

DBE GOAL PROJECT
ENGINEERING AND RELATED SERVICES
DECEMBER 4, 2009

STATE PROJECT NO. 700-10-0153
F.A.P. NO.DE-1006 (500, 505, 506)
PORT OF LAKE CHARLES ACCESS ROAD
CALCASIEU 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 contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Brian Kendrick, P.E.

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide all engineering services necessary for the construction of a bridge and approaches over Contraband Bayou. The project is located north of Interstate 210 in the Lake Charles area. The project begins on Nelson Road at a point of approximately 2400 feet north of I-210 and extends north over Contraband Bayou and terminates at the intersection of Sallier Street. The project involves a high level of fixed bridge over Contraband Bayou with 70 feet of vertical clearance and a minimum of 45 feet of horizontal clearance. The bridge typical section is an undivided 4-12' lanes and 2-8' shoulders. The bridge is in close proximity to the Port of Lake Charles therefore, a pier protection system will need to be designed to prevent a drifting vessel from impacting the bridge. A scour protection system will also be required to prevent the deep water section of Contraband Bayou near the port from moving upstream near the bridge.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Work
- (c) Property Survey
- (d) Title Updates
- (e) R/W Map

Part II: R/W Acquisition and Utility Relocation

Part III: Preliminary Plans

Part IV: Final Plans

Stage 5: Construction

Part I: Construction Support

Stage 5: Construction

Part II: Shop Drawings

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

The project will be surveyed in English units of measurements and is located in Calcasieu Parish, Port of Lake Charles. The project begins at approximately 2,400 feet north of the intersection of I-210 at Nelson Road – 500 feet before the end of the constructed roadway on the south side of Contraband Bayou, and ends on the north shore of Contraband Bayou. The approximate length of the project is 2,200 feet.

The objective of the survey is to establish as built conditions of the section of the roadway constructed on the south side of Contraband Bayou, and perform a hydrographic survey of the Contraband Bayou Crossing. The project site was surveyed prior to construction of the roadway section. The hydrographic survey will extend 500 feet upstream and downstream of Contraband Bayou. The traverse and cross sections will begin 500 feet before the end of construction of the roadway on the south side of Contraband Bayou, up to the south shore of the bayou, with cross sections 100 feet on each side of the alignment. An existing drainage map of the project area is not required.

Part III: Preliminary Plans

This will consist of all engineering services required for the completion of Preliminary Plans and estimates for the Project, all under a schedule for completion, which will be in conformity with the contract time specified elsewhere in this advertisement.

Roadway Plans – will consist of the preliminary design of a 5-lane urban roadway, approximately 1,000 feet in length with one “T” intersection. The project also includes preliminary sub-surface drainage design for the roadway and a capacity analysis at the intersection of the Port Access Road and West Sallier Street.

Bridge Plans – will consist of the preliminary design and geometric layout for a 4-lane bridge across Contraband Bayou. The project also includes structure optimization of the main span unit, hydraulic and scours analysis of the main piers, geotechnical analysis for the foundation, and a traffic control plan. A preliminary design for a pier protection system near the bridge on Contraband Bayou will be developed.

ITEMS TO BE PROVIDED BY DOTD

1. All engineering information obtained from the Port of Lake Charles under previous engineering contracts. This information should include all previous surveys for the project and design plans for the constructed roadway section.
2. Standard plans and details as required.
3. Print of alignment on an aerial photograph and a parish map with the proposed bridge location.

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering, geotechnical, and surveying services will be established by Supplemental Agreement(s) for the following:

- Stage 3: Design, Part I: Surveying Services: (b) Title Work (c) Property Survey (d) Title Updates (e) R/W Map
- Stage 3: Design, Part II: R/W Acquisition and Utility Relocation, Part IV: Final Plans
- Stage 5: Construction, Part I: Construction Support
- Stage 5: Construction, Part II: Shop Drawings

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

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. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. 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. AASHTO LRFD Bridge Design Specifications
22. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a negotiated lump sum.

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 Stage 3: Design, Part I: Surveying Services, (a) Topographic Survey, and Part III: Preliminary Plans is estimated to be **365 calendar days**, which includes the 2 months review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

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 other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana.
3. In addition to the above, the Prime-Consultant must also employ on a full-time basis a minimum of three Professional Civil Engineers, all registered in the State of Louisiana, including one with at least five years experience in highway design, and a corresponding support staff; and one with at least five years experience in structural design of highway bridges and capable of performing calculations using LRFD and designing bridge components, and a corresponding support staff.

4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years experience in geotechnical investigation, testing, and analysis for the design and construction of highway and bridge foundations.
 - b. One Professional Land Surveyor, registered in the State of Louisiana, with at least five years experience in conducting topographic and property surveys, and in preparation of right-of-way maps, and with a minimum of one four-man survey crew.
 - c. A complete corresponding geotechnical support staff, including both office and field personnel, and equipment needed to perform the required services.

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

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

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 Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

- State Project Number
- “Final Plans Submittal”, “60% ACP Submittal” (or other milestone)
- “Electronic Deliverables”
- Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

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.

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

The complexity level for this project is **moderate**.

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. 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.

The following estimates of work categories will be used in the Consultant Evaluation Process. These percentages are based on the overall project:

(SV) Survey Services - 22%

(RU) Roadway Design - 6%

(BB) Bridge Design - 44%

(Composite of GE and GD) Geotechnical Services - 28%

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.

1. Edward R. Wedge – Ex officio
2. Brian Kendrick – Project Manager
3. Bill Grice
4. Paul Vaught
5. Dennis Hebert
6. Chris Guidry

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 notice of selection as shown on the DOTD website. 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 (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not 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. 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.

DBE – The selected Consultant/Team will have a DBE/WBE goal of 10% of the contract fee. DBE participation will be limited to the firms listed on the LA DOTD approved certification list.

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 **five** 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.

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. **700-10-0153**, and will be submitted **prior to 3:00 p.m. CST on Monday, December 28, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, III
Contracts 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.