

**ENGINEERING AND RELATED SERVICES
JULY 11, 2017**

**CONTRACT NO. 4400010620
STATE PROJECT NO. H.012889
F.A.P. NO. H012889
I-20 (W OF LA 3 TO AIRLINE DR)
BOSSIER 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 June 2017, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime consultants must be registered with the Federal Government using SAM.gov prior to contract execution. One Prime-Consultant/Sub-Consultant(s) 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 (PM) – Nicholas Olivier

All questions concerning this advertisement should be sent in writing to rhonda.braud@la.gov and heather.huval@la.gov.

The deadline to submit questions concerning this advertisement shall be 48-hours prior to the closing of this advertisement as provided herein (excluding weekends and holidays).

PROJECT DESCRIPTION

The LADOTD will rehabilitate the existing I-20 pavement, full depth, from the east side of the Hamilton Rd. Interchange to the west side of the Airline Dr. Interchange. The project will include the replacement of the existing median barrier, approach slab replacement, lighting, and Interstate Guide Signs.

SCOPE OF SERVICES

The Consultant shall provide Constructability Review Services including an Independent Contractor Estimate (ICE) and Construction Time Analysis (CTA) using the Critical Path Method (CPM) as described below:

Independent Contractor Estimate (ICE), Construction Time Analysis (CTA) using the Critical Path Modeling (CPM), and Constructability Reviews.

The purpose of this task is to produce a contractor style independent construction cost estimate (ICE) and a Construction Time Analysis (CTA) using the Critical Path Method (CPM) schedule for the I-20 Rehabilitation project.

Required tasks include:

Meetings

Attendance at meetings with participation and/or attendance as follows:

- Project kick-off meeting
- Risk Identification and Phasing Meeting
- Value Engineering Presentation
- Plan-in-Hand meeting
- Final Plan Review meeting
- Two (2) miscellaneous project progress meetings.

Independent Contractor Estimate (ICE)

The consultant is expected to collaborate with design staff and shall prepare a contractor style cost estimate for the project using contractor software such as Timberline, HCSS or equal. Software shall be approved by the Project Manager prior to beginning work on the contract. The estimate shall provide an analysis of labor, materials, equipment, subcontractor and indirect costs, bond rates, and operating margins. The ICE should prepare quantity take-offs separate from the design engineer's quantity tabulations and shall assist with risk mitigation and identification throughout the project. The estimate should be completed as if the selected consultant were to bid on the project. The selected consultant will be excluded from providing competing bids on the final construction package at letting.

The estimate shall be based on a ten-hour calendar work day, statewide average salary rates, rental rates for equipment (method to be approved by the Project Manager prior to beginning work) and material based on statewide industry historical data. Sub quotes can be obtained as needed and provided as backup to the estimate. Production rates are to be based on risk involved with the work. Production rates lower than standard shall be identified and explained in a narrative provided with the estimate.

Required submittals: (including direct cost reports, summary report of quantities and unit price and documentation used to develop the ICE, such as material quotes, sketches, spreadsheets, quantity takeoffs, etc.)

- Preliminary ICE (90% Preliminary Plans)
- Final ICE (95% Final Plans)

Construction Time Analysis (CTA) using the Critical Path Method (CPM)

The consultant shall prepare a Construction Time Analysis (CTA) using the Critical Path Method (CPM) in Primavera P6 software or equivalent. Scheduling format shall adhere to guidelines and standards set for the State of Louisiana. The CPM schedule shall be directly linked to the contractor style cost estimate.

The Construction Progress Schedule shall be based on construction plans provided by the Project Manager, the maintenance of traffic restrictions, and other design requirements given in the plans and specifications. Each sheet or page of each submittal shall be identified with the state project number, project name, date prepared, revision dates, and sheet or page number.

