

**ENGINEERING AND RELATED SERVICES
AUGUST 29, 2014**

**CONTRACT NO. 4400005020
STATE PROJECT NO. H.011137
F.A.P. NO. H011137
I-12 (LA 21 TO US 190)
ST. TAMMANY PARISH**

**CONTRACT NO. 4400005020
STATE PROJECT NO. H.011152
F.A.P. NO. H011152
I-12 (US 190 TO LA 59)
ST. TAMMANY 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. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for the captioned projects.

Project Manager – Mr. Nicholas Olivier

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide topographic surveying services and subsurface utility engineering in preparation for the widening of Interstate I-12 in St. Tammany Parish from LA 21 to LA 59 for an approximate distance of 8.89 miles.

SCOPE OF SERVICES

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

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

SURVEYING SERVICES

This project is located in St. Tammany Parish in the area of Covington, Louisiana. This project is a proposed widening project along I-12 between LA 21 and LA 59. A Topographic Survey will be required along this portion of this proposed corridor. A complete Topographic survey including all utilities with depths and all drainage is required. Along with Finish floor elevations of all buildings that fall in the survey limits. This project shall be completed in accordance with the Location and Survey Manual and all current accepted Location and Survey Automation procedures.

The survey will begin at a point that is approximately 6700 feet west of the I-12 and LA 21 interchange (this point is CS 454-04 (Logmile 5.24) of I-12). From this Point the survey will proceed in an easterly direction along I-12 for approximately 47,000 feet to a point that is approximately 6000 feet east of the I-12 and La 59 interchange (this point is CS 454-04 (Logmile 14.13) of I-12). The width of the Survey and DTM will vary and extend from 5 feet past back of ditch on the outside the East bound lane across to 5 feet past back of ditch on the outside of the West bound lane. (except the portion from the walking path (station 540+00) east to the LA 59 interchange this portion of the survey will be Right of Way to Right of Way) The survey will include all features inside the median within the described limits and also include all drainage structures for I-12 that may be outside the described toe of slope limits.

This survey will also include the on and exit ramps for the east and west bound lanes of I-12 at the LA 21 interchange, the US 190 interchange, and the LA 59 interchange. The width of the Survey and DTM will extend from Right of Way to Right of Way in the area of these interchanges.

Along LA 21 the survey will begin at the intersection of Brewster Road and LA 21 (this point is CS 059-01 (Logmile 3.18)) From this Point the survey will proceed in an northerly direction along LA 21 for approximately 2,900 feet to a point that is at the intersection of Ochsner Blvd. and LA 21 (this point is CS 059-01 (Logmile 3.73)). The width of the Survey and DTM will be 50 feet East and West of the Existing Alignment of LA 21.

Along US 190 the survey will begin at the intersection of the Service Road and US 190 (this point is CS 013-11 (Logmile 2.61)) From this Point the survey will proceed in an southerly direction along US 190 for approximately 3,500 feet to a point that is 700 feet South of a bridge over Little Creek (this point is CS 031-11 (Logmile 3.26)). The width of the Survey and DTM will be 112.5 feet East and West of the Existing Alignment of US 190.

Along LA 59 the survey will begin 500 feet south of intersection of Dove Park Road and LA 59 (this point is CS 281-03 (Logmile 3.48)) From this Point the survey will proceed in an northerly direction along La 59 for approximately 3,600 feet to a point that is 500 feet north of the intersection of Koop Drive and LA 59 (this point is CS 281-03 (Logmile

4.15). The width of the Survey and DTM will be 75 feet East and West of the Existing Alignment of La 59.

Permission of land owners shall be acquired by the consultant before entering any property associated with this description.

The project alignments shall be established using the existing centerline of roads.

The underground utilities will be located and marked using SUE services. The consultant will be responsible for surveying the location of these marked or uncovered utilities.

An existing drainage map will be required. Please refer to the Location and Survey Manual for detailed instructions of what is required for the drainage map.

Substructures of the bridges are not required as part of this scope. If they are to be required in the future they will be done with a supplemental contract.

SUBSURFACE UTILITY ENGINEERING

Provide CI/ASCE Standard 38-02 Quality Level D Subsurface Utility Engineering services. All QLD utility findings should be marked/painted on the ground to meet DOTD Location & Survey standards. The limits of work are from R/W to R/W at each major intersection (LA 21, US 190, & LA 59) and along I-12 from LA 21 to LA 59. Once potential conflicts have been identified, any Quality Level A and B services deemed necessary will be supplemented into the contract based on the results of the records research.

