

ENGINEERING AND RELATED SERVICES
July 31, 2009

STATE PROJECT NO. 700-99-0512
RETAINER CONTRACT FOR INTELLIGENT TRANSPORTATION
SYSTEMS (ITS) DESIGN AND IMPLEMENTATION
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 contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Program Manager – Mr. Stephen Glascock may be reached at (225)379-2516.

Project Manager – Ms. Elizabeth Delaney may be reached at (225)379-2519.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for the Intelligent Transportation Systems (ITS) Design and Implementation Program, covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant/Team will perform project management and program assistance, project reporting, conduct traffic and systems engineering analyses, develop engineering plans, specifications, and construction estimates (PS&E), provide GIS support services, architectural support and design, signal planning and design and signal system timing. Limits of the proposed engineering contract will be statewide.

The tasks necessary to satisfy the contract requirements for the Statewide ITS Design and Implementation Program are outlined as follows:

PROJECT MANAGEMENT AND PROGRAM ASSISTANCE

Depending on the nature and scope of work being performed, Project Management may be continuous throughout a Task Order.

A meeting with the DOTD ITS Section, the Consultant, and any third party applicable to a particular project, will be held at the beginning of each task order development. The purpose of this meeting is to develop a detailed scope of services based on establishing a framework for continued coordination, developing a mutual understanding of the deliverables, identifying the execution of work, and agreeing on design procedures. Information, where applicable, such as Regional ITS Implementation Plans or traffic/systems engineering data will be provided and/or requested at this meeting. Minutes will be developed by the Consultant and distributed after this meeting.

COORDINATION MEETINGS & PROJECT REPORTING

The Consultant will conduct periodic coordination meetings as agreed to by the Project Manager to discuss contract and task order status. The Consultant will develop a progress schedule at the beginning of each task order upon Notice to Proceed (NTP), to be approved by the Project Manager, and will provide updated progress schedules on a monthly basis along with a monthly status report to be submitted with invoices. The Consultant will be responsible for making sure the project schedule is being kept. The status report will include at a minimum a discussion of the previous month's progress, problems that were encountered, unresolved issues, anticipated work for the next month and a record of comments.

PERFORM ITS/TRAFFIC ENGINEERING ANALYSES

The Consultant will perform various ITS and/or traffic engineering analyses, studies, evaluations, and reports as directed by the Project Manager. Such work includes: performing traffic signal studies (i.e., warrant analyses, timing and phasing optimization, and progression analyses), ramp metering studies, traffic simulation modeling analyses using DOTD-standard software, and engineering alternative analyses and feasibility studies.

ENGINEERING PLANS, SPECIFICATIONS & CONSTRUCTION ESTIMATES

The Consultant will develop plans and specifications suitable for bid by the DOTD and construction cost estimates as directed by the Project Manager. Projects may include new ITS deployments, upgrades and/or replacement of existing infrastructure. Plans will be developed in MicroStation and specifications and estimates will be developed using Microsoft Office programs.

GIS SUPPORT SERVICES

The Consultant will develop data and map products using ESRI ArcServer and .NET technologies as directed by the Project Manager. Projects may include mapping of ITS field devices, fiber networks, inventory, and maintenance records.

ARCHITECTURAL SUPPORT SERVICES

The Consultant will develop architectural plans and specifications suitable for bid by the DOTD and construction cost estimates as directed by the Project Manager. Projects may include a new Statewide Traffic Management Center (TMC), new Regional/Local TMCs and/or renovations to existing structures for use as a Regional or Local TMC. Plans will be developed in MicroStation and specifications and estimates will be developed using Microsoft Office programs.

DATA DELIVERABLES

The necessary copies of Architectures, SE Analyses, final design plans, estimate of quantities and cost, studies/evaluations, reports, fiber allocation diagrams, ITS network diagrams, and all other applicable work performed under this Contract will be delivered from the Consultant to the DOTD ITS Section in electronