

**ENGINEERING AND RELATED SERVICES  
JANUARY 29, 2016**

**CONTRACT NO. 4400008173  
RETAINER CONTRACT FOR  
SUBSURFACE UTILITY ENGINEERING (SUE) 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 shall be registered with the Federal Government using SAM.gov at the time of submittal. 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 – Mr. Stanley Ard**

**Sub-Consultants will not be considered in this selection.**

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

**PROJECT DESCRIPTION**

The selected Consultant will perform Subsurface Utility Engineering (SUE) and related services for statewide projects covered by a Retainer Contract under separate Task Orders. **The majority of the work will be located in Districts 04, 05, 08 and 58.** 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 services to be rendered for this Retainer Contract shall consist of the following Stage and Parts.

### Stage 3: Design

#### Part I: Surveying Services

##### (a) Topographic Survey

#### Part III: Preliminary Plans

##### Subsurface Utility Engineering (SUE)

The services to be performed by the Consultant under this Retainer Contract are described more specifically as follows:

**Part I (a) Topographic Survey** shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. The DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83), as determined by G.P.S. observation.

**Part III Subsurface Utility Engineering-** The Consultant will provide accuracy and economy in project-driven utility inventories, through the application of Technologies that are not otherwise readily available to the DOTD, and to enable the DOTD to assign

various tasks such as utility coordination, etc., on statewide projects using Subsurface Utility Engineering (SUE).

## **I. General**

### **A. Work Standards**

Except as may be modified or specified herein, or otherwise approved by the DOTD, the collection and depiction of information, and any required submittals, shall conform to the applicable provisions of CI/ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." A copy may be obtained from the American Society of Civil Engineers at [www.asce.org](http://www.asce.org).

### **B. Certification**

The Consultant's Professional Engineer or Professional Land Surveyor in responsible charge of the work shall perform a final review of, seal, and sign all applicable submittals, including but not limited to original field notes and sketches (or copies of same if approved by the DOTD), hard copies of electronic data, and plan drawings.

### **C. Electronic Data**

1. The Consultant's selected hardware and software, methodology, and format for deliverables, shall conform to the applicable requirements of the DOTD Survey and/or Manuals, or shall be as otherwise directed or approved by the DOTD.
2. The Consultant shall contact the Project Manager, prior to creating any electronic data, to verify the current collection and submission requirements.
3. The Consultant shall identify each unit of magnetic media submitted, with adhesive labels affixed to the media and containing identifying and archival information prescribed by the Project Manager.
4. A letter must accompany the magnetic media and shall contain the same information as required to be affixed to the media, and shall also contain a description of the software utilized.

## **II. Miscellaneous Tasks**

### **A. Work Plan and Schedule**

Develop a detailed work plan and schedule of activities showing conformance to the work requirements and time constraints imposed by the task order, and obtain DOTD's approval of said work plan prior to commencing work.

## B. Mobilization

1. Deploy necessary personnel, equipment, and supplies from the Consultant's central location to the work site, in preparation for the work.
2. Unless otherwise approved by the DOTD, the consultant shall not be compensated for more than one mobilization per task.

## C. Traffic Control

1. Whenever the work will affect the movement of traffic or traffic safety, provide traffic control and utilize traffic control devices in conformance with the MUTCD, and the Louisiana Supplement thereto adopted pursuant to L.R.S. 42-4-104.
2. Traffic Control shall be directed by a worksite traffic supervisor certified by the American Traffic Safety Services Association (ATSSA), or the Louisiana Contractors Association (CCA).
3. The Consultant's Traffic Control Plan (TCP) and Method(s) of Handling Traffic (MHT(s)) shall be subject to acceptance by the DOTD prior to commencing work.

