

**ENGINEERING AND RELATED SERVICES
DECEMBER 04, 2015**

**CONTRACT NO. 4400006188
RETAINER CONTRACT FOR GEOTECHNICAL SERVICES
STATEWIDE**

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**CONTRACT NO. 4400006190
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**CONTRACT NO. 4400006191
RETAINER CONTRACT FOR GEOTECHNICAL SERVICES
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime Consultants shall be registered with the Federal Government using SAM.gov at the time of submittal. As required by law, any firm drilling soil borings shall be licensed as a Water Well Contractor in accordance with the Water Well Rules, Regulations and Standards of the State of Louisiana.** Evidence of current licensure will be provided with the Qualification Statements. One Consultant or one Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for each Contract.

DOTD employees may not submit a proposal, nor be included as part of a Consultant's team.

Project Manager – Mr. Benjamin Fernandez

All inquiries concerning this advertisement should be sent in writing to masood.rasoulilian@la.gov and heather.huval@la.gov.

PROJECT DESCRIPTION

The selected Consultant will perform geotechnical exploration and geotechnical engineering related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

In order to provide adequate subsurface information for the design of deep foundations, shallow foundations, and/or pavements, the selected Consultant will be requested to perform some or all of the following services in the list below for each Task Order.

Geotechnical Explorations and Laboratory Testing

The geotechnical explorations, sampling and testing services to be provided shall include, but are not limited to:

- Field Reconnaissance (including rights of entry, utility locations, access, etc.)
- Mobilization/demobilization
- Deep and Shallow Soil borings
- CPT soundings (ASTM D5778)
- Water table elevations with duration of reading (24 hr preferred)
- GPS Latitude and Longitude of borings to within 10 ft (3 m) accuracy
- Natural ground elevation of borings to within 6 in (0.15 m) accuracy
- Sealing boreholes in accordance to LA Water Well and DEQ Regulations
- Standard Penetration Tests and Split-Barrel Sampling of Soils (AASHTO T 206)
- Thin-Walled Tube Sampling of Soils (AASHTO T 207)
- Specific Gravity of Soils (AASHTO T 100)
- Laboratory Determination of Moisture Content of Soils (AASHTO T 265)
- Triaxial Compression Tests, Unconsolidated, Undrained (AASHTO T 296)
- Atterberg Limits (AASHTO T 89 & T 90)
- Consolidation Tests with Rebound (AASHTO T 216)
- Organic Content (DOTD TR 413)
- pH and Resistivity (AASHTO T 289 & T 288)
- Classification of Soils
 - Deep borings (ASTM D 2487 (USCS method))
 - Shallow borings (AASHTO M 145 (AASHTO method))
- Drafting of boring & subgrade soil survey logs to the current DOTD standards
- Traffic Control

Please see Attachment A for Geotechnical Design and Geotechnical Construction Minimum requirements and Attachment B for Geotechnical Explorations Minimum requirements

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>

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on a negotiated lump sum and/or unit costs/billable rates for the services rendered as listed in the “Statewide Geotechnical Rates” in Table 1 below from the Consultant Contract Services Unit of DOTD. Any item not covered by this list shall be negotiated. These rates will be reviewed after two years.

Table 1: Statewide Geotechnical Rates

SERVICE		UNITS	Suggested Rate
FIELD FUNCTIONS			
MOBILIZATION/DEMOBILIZATION, LAND DRILLING EQUIPMENT		mi	NEGOTIATED PER TASK ORDER
MOBILIZATION/DEMOBILIZATION, SWAMP DRILLING EQUIPMENT		mi	
MOBILIZATION/DEMOBILIZATION, WATER DRILLING EQUIPMENT		mi	
MOBILIZATION/DEMOBILIZATION, GEOPROBE DRILLING EQUIPMENT		mi	
<u>DRILLING & SAMPLING, LAND, (AASHTO T 206 & T 207)</u>			
100ft or less		ft	\$16.50
101ft to 150ft		ft	\$22.50
151ft to 200ft		ft	\$28.50
Continuous Sampling to -40"		ft	\$23.75
<u>DRILLING & SAMPLING, SWAMP (AASHTO T 206 & T 207)</u>			
100ft or less		ft	\$20.75
101ft to 150ft		ft	\$27.50
151ft to 200ft		ft	\$34.00
<u>DRILLING & SAMPLING, WATER (AASHTO T 206 & T 207)</u>			
100ft or less		ft	\$24.50
101ft to 150ft		ft	\$33.50
151ft to 200ft		ft	\$41.00
<u>DRILLING & SAMPLING, GEOPROBE</u>			
20ft or less, 4' acetate liners		ft	\$12.75
21ft to 30ft, 4' acetate liners		ft	\$16.50
<u>DRILLING & SAMPLING, ECPT</u>			
100ft or less, including grouting		ft	\$12.50
101ft to 150ft		ft	\$14.25
AUGER DRILLING (AASHTO T 203)		ft	\$12.00
DIFFICULT BORING ACCESS		hr	\$200.00
DIFFICULT ECPT ACCESS		hr	\$215.00
SETTING CASING		ft	\$9.50
SETTING ECPT CASING		ft	\$7.00
SEALING BOREHOLES, 4"		ft	\$5.50
SEALING BOREHOLES, 6"		ft	\$7.75
CORING OF PORTLAND CEMENT CONCRETE FOR BORINGS, 4"		in	\$12.50
CORING OF PORTLAND CEMENT CONCRETE FOR BORINGS, 6"		in	\$16.75
CORING OF PORTLAND CEMENT CONCRETE FOR BORINGS, 3"		in	\$10.50
MILEAGE		mi	set by PPM 49
DIFFERENTIAL GLOBAL POSITIONING		bore	\$28.75

