

**ENGINEERING AND RELATED SERVICES
OCTOBER 02, 2015**

**CONTRACT NO. 4400007446
STATE PROJECT NOS. H.011670.1 & H.011670.2
F.A.P. NOS. H011670
I-10/LOYOLA INTERCHANGE IMPROVEMENT
JEFFERSON PARISH**

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 – Li Yang

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 shall to prepare an Interchange Modification Report (IMR) and should include the NEPA process if needed. With the proposed reconfiguration of the Louis Armstrong New Orleans International Airport, the Loyola Drive/Aberdeen Street corridor has been proposed for improvement in order to serve as the primary access point from I-10 to the north terminal of the airport.

SCOPE OF SERVICES

The selected Consultant will provide the following services:

Phase 1: Interchange Modification Report (IMR)

Study Objective

The purpose of the Interchange Modification Report (IMR) is to analyze the existing roadway network with this future development, and identify the best alternative as outlined in this scope. The goal of the final plan shall minimize queuing on to the interstate.

At the conclusion of this study, the Consultant shall present a final Interchange Modification Report to DOTD.

The IMR will follow requirements outlined in Federal Highway Administration (FHWA) policy on Changes in Access to the Interstate System issued August 18, 2009, published in Federal Register Volume 74 Issue 165 on August 27, 2009 and Louisiana Department of Transportation and Development (LADOTD) Engineering Directives and Standards Manual (EDSM) No: I.4.3.2: Request for New or Modified Access on Control of Access Facilities dated July 8, 2014.

Proposed Interchange for Modification

The proposed interchange for modification is located at the intersection of I-10 and Loyola Drive.

Study Limits

The study limits are from the I-10/I-310 interchange to the west, the I-10/Williams Boulevard interchange to the east, Furman Drive to the north, and Airline Drive to the south.

Roadways within the study limits include:

- Interstate 10
- Interstate 310
- Loyola Drive
- Aberdeen Street
- Bainbridge Street
- Veterans Boulevard
- Williams Boulevard (LA 49)
- Airline Highway (US 61)
- Airport Access Road

Task 1.0 – PROJECT MANAGEMENT

1.1. Initial Meeting

A meeting with the DOTD and the Consultant shall be held at the beginning of the project. The purpose of this meeting is to establish procedures, deliverables, and schedules. The Consultant shall prepare the minutes of the meeting for review by the attendees.

1.2. Other Meetings

The Consultant shall attend meetings requested by the Project Manager during certain stages of the project. There shall be at least two meetings during this project with DOTD staff. The Consultant shall prepare the minutes of the meeting for review by the attendees. These are in addition to the milestone meetings outlined in the tasks below.

1.3. Written Plan

A written plan describing the limits to study, the locations of the intersections, and a timeline to perform the needed work shall be provided by the Consultant. The Consultant shall submit the written plan to the Project Manager for review.

1.4. Monthly Reports

Monthly progress reports shall be prepared by the Consultant to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall include changes in project schedule. The report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

➤ Task 1.0 DELIVERABLES

- Minutes from initial meeting which shall include a project schedule
- Minutes from other coordination meetings as requested by the Project Manager
- A written project management plan as described above shall be provided by the Consultant.
- A monthly progress report shall be submitted by the Consultant to ensure that the project schedule is being kept.

Task 2.0 – TRAFFIC STUDY

➤ Measures of Effectiveness

The Measures of Effectiveness (MOEs) that shall be used for evaluation are as follows:

- Travel Speed
- LOS
- Density
- Intersection delay at all approaches as well as overall intersection delay
- Queue lengths
- V/C ratio
- Travel time between critical points within the study boundary

➤ Analysis Years

Build year 2020 and design year 2040.

➤ Approved Software

The following software will be used for the analysis:

- Synchro
- Highway Capacity Software
- VISSIM

2.1. Data Needs & Collection

Counts will be collected during typical weekdays of Tuesday, Wednesday and Thursday during the regular school session (No holiday week). Prior to the counts starting, the DOTD Traffic Engineering Management (TEM) Section, Planning Section shall approve all count locations, dates and times in writing. The counts will be collected per DOTD *Traffic Signal Manual* guidelines.

a. 7-day 24 hour counts and classification counts

The Consultant shall conduct 7 day 24 hour counts and classification counts for both directions on the interstate on each side of the interchange. 7 day 24 hour counts and classifications shall also be taken on non-interstate routes within the study area in both directions per corridor.

These counts and the recommended peak periods shall be approved by DOTD prior to performing any other counts.

b. 48-hour counts with vehicle classification

The Consultant shall conduct 48-hour vehicle counts for each approach of major intersections at the same time as turning movement counts.

c. Peak Period Counts

Turning Movements Counts: 3 peak period counts shall be collected by the Consultant at all signalized and unsignalized study intersections during AM, Mid-day, and PM peak conditions.