## D. Permits and Rights of Entry

1. The Consultant shall obtain all necessary permits from the DOTD and/or local jurisdictions to allow work within public rights-of-way.
2. If work must be performed on private property, the Consultant shall obtain written permission from the property owner for the Consultant and DOTD to enter the premises, including names and telephone numbers of contact persons should notification prior to entry be necessary.
3. Work on DOTD rights-of-way may require a Special Use Permit or similar authorization, which will prescribe necessary conditions and controls. The DOTD Project Manager will provide liaison between the Consultant and the involved DOTD permit office.

## E. Condition Assessments

1. Perform interior pipe wall inspections and/or thickness tests of existing buried utility lines, utilizing video, ultrasonic, and/or visual techniques as appropriate.

## F. Aerial or Ground-Mounted Utility Facilities

1. If specified by DOTD, Quality Level D or C services as further described herein shall include records research, identification, surveying, correlation, and/or depiction of aerial or ground-mounted utilities, notwithstanding that such surface features may not be associated with an existing subsurface utility line or system.

## G. Unknown Lines

1. If, when performing an assigned task, the Consultant detects line(s) of unknown function, status, or ownership, the Consultant shall obtain, record, and depict information on such line(s) to a quality level that is commensurate with that of the original assigned task.

## III. Project Utility Coordination

### A. Project Meetings, Site Reviews

1. Attend project meetings and/or site reviews with DOTD staff and/or other involved parties.
2. Record and report on proceedings.

## IV. Quality Level D Tasks

### A. Records and Information Research

1. Conduct appropriate investigations (e.g., owner records, DOTD records, Louisiana One Call records, Parish records, personal interviews, visual inspections, etc.), to help identify utility owners that may have facilities within the project limits or that may be affected by the project.

### B. Records Collection

1. Collect applicable records (e.g., utility owner base maps, “as-built” or record drawings, permit records, field notes, geographic information system data, oral histories, etc.), on the existence and approximate location of existing involved utilities.

### C. Records Review

1. Review records for: evidence or indication of additional available records; duplicate or conflicting information; need for clarification.

### D. Aerial or Ground-Mounted Facilities

1. Include records research, identification, and depiction of aerial or ground-mounted utility facilities in QL D tasks if specified.

### E. Compilation and Presentation of Data

1. Transfer information on all involved utilities to appropriate plan sheets, electronic files, and/or other documents as required or directed by DOTD.

2. Exercise professional judgment to resolve conflicting information.
3. For information depicted, indicate: utility type and ownership; date of depiction; quality level(s); end points of any utility data; line status (e.g., active, abandoned, out of service); line size and condition; number of jointly buried cables; and encasement.

## **V. Quality Level C Tasks**

### **A. Inclusive of QL D Tasks**

1. Perform tasks as described for QL D. There is no prescribed order in which QL D and C tasks must be performed.

### **B. Identification of Surface Utility Features**

1. Identify surface features, from project topographic data (if available) and from field observations that are surface appurtenances of subsurface utilities.

### **C. Aerial or Ground-Mounted Facilities**

1. Include survey and correlation of aerial or ground-mounted utility facilities in QL C tasks if specified.

### **D. Surveys**

1. Survey surface features of subsurface utility facilities or systems, if such features have not already been surveyed by a Registered Professional. If previously surveyed, check survey data for accuracy and completeness.
2. The survey shall also include (in addition to subsurface utility features visible at the ground surface); determination of invert elevations of any manholes and vaults; sketches showing interior dimensions and line connections of such manholes and vaults; any surface markings denoting subsurface utilities, furnished by utility owners for design purposes.

### **E. Confined Space Procedures**

1. Whenever the work requires the entry of personnel into confined spaces (including but not limited to manholes, vaults, and pipes), comply with applicable OSHA (Occupational Safety and Health Administration, U.S. Department of Labor) procedures and requirements.

### **F. Correlation, Interpretation, and Presentation of Data; Resolution of Discrepancies**

1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.

2. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of QL D and QL C information.
3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
4. As appropriate, amend the indicated quality level of depicted information.