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.

Quality Level D Tasks

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.

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.

Records Review

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

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.

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.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder

- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

SERVICES TO BE PERFORMED 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-Built Plans

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

Subsurface Utility Engineering (SUE) and Topographic Survey

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **365 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$1,189,252**.

The compensation to the Consultant for Stage 3, Part I, is a non-negotiated lump sum of **\$1,189,252**, which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	H.011137	\$296,916
	H.011152	<u>\$837,217</u>
		\$1,134,133
Subsurface Utility Engineering	H.011137	\$26,338
	H.011152	<u>\$28,781</u>
		\$55,119

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 LRFD Bridge Design Specifications
2. AASHTO/ASTM Standards and/or DOTD Test Procedures
3. DOTD Standard Specifications for Roads and Bridges
4. DOTD Roadway Design Procedures and Details
5. Manual on Uniform Traffic Control Devices (Millennium Edition)
6. DOTD Traffic Signal Design Manual
7. National Environmental Policy Act (NEPA)
8. National Electric Code
9. DOTD Environmental Impact Procedures (Vols I-III)
10. Policy on Geometric Design of Highways and Streets
11. Construction Contract Administration Manual
12. Materials Sampling Manual
13. DOTD Bridge Design Manual
14. Consultant Contract Services Manual
15. Geotechnical Engineering Services Document

16. AASHTO Manual for Condition Evaluation of Bridges
17. Manual for Maintenance Inspection for Bridges
18. Bridge Inspectors Reference Manual
19. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
20. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)
21. Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
22. Manual On Subsurface Investigations, Published by AASHTO, 1988;
23. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART I – SPECIFICATIONS and PART II – TESTS, current edition;
24. ASTM Procedures and Regulations, current edition;
25. Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
26. Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No. FHWA-SA-96-038, February 1996;
27. Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, 2009;
28. Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;
29. Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;
30. Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
31. Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
32. Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
33. Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2, Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
34. Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No. FHWA-IF-03-017, March 2003;
35. Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.
36. Code of Federal Regulations 29 CFR 1926 (OSHA)
37. DOTD Location and Survey Manual
38. DOTD Design Guidelines
39. DOTD Hydraulics Manual
40. Bridge Inspectors Reference Manual/90

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 must be a Professional Land Surveyor or a Professional Engineer, registered in the State of Louisiana.
2. In addition to the above requirements, the Consultant must also employ on a full-time basis: ~~one~~ Professional Land Surveyor registered in the State of Louisiana, with at least three years in conducting topographic surveys for the DOTD.
3. 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(s),
2. a Professional Engineer and/or Land Surveyor, registered in the State of Louisiana with a minimum of five years of experience in conducting subsurface utility engineering services. At least one year of experience must have been conducting quality level "A" utility location survey and a corresponding support staff with the necessary experience and equipment to complete the above mentioned tasks.

~~a.~~

WORK ZONE TRAINING REQUIREMENTS

All project personnel (engineers, engineer interns, and field personnel, *excluding Asphalt Plant Inspector) 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. **DOTD requires recertification every four (4) years to ensure that certified individuals stay up-to-date with the latest standards and techniques necessary to effectively perform their jobs and ensure both public and worker safety.**

Specific requirements are:

Engineers (field and office):	Flagger Traffic Control Technician Traffic Control Supervisor
Engineer Interns:	Flagger Traffic Control Technician Traffic Control Supervisor
Field Inspectors:	Flagger Traffic Control Technician

Field Senior Technicians: Flagger
 Traffic Control Technician
 Traffic Control Supervisor

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

*Excluding Asphalt Plant Inspector

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 Survey (LS) rating will be used for this project.

A non-rated firm will receive a score equivalent to the average of the firm submitting with scores or the statewide average whatever is less.

Complexity Level- simple

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 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. Alan Dale – Ex officio
2. Nicholas Olivier– Project Manager
3. Eric Lanier
4. Seth Mosby
5. Bart Rumsey
6. Stanley Ard

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 will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

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. 4400005020 and State Project Nos. H.011137 and H.011152**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 16, 2014**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

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.