Peak period observations will also be collected during the peak periods by a Professional Engineer licensed in Louisiana. These observations shall be collected at major intersections and include characteristics such as, but not limited to, queue lengths, congestion, and operation issues.

d. Crash History

- All crash records are to be pulled by the Consultant for the last 3 verified years within the study area.
- A summary of all crash types and locations will be provided.
- For over represented crash types, each relevant crash report shall be read.
- A comparison to the state average will be performed for all intersection-related crashes (250 feet), segments and spots.
- Existing conflict types shall be identified.
- Crash diagrams will be presented on an aerial.
- A report will be given to DOTD to detail which crash reports were not reported correctly on the crash listing and what needs to be corrected.

e. Travel Time and Spot Speed Study

The Consultant will provide travel time and the results of the spot-speed study.

- The spot speed study will be performed according to EDSM VI.1.1.1.
- Minimum of 1 per corridor and within each speed zone.
- For travel times, the Average Vehicle Method utilizing the maximum car technique is to be used over a minimum length of 1 mile and during each approved peak hour.
- The number of runs for each peak hour shall be determined with a confidence level of 95%.
- The date, time of run, weather, direction, starting location, ending location, trip length, trip time, travel speed, running time, stopped time, and running speed shall be noted for each run. A summary for all data points shall be completed for each peak hour.
- A summary with averages for all data points shall be completed for each peak hour.

DOTD shall supply the Consultant with the following information:

- Growth rates with documentation of the source and relevant assumptions. Specific and possibly varying growth rates will be applied to each of the following roadways within the study area.
- Trip distribution percentages

➤ Task 2.1 Deliverables

The 7 day 24 hour counts shall be delivered to the TEM Section for approval of peak periods. Turning Movement Counts (TMC) shall be taken during the approved hours. The turning movement counts shall include queue lengths every 15 minutes on each approach.

a. Counts

- 7 day 24 hour counts with recommended peak hours for turning movement counts. Must be approved prior to performing any other counts and have electronic copy (excel or other approved software), hard copy showing hourly counts and recommended peak hour.
- 48 hour counts electronic copy (excel or other approved software) and hardcopy showing hourly counts
- Peak hour hardcopy showing TMC and 15 minute counts
- Layout of peak hour counts on map

b. Speed Study printouts as described in EDSM VI.1.1.1

c. Crashes

- Crash diagrams for each major intersection
- Summary charts of overrepresented crashes
- Charts of State Averages
- Summary and location of conflict types for all alternatives
- Report on incorrect crash reports

d. Travel time runs

e. Peak hour observations report given to DOTD highlighting any issues at the intersections within the study area such as queuing, turning conflicts etc.

f. Layout on map for build and future analysis with % growth rate and traffic generator

g. Explanation of the traffic generator location assumptions and how growth was determined

h. QA/QC documentation

Task 2.1 Deliverables must be accepted by DOTD prior to moving to Task 2.2 Phase I - Existing Network Analysis.

2.2. Phase I - Existing Network Analysis

The existing network analysis for build and design year will be performed using the approved software as outlined in this MOU for the following scenarios:

Alternative	Year of Analysis		
	Existing (With short term improvements)	Build (2020)	Design (2040)
No Build	X	X	X

Each analysis shall include all components and the associated results with appropriate Measures of Effectiveness (MOE) including:

- Basic freeway segments – LOS, Density
- Freeway Merge/Diverge segments – LOS, Density
- Freeway Weaving Segments – LOS, Density
- Multilane Highways – LOS, Density, Travel Speed, Travel Time
- Major intersections – LOS, Overall Delay, Approach Delay, Queue lengths, V/c Ratio

DOTD’s Traffic Engineering Management (TEM) Section will call a meeting to determine if the no build scenario adequately address any deficiencies.

A decision will be made after the meeting to decide if the IMR study continues

- a. If study does not continue, then an alternative is chosen from the Existing Network Analysis
- b. If the study does continue, then Phase II begins.

➤ Task 2.2 Deliverables

- a. Report of results for each scenario during build and design year including:

- Summary of assumptions, analysis and findings
- Table of network freeway components and the associated MOE

- Table of multilane highway components and the associated MOE
 - Table of network major intersections and the associated MOE
 - Figures of lane configuration and layout to scale with aerial for each alternative
 - Appendix with relevant software analysis output
- b. Electronic files of report (pdf) and of the software analysis
- c. QA/QC documentation

Phase II – Alternative Study

2.3. Tier 1– Alternative Analysis Data

The Phase II Alternative Study will include Tier 1, Tier 2, and Tier 3 analysis.

a. Interchange Form Consideration/Screening Matrix

Perform Tier 1 Analysis (as described in ITE Freeway and Interchange Geometric Design Handbook): All interchange forms are considered and screened for fatal flaws. The process begins with the identification of the “System-Area Environment” which identifies base conditions in terms of broad controls. The various interchange forms are considered based on the system area environment as described. These are then screened for fatal flaws. The screening considerations are then evaluated and decision making criterion established that will consider traffic operation, right of way, environmental/social impacts, and construction costs. By documenting the evaluation of alternatives in Tier 1, the planner/engineer considers all potential interchange candidates and records why some alternatives were eliminated from further study.

