

**ENGINEERING AND RELATED SERVICES  
APRIL 17, 2015**

**CONTRACT NO. 4400005890  
RETAINER CONTRACT FOR  
TRAFFIC ENGINEERING  
STATEWIDE**

**DBE/WBE GOAL=5%**

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 it’s 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.**

**Project Manager – Mr. Ryan Hoyt**

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

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

## **PROJECT DESCRIPTION**

The selected Consultant shall perform Statewide traffic engineering services such as but not limited to corridor studies, intersection studies, traffic signal studies, traffic signal design, access management construction plans and traffic signal inventories for proposed projects covered by this Retainer Contract under separate Task Orders (TO's). The Consultant shall be required to execute a TO which shall specify the scope of engineering services, performance time and compensation. Each executed TO shall become a part of the Contract.

## **SCOPE OF SERVICES**

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

### **TASK 1.0 PROJECT MANAGEMENT**

**Initial Meeting-** A meeting with DOTD and the Consultant will be held at the beginning of each project task. The purpose of this meeting is to establish procedures, deliverables, and schedules. Information, where applicable such as TSI's, construction plans, as-built plans, traffic counts and signalization program sheets will be provided and/or requested at this meeting.

**Monthly Reports-** Monthly progress reports will be prepared by the Consultant 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 include changes in project schedule or estimated construction cost. 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.

### **TASK 2.0 WARRANT ANALYSIS**

The Consultant may be directed to conduct a study to run a warrant analysis for intersections for various types of traffic control including traffic signals, all way stops, roundabouts, pedestrian crossings and pedestrian signals. The Consultant may be required to collect the necessary traffic count data required to perform the warrant analysis as outlined in the Traffic Signal Design Manual, Traffic Engineering Manual or as directed.

### **TASK 3.0 TRAFFIC MODELING**

The Consultant may be directed to perform traffic modeling simulation for designated locations throughout the state. Typically, these models will be developed to determine the benefits of potential improvements such as geometric modifications or traffic signal installations/modifications. For comparison purposes, models will be developed depicting conditions before and after planned improvements. The latest version of

Synchro/SimTraffic, Vistro or VisSim will be required depending on the situation. The Project Manager will direct the Consultant as to which model will be required and the process by which the model shall be calibrated. Benefits to be analyzed will include safety improvements (in accordance with the 2010 Highway Safety Manual) and congestion relief.

**Deliverables** –The electronic copy of the models and a written report quantifying the results of the modeling effort. Reports shall include input data such as volumes, classifications and signal timings; and performance measures such as travel time, delay, speed variations, vehicle emissions and resulting safety enhancements.

#### **TASK 4.0 DATA COLLECTION**

The Consultant will be required to collect field data and perform studies and designs for geometric modifications, safety improvements, roundabouts, speed limits, signs, pavement markings, and other traffic control devices. The Consultant may be required to assist with development of traffic engineering policies, standards, and manuals.

A more detailed description of the Work Items shall be provided during the pre-design meeting.

#### **TASK 5.0 AERIAL PHOTOGRAPHY WITH FIELD VERIFICATION**

As an alternate to a topographic survey, the Consultant may be required to utilize aerial photography as a base drawing for preliminary and final construction plans. The Consultant shall field verify roadway geometry, existing signalization, and utilities with a distance wheel. The survey will be drawn to a scale of 1"=20' for full size and will serve as the base drawing for the preliminary and final construction plans.

#### **TASK 6.0 INTERSECTION/CORRIDOR ANALYSIS**

The Consultant may be required to perform an analysis on an individual intersection or on a corridor as a whole. This analysis may require data collection, warrant analysis, safety analysis, traffic modeling and software runs in Synchro/SimTraffic, Vistro, VisSim and/or Sidra. Existing conditions will be compared to traditional intersection improvements as well as alternate designs such as roundabouts, median u-turns, and superstreet corridors.

**Cost Benefit Comparisons** – At least three but preferably five alternatives shall be considered. Each alternative will compare: level of service at one, five, ten and fifteen years from build; cost to build; cost to maintain; costs of crashes; costs of congestion and the cost of any geometric changes or upgrades needed in the future.

**Deliverables** – Electronic copies of the software runs, written report containing all of the findings including the input data, travel times, signal timings etc.

## **TASK 7.0 SIGNAL DESIGN**

**Construction Sequence Design-** For roadway projects, an analysis of the roadway construction sequence will be performed to determine and design a signal installation for each sequence of the project if a signal is to be installed at the intersection. The intermediate signal design(s) will be needed to replace the existing signal to construct the roadway and provide signalization control for each change in traffic patterns during roadway construction.

**Timing and Phasing Assignments-** This task will involve an operational capacity analysis on the turning movement traffic demand used to drive optimum timing and parameters for the signal operation. The Consultant may be required to perform a Warrant Analysis and Data Collection. The software used for analysis will be the latest version of Synchro/SimTraffic or Vistro. The results if applicable from this software will be the HCM Level of Service, arterial progression timings, offsets, cycle length, splits and a time-space diagram.

**Hardware Location-** A preliminary layout of signal poles, signal heads, overhead signs, detection (loops and/or video) and controller will be prepared prior to the field inspection. This layout will be the basis for conducting the field inspection.

**Field Inspection-** A field inspection of each intersection will be held. The Consultant will furnish the base drawing to the DOTD. A representative from Traffic Engineering, the District and the Consultant will attend the inspection. Unless otherwise determined through correspondence, the purpose of the inspection will be to locate existing and proposed signal equipment including poles, conduit, controllers, power supply, and interconnect. During the inspection the Consultant will collect digital photography of the intersection.

