

**ENGINEERING AND RELATED SERVICES  
JANUARY 07, 2015**

**CONTRACT NO. 4400005660  
RETAINER CONTRACT FOR  
ELECTRICAL SERVICES  
STATEWIDE**

**DBE/WBE GOAL = 3%**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and all 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.

**Project Manager – Ms. Agnes Fung**

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

**PROJECT DESCRIPTION**

The selected Consultant will provide plans, specifications and special provisions, construction estimates, construction proposal, photometrics, engineering calculations, shop drawing and submittal reviews/approvals, and construction related engineering services for existing and proposed roadway lighting projects. The Consultant will also perform associated topographic survey where needed. In addition, the Consultant will perform an independent review on Electrical projects designed by others as submitted by the DOTD Project Manager. 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 services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 3: Design

- Part I: Surveying Services
  - a) Topographic Survey
- Part III: Preliminary Plans
- Part IV: Final Plans

Stage 5: Construction

- Part I: Construction Support
- Part II: Shop Drawings and O&M Manuals Review

### **DESIGN PROJECTS:**

#### **I. TOPOGRAPHIC SURVEY**

The Consultant shall survey to identify the utilities to incorporate the location into the plans. The scope of work consists of providing Laser Scanning (SurvHDS) and utility location survey services. The Consultant shall provide 2D planimetric drawings identifying the features listed below in plan view on proper LADOTD layers/levels. LA One Call shall be used to identify location of sub-surface utilities within the Project Limits.

#### **II. PROJECT MANAGEMENT**

##### **A. Meetings / Site Inspections**

1. Prior to issuing a task order, the Consultant shall coordinate with the DOTD to develop task order and establish procedures, deliverables, and schedules. If a meeting is needed, it shall take place at the DOTD Headquarters office in Baton Rouge, LA. The Consultant shall deliver the task order proposals with associated man hours promptly. Turnaround time shall not exceed two weeks from the DOTD Project Manager's initial request or five days from a requested update.
2. After the task order is executed, the Consultant shall hold a kick-off meeting, hold or attend other meetings, and prepare minutes. The type and number of meetings shall be determined in each task order.
3. The Consultant shall meet with DOTD District personnel, Parish/Local Government, utility companies, and other stakeholders (if applicable) at the initial site inspection to locate any existing equipment, investigate the existing

field conditions, and to discuss preferences of design and/or equipment regarding simplifying maintenance of proposed lighting system.

4. The Consultant shall deliver preliminary and finalized work schedule for plan delivery dates.
5. The Consultant shall perform site inspections during design. The number of inspections shall be determined in each task order.
6. The Consultant shall attend the pre-construction meeting and perform site inspection(s) and final inspection during construction. The number of inspections shall be determined in each task order.

#### B. Written Plan / Monthly Reports

A written plan describing the work being performed and a timeline to perform the work shall be provided by the Consultant. Monthly progress reports shall be prepared by the Consultant and submitted to the DOTD Project Manager to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall also include requested changes in the project schedule. Schedule changes which postpone the letting fiscal year shall not be permitted. Furthermore, the report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

#### C. Project Responsibility and Ownership

The Consultant shall be proactive as well as reactive during all phases of a project, including tracking/monitoring of progress and coordination/communication with DOTD, Parish/Local Government entity, utility companies and other stakeholders (if applicable), for avoidance or resolution of all issues. Coordination also includes identification of and interaction with all other ongoing projects (feasibility through construction) that interface or interfere with the project.