➤ Task 2.3a Deliverables

- Interchange Screening Matrix
- QA/QC Documentation

b. Alternative Analysis Data Meeting

The DOTD Traffic Engineering Management Section will call a meeting to determine which interchanges from Tier 1 will move on to Tier 2 analysis

- Review of Alternative Analysis Data Deliverables
- Discuss future study criteria for alternatives to be studied
- MOE

- Software
- A decision will be made after the meeting which interchange types move to full alternative analysis (at least 3 alternatives)

After the meeting, a Study Criteria Memorandum will be distributed for review.

c. Study Criteria Memorandum

For inclusion in the Study Criteria Memorandum, the Consultant shall prepare:

- Aerial outlining the adjusted study area with major intersections listed
- List of any new required data due to the adjusted study area
- Volume distribution figures for selected alternatives.
- Conceptual drawings
- QA/QC documentation

2.4. Tier 2 Alternative Analysis

Tier 2 shall include development, analysis, and comparison of the remaining alternatives' operational performance and critical geometry.

a. Capacity Analysis

The analysis for build and design year will be performed using the approved software as defined in the Study Criteria Memorandum for the following scenarios:

- Build Year 2020
- Design Year 2040

Each analysis shall include all components and the associated results with appropriate Measures of Effectiveness as outlined in the Study Criteria Memorandum including:

- Basic freeway segments
- Freeway Merge/Diverge segments
- Freeway Weaving Segments
- Multilane Highways
- Major intersections

Analyze the alternatives defined in the Study Criteria Memorandum to include:

- MOE

- Future traffic and lane requirements for entire study area
- Public transportation plan, pedestrian and bicycle requirements
- Future highway network
- Land use, environmental and right of way considerations
- ITS strategies and HOV facilities

b. Critical Geometry

Develop scaled concepts with geometric layout in two dimensions: plan and profile. The alternatives will be drawn using a single sketch line technique. Each line shall represent each ramp and traveled way of the highway in the plan view. Number of lanes required and controlling horizontal curve information shall be noted in plan view. The alternatives shall be drawn in profile using single lines indicating existing grade and each tier of the proposed interchange with relative elevations. These lines will be developed to scale and apply design criteria and operational characteristics.

c. Safety Analysis

Analysis shall include a comparison of existing and new conflict points.

d. Comparative Evaluation

Tier 2 alternatives are assessed and ranked in each of the following categories:

- Operational (Capacity/LOS, Geometric Alignment)
- Safety (Operational, Roadside)
- Costs (Construction, ROW, Control of Access)
- Environmental (Traffic Accessibility, Impact of development)

➤ Task 2.4a, b, c, and d Deliverables

Report of results for each scenario during build and design year including:

- Summary of assumptions, analysis and findings
- MOE comparison for 3 alternatives, no build alternative for design and built year.
 - Table of network freeway components and the associated MOE
 - Table of network major intersections and the associated MOE
- Critical Geometry to scale with aerial for each alternative (as described above) with design guidelines and criteria.
- Appendix with relevant software analysis output
- Safety analysis
- Electronic files of report (pdf) and of the software analysis

- QA/QC documentation

e. Alternative Analysis Review Meeting

The DOTD Traffic Engineering Management Section will call a meeting to review the results of the Tier 2 analysis and determine which alternative from Tier 2 will move on to Tier 3 analysis.

2.5. Tier 3 – Functional Design

The selected alternative identified in Tier 2 is developed further in geometric form in Tier 3, which identifies the best plan with quantitative evaluation.

The alternative will be developed to include the following:

- Geometric Plans – Plans are constructed over a base map, superimposed over the single-line sketch, using geometric scaled dimensions. Treatment of ramp termini and intersection channelization is shown at this stage. Desired radii are selected and provision is made for transition curves, the appropriate number of lanes and other important features on the plan. Other details including in plan view include:
 - Identified utility conflicts
 - Driveways and roadway connections with labels
 - Drainage, structures, and bridges
 - Proposed and existing ROW
 - Proposed and existing Control of Access
- Signing plans
- Striping plans
- Functional Profiles – Attention is given to vehicular speeds, sight distance, and general safety in the selection of vertical geometry. They must comply with established design criteria and appropriate vertical clearances.
- Cross sections
- Sequence of construction and traffic control plan

➤ Task 2.5 Deliverables

For the Tier 3 alternative:

- Functional Plan, Profile, and Cross Section
- Signing Plan
- Striping Plan
- Sequence of construction and traffic control plan

Task 3.0 – INTERCHANGE MODIFICATION REPORT

3.1. Draft IMR

The Consultant shall prepare a Draft Interchange Modification Report that combines all prior deliverables into report format and will address all 8 policy points as outlined in FHWA *Changes in Access to the Interstate System*. The report shall be signed and stamped by a Professional Engineer licensed in Louisiana. The report shall also include the completed Access Justification Report (AJR) Consultant Checklist.