**Signal Sheets-** Traffic signal plans may be developed for inclusion in roadway projects or a standalone traffic signal projects. For each signalized intersection two sheets shall be developed in accordance with the DOTD's Traffic Signal Design Manual. Standalone traffic signal projects will also require title sheets and summary of estimated quantity sheets, which shall be developed in accordance with the DOTD's Roadway Design Manual. Interconnected traffic signal systems shall also require traffic signal interconnect plan sheets.

**Cost Estimate-** The Consultant shall provide cost estimates of the project at preliminary plans and again at final plans.

**Specifications/details-** The Consultant may be directed to develop special provisions and/or details under this task.

**Traffic Signal Inventory (TSI) Form-** A completed TSI of each intersection shall be provided showing the traffic signal operation, timing and sketch from the plan sheet.

**Deliverables-**

**Synchro/SimTraffic or Vistro-** A hardcopy of the report from Synchro shall be submitted along with the electronic copy.

**Warrant Analysis-** The hardcopy of the warrant analysis shall be submitted.

**Counts-** A hardcopy and a pdf copy of the counts shall be submitted.

**Final Plans-** Two copies on bond paper of the final plans (including standard traffic signal and construction signing details) shall be provided. One copy shall be full size and one copy shall be half size. An electronic copy of the final plans shall be provided in Microstation. The Traffic Engineering Section shall be able to open and use this copy.

**TSI-** A hardcopy of the entire TSI shall be submitted along with the electronic copy in Microstation and Excel.

**TASK 8.0 STAGE 0**

The Consultant may be required to prepare a project for Stage 0. The Consultant shall follow the LADOTD Project Delivery Manual. The following information should be included in the study: preliminary purpose and need; initial project concept; potential environmental impacts; preliminary scope and cost estimate; and expected funding sources.

**Deliverables-** A completed feasibility study as described in the Project Delivery Manual.

**TASK 9.0 TRAFFIC SIGNAL INVENTORY**

**Gathering of Data/TSIs-** The Consultant will verify the TSIs provided by the DOTD Section 77 are the most current TSIs available by comparing these TSIs to TSIs located at each respective District Traffic Operations office. The Consultant will use the most current TSIs while performing these inventories.

**Intersection Inventories-** The Consultant will perform a field inspection at each intersection. The Consultant will complete inventory forms (provided by DOTD) and intersection sketches for each intersection. The inventory forms and intersection sketches will document the following information.

**Inventory Forms**

- a. TSI #
- b. GPS coordinates (Latitude and Longitude)
- c. Signal type
- d. Pedestrian crossing information
- e. Interconnect type
- f. Communication type
- g. Cabinet Mount Type
- h. Cabinet Type
- i. Controller Type
- j. Conflict monitor type

**Intersection Sketches**

- a. TSI #
- b. Street names (State route#/s/Name)
- c. North arrow
- d. Signal Layout (poles,cabinet, heads)
- e. Signal head numbers (based on TSI)
- f. Lane Numbers
- g. Lane assignments (left/through/right/etc.)

- |                            |                              |
|----------------------------|------------------------------|
| k. Pole configuration      | h. Lane widths               |
| l. Pole types              | i. Turn lane storage lengths |
| m. Detection Information   | j. Median widths             |
| n. Signal head information | k. Shoulder widths           |
|                            | l. Pavement markings         |

**Collection of Signal Timing Parameters-** The Consultant will manually retrieve signal timing parameters from each cabinet at each intersection inventoried. These timing parameters will consist of clearance intervals (yellow and red times), actuated parameters (min green, MAX I/MAX II, passage time, min gap, etc.), and coordinated parameters (splits, offsets, cycles, time of operation, etc.) if applicable. If the controller is compatible with StreetWise the Consultant will use a copy of StreetWise provided by DOTD to extract the timing information. These timing parameters will be provided to DOTD in TSI format both electronic and hardcopy.

**Deliverables-** Completed signal inventory forms including intersection drawings shall be submitted. A hardcopy and a Microstation file of the intersection drawing shall be submitted. Also a hardcopy and an electronic copy of the TSI shall be submitted in Microstation and Excel.

#### **TASK 10.0 ACCESS MANAGEMENT CONSTRUCTION PLANS**

The Consultant may be required to design construction plans that would alter driveways, median openings, and intersections along a corridor. The construction plans will be designed in accordance with the LADOTD Road Design manual and as directed.

**Deliverables-** Final plans – Two copies of the full size and half size plans shall be submitted. An electronic copy of the final plans shall be provided in Microstation. The Traffic Engineering section shall be able to open and use the copy.

#### **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 Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)

11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
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)

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 **\$3,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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.

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 **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.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

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

The DOTD shall provide TSI's, maps, surveys, plans, right-of-way information and/or any other pertinent information if available.

### **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. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Traffic Operations Engineer (PTOE) registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, a minimum of two Professional Civil Engineers, PTOE's registered in the State of Louisiana, with at least five years of traffic analysis experience with signal warrants and signal timing.



4. The Prime Consultant must also employ on a full-time basis or through the use of a Sub-Consultant a responsible member with a minimum of five years experience in traffic counting and speed data collection.
5. The Prime Consultant must also employ on a full-time basis or through the use of a Sub-Consultant, two Professional Engineers responsible for designing DOTD roadway plans with at least three years experience with DOTD roadway plans.

**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

**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 (when applicable) 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 Traffic Engineering Management (TM) performance ratings will be used for this project.

Complexity level: **Normal**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. 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. Hadi Shirazi– Ex officio
2. Ryan Hoyt– Project Manager
3. Tynekia Hampton
4. Rina Patolilic
5. Skyler Waaso
6. Cristine Gowland

#### 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 5% 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. 4400005890**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 04, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Hadi Shirazi, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1929

### **REVISIONS TO THE RFQ**

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