### **III. PLAN STANDARDS**

The Consultant shall develop a complete set of construction plans, proposal and estimate in accordance with the following:

- A. The Consultant shall provide electrical lighting plans showing the locations of existing equipment (if applicable), removal of the existing equipment (if applicable), and the proposed location of the new equipment. This includes: service points, lighting controllers/panels, disconnects, receptacles, pull boxes, underground junction boxes, conduit, jacked/bored casing, light poles, and luminaires. Lighting plans shall include details for electrical and structural

design, detailing all work including but not limited to: service point, ground and structure metal light poles. All new equipment and design must conform to:

1. DOTD Illumination & Electrical Standards
  2. DOTD “A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems”
  3. IESNA/ANSI RP-8
  4. DOTD Electrical Plan Layout and Presentation
  5. Louisiana Standard Specifications for Roads and Bridges
  6. National Electrical Code (NFPA 70)
  7. Standard for Electrical Safety in the Workplace (NFPA 70E)
  8. AASHTO Design Guides
  9. LADOTD Bridge Design and Evaluation Manual (BDEM)
  10. All other local and applicable codes
- B. The plan sheets shall be Cad Conformed at all stages of development and contain the Cad Conformed emblem (See VI. Electronic Deliverables).
- C. Project presentation on the plans shall strictly adhere to DOTD Electrical Design format.
- D. The Consultant shall provide plans that include all existing utilities within the project limits clearly documented. The Consultant shall work with the DOTD District Utility Representative to ensure that completed design minimizes impacts to existing utilities.
- E. The Consultant shall develop an itemized construction estimate. The estimate shall be broken down by control sections and individual pay items as defined in the **Louisiana Standard Specifications for Roads Bridges**, and Trns•port, or as directed.
- F. Any standard traffic control sheets, high mast lighting tower details, and guard rail standard plans that the Consultant determines are needed shall be provided by DOTD.
- G. Any typical electrical details and a recent example of lighting plans that the Consultant determines are needed shall be provided by DOTD.
- H. Any additional requirements shall be determined in each task order.

#### IV. PLAN DELIVERABLES

- A. The Consultant shall deliver plans in accordance with the following:
1. The plans shall be delivered in the fashion stated in VI. Electronic Deliverables. Additional PDF and hard copies of plans shall also be delivered as required by the DOTD Project Manager.
  2. The Plan Constructability/Biddability Review shall be performed.
  3. The QA/QC required by Bridge Design and Evaluation Manual shall be performed.
  4. The Transportation Management Plans (TMP) shall be prepared and submitted as required by DOTD EDSM No.VI.1.1.8.
  5. A revised Construction Cost estimate shall be included in every package.
  6. Beginning with 60% Final Plans, a photometric analysis of the interchange that conforms to LADOTD Illumination Standards is required at each milestone.
  7. Beginning with 95% Final Plans, the following electrical calculations are required. Update as required.
    - a. Voltage Drop for Service Points, Branch Circuits, etc.
    - b. Fault Current for Service Points.
    - c. Conduit Fill for all circuits.  
*Note: Provide respective formulas, constants, values, and parameters used for all calculations.*
    - d. Include the following, as a minimum, general information with all calculations:
      - i. Calculation Title
      - ii. Design Engineer Name, P.E. Number, and Company Name
      - iii. Project Name and Number
      - iv. Date
  8. Any additional requirements shall be determined in each task order.
- B. The Consultant shall deliver plans to the DOTD Project Manager for review at each of the following increments. Deliverables that do not comply with a milestone description cannot qualify for any subsequent milestone.

##### **1. Preliminary Plans (30% Final Plans)**

The 30% submittal shall be a complete representation of what shall be submitted later as Final Plans. Every sheet of the Final Plans shall be represented in the 30% submittal. The overall project development shall be 30%; however some sheets shall be nearly completed while others shall be developed less than 30% and a few sheets may be blank. All sheets shall have correct title blocks as well as proper sheet names. This stage provides the opportunity to verify complete understanding of project requirements.

**2. Design Development (60% Final Plans)**

The 60% submittal shall meet all the requirements of the 30% submittal. The overall project development shall be 60%; however some sheets may be completed while the bulk shall be nearly completed and a few sheets may be noticeably less than 60% complete. However, no sheets shall be void of relevant project data or blank.

**3. Advance Check Prints (95% Final Plans)**

The 95% submittal shall meet all the requirements of the 60% submittal. The overall project development shall be at least 95% complete. All sheets shall be essentially 100% finished but may lack minor details (polish). No sheet shall lack any relevant information needed by those reviewing the plans at this distribution point. The final placement of some equipment may not be known until ACP comments have been received from the field.