LABORATORY FUNCTIONS		
UNCONFINED COMPRESSIVE STRENGTH TESTS AND UNIT WEIGHT (AASHTO T 208)	ea.	\$46.50
UNIT WEIGHT OF UNDISTURBED SAMPLES	ea.	\$23.00
ATTERBERG LIMITS (DOTD TR 428)	ea.	\$60.25
TRIAxIAL COMPRESSION, UNCONSOLIDATED UNDRAINED (AASHTO T 296)	ea.	\$62.25
TRIAxIAL COMPRESSION, CONSOLIDATED DRAINED 3 PT. (AASHTO T 297)	ea.	\$680.00
CONSOLIDATION TESTS WITH REBOUND (AASHTO T 216)	ea.	\$500.00
SIEVE ANALYSIS (DOTD TR 112 & TR 113)	ea.	\$56.00
PARTICLE SIZE ANALYSIS (MECHANICAL)	ea.	\$98.50
MOISTURE CONTENT (DOTD TR 403 or AASHTO T 265)	ea.	\$10.50
ORGANIC CONTENT (TR 413)	ea.	\$60.00
pH DETERMINATION	ea.	\$27.00
PASSING 200 SIEVE (WET)	ea.	\$38.50
DRY PREPARATION OF SUBGRADE SOIL SAMPLES	ea.	\$38.50
SHELBY TUBE SAMPLE EXTRACTION	ea.	\$18.25
RESISTIVITY	ea.	\$156.25
SPECIFIC GRAVITY	ea.	\$102.00
LABOR CLASSIFICATIONS, OFFICE		
PRINCIPAL	hr.	\$212.00
SUPERVISOR, ENGINEER	hr.	\$184.00
SUPERVISOR, OTHER	hr.	\$145.00
ENGINEER	hr.	\$133.00
PRE-PROFESSIONAL	hr.	\$92.00
SENIOR TECHNICIAN	hr.	\$109.00
CAD TECHNICIAN	hr.	\$79.00
TECHNICIAN	hr.	\$62.00
CAD DRAFTER	hr.	\$62.00
CLERICAL	hr.	\$59.00
LABOR CLASSIFICATIONS, FIELD		
PRINCIPAL	hr.	\$170.00
SUPERVISOR, ENGINEER	hr.	\$147.00
SUPERVISOR, OTHER	hr.	\$116.00
ENGINEER	hr.	\$107.00
PRE-PROFESSIONAL	hr.	\$73.00
SENIOR TECHNICIAN	hr.	\$87.00
CAD TECHNICIAN	hr.	\$63.00
TECHNICIAN	hr.	\$49.00
CAD DRAFTER	hr.	\$50.00
CLERICAL	hr.	\$47.00
PDA Rental	day	\$400.00
PIT Rental	day	\$250.00
CSL Rental	day	\$350.00

PDA operator (specialist) to be paid with labor classification above		
Other		
Louisiana State Travel Regulations shall be used to determine reimbursement for meals, lodging rates, and mileage.		
Police Officers used for public safety shall be in accordance with DOTD's <i>Policy for Use of Police Officers in Construction/Maintenance Work Zones</i> .		
Supplies (consumables such as gloves, cement, etc.) shall be no more than 10% of the drilling costs, with receipts required.		
In the event of lost or damaged equipment, including but not limited to: cone penetrometers, drilling bits and rods, tools, etc. DOTD shall not be liable for the cost of replacement.		
All requests for additional administrative or other (not listed) compensation must be pre-approved by DOTD's Pavement & Geotechnical Services Section prior to submittal to the Consultant Contract Services Section.		
Any Metric projects assigned to the Consultant will be required to be reported in Metric units except for invoices, which will use English unit equivalents.		
Additional test procedures not listed above will be negotiated on a per Task Order basis as required.		