## **VI. Quality Level B Tasks**

### **A. Inclusive of QL C Tasks**

1. Perform tasks as described for QL C. There is no prescribed order in which QL C and B tasks must be performed.

### **B. Line Detection and Marking**

1. Select and apply appropriate surface geophysical methods to search for and detect subsurface utilities within the project limits, and/or to trace a particular utility line or system.
2. Based on an interpretation of data, mark the indications of utilities on the ground surface, for subsequent survey. Utilize paint or other methods acceptable to DOTD for marking of lines.
3. Utilize the uniform color code of the American Public Works Association for marking of utilities.
4. Unless otherwise directed, mark centerline of single-conduit lines, and outside edges of multi-conduit systems.
5. Unless otherwise approved, maintain horizontal accuracy of +/- 1.5 feet (450 mm) in the marking of lines.
6. As an alternative to the physical marking of lines, the Consultant may, with DOTD's approval, utilize other means of data collection, storage, retrieval, and reduction that enables the correlation of surface geophysical data to the project's survey control.

### **C. Surveys**

1. Survey all markings that indicate the presence of a subsurface utility.
2. Perform surveys to a horizontal accuracy consistent with applicable DOTD survey standards. Reference surveys to the project's survey control.
3. If requested, record depth information as may be indicated by the particular detection method used.

### **D. Correlation, Interpretation, and Presentation of Data; Resolution of Discrepancies**

1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
2. Update (or prepare) plan sheets, electronic files, and/or other documents to reflect the integration of QL D, QL C, and QL B information.

3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
4. As appropriate, amend the indicated quality level of depicted information.

## **VII. Quality Level A Tasks**

### **A. Inclusive of QL B Tasks**

1. Perform tasks as described for QL B. There is no prescribed order in which QL B and QL A tasks must be performed.

### **B. Selection of Test Locations**

1. DOTD may require QL A data where the precise horizontal and vertical location of utilities, obtained by exposure and survey of the utility at specific points, is needed for conflict assessment/resolution purposes.
2. The Consultant may recommend test locations based on the requirements of the project and on existing subsurface utility information.

### **C. Selection of Method**

1. When available, verifiable information on previously exposed and surveyed utilities (such as survey records during utility line construction) shall be furnished in lieu of new excavation, exposure, and survey at that same point, or at a suitable nearby point.
2. Otherwise, when utility lines must be exposed and surveyed at specified locations, the Consultant Shall use minimally intrusive excavation techniques, acceptable to DOTD, that ensure the safety of the excavation, the integrity of the utility line to be measured, and that of other lines which may be encountered during excavation.
3. DOTD intends that excavation shall be by means of air or water-assisted vacuum excavation equipment manufactured specifically for the purpose. Provided, however, that approval of water-assisted vacuum excavation may be subject to additional findings by DOTD that such method poses minimal risk of damage to the highway facility or utility lines.

### **D. Compliance with the Louisiana One Call Requirements**

1. The Consultant shall comply with all applicable provisions of Article 1.5 of Title 9, L.R.S., entitled "Excavation Requirements", when planning or performing excavations at utility test hole sites.
2. Compliance actions include, but are not limited to: notify owners or operators of underground utility facilities at least two business days prior (not including the day of actual notice) to making or beginning excavations in the vicinity of such facilities; contact the Louisiana One Call at (225) 275-3700, for the marking of member utilities; contact non-member utilities directly; coordinate



with utility owner representatives as required for inspection or other on-site assistance; immediately cease excavation work and report any resultant utility line damage to owner.

#### E. Excavation of Test Holes

1. Clear the test hole area of surface debris.
2. In Paved areas, neatly cut and remove existing pavement, which cut shall not exceed 225 square inches (0.15 square meters), unless otherwise approved.
3. Excavate the test hole by the method(s) acceptable to DOTD and to the standards set forth herein (see also "Selection of Method" above). The nominal diameter of the test hole shall not exceed 15 inches (375 mm) unless otherwise approved.
4. Expose the utility only to the extent required for identification and data collection purposes.
5. Avoid damage to lines, wrappings, coatings, cathodic protection or other protective coverings and features.
6. Hand-dig as needed to supplement mechanical excavation and to ensure safety.
7. Revise the test hole location as necessary to positively expose the utility.
8. Store excavated material for re-use or disposal, as appropriate.