**4. Final Plans (98% Final Plans)**

The 98% Final Plans shall address all comments from the ACP submittal. All sheets shall be 100% finished. The Consultant's Final Plans, Construction Estimate, Draft Construction Proposal, and Summary of Estimated Quantities shall be submitted and then transmitted by DOTD Project Manager to DOTD Contracts & Specifications section for review.

**5. Consultant's Project Delivery (100% Final Plans)**

The Consultant shall address any comments from DOTD Contracts & Specifications and deliver the Final Plans, specifications, and Construction Estimate.

- C. The Consultant shall answer all pre-bid RFI's in Falcon from bidders and provide official response and/or plan revisions as needed to DOTD.
- D. The Consultant shall perform bid review analysis.

**V. CONSTRUCTION RELATED ENGINEERING SERVICES**

The Consultant shall provide engineering support and monitoring of construction activities described as follows:

**A. Pre-Construction Conference**

The Consultant shall attend the Pre-Construction meeting to represent DOTD Electrical Design in setting the procedures and discussing any concerns about the construction with the contractor. Other issues such as document distribution and shop drawing submittals shall be reviewed. Attendance by the Design Engineer is mandatory. The Consultant shall issue the documented proceedings to the DOTD.

**B. Shop Drawings and Equipment Submittals**

The Consultant shall review and approve shop drawings and equipment submittals. This includes distribution of the submittals to the appropriate parties as agreed in the Pre-Construction meeting. A log shall be maintained with the status of the submittals as well as a complete set of submittals. The Consultant shall promptly notify the DOTD Project Engineer of Contractor's submittal issues that need resolution and/or which may delay the submittal process beyond the Assembly Period.

**C. Operation and Maintenance Manuals**

The Consultant shall review and approve Operation and Maintenance Manuals to determine if they are complete and have included accurate data. The final approved manuals shall be distributed in accordance with the procedures outlined in the Pre-Construction meeting. The minimum points for verification are as follows:

1. System Operational Plan
2. Warranty & Final Acceptance
3. Poles Installation & Maintenance
4. Poles Certifications
5. Luminaire Installation & Maintenance
6. Stamped Submittals
7. Utility Service Equipment
8. Test Reports
9. As Built Drawings

**D. As-Builts**

The Consultant shall track the progress of the As-Builts during construction. The Consultant shall review the As-Builts to determine if they are complete and accurate. A final copy shall be included by the Contractor in the Operation and Maintenance Manuals.

**E. Request for information (RFI's)**

The Consultant shall process all RFI's using DOTD construction's standard RFI form for the project and maintain a log of the RFI's with the status of the responses.

## **F. Field Inspections**

During the course of construction for each project, periodic field inspection shall be made by the Consultant to track the progress of the work and verify the proper installation of the equipment. It is the Consultant's responsibility to plan and coordinate the timing of each inspection for effectiveness and to meet the need of the DOTD Project Engineer. Attendance by the Design Engineer is mandatory. Exceptions require the written preapproval from DOTD Electrical Design. Field inspections are to be coordinated with the DOTD Project Engineer and the DOTD Statewide Electrical Inspector. Written inspection reports shall be prepared and delivered to the DOTD.

## **G. Final Inspection**

The Consultant shall make a final inspection and verify the completion of the work based on the plans and specifications. Attendance by the Design Engineer is mandatory. The Consultant shall coordinate the final inspection with all parties. A final inspection report shall be submitted to the DOTD along with a punch list of incomplete items. The task order is complete upon final acceptance of the project or acceptance of O&M Manuals by both the Consultant and DOTD Electrical Design, whichever occurs later.

## **VI. 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 DOTD 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 DOTD 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 DOTD 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 DOTD Project Manager.

