

**ENGINEERING AND RELATED SERVICES
JANUARY 08, 2016**

**CONTRACT NO. 4400007735
RETAINER CONTRACT FOR
LOUISIANA AIRPORT SYSTEM PLAN
UPDATES AT VARIOUS AIRPORTS
STATEWIDE**

DBE/WBE GOAL = 2%

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) (Consultant/Team) 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 – Ms. Heidi Higginbotham

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

PROJECT DESCRIPTION

The selected Consultant will perform various tasks for projects including airport action plans, wildlife hazard assessments, and updates to airport economic impact study 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

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

Airports are an essential component of the Louisiana Transportation System. Protecting and preserving the valuable infrastructure at these airports through progressive planning, maintenance and management is very important, and that is the focus of this airport system plan update.

TASK 1: AIRPORT ACTION PLAN PHASE I

Scope of Work

The Louisiana Department of Transportation and Development (LA-DOTD) Aviation Division is requesting qualifications from qualified individuals or firms to conduct an Airport Action Plan pertaining to up to six General Aviation Airports within the state.

Airport Action Plans will set forth all recommendations of the plan to refine airport improvement concepts and to prepare drawings, as necessary, to include the Airport Layout Plan, Airport Airspace Plan, Inner Approach Surface and Runway Protection Zone Control Plan, Terminal Area Plan, Airport Land Use Plan, and Exhibit Airport Property Map.

The proposed improvements will be further screened and altered as necessary resulting from the technical reviews and agency or public meetings. The report will be prepared documenting the findings, analyses and recommendations used to justify the action plan to develop safe and efficient airport facilities. The report will not only describe the recommended airport plan but will also identify the ancillary and support facilities, and infrastructure necessary to meet the future needs of the airport and its users. The narrative will be supported by appropriated data tables and graphs to provide understandable and useful information to be used as a tool to guide the improvement, management, and operation of the airport during the planning period. The narrative report will contain information pertaining to the condition of the existing airport facilities, annual operations and users, activity forecasts (5 and 10 years), safety compliance/investigation, and a recommended 5-year capital improvement plan.

The recommended airport layout plan will be developed and final airport plans will be produced adhering to AC 150/5070-6B, Airport Master Plans, AC 150/5300-13A Airport Design, AC 150/5390-2C, Heliport Design, and AC 150/5100-17 Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects (where applicable) including latest changes.

Deliverables

Up to five copies of a draft report and ALP will be prepared and transmitted to the DOTD for distribution and comments. After initial review draft copies will be submitted to the FAA for intra-agency review. Following review, comments, and any necessary corrections, three copies of the final report and accompanying ALP will be produced and transmitted to the DOTD for its final distribution. The Consultant will deliver DOTD electronic files according to AC 150/5300-18B formats.

TASK 2: AIRPORT ACTION PLAN PHASE II

Scope of Work

The Louisiana Department of Transportation and Development (LA-DOTD) Aviation Division is requesting qualifications from qualified individuals or firms to conduct an Airport Action Plan pertaining to up to seven General Aviation Airports within the state.

Airport Action Plans will set forth all recommendations of the plan to refine airport improvement concepts and to prepare drawings, as necessary, to include the Airport Layout Plan, Airport Airspace Plan, Inner Approach Surface and Runway Protection Zone Control Plan, Terminal Area Plan, Airport Land Use Plan, and Exhibit Airport Property Map.

The proposed improvements will be further screened and altered as necessary resulting from the technical reviews and agency or public meetings. The report will be prepared documenting the findings, analyses and recommendations used to justify the action plan to develop safe and efficient airport facilities. The report will not only describe the recommended airport plan but will also identify the ancillary and support facilities, and infrastructure necessary to meet the future needs of the airport and its users. The narrative will be supported by appropriated data tables and graphs to provide understandable and useful information to be used as a tool to guide the improvement, management, and operation of the airport during the planning period. The narrative report will contain information pertaining to the condition of the existing airport facilities, annual operations and users, activity forecasts (5 and 10 years), safety compliance/investigation, and a recommended 5-year capital improvement plan.