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$4,000,000 for each retainer**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **five years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed. Any TO which has not expired may be supplemented as long as the Retainer Contracts funds have not been exhausted.

QUALITY CONTROL/QUALITY ASSURANCE

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

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or responsible member shall be a professional engineer registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of geotechnical engineering projects.
3. In addition to the above, the Prime-Consultant must employ on a full-time basis
 - a. A minimum of two Professional Engineers, registered in the State of Louisiana, with a minimum of five years of experience in geotechnical engineering.
 - b. A minimum of one laboratory manager with a minimum of five years of experience in geotechnical laboratory testing.
 - c. A minimum of one field crew driller/supervisor with a minimum of ten years of experience; with at least five years of experience demonstrated within the State of Louisiana.
 - d. A minimum of one engineer, Registered in the State of Louisiana, having at least five years of experience in performing and interpretation of non-destructive testing (NDT) of deep foundations (Crosshole Sonic Logging and Sonic Echo/Impact Response testing).
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):

- a. A minimum of two PDA testers certified by either a) the High Strain Dynamic Pile Test Examination issued by Foundation QA or b) the Dynamic Measurement and Analysis Proficiency Test issued by Pile Dynamics, Inc. (PDI) and the Pile Driving Contractors Association (PDCA). One of the certified testers shall have a certification at or above the Master level (Expert and Master). The other shall have a certification level at or above Basic (Basic, Intermediate, Advanced, Master, or Expert).
- b. A minimum of one Professional Land Surveyor registered in the State of Louisiana with a minimum of three years of experience in conducting topographic surveys, property surveys, and preparing right-of-way maps for DOTD.

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

GEOTECHNICAL EXPLORATION AND LABORATORY REQUIREMENTS

AASHTO	ASTM	Description
R 18		Standard Recommended Practice for Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories
T 88	D 422	Standard Method of Test for Particle Size Analysis of Soils
T 89	D 4318	Standard Method of Test for Determining the Liquid Limit of Soils
T 90	D 4318	Standard Method of Test for Determining the Plastic Limit and Plasticity Index of Soils
T 100	D 854	Standard Method of Test for Specific Gravity of Soils
T 216	D 2435	Standard Method of Test for One-Dimensional Consolidation Properties of Soils
T 265	D 2216	Standard Method of Test for Laboratory Determination of Moisture Content of Soils
T 296	D 2850	Standard Method of Test for Unconsolidated, Undrained Compressive Strength of Cohesive Soils in Triaxial Compression
	D 1140	Standard Test Methods for Determining the Amount of Material Finer than 75-µm (No. 200) Sieve in Soils by Washing

The Consultant shall be a licensed Water Well Driller in the State of Louisiana and maintain truck-mounted drill rig, necessary support vehicles, and a geotechnical laboratory with the appropriate staffing and personnel for each. If necessary for a task order, Electronic Cone Penetration Testing (ECPT) equipment may be furnished by use of a Sub-Consultant with prior approval of the Project manager.

The principal geotechnical laboratory shall be identified in the 24-102 Section 3c as the office to perform work and be shall be AMRL certified. The table below lists the standards/test methods which shall be maintained for the duration of the contract:

Table 2: Minimum AMRL Geotechnical Testing

The consultant shall address in Section 13 of DOTD Form 24-102 how they plan to meet the minimum accreditation requirements. All requirements shall be verified prior to any

Task Order execution unless prior approval is obtained from the Pavement & Geotechnical Design Administrator.

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

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

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

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

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

Flagger

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

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

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

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

ATSSA contact information: (877) 642-4637

EVALUATION CRITERIA

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

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

*Location will be based from Marksville, Louisiana.

**The Geotechnical Exploration (GE) (65%), Geotechnical Design (GD) (25%) and Geotechnical Construction (GC) (10%) performance ratings will be used for this project. Only the Prime Consultant will be rated on all criteria above.

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. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the six (if four are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Masood Rasoulia – Ex officio
2. Christopher Nickel
3. Kristy Smith
4. Timothy Nickel
5. Kurt Brauner
6. Beyond Lim

Rules of Contact (Title 48 Engineering and Related Services)

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

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

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

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

CONTRACT REQUIREMENTS

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

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

AUDIT - The selected Consultant 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 will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant 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 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.

Multiple firms that are listed on a single proposal (e.g., prime consultants as well as listed sub-consultants) will be considered a “Team.” Only one Consultant or Team will be

selected for each contract to be awarded pursuant to a Request for Qualifications. A Team may submit more than one proposal reflecting different allocations of work or different combinations of prime and sub-consultants, but in no instance will a single Team be awarded more than one contract from a single Request for Qualifications.

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 Nos. 4400006188, 4400006189, 4400006190 and 4400006191**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, December 22, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Masood Rasoulian, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1433

REVISIONS TO THE RFQ

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