

## **ENGINEERING AND RELATED SERVICES**

**May 1, 2009**

### **STATE PROJECT NO. 737-99-1003**

### **ENGINEERING AND TECHNICAL ASSISTANCE**

### **STATEWIDE**

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 will be selected for this Contract.

**Project Manager** – Mr. Jim Chapman may be reached at (225) 379-4574.

### **PROJECT DESCRIPTION**

The selected Consultant will provide technical support to DOTD to improve the analysis and application of transportation, highway safety and related data in their efforts to improve the effectiveness of the transportation system and to reduce motor vehicle crashes and the results of these crashes.

### **SCOPE OF SERVICES**

The duties of this position will include, but are not limited to:

1. The Consultant will conduct transportation and highway safety engineering studies, transportation planning studies and data analysis for DOTD.
2. The Consultant will assist the DOTD in the development of a Geographic Information System (GIS) for transportation and highway safety engineering data.
3. The Consultant will provide engineering expertise to the DOTD staff.
4. The Consultant will provide computer assistance and training to the DOTD staff personnel.
5. The Consultant will advise DOTD personnel on matters regarding transportation engineering, highway safety and transportation planning.
6. The Consultant will develop transportation data for and from the output of various transportation related computer models.
7. The Consultant will conduct research for DOTD in the areas of transportation engineering, highway safety and transportation planning.

The goals and objectives for this position include the following principal tasks:

- Task 1. Automate the locating of vehicle crashes that occur on state highways.

- Develop a user friendly software interface to allow non-technical personnel to be able to use the newly created vehicle crash location software. Develop other tools to improve the vehicle crash location and crash analysis processes.
- Begin the conversion of existing Geographic Information System (GIS) intersection features created from the current DOTD base map to the new GIS base map, as it becomes available.

Task 2. Automate the locating of vehicle crashes that occur on local roads and streets.

Task 3. Conduct transportation studies, highway safety engineering studies, research and data analysis.

Task 4. Develop data for input into MOBILE6 (EPA's air quality model) that is used to analyze non-conforming urbanized areas in Louisiana. Also, data will be developed for the annual MOBILE6 statewide parish modeling of air quality in Louisiana.

Task 5. Conduct economic studies using the Regional Economic Models, Inc. (REMI) economic stimulation model.

Task 6. Conduct benefit-cost studies using the U.S. Department of Transportation Highway Economic Requirements System (HERS) simulation model that employs benefit-cost analysis to evaluate highway improvements.

Task 7. Use the Statewide Travel Demand Model to develop transportation related data.

Task 8. Assist the GIS Manager in the structured training of DOTD Personnel in the use of GIS software as related to DOTD transportation data spatial layers.

Task 9. Assist the GIS Manager in matters regarding GIS.

Task 10. Offer DOTD personnel a source of technical expertise.

## **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)

### **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using the DOTD established billable rate of **\$88 per hour** for the actual time spent on the project, with a maximum limitation of **\$351,120**.

### **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 **three years**. 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 with at least ten years of engineering experience in transportation and transportation planning related work which must include the following:
  - a. Five years experience in transportation engineering.
  - b. Five years experience in transportation based GIS solutions

### **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 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;\*\*\*

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

\*\* The Transportation Modeling (TM) performance rating will be used for this project.

\*\*\* Location will be based from Baton Rouge, Louisiana.

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.

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](http://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 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. **737-99-1003**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 18, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mrs. Dawn G. Picard, P.E.  
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.