transportation projects.
3. In addition, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in roadway design and corresponding support staff.
 - b. Two Professional Civil Engineers, registered in the State of Louisiana, one with a minimum of ten years and one with a minimum of five years of experience in bridge design, and corresponding support staff.
 - c. One Professional Land Surveyor, registered in the State of Louisiana, with a minimum of five years of experience in preparing right-of-way maps and conducting topographic and property surveys for DOTD.
 - d. One Professional Traffic Operations Engineer (PTOE), registered in the State of Louisiana, with a minimum of five years of experience in traffic analysis with signal warrants, signal timing and traffic signal design, and a corresponding support staff.
 - e. One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in geotechnical engineering.
 - f. One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in managing Subsurface Utility Engineering (SUE) services in support of roadway design on transportation projects.
 - g. One Professional Electrical Engineer, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting. The last three years must contain design of Louisiana DOTD projects. Electrical Design Engineer shall be present during all inspections.
 - h. One Professional ~~Civil~~ Structural Engineer registered in the State of Louisiana with a minimum of five years of experience in the design of structural components of light poles (steel and aluminum), light pole foundations including anchor bolts, base plate, concrete components, drilled shafts, as well as structure mounted light pole attachments including barrier mounted

structural components, such as concrete blisters, steel brackets, and concrete anchors.

- i. At least one field inspector with the following: 1) Up-to-date NEC and NFPA 70E courses, and 2) A minimum of five years of experience in electrical inspection and reporting.
- j. One Professional with a minimum of three years of experience arranging and conducting public meetings.

Training Certification/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 6;

* The Road Design (RX), Bridge Design (BZ), Location & Survey (LS), and Geotechnical Exploration (GE) performance ratings will be used for this project.

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

*** Firms with a ratio of 5 or greater on the Department's firm size graph will receive a compatibility rating of no less than 2.

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- complex

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. 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 can 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.

The following estimates of work categories will be used in the Consultant Evaluation Process. These percentages (including overall and sub-task) are based on the overall project are for grading purposes only and shall be used in the 24-102. See example below.

Geotechnical Services - 10%

Survey - 10% (SUE Services, Topographic Survey, Right of Way Maps, Property Survey, Title Take-off)

Road Design services - 40% (Road Design, Traffic Engineering Analysis, TMP, Environmental Support))

Bridge - 40% (Bridge and Lighting)

8a. List the elements of work as defined in the advertisement, and an estimated percentage and detailed description of the work element(s) to be performed by the prime consultant and each sub-consultant.

Element of Work	% of Overall Project	Sub-Task % of Element of Work	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
ROAD DESIGN SERVICES	40%							
Road Design		90%	90%	10%				
Traffic Engineering Analysis		7%	10%	90%				
TMP		2%				100%		
Environmental Support		1%				100%		
BRIDGE	40%							
Bridge		90%	40%				60%	
Lighting		10%					100%	
GEOTECHNICAL	10%							100%
SURVEY	10%							
Topographic Survey		45%	50%	50%				
Property Survey		9%	50%	50%				
ROW Maps		4%		100%				
Title Take-Off		1%		100%				
SUE Services		41%			100%			
8b. Identify the percentage of work for the overall project to be performed by the prime consultant and each sub-consultant.								
Percent of Contract	100%		49.780%	9.320%	4.100%	1.200%	25.600%	10.000%

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. Brian Kendrick
3. Debbie Guest
4. Chris Guidry
5. Joseph Arretteig
6. Jeff Lambert

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 2% 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), 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. 4400005673 and State Project No. H.011235**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, August 25, 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-T**
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.