

**ENGINEERING AND RELATED SERVICES
AUGUST 14, 2009**

**STATE PROJECT NO. 700-52-0198
I-12 TO BUSH EIS
ROUTE LA 3241
ST. TAMMANY PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract. The project limits and preliminary alternatives for the proposed work areas are outlined on the attached maps.

Project Manager – DOTD Environmental Engineer - Ms. Noel Ardoin. U.S. Corps of Engineers' Project Manager – Dr. James Barlow. All inquiries concerning this advertisement should be sent in writing to Mr. Edward R. Wedge, III at Edward.Wedge@la.gov

PROJECT DESCRIPTION

The selected Consultant/Team will assist in the preparation of an Environmental Impact Statement (EIS) and other related documents for a proposed highway connecting existing 4-laned LA 21 to I-12 in St. Tammany Parish. The EIS is being prepared in compliance with the requirements of the National Environmental Policy Act (NEPA) in order to obtain permits pursuant to Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act from the U.S. Army Corps of Engineers (USACE).

SCOPE OF SERVICES

The work to be performed for this project consists of providing all services required to conduct appropriate technical and environmental studies, line and grade study, and provide an Environmental Impact Statement, Draft and Final, culminating in the Record of Decision (ROD), for use by the U.S. Army Corps of Engineers (USACE), New Orleans District Regulatory Branch (CEMVN) to reach a permit decision. This effort includes the analysis, evaluation, and documentation of the proposed project alternative alignments and their impacts in accordance with the provisions of the NEPA, the Clean Water Act, and associated regulations. The work of the Consultant/Team will be supervised by the USACE to ensure that the requirements for the Environmental Impact Statement are met. The scope of services will involve, but is not limited to the following services:

Environmental Impact Statement (EIS) with Line and Grade Study

The Consultant/Team will be responsible for all work required for the preparation of the Draft Environmental Impact Statement, Final Environmental Impact Statement, and associated technical and environmental studies. The EIS shall be prepared according to the requirements of the NEPA and written according to the current applicable USACE regulations, including the Clean Water Act 404(b)(1) guidelines prepared by the Environmental Protection Agency (EPA), for evaluating whether less environmentally damaging, practical alternatives exist.

In addition to the formal EIS, separate reports, including but not limited to, Wetland Delineation report, Phase I Cultural Resources Survey Report, Hydrology/Hydraulic report, Line and Grade Study, Economic study, and Highway Traffic Noise study will be required.

Public and agency participation will be required through the use of meetings, public hearing, public notices, posting of information on web site, etc. The Consultant/Team will be responsible for the content, logistics, scheduling, attending, advertisement, reporting, etc., on all meetings and hearing. The logistics and scheduling of all interagency meetings, including regular status meetings with DOTD, will be the responsibility of the USACE with participation of the Consultant/Team.

The selected Consultant/Team will perform all necessary engineering analysis to adequately define alternatives evaluated in the EIS. The line and grade will be used to determine both direct and secondary impacts of the proposed alternatives. For each alternative, this work will include but not be limited to, development of typical roadway and bridge sections, establishment of design criteria, development of horizontal and vertical alignment for roadways and bridges, and location and layout of proposed alternatives, including geometric details.

ITEMS TO BE PROVIDED BY DOTD

DOTD will provide copies of, or grant access to, maps, surveys, plans, existing and projected traffic data, right-of-way information and/or any other pertinent information available in its files which may assist the Consultant/Team in performing this work.

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 Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. Policy on Geometric Design of Highways and Streets
12. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. 40 CFR Part 230: Section 404(b)(1) Guidelines for Specification of Disposal Sites for Dredged or Fill Material
22. 33 CFR Part 320 – General Regulatory Policies; Part 322 – Permits for Structures or Work In or Affecting Navigable Waters of the US; Part 323 – Permits for Discharges of Dredged or Fill Material into Waters of the US; Part 325 – Processing of Department of Army Permits, including Appendix B – NEPA Implementation Procedures for the Regulatory Program and Appendix C – Procedures for the Protection of Historic Properties; Part 327 – Public Hearings; Part 328 – Definition of Water of the US; Part 329 – Definition of Navigable Waters of the US; Part 332 – Compensatory Mitigation for Losses of Aquatic Resources
23. Corps of Engineers Regulatory Guidance letters
24. Interagency Memorandum of Agreements regarding mitigation and 404q
25. Corps of Engineers (1987) Wetlands Delineation Manual
26. Endangered Species Act of 1973, the law, amendments, and promulgated regulations and policies; Procedures for Conducting Consultation and Conference Activities under Section 7 of the Endangered Species Act

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

The selected Consultant/Team shall be required to submit a scope and proposal within 15 calendar days following the notification of selection. All negotiations should be completed within 45 calendar days following the notification of selection.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **540 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager. The Consultant will meet with the Environmental Project Manager/Team Leader within ten days after receiving the notice to proceed.