The recommended airport layout plan will be developed and final airport plans will be produced adhering to AC 150/5070-6B, Airport Master Plans, AC 150/5300-13A Airport Design, AC 150/5390-2C, Heliport Design and AC 150/5100-17 Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects (where applicable) including latest changes.

Deliverables

Up to five copies of a draft report and ALP will be prepared and transmitted to the DOTD for distribution and comments. After initial review draft copies will be submitted to the

FAA for intra-agency review. Following review, comments, and any necessary corrections, three copies of the final report and accompanying ALP will be produced and transmitted to the DOTD for its final distribution. The consultant will deliver DOTD electronic files according to AC 150/5300-18B formats.

TASK 3: WILDLIFE HAZARD ASSESSMENTS (WHA) PHASE I

Scope of Services

The Louisiana Department of Transportation and Development (LA-DOTD) Aviation Division is requesting qualifications from qualified individuals or firms to conduct a Wildlife Hazard Assessment (WHA) pertaining to up to eleven General Aviation Airports within the state.

WHA Requirements

The WHA shall meet all requirements of CFR 139.337, Wildlife Hazard Management. These requirements are:

- a. An analysis of events that prompted the assessment.
- b. Identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences.
- c. Identification and location of features on or near the airport that attract wildlife.
- d. A description of wildlife hazards pertaining to these General Aviation Airports.
- e. Recommended actions for reducing wildlife hazards pertaining to these General Aviation Airports.

Training Requirements

The WHA shall be conducted by a qualified wildlife biologist who meets the requirements of Advisory Circular 150/5200-36A, Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports.

These requirements are:

- a. Have the necessary academic coursework from accredited institutions and work experience to meet the qualifications of a GS-0486 series wildlife biologist as defined by the U.S. Office of Personnel Management classification standards (Appendix A of AC 150/5200-36A), or, be designated as a Certified Wildlife Biologist by the Wildlife Society (<http://www.wildlife.org>), and,
- b. Have taken and passed an airport wildlife hazard management training course acceptable to the Administrator, and
- c. While working under the direct supervision of a qualified wildlife biologist, have conducted at least one WHA acceptable to the FAA Administrator (as described in CFR 139.337(c)), and,
- d. Have successfully completed at least one of the following within the past 3 years:

- e. An airport wildlife hazard management training course that is acceptable to the FAA Administrator, or,
- f. Attendance, as a registered participant, at a joint Birdstrike Committee-USA/Bird Strike Committee-Canada annual meeting, or
- g. Other training acceptable to the FAA Administrator.

Required Submittals

- a. Statement of Qualifications (SOQ) - Documentation verifying the wildlife biologist conducting the WHA meets the requirements of AC 150/5200-36A.
- b. In lieu of this documentation, the wildlife biologist may show evidence they have been deemed "qualified" by inclusion in Embry-Riddle Aeronautical University's Qualified Airport Biologists Listing (<http://wildlifecenter.pr.erau.edu/biologists.php>).
- c. A proposed Statement of Work (SOW) - The response to this RFQ shall include a detailed SOW delineating the work to be performed in conducting the WHA to meet the requirements of CFR 139.337. The SOW shall include statements as to how the biologist intends to meet the "Duration of Wildlife Hazard Assessment and Basic Survey Techniques" described in Paragraph 6.2.c of the Wildlife Hazard Management Manual at Airports. The latter document is available free of charge at the FAA's Wildlife Hazard Mitigation Website (<http://wildlife-mitigation.tc.faa.gov>).

Schedule

The Consultant shall submit a project schedule to include, at a minimum, commencement and completion of the assessment process, key meetings and significant events and/or activities, and submission of a preliminary WHA report to LA-DOTD-Aviation Division. The LA-DOTD-Aviation Division would be expected to respond either approving the submission or provide comments. A Final WHA will be submitted after receipt of LA-DOTD-Aviation Division comments.

