

**ENGINEERING AND RELATED SERVICES
JULY 20, 2016**

**CONTRACT NO. 4400008958
RETAINER CONTRACT FOR PRECAST/PRESTRESS FABRICATION
INSPECTION AND STAFF AUGMENTATION SERVICES
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/Sub-Consultant(s) (Consultant/Team) 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 – Alden Allen

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

PROJECT DESCRIPTION

The selected Consultant will provide fabrication contract administration and fabrication engineering inspection services for fabrication plants for in and out-of-state projects 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.

SCOPE OF SERVICES

The Consultant shall provide the following services as required and under the direct supervision of DOTD Structural Fabrication Engineer:

A. Fabrication Inspection of complete project or specified members of a project

1. Coordinate with DOTD Structural Fabrication Engineer to schedule and attend a pre-fabrication meeting. The Consultant will be required to schedule and conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel present on the job site, and the work being accepted.
3. Provide all necessary personnel, equipment (squares, tape measures, levels, computers, scanners, etc.), or coordinate the activities of a selected testing laboratory, to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
4. Collect and submit all sampled materials for testing to the associated DOTD Materials Testing Laboratory, in accordance with the stipulated Sampling Manual.
5. Keep clear and concise records of the contractual operations and accomplishments. Prepare monthly pay documentation as needed for pay estimates.
6. Review all shop drawings prior to fabrication and notify DOTD of any inconsistencies.
7. Identify non-compliant material/components. Determine feasibility of repair and make recommendations to the DOTD Structural Fabrication Engineer.
8. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, inspection documentation, and other required information must be submitted on forms approved by the DOTD.
9. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
10. When stipulated by the Project Specifications that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
11. All fabrication inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD fabrication inspection personnel or meet additional requirements set forth in this advertisement.
12. All supervisory personnel must meet and retain the same qualification requirements as required of DOTD fabrication supervisory personnel or meet additional requirements set forth in this advertisement.
13. Perform any necessary spot checks for verification after the fabricator performs fabrication layout.

14. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD prior to the performance of stipulated work.
15. Provide to the DOTD Structural Fabrication Engineer on request and at the start of each TO :
 - a. Proposed Supervisory/Inspection staff schedule for review and approval
 - b. Estimated inspection hours for task order
 - c. Estimated expense for task order
16. Scan and provide required documentation in an approved electronic format until DOTD enables the Consultant to scan directly into the appropriate DOTD system (Content Manager).
17. Review Fabricator's procedures and readiness prior to start of a pour.
18. Review concrete mix design for conformance to the project specifications and submit to the DOTD Structural Fabrication Engineer for approval.
19. At end of project provide Structural Fabrication Engineer with all field books. Retain all other project documentation for five years after project completion before disposal.

The following inspection services are the minimum that will be performed for fabrication at the precast/pre-stressed concrete plant. Additional action may be required for investigation of problems or as directed by the DOTD Structural Fabrication Engineer.

- a) Confirm batch plant and transport vehicle certifications are current. Inspect batch plant and transportation vehicles for cleanliness and good operation (no leakage or dusting). Check gravel and sand for proper storage (no standing water or trash). Witness the moisture and gradations test being performed by the contractor once a week. Insure stockpile material is stored properly.
- b) Check to see that all material being used has been sampled and approved. Sample incoming material (strand, admixtures, hardware, bearing pads) according to the DOTD Materials Sampling Manual. Track and record all material that is allowed by AML approval (reinforcing steel, cement, aggregate, form oil, patching material). Verify strand doesn't exceed unacceptable corrosion level while on reels.
- c) Perform inspection documentation of components including: draw up checkout sheet from approved shop drawings and head-up field books for production; verify bed/side forms are level/straight, clean, and oiled; measure and record drupe height; document strand pattern, size, hold down positions, debond lengths, reel numbers, and heat number in field book; witness all stressing operations (measure and record each elongation and individual strand load); inspect reinforcing steel placement for spacing and clearances; measure girder length and locations of inserts, holes, and end dam bolt locations; check header for plum and square (or skew); check pile spiral spacing and cross-sectional diameter, void location and clearances, vent hole locations, pile splice (if used) plum and square; check reinforcing cage for contamination.