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 professionally competent in the preparation of NEPA documents per the Corps of Engineers' regulations.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the USACE, including Environmental Impact Statements and who has completed the "NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making," or an equivalent course.
3. At least one Principal or other Responsible Member of the Prime-Consultant must have a degree in Biological Science specializing in Wetland Ecology with a minimum of five years experience in evaluating project impacts to freshwater wetland systems and experience with pine flatwood/savanna systems.
4. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Environmental Professional with a minimum of three years of experience with highway traffic noise analysis using FHWA approved traffic noise model, TNM 2.5.
 - b. One Wetlands Biologist with a degree in Botany, and a minimum of five years experience in wetlands delineation.
 - c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
 - d. Ecological, Archaeological, and other environmental professionals are required for the performance of a significant portion of the work.

- e. Two Professional Civil Engineers registered in the State of Louisiana, one with at least five years experience in roadway design and one with at least five years experience in bridge design, with corresponding support staff.
- f. One Professional Civil Engineer registered in the State of Louisiana with at least five years experience in traffic engineering and a corresponding support staff.
- g. One Professional Civil Engineer registered in the State of Louisiana with at least five years experience in hydrology and hydraulic modeling for the DOTD (related to highway hydrology) and USACE (related to wetland hydrology).
- h. One real estate professional responsible for the preparation of the conceptual stage relocation plan.
- i. Economist or planner with at least three years experience performing economic analyses using the REMI model.

Certifications of Compliance must be submitted with and made part of the Consultant's SF-24-102 for all Manpower requirements listed herein.

DISCLOSURE STATEMENT

The Consultant/Team selected will be required to execute a disclosure statement in accordance with Corps guidelines, which demonstrate that there are no real or perceived conflicts of interest. Firms having a conflict of interest will not be considered.

For clarification, please refer to question 17a.& b. in CEQ's "Appendix B: Forty Most Asked Questions Concerning CEQ's National Environmental Policy Act Regulations (March 23, 1981).

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.

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 3; **
5. Consultant's current work load with DOTD, weighting factor of 4;
6. Location where the work will be performed, weighting factor of 4; *
7. Project Understanding (Corps criteria), weighting factor of 4.

* All respondents will receive a 4 in this category

** The NEPA Studies (EN) performance rating will be used for this project.

The complexity level for this project is specialty/complex.

Consultants will be evaluated as indicated in Items 1- 7. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, 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.

TIER II Evaluation: Consultants/Teams on the TIER I short-list of the five (if five are qualified) highest rated Consultant/Teams will be asked to attend an Interview/Presentation (Item 7) in the DOTD Headquarters 3rd floor classroom (date and time to be announced). During the presentations each Consultant/Team will be given 40 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Consultant's Interviews/Presentations (Item 7) will be used to develop the ranked TIER II short-list. The TIER I ranking will not be a part of the ranking for the TIER II short-list. A ranked TIER II short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection after Consultation with the USACE. DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

Items to be considered during the interview are:

- Experience/Training/Background of personnel for their positions of responsibility.
- Team experience on similar projects and 3rd party contract situations
- Flexibility and resources available for accelerated activities. Realistic understanding of time to process project.
- Project Understanding: Does the team understand the issues and critical factors associated with the project and how they relate to NEPA and 404b1 requirements?

- A discussion of the overall philosophical approach to managing the project given the 3rd party contract relationship between the Corps and DOTD.

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation committee will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class.

<u>Intensity/Rating</u>	<u>Adjunctive/Description</u>
E	Excellent – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
G	Good – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
A	Acceptable – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
W	Weak – Weaknesses outbalance the strengths.
U	Unacceptable – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

Once each board member completes evaluations for all factors, the process moves to group consensus. In consensus, members of the evaluation committee seek a mutually agreeable outcome that all members can support. All members will meet as a group, under the direction of the chairperson to arrive at a consensus evaluation for each presentation.

A tentative timeline of the selection process is as follows:
(All dates are subject to change.)