TASK 4: WILDLIFE HAZARD ASSESSMENTS (WHA) PHASE II

Scope of Services

The Louisiana Department of Transportation and Development (LA-DOTD) Aviation Division is requesting qualifications from qualified individuals or firms to conduct a Wildlife Hazard Assessment (WHA) pertaining to up to twelve General Aviation Airports within the state.

WHA Requirements

The WHA shall meet all requirements of CFR 139.337, Wildlife Hazard Management. These requirements are:

- a. An analysis of events that prompted the assessment.
- b. Identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences.
- c. Identification and location of features on or near the airport that attract wildlife.
- d. A description of wildlife hazards pertaining to these General Aviation Airports.
- e. Recommended actions for reducing wildlife hazards pertaining to these General Aviation Airports.

Training Requirements

The WHA shall be conducted by a qualified wildlife biologist who meets the requirements of Advisory Circular 150/5200-36A, Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports.

These requirements are:

- a. Have the necessary academic coursework from accredited institutions and work experience to meet the qualifications of a GS-0486 series wildlife biologist as defined by the U.S. Office of Personnel Management classification standards (Appendix A of AC 150/5200-36A), or, be designated as a Certified Wildlife Biologist by the Wildlife Society (<http://www.wildlife.org>), and,
- b. Have taken and passed an airport wildlife hazard management training course acceptable to the Administrator, and
- c. While working under the direct supervision of a qualified wildlife biologist, have conducted at least one WHA acceptable to the FAA Administrator (as described in CFR 139.337(c)), and,
- d. Have successfully completed at least one of the following within the past 3 years:
- e. An airport wildlife hazard management training course that is acceptable to the FAA Administrator, or,
- f. Attendance, as a registered participant, at a joint Birdstrike Committee-USA/Bird Strike Committee-Canada annual meeting, or
- g. Other training acceptable to the FAA Administrator.

Required Submittals

- a. Statement of Qualifications (SOQ) - Documentation verifying the wildlife biologist conducting the WHA meets the requirements of AC 150/5200-36A.
- b. In lieu of this documentation, the wildlife biologist may show evidence they have been deemed "qualified" by inclusion in Embry-Riddle Aeronautical University's Qualified Airport Biologists Listing (<http://wildlifecenter.pr.erau.edu/biologists.php>).
- c. A proposed Statement of Work (SOW) - The response to this RFQ shall include a detailed SOW delineating the work to be performed in conducting the WHA to meet the requirements of CFR 139.337. The SOW shall include statements as to how the biologist intends to meet the "Duration of Wildlife Hazard Assessment

and Basic Survey Techniques" described in Paragraph 6.2.c of the Wildlife Hazard Management Manual at Airports. The latter document is available free of charge at the FAA's Wildlife Hazard Mitigation Website (<http://wildlife-mitigation.tc.faa.gov>).

Schedule

The Consultant shall submit a project schedule to include, at a minimum, commencement and completion of the assessment process, key meetings and significant events and/or activities, and submission of a preliminary WHA report to LA-DOTD-Aviation Division. LA-DOTD-Aviation Division would be expected to respond either approving the submission or provide comments. A Final WHA will be submitted after receipt of LA-DOTD-Aviation Division comments.

TASK 4: WILDLIFE HAZARD ASSESSMENTS (WHA) PHASE III

Scope of Services

The Louisiana Department of Transportation and Development (LA-DOTD) Aviation Division is requesting qualifications from qualified individuals or firms to conduct a Wildlife Hazard Assessment (WHA) pertaining to up to twelve General Aviation Airports within the state.

WHA Requirements

The WHA shall meet all requirements of CFR 139.337, Wildlife Hazard Management. These requirements are:

- a. An analysis of events that prompted the assessment.
- b. Identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences.
- c. Identification and location of features on or near the airport that attract wildlife.
- d. A description of wildlife hazards pertaining to these General Aviation Airports.
- e. Recommended actions for reducing wildlife hazards pertaining to these General Aviation Airports.