- d) During-Pour inspect sample concrete for slump and air in accordance with DOTD Standard Specifications; make test cylinders; inspect casting operation to verify concrete is being placed within allowed timeframe, in lifts, and adequately consolidated; verify concrete clear cover above pile void stays within allowable limits.
- e) After-Pour inspect and verify members are covered for curing with good tarps (no holes), that temperature and/or steam recorders are in good working order, and that members are cured for at least the minimum time specified in the contract.
- f) Witness the breaking of cylinders (release and 28 day) and the de-tension of the members.
- g) Post-Pour inspection documentation of cast components for conformance to shop drawings (measure length, steel projection, sweep, camber, location of inserts, diaphragm holes, and end dam bolts) along with surface imperfections and overall appearance. Identify and report any needed repairs.
- h) Inspect components for proper finish per contract documents and repairs have been properly addressed.
- i) Inspect the loading of trucks (or barges) and stamp members for shipping. Check Certificates of Delivery and write-up release report to Project Engineer when requested.

NOTE:

- a. The above steps may be performed simultaneously.
- b. Steps C thru H are repeated for each line produced.

B. Staff Augmentation Services (SAS)

The Consultant shall provide the required equipment and level of staff with hours and contractual terms negotiated for each TO. The Consultant's staff shall augment and provide similar functions to those that exist in the DOTD Structural Fabrication Engineer's staff rather than act as the complete Fabrication QA of a project or selected members of a project. Staff augmentation may be for the duration of a project or on an "on call" basis for one or multiple projects and can range from one person to several support staff members. The Consultant's augmentation staff, as appropriate to the position, shall perform the various tasks outlined in Section A above.

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 Standard Specification for Roads and Bridges
3. DOTD Construction Contract Administration Manual
4. DOTD Materials Sampling Manual
5. DOTD Bridge Design Manual
6. Consultant Contract Services Manual
7. Manual for Quality Control for Plants and Production of Precast-Prestressed Concrete Products

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

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$4,000,000**. 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.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.

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 **five 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 shall provide Laboratory testing of materials using samples procured and submitted by the Consultant and/or their staff, Project Plans, Special Provisions, Supplemental Specifications, Approved Shop Drawings, and Form Examples, Field books and cylinder molds as applicable, any other pertinent information if available, which may assist the Consultant in performing this work.

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 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.

- 3) The Prime-Consultant must employ on a full-time basis a minimum of one Professional Civil Engineer, registered in the State of Louisiana, with at least five years' experience in the design of or fabrication and repair of prestress components.
- 4) The Prime-Consultant must employ on a full-time basis, a minimum of one Senior Fabrication Inspector meeting the following requirements:
 - a. PCI Level III and a minimum of five years of prestress supervisory experience or;
 - b. PCI Level II and a minimum of ten years of prestress experience, of which a minimum of five years must be supervisory experience or;
 - c. Independent state certification and a minimum fifteen years of prestress experience, of which a minimum of five years must be supervisory experience or;
 - d. Individual application approved by the Fabrication Engineer.
 Supervisory Experience consists of:
 - Responsible charge for the daily inspection, material sampling, and personnel scheduling of a prestress fabrication yard.
 - Capacity to read, interpret, and enforce specifications, plans, associated shop drawings, and other pertinent requirements for complicated pieces.
 - Familiar with normal industry repair procedures and an ability to provide recommendations when appropriate.
- 5) The Prime-Consultant must employ as needed, or through the use of a Sub-Consultant or contract labor:
 - a. A minimum of four additional fabrication inspectors meeting at least PCI Level II or DOTD requirements for an Engineering Technician III in Prestress Inspection.

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 (CE&I)

For Consultants performing Construction Engineering and Inspection (CE&I) projects, all project personnel (engineers engineer interns, and field personnel, *excluding Asphalt Plant Inspector and Office Manager) listed in the staffing plan for the project shall have completed the appropriate work zone training courses at the time of submittal. Current certifications of compliance for this training shall be submitted with and made part of Consultant's DOTD Form 24-102.

Engineers:

Traffic Control Technician
 Traffic Control Supervisor
 Flagger

Engineer Interns: Traffic Control Technician
Traffic Control Supervisor
Flagger

Construction Senior Technicians* Traffic Control Technician
Traffic Control Supervisor
Flagger

Construction Inspectors*: Flagger
Traffic Control Technician

*Excluding Asphalt Plant Inspector and Office Manager

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, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

*Location will be based from Slidell, Louisiana.

**The performance rating CE&I Painting (CE) and Final Audit (CF) 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. 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. Mark Chenevert – Ex officio
2. Alden Allen – Project Manager
3. John Eggers
4. Brian Owens
5. Bill Drake
6. Danny Tullier

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/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. 4400008958**, and will be submitted **prior to 3:00 p.m. CST on Thursday, August 11th, 2016**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Mark Chenevert, P.E.
Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1591

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.