Construction Schedule: The Construction Schedule shall be a Critical Path Method (CPM) graphic diagram, computer prepared, utilizing the Precedence Diagramming Method (PDM). For the calendar day contract, the Gregorian calendar shall be used. The schedule shall show and describe the various activities of work required to complete the contract in sufficient detail so that all activities are readily identifiable and progress on the activities can be readily measured. Sufficient detail in bridge work means each element of work (piles, footings, columns, caps, rebar, cure time, etc.) of individual bents; each element of work in individual spans (girders, strip seal joints, Class A1 concrete, rebar, cure time, etc.); individual approach slabs; railings; rebar for all of the above as separate activities; and, miscellaneous other bridge work. Sufficient detail in road work means individual runs of pipe in drainage structures; individual box culverts; individual detour roads; the embankment, excavation, base and paving layers within definable geometric limits (e.g., from station to station, within a single ramp, etc.). Physical locations of activities within definable geometric limits (e.g., from station to station, within a single ramp, individual bents, individual spans, etc.) shall be included in the activity description and shown in activity codes relative to each activity. It shall include submittals and approvals of critical samples, shop drawings, procedures, order lists (pilings for example), or other things that could have a significant schedule impact. Relatively minor items of work, similar or non-similar, may be grouped together into one activity (or more). Activities to be performed by subcontractors shall be included and identified by subcontractor name. The schedule shall show the sequence in which the activities are to be accomplished and their dependency relationships. The estimated contract earnings and pay item quantities associated with each activity

shall be included, and the sum of the estimated earnings shall equal the current contract amount.

The duration of activities shall be in whole calendar days and no activity shall have duration of less than one calendar day or more than thirty calendar days. The ending event of the schedule shall be a finish milestone identified as “Contract Completion Date”.

The Construction Schedule shall be computer plotted on sheets not larger than 11” x 17” and shall show a continuous flow of information from left to right with no arrows from right to left and shall be drawn to a time scale of calendar days. The critical path shall be clearly identified with no periods of inactivity. Resource constraints shall be identified, as shall schedule starts or completions imposed on the schedule by the contractor.

The contractor shall provide the DOTD with the means to electronically translate the Construction Schedule data into a configuration that can be read and processed by the DOTD or its consultants' hardware and Primavera software.

If the contractor elects to use Primavera P6 Project Management software the following default settings must be used:

- Calendars (calendar day work schedule) will be based on a 10-hour day and be project specific (select Enterprise, Calendars, Project, Add Calendar).
- Resources shall be non-driving (de-select “Drive Activity Dates”).
- Default Activity Type shall be “task dependent”.
- Duration Type shall be “Fixed Duration and Units”.
- Percent Complete Type shall be “Duration”.
- Rate Type shall be set to “Price/Unit”.
- Activity Codes shall be project specific (select Enterprise, Activity Codes, Project, Define Code Definitions and Add Codes).
- User Preferences – Units and Durations Display format shall be “Day” and Dates Time format shall be “Do Not Show Time”.
- Activity ID shall not exceed 10 characters.
- Activity Description shall not exceed 40 characters.

Required electronic submittals: (including a P6 backup file)

- Preliminary CPM schedule (90% Preliminary Plans) –pdf 11x17
- Final CPM schedule (95% Final Plans) – pdf 11x17

Constructability Reviews

1. The consultant shall coordinate with the Traffic and Modeling Team prior to plan development to discuss assumptions used, such as a general phasing concept, to generate the traffic model for the corridor.
2. The consultant shall assist in the creation of a Traffic Control and Phasing Plan coordinated with the roadway design and traffic staff for use in a Level 4 Transportation Management Plan (TMP). The selected consultant shall also assist the designers with technical questions and recommendations.
3. The consultant shall perform general plan reviews at 30% and 60% Preliminary, and 60% Final Plan stages. The comments shall be prepared so that responses can be tracked with each comment.
4. The consultant shall perform risk management and constructability plan reviews at 90% Preliminary, and 95% Final Plan stages. The comments shall be prepared so that responses can be tracked with each comment.
5. Risk Management Review should identify areas of potential conflicts and strategies to mitigate the impacts.
6. Constructability reviews should include but not limited to analysis of phasing/sequence of construction, quantity calculations (included in ICE) and bid items, Traffic Management (including review of Transportation Management Plan), Construction Specifications and Special Provisions, and Utility Conflicts.
7. The consultant shall review and provide comments on Value Engineering recommendations.

