ENGINEERING AND RELATED SERVICES
JUNE 16, 2006

STATE PROJECT NO. 700-42-0111
F.A.P. NO. BRO-4206(503)
OFF-SYSTEM HIGHWAY BRIDGE PROGRAM
RICHLAND 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 perform all engineering and related services required for the subject project. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract. A map of the project limits for the proposed work is attached in pdf format.

Project Manager – Ms. Simone Ardoin, P.E., she may be reached at (225) 379-1338.

SCOPE OF SERVICES

The Consultant/Team will be required to provide Stage 3: Design, Part I: Surveying Services (a) Topographic Survey and Part III: Preliminary Plans, for the replacement of five bridges in Richland Parish. The projects will be grouped into 2 separate construction packages.

The projects number and module required is as follows:

CONST. PROJECT NUMBER	PROJECT NAME	STRUCTURE NO.	MODULES REQUIRED		
			SURVEY	HYDRAULICS	PRELIM. PLANS
PACKAGE "A"					
713-42-0144	Bosco Road Bridge	P42-32168-92015-1	X	X	X
713-42-0145	Hill Road Bridge Over Ash Slough	P42-32225-91465-1	X	X	X
PACKAGE "B"					
713-42-0146	Smalling Road Bridges	P42-32313-91395-1	X	X	X
		P42-32313-91391-1	X	X	X
713-42-0147	Thomas Road Bridge Over Hurricane Creek	P42-32295-91374-1	X	X	X

STAGE 3: DESIGN

PART I: SURVEYING SERVICES

Part I (a) Topographic Survey - shall consist of all land surveying services required to make a complete topographic survey for the proper design and layout of the project. The DOTD requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual subject to the Off-System Highway Bridge Program Survey Procedures.

PART III: PRELIMINARY PLANS

Preliminary Plans - the hydraulic design shall include viable drainage alternates for each site and shall be reviewed and approved by the DOTD Hydraulics Section. The DOTD requirements which govern these designs are specified in the current edition of the DOTD Hydraulics Manual as modified by the Hydraulics Guidelines for Off-System Bridges.

The approximate numbers of plan sheets required are as follows:

DESCRIPTION	**NO. OF SHEETS PACKAGE "A"**	**NO. OF SHEETS PACKAGE "B"**
Title Sheet	1	1
Typical Section	1	1
Plan/Profile Sheets: (Rural - 1"=50') (Urban - 1"=20')	2	3
Drainage Map	2	3
Construction Signing Sheet	2	3
General Bridge Plan Sheet	2	3
Cross-Section ERWK (Mainline) (Stream)	 8 2	 12 3

A. SOLICITATION OF VIEWS AND CATEGORICAL EXCLUSION

The Consultant is responsible for sending out the necessary solicitation of views and categorical exclusion clearance documentation required for environmental clearance for each project. The fee for these services is included in the direct expenses. Solicitation of Views is to begin after the approval of replacement structures has been received.

B. ENVIRONMENTAL CLEARANCE

The Consultant will be responsible for providing information to the Parish or the DOTD to be used in the Environmental Clearance process. This information shall include, but not limited to, drawings required to obtain permits.

C. RIGHT-OF-WAY AGREEMENT / SKETCH

The Consultant shall furnish to the Parish the necessary right-of-way agreements and right-of-way sketches for each site to facilitate right-of-way acquisition. The right-of-way agreements and sketches will be prepared after the plan-in-hand inspection. A sample will be provided to the Consultant.

ITEMS TO BE PROVIDED BY THE PARISH OR DOTD

DOTD will furnish pH and resistivity reports, and channel probings (if needed) to the Consultant. The Parish will acquire all required rights-of-way, relocate utilities and obtain all required permits. Permit applications will be prepared by the Parish.

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services to provide the following will be established by Supplemental Agreement(s) or a separate contract:

- Borings (Stage 3: Design, Part III: Preliminary Plans)
  If required, a supplement for the Consultant to obtain borings will be initiated during the preliminary plan development.
- Final Plans (Stage 3: Design, Part IV: Final Plans)
  A supplement for the Consultant to prepare Finals Plans will be issued upon satisfactory completion of Preliminary Plans.
- Shop Drawing Review (Stage 5: Construction, Part II: Shop Drawings)
  If required, the Consultant will be contracted to provide the structural shop drawing review during construction. It will be a separate contract under the construction number.

REFERENCES

All designs and engineering 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 (2003 Edition)
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 Training Manual/90
19. Federal Aid Off-System Highway Bridge Program Guidelines

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **$92,534**, subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	$36,905
Stage 3: Part III – Preliminary Plans (including SOV/CE)	$55,629

CONTRACT TIME

Contract time for Preliminary Plans, including DOTD review, is 365 calendar days. The Consultant's duration for each activity is as follows unless otherwise modified by the Project Manager:

Topographic Survey – due 40 calendar days from "Notice to Proceed" date
Hydraulic Study – 45 calendar days
Preliminary plan-in-hand prints – 45 calendar days
Plan-in-hand prints – 30 calendar days
Revised post plan-in-hand – 30 calendar days
Right-of-way and environmental submittal – 30 calendar days
Borings – 70 calendar days

The delivery schedule for all project deliverables will be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of a firm under consideration must be a Professional Engineer registered in the State of Louisiana.
2. The Prime-Consultant must employ on a full time basis, a minimum of one Professional Civil Engineer, registered in the State of Louisiana, with experience in bridge design, and a corresponding support staff.
3. 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 Registered Professional Land Surveyor.

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;

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.

DOTD's Consultant Evaluation Committee 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.

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 four 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 provide 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. 700-42-0111**, and will be submitted **prior to 3:00 p.m. CST** on **Monday, July 10, 2006**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Dr. Babak Naghavi, P.E., P.H.
Consultant 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.