Training Requirements

The WHA shall be conducted by a qualified wildlife biologist who meets the requirements of Advisory Circular 150/5200-36A, Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports.

These requirements are:

- a. Have the necessary academic coursework from accredited institutions and work experience to meet the qualifications of a GS-0486 series wildlife biologist as

- defined by the U.S. Office of Personnel Management classification standards (Appendix A of AC 150/5200-36A), or, be designated as a Certified Wildlife Biologist by the Wildlife Society (<http://www.wildlife.org>), and,
- b. Have taken and passed an airport wildlife hazard management training course acceptable to the Administrator, and
 - c. While working under the direct supervision of a qualified wildlife biologist, have conducted at least one WHA acceptable to the FAA Administrator (as described in CFR 139.337(c)), and,
 - d. Have successfully completed at least one of the following within the past 3 years:
 - e. An airport wildlife hazard management training course that is acceptable to the FAA Administrator, or,
 - f. Attendance, as a registered participant, at a joint Birdstrike Committee-USA/Bird Strike Committee-Canada annual meeting, or
 - g. Other training acceptable to the FAA Administrator.

Required Submittals

- a. Statement of Qualifications (SOQ) - Documentation verifying the wildlife biologist conducting the WHA meets the requirements of AC 150/5200-36A.
- b. In lieu of this documentation, the wildlife biologist may show evidence they have been deemed “qualified” by inclusion in Embry-Riddle Aeronautical University’s Qualified Airport Biologists Listing (<http://wildlifecenter.pr.erau.edu/biologists.php>).
- c. A proposed Statement of Work (SOW) - The response to this RFQ shall include a detailed SOW delineating the work to be performed in conducting the WHA to meet the requirements of CFR 139.337. The SOW shall include statements as to how the biologist intends to meet the "Duration of Wildlife Hazard Assessment and Basic Survey Techniques" described in Paragraph 6.2.c of the Wildlife Hazard Management Manual at Airports. The latter document is available free of charge at the FAA's Wildlife Hazard Mitigation Website (<http://wildlife-mitigation.tc.faa.gov>).

Schedule

The Consultant shall submit a project schedule to include, at a minimum, commencement and completion of the assessment process, key meetings and significant events and/or activities, and submission of a preliminary WHA report to LA-DOTD-Aviation Division. LA-DOTD-Aviation Division would be expected to respond either approving the submission or provide comments. A Final WHA will be submitted after receipt of LA-DOTD-Aviation Division comments.

TASK 6: AIRPORT ECONOMIC IMPACT STUDY UPDATE

Scope of Work

The study will focus on the qualitative and quantitative impacts of aviation activity in Louisiana, as well as the economic impact of individual airports in Louisiana. An

objective of the study is to determine the used, benefits, and economic impact as a result of aviation activity in Louisiana.

Requirements of the study

1. Include all 69 Public Owned/Public Use Airports
 - a. 7 Air Carrier (ALL NPIAS)
 - b. 62 General Aviation (49 NPIAS, 13 Non-NPIAS)
2. Contribution of tax revenue to the state
3. Airport tenant survey, passenger survey
 - a. In coordination with the airport sponsor, come up with a list of “X” companies to interview
 - i. Tenants
 1. What do they need from the airport in to expand their companies
 - ii. Non-Tenants (but are airport users)
 1. Local Users
 2. Itinerant Users
 - a. What do they need from the airport to base their aircraft? What does airport need to have for their company come in more?
 - iii. Non-Tenants (Currently non-airport users)
 1. What does airport need to improve?
 - iv. Who is operating under penalty?
4. A definition of “under penalty” will be coordinated with the airports before the final scope is published.
 - a. Under Penalty could include: no fuel services available at airport; aircraft having to takeoff with partial fuel due to runway length, approach minimums, aircraft overweight for published runway strength weight limit
5. Formulate methodology for efficient allocation of state funds
 - b. give DOTD Aviation a tool to assist them in how to prioritize enhancement development projects
6. Impact per enplanement

Deliverables

Effective Documentation and educational tools will be needed to maximize the benefits of the study.