3.2. Final IMR

Upon review and approval of the draft IMR by DOTD, the Consultant will provide the Final IMR.

- Task 3.0 Deliverables
 - Three (3) hard copies and 1 electronic copy of the Draft IMR will be submitted to DOTD for review.
 - Four (4) hard copies and a pdf version on CD of the Final IMR shall be delivered to DOTD. An electronic .pdf version of the Final IMR and software analysis files shall be provided on a CD.

Phase 2: Environmental

A detailed scope will be provided once it has been determined if this phase is needed. And will be established by a Supplemental Agreement.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

Access to As-builts for current I-10/Loyola Interchange

CONTRACT TIME

The overall contract time is estimated to be **three years**. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will 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:

1. DOTD EDSM No: 1.4.3.2
2. FHWA Memorandum: FHWA Policy on Changes in access to the Interstate System
3. DOTD Memorandum: Policy for New Access to Controlled Access facilities
4. AASHTO LRFD Bridge Design Specifications
5. AASHTO/ASTM Standards and/or DOTD Test Procedures
6. DOTD Standard Specifications for Roads and Bridges
7. DOTD Roadway Design Procedures and Details
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code
12. DOTD Environmental Impact Procedures (Vols I-III)
13. AASHTO Policy on Geometric Design of Highways and Streets
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. AASHTO Manual for Condition Evaluation of Bridges
20. Manual for Maintenance Inspection for Bridges
21. Bridge Inspectors Reference Manual
22. AASHTO Manual for Condition Evaluation and Load and Resistance Factor
23. Rating (LRFR) of Highway Bridges.
24. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)
25. DOTD Location and Survey Manual-Addendum A

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one principal of the Prime Consultant shall be a professional engineer registered in the state of Louisiana.
2. At least one principal or a responsible member of the prime consultant must be a Professional Civil Engineer registered in the State of Louisiana with a minimum of ten years project management experience in transportation.
3. The Prime Consultant must also employ on a full time basis a minimum of three Professional Civil Engineers registered in the State of Louisiana. At least two of the previously described should be certified as a Professional Traffic Operations Engineer (PTOE) with a minimum of five years of traffic analysis experience. Additionally, at least one Professional Engineer must have experience in preparing IMR's or IJR's (LADOTD Preferred) and a minimum of three years of microsimulation experience.
4. In addition to the above requirements, the Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant:
 - a. A minimum of one Environmental Professional must have a minimum of five years of experience in the preparation of NEPA documents, including Environmental Assessments in accordance with the National Environmental Policy Act (NEPA) for the FHWA and must have completed the "NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making", or an equivalent course.
 - b. A minimum of one Environmental Professional with a minimum of three years of experience with FHWA highway traffic noise analysis.
 - c. A minimum of one Environmental Professional with a minimum of three years of experience with Phase I Environmental Site Assessments.
 - d. A minimum of one Principal Investigator for the archaeological work who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994.
 - e. A minimum of one Responsible Member of the consultant firm handling cultural resources must have taken a course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or its equivalent training, and possess a minimum of five years of experience in Section 106 documentation.
 - f. One Real Estate Professional Responsible for the preparation of a Conceptual Stage Relocation plan.

- g. A minimum of one Professional Engineer registered in the State of Louisiana with a minimum of ten years of experience in bridge design
- h. A minimum of one Professional Engineer registered in the State of Louisiana with a minimum of five years of experience in roadway design.
- i. A minimum of one Professional Engineer registered in the State of Louisiana with a minimum of three years of experience in airport design.

**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

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

EVALUATION CRITERIA

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

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

* The Environmental (EV) and Traffic Engineering Management (TM) performance ratings 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 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 are based on the overall project:

Environmental - 47%

Traffic Engineering Management -53 %

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
Interchange Modification Report	53%							
Environmental Services	47%							
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%							

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. Hadi Shirazi – Ex officio
2. Li Yang – Project Manager
3. Chris Guidry
4. Brandon DeJean
5. Robert Lott
6. Ryan Reviere

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD’s sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD’s Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD’s Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

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

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

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

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

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

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

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

The DOTD Form 24-102 will be identified with **Contract No. 4400007446 and State Project Nos. H.011670.1 & H.011670.2**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, October 20, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Hadi Shirazi, P.E., PTOE
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
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.