September 18, 2009 – Notification to Consultant community of Tier I short-list.
September 24, 2009 – Tier II Presentations

CONTRACT REQUIREMENTS

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

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

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

The selected Consultant/Team 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/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met 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 **seven** copies of the SF 24-102 must be submitted to DOTD. 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 SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

In addition, the Consultant/Team shall list in Section 14 of the SF 24-102 relevant EA and EIS services performed for other state or federal agencies.

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

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 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.

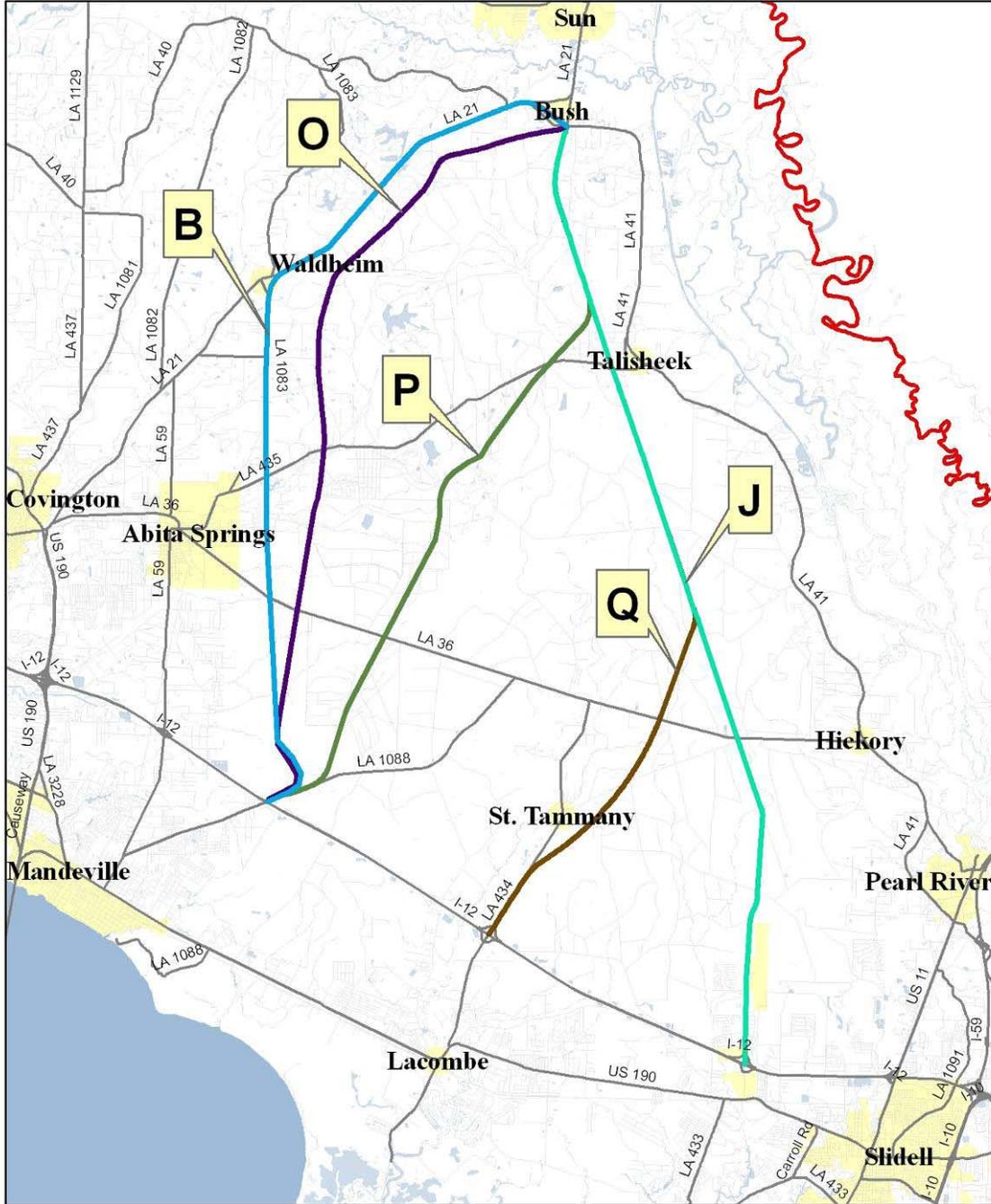
Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-52-0198**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 8, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, P.E.
Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

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.