### **PLAN REVIEWS:**

The Consultant shall perform an independent review and comment on construction plans for Electrical projects designed by others as submitted by the DOTD Project Manager. The review may be either cursory or full technical reviews as designated by the DOTD Project Manager. A full technical review shall be performed according to QA/QC required by Bridge Design and Evaluation Manual and all applicable design requirements as stated herein. cursory review checks for overall appearance in regard to how the plans shall be on a spot check basis as laid out by QA/QC required by Bridge Design and Evaluation Manual. In a cursory review, the full technical review has been performed by the others. DOTD Electrical Design shall provide detailed guidance on the first review of each kind. Review guidance meeting(s) shall be conducted at DOTD Headquarters office in Baton Rouge, LA.

The Consultant shall hold and/or attend meetings requested by the DOTD Project Manager. The Consultant shall also prepare the meeting minutes.

Prior to issuing a task order, the Consultant shall coordinate with the DOTD to develop task order and establish procedures, deliverables, and schedules. Refer to II.A.1. for any additional 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. DOTD Illumination & Electrical Standards
2. DOTD “A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems”
3. IESNA/ANSI RP-8
4. Louisiana Standard Specifications for Roads and Bridges
5. National Electrical Code (NFPA 70)
6. Standard for Electrical Safety in the Workplace (NFPA 70E)
7. AASHTO Design Guides
8. ASTM Standards or DOTD Test Procedures
9. DOTD Location and Survey Manual
10. DOTD Roadway Design Procedures and Details
11. DOTD Hydraulics Manual
12. Manual of Uniform Traffic Control Devices (MUTCD)
13. National Environmental Policy Act (NEPA)
14. DOTD Environmental Impact Procedures (Vols. I-III)
15. Policy on Geometric Design of Highways and Streets
16. Construction Contract Administration Manual
17. Materials Sampling Manual
18. DOTD Bridge Design Manual and LRFD Bridge Design Manual
19. DOTD Bridge Design Technical Memorandums
20. Consultant Contract Services Manual
21. Geotechnical Engineering Services Document
22. DOTD Bridge Design and Evaluation Manual

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 negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

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**. Each TO shall be payable under the respective TO project number which shall be obtained by the DOTD 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 **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 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 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.

## **ITEMS TO BE PROVIDED BY DOTD**

- Survey in standard DOTD format (InRoads file), if available
- Right of Way Maps, including Title Research Reports, Updates, Take-Offs, and Property Survey (as required)
- General Road Plans
- General Bridge Plans or Type Size and Location of Structure (If available)
- Plans at an intermediate stage (Electronic files will be provided by DOTD if the project is to be initiated during a phase of development.)
- Pavement design
- Hydraulic data
- Traffic Data
- Standard Plans and Special Details
- Access to as-built plans, if available
- Available design information and details – The Consultant will be required to work with General Files to view and copy plans.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met 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. One Professional Electrical Engineer, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting. The last three years must contain design of Louisiana DOTD projects.
3. In addition, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a) One Professional Structural Engineer registered in the State of Louisiana with a minimum of five years of experience in the design of structural components of light poles (steel and aluminum), light pole foundations including anchor bolts, base plate, concrete components, drilled shafts, as well as structure mounted light pole attachments including barrier mounted structural components, such as concrete blisters, steel brackets, and concrete anchors.
  - b) At least one field inspector with the following:
    - i. Up-to-date NEC and NFPA 70E courses.
    - ii. A minimum of five years of experience in electrical inspection and reporting.
  - c) A minimum of one Professional Land Surveyor registered in the State of Louisiana, with a minimum of five years of experience in conducting topographic surveys for DOTD, and a corresponding support staff.

## 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.

\*\* All respondents will receive a 4 in this category.

### **Complexity level- simple**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. 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. Alan Dale – Ex officio
2. Agnes Fung – Project Manager
3. Joseph Douglas
4. Kurt Brauner
5. Stanley Ard
6. John Eggers

### 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.

**DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 3% 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](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. 4400005660**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, January 27, 2015**, by hand delivery or mail, addressed to:

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

### **REVISIONS TO THE RFQ**

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