Miscellaneous

1. A Plan-in-Hand Review Meeting and a Final Plan Review Meeting shall be held for this project. The Consultant is required to plan for and attend this meeting. The Consultant shall provide support to the DOTD staff regarding technical questions, and shall provide the DOTD Project Manager with a log of meeting comments no later than three business days following the meetings.
2. The Consultant shall comply with Chapter 4 of the Consultant Contract Services Manual regarding coordination procedures.
3. The Consultant shall keep a log of all Agency provided comments concerning the estimate and schedule, and shall provide DOTD with a disposition of responses following each submittal.

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.

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.

- Construction Plans
- Access to As-Builts

CONTRACT TIME

The overall contract time is estimated to be **18 months**. 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 of \$8,229, with a maximum limitation of **\$81,605**, based on non-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.la.gov/Pages/osp/Travel/TravelPolicy.aspx> 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.

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. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electrical Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Complete Streets,
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS (MPR)

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

1. At least one Principal or Responsible Member of the Prime Consultant shall be professionally competent in Independent Contractor Estimates (ICE) and/or Construction Time Analysis (CTA) using Critical Path Method (CPM). Experience should include familiarity with interstate construction of roadways and bridges.

2. The Prime Consultant must also employ on a full-time basis, or through the use of a sub-consultant(s):
 - a. An estimator with a minimum of five years experience with contractor style estimating, with knowledge of local labor, equipment, and materials market. In addition, the estimator must have experience with phasing/sequencing of construction activities for roadway and bridge projects. This position requires five years experience with contractor style software.
 - b. A scheduler with a minimum of five years experience with producing Construction Time Analysis (CTA) using Critical Path Method (CPM) schedules in Primavera P6 or equivalent software. In addition, the scheduler must have experience with phasing/sequencing of construction activities for roadway and bridge projects.

Personnel fulfilling either 2a or 2b may also satisfy the requirement of 1.

MPR's 2a and 2b can be met by the same person.

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

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 pre-construction 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. The Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. All pre-construction work zone training 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.

In addition to the above requirements, if the Scope of Services includes Construction Engineering and Inspection (CE&I), the following requirements shall be met at the time of submittal:

Field Engineers:

Traffic Control Technician
 Traffic Control Supervisor
 Flagger

Field 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

Other Field Personnel*: Traffic Control Technician
Flagger

* excluding Asphalt Plant Inspector

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 1;*
4. Consultant's past performance on similar DOTD projects, weighting factor of 1; *
5. Consultant's current work load with DOTD, weighting factor of 1;*
6. Location where the work will be performed, weighting factor of 1;*

* All respondents will receive a 5 in this category

A TABLE IS NOT REQUIRED IN SECTIONS 8A OR 8B IN THE 24-102 SUBMITTAL FOR THIS ADVERTISEMENT. THE PERCENTAGE OF WORK WHICH WILL BE DONE BY EACH FIRM STILL NEEDS TO BE SHOWN IN SECTION 8B.

Complexity Level- normal

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 1-5. 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.

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. Rhonda Braud – Ex officio
2. Nicholas Olivier-Project Manager
3. Matt Jones
4. Kelly Kemp
5. Ben Thomas
6. Dallas Ballmer

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.

If more than one contract is to be selected based on this advertisement, no Prime Consultant is allowed to be a Sub-Consultant on any other Consultant's 24-102. If a Prime Consultant is submitted as a Sub-Consultant on another Consultant's 24-102, it's submittal as a Prime Consultant may be deemed non-responsive.

Any Prime Consultant that submits a Sub-Consultant's 24-102 without written consent of that Sub-Consultant to be submitted in response to this ad, may be deemed non-responsive.

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 8B, give an estimated percentage of the work to be performed by the prime consultant and each sub-consultant (if at least one sub-consultant is being used). Consultants shall not add work categories. The percentage estimated for each

work category is for grading purposes only, and will not control the actual performance of payment of work.

Contract employees may be allowed for a period of time for a particular work category or task on a project. Contract, part-time, and full-time employees should be shown in **Section 9a** with an **asterisk denoting their employment status (part-time or contract)**.

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. 4400010620 and State Project No. H.012889**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, July 26, 2017**, by hand delivery or mail, addressed to:

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

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.