#### F. Collection, Recording, and Presentation of Data

Measure and/or record the following information on an appropriately formatted test hole data sheet that has been sealed and dated by the Consultant:

1. Elevation of top and/or bottom of the utility tied to the project datum, to a vertical accuracy of +/- 0.05 feet (15 mm).
2. Elevation of existing grade over utility at test hole.
3. Horizontal location referenced to project coordinate datum, to a horizontal accuracy consistent with applicable DOTD survey standards.
4. Field sketch showing horizontal location referenced to a minimum of three swing ties to physical structures existing in the field and shown on the project plans.
5. Approximate centerline bearing of utility line.
6. Outside diameter of pipe, width of duct banks, and configuration of non-encased multi-conduit systems.
7. Utility structure material composition, when reasonably ascertainable.
8. Identity of benchmarks used to determine elevations.
9. Utility facility condition.
10. Pavement thickness and type when applicable.
11. Soil type and site conditions.
12. Identity of utility owner/operator.
13. Other pertinent information as is reasonably ascertainable from test hole.

## G. Site Restoration

1. Replace bedding material around exposed utility lines in accordance with owner's specifications or as otherwise directed or approved.
2. Backfill and compact the excavation in a manner acceptable to DOTD. If approved, re-use excavated material with approved moisture/density control.
3. Install color-coded warning ribbon within the backfill area and directly above the utility line.
4. As applicable, provide permanent pavement restoration within the limits of the original cut using materials, compaction, and pavement thickness acceptable to DOTD.
5. Repair or replace backfill or pavement that fails (i.e., subsidence and/or loss of pavement material) within two years of the original restoration work.
6. For excavations in unpaved areas, restore disturbed area as nearly as practicable to pre-existing conditions.
7. Furnish and install permanent surface marker (e.g., P.K. nail, peg, steel pin, or hub) directly above the centerline of the structure and record the elevation of the marker.

## H. Interpretation of Data and Resolution of Discrepancies

1. Exercise professional judgment to correlate data from different sources, and to resolve conflicting information.
2. Update plan/profile sheets, electronic files, and/or other documents to reflect the integration of QL D, QL C, QL B, and QL A information.
3. Recommend follow-up investigations (e.g., additional surveys, consultation with utility owners, etc.) as may be needed to further resolve discrepancies.
4. As appropriate, amend the indicated quality level of depicted information.

## 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. ASCE Standards (38-02)

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 DOTD established billable rates for the actual work performed on the Task Order, or a non-negotiated lump sum, prior to each Task Order being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

Reimbursement on direct expenses for travel and subsistence outside of Districts **04, 05, 08 and 58** shall be at the discretion of the project manager.

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.

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 **three 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.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met 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 responsible member of the Prime Consultant must be a Professional Land Surveyor, registered in the State of Louisiana.
3. The Prime-Consultant must employ a Professional Engineer and/or Land Surveyor, registered in the State of Louisiana with a minimum of one year of experience in conducting sub-surface utility engineering services.
4. The Prime Consultant must employ a corresponding support staff with the necessary experience and equipment.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **WORK ZONE TRAINING REQUIREMENTS (PRE-CONSTRUCTION SERVICES)**

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of Consultant's DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all

requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Personnel:	Traffic Control Technician Flagger

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

## EVALUATION CRITERIA

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*Location will be based from Winnfield, Louisiana.

\*\*The Survey (LS) performance rating will be used for this project.

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting; with ratings capped at the statewide average rating for that category as of the date the advertisement was posted.

### Complex – 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. Masood Rasoulian – Ex officio
2. Stanley Ard– Project Manager
3. Bart Rumsey
4. Joseph Arretteig
5. Mark Hughes
6. Eric Lanier

### 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](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped "original"**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

**Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400008173**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 16, 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.