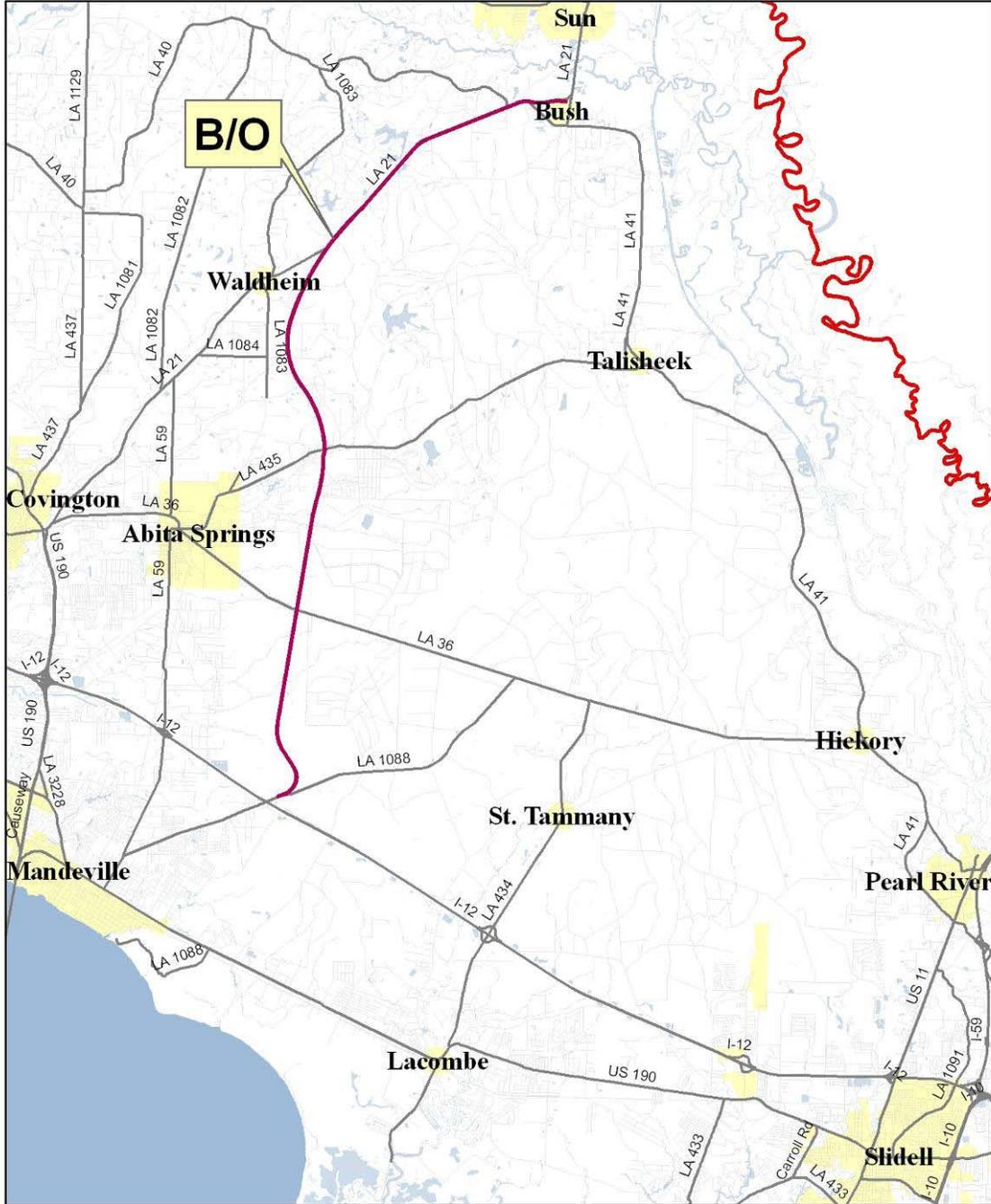


I-12 to Bush Corridor Study
 State Project No. 700-52-0124 (TIMED)
 December 2007



Technical Memorandum #00. Figure 5
 Practicable Alternatives

BKI BURK-KLEINPETER, INC.
 ENGINEERS, ARCHITECTS, PLANNERS, ENVIRONMENTAL SCIENTISTS



I-12 to Bush Corridor Study
 State Project No. 700-52-0124 (TIMED)
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Technical Memorandum #00. Figure 7
 Alternative B/O

BKI BURK-KLEINPETER, INC.
 ENGINEERS, ARCHITECTS, PLANNERS, ENVIRONMENTAL SCIENTISTS