

**ENGINEERING AND RELATED SERVICES  
OCTOBER 16, 2015**

**CONTRACT NO. 4400007021  
STATE PROJECT NO. H.000263.5  
F.A.P. NO. H000263  
CHEF MENTEUR PASS BRIDGE AND APPROACHES  
ROUTE US 90  
ORLEANS 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 – Nick Rabalais**

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

**PROJECT DESCRIPTION**

The selected Consultant will provide topographic and (SUE) Subsurface Utility Engineering services. The project entails replacing the aging existing swing span bridge with a new high level fixed span bridge, the associated approach work and geometric work to accommodate the change in location and alignment of the new bridge.

## **SCOPE OF SERVICES**

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

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey and Subsurface  
Utility Engineering (SUE)

This project is located in Orleans Parish East of New Orleans, Louisiana. A Topographic Survey will be required along a portion of the Existing Route of US 90 (also known as Chef Menteur Hwy.) and Chef Menteur Bridge including all approaches. 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 4,010 feet of the western edge of the Chef Menteur Bridge (structure number: 02360060500001). From this Point the survey will precede in a easterly direction along US 90 and the new projected Alignment of US 90 for approximately 8,450 feet, to a point 2,615 feet east of the eastern end of the Chef Menteur Bridge (structure numbers 02360060500001). The length of the survey down side roads will be 250'. The width of the Survey and DTM will vary. Please refer to the survey request and survey request sketches for more detailed limits

Stationary Terrestrial Laser Scanning was considered when developing this scope and man hours. Stationary Terrestrial Laser Scanning should only be used on the hard surface areas such as Roadway and Bridge structures and shall meet the accuracy's specified in the Location Survey Manual. The deliverables shall include all normal Survey Inroads deliverables along with all point clouds collected.

### **Scope for Hydrographic Survey Services:**

The Consultant shall perform a multi-beam hydrographic survey of the channel and all adjacent water bodies and canals within the limits of the project. The Consultant shall also use a magnetometer system to locate all pipelines that fall within the survey limits. This survey shall identify the existing Chef Pass Bridge substructure, fender system, pipelines, and any debris or appurtenances within the limits that may affect the design or location of the new bridge and approaches. The Consultant shall record sufficient data to ensure accurate location of all objects and features obtained during the survey. The deliverables shall include all normal Survey Inroads deliverables along with all point clouds collected.

The Consultant should use extra caution as this project is situated at an active swing bridge and the waterway is subject to extreme currents and elevation changes. The

Consultant shall contact the appropriate regulatory agencies before starting the field work.

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

All work to be done in the English units of measurement

A limited drainage map will be required. Please refer to the Location and Survey Photogrammetry Unit for detailed instructions of what is required on the limited drainage map.

**SUE Services:**

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 LADOTD Location and Survey standards. The limits of work begin 4010 feet west of the existing Chef Menteur Pass Bridge. The width of survey is 240 feet on US 90. The limits will continue 200 feet down side roads with a width 80 feet. 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.

**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.

### **CONTRACT TIME**

The overall contract time is estimated to be **250 calendar days**. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD, and will not exceed **250 calendar days** calendar days, including review time. The delivery schedule for all project deliverables will be established by the Project Manager.

## **COMPENSATION**

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated compensation of **\$177,785**.

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation.

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.

## **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 Location and Survey Manual
2. DOTD Addendum "A" to the Location and Survey Manual

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 Land Surveyor or a Professional Engineer, registered in the State of Louisiana.
2. The Prime-Consultant must also employ on a full-time basis:
  - a.) One Professional Land Surveyor registered in the State of Louisiana, with at least three years of experience in conducting topographic surveys for DOTD.
  - b.) A corresponding support staff with at least three years of experience and training in Multi-Beam hydrographic surveys. The support staff must also have the necessary equipment to complete the above mentioned tasks.
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:
  - a.) A Professional Engineer and/or Land Surveyor, registered in the State of Louisiana, with a minimum of five years of experience conducting sub surface utility engineering services and corresponding support staff. At least one year of experience must have been conducting quality level "A" utility location survey. The support staff must also have the necessary experience and equipment to complete the above mentioned tasks.

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

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

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

responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

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

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

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

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

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

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

ATSSA contact information: (877) 642-4637

## EVALUATION CRITERIA

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

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

\* Location will be based out of New Orleans, La.

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

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

### **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 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. Hadi Shirazi – Ex officio
2. Nick Rabalais– Project Manager
3. Stanley Ard
4. Lucas Jewell
5. Mark Hughes
6. Carl Hultgren



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

### **SUBMITTAL REQUIREMENTS**

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

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

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

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

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

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

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

The DOTD Form 24-102 will be identified with **Contract No. 4400007021 and State Project No. H.000263.5**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, November 03 10, 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.