1. Updated Economic Impact Study
2. Executive Summary
3. List of economic development projects
 - a. What (list of) projects may not be Federal Aviation Administration (FAA) eligible that DOTD Aviation could fund as economic development?
 - b. Mechanism/Methodology to allocate/prioritize funding to those projects
4. Individual Airport Economic Impact Reports (1page (8 ½ X 11))
5. Brochure describing study results (tri-fold)
6. Develop info graphics to communicate importance of airports and airport system

Information that could be included in each individual Airport Economic Impact Reports includes the following:

- Role of the airport
- Airport Photos
- Airport Facilities
- Aviation Demand
- Airport Economic Benefits
- Qualitative Benefits of the Airport
- Aircraft Based at Airport

All reports will be submitted to the DOTD Aviation Department in both hard-copy and electronic format.

The Executive Summary will provide an overview of the analysis completed on the uses, benefits, and economic impact of aviation in Louisiana.

The Brochure will provide information on how the system of airports in Louisiana is used and key descriptors and statistics for the system. This document will provide information, as it can be obtained, on aircraft over flight of Louisiana, pilot training, charter activity, and flight service stations/air traffic control towers, use of commercial airports, air cargo activity, and medical and military use of aviation. The brochure will be used to educate decision makers at the local, state, and federal levels on the broad uses and benefits of Louisiana's air transportation system. It will also be used to educate users of the aviation system and members of the general public.

The info graphics will highlight the economic benefits of airports in Louisiana. The Presentation will provide a summary of statewide results and one or two slides that summarize the benefits for each Commercial, Enhanced and General Service Airport in the system. The presentations will be used to educate local and statewide decision makers on the study process and findings.

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 Electric Code (NFPA 70)
13. DOTD Environmental Impact Procedures (Vols. I-III)
14. A Policy on Geometric Design of Highways and Streets (AASHTO)
15. DOTD Construction Contract Administration Manual
16. DOTD Materials Sampling Manual
17. DOTD Bridge Design Manual
18. Consultant Contract Services Manual
19. Geotechnical Engineering Services Document
20. Bridge Inspectors Reference Manual/90
21. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
22. Code of Federal Regulations 29 CFR 1926 (OSHA)
23. Testing Procedures Manual
24. Engineering Directives and Standards Manual (EDSM)
25. Advisory Circular 150/5070-6B, Airport Master Plans
26. Advisory Circular 150/5100-17, Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
27. Advisory Circular 150/6300-18B, General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
28. Advisory Circular 150/5300-13A, Airport Design
29. Advisory Circular 150/5200-36A, Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazard on Airports.
30. Advisory Circular 150/5390-2C, Heliport Design
31. Advisory Circular 150/5070-7, The Airport System Planning Process

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 this Contract will be made on the basis of actual cost plus a fixed fee, with a maximum limitation, based on negotiated man hours.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1.9 million**. 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.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three 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 by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant or through the use of a Sub-Consultant, must be a Professional Civil Engineer registered in the State of Louisiana, with at least five years of working experience in airport environments.
3. The Prime-Consultant or through the use of a Sub-Consultant responsible for tasks 3, 4, & 5 in the Scope of Services, pertaining to Wildlife Hazard Assessments, must be a qualified wildlife biologist who meets the requirements of Advisory Circular 150/5200-36A, Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports.

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, weighting factor of 5;*
6. Location where the work will be performed, weighting factor of 4.**

* All respondents will receive a 4 in this category

** Location will be based out of Marksville, LA.

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 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.

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. Masood Rasoulia – Ex officio
2. Heidi Higginbotham – Project Manager
3. Michael Burrows
4. Jason Duet
5. Randall Withers
6. Jamie Ainsworth

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/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.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 2% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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. 4400007735**, and will be submitted **prior to 3:00 p.m. CST on Thursday, January 28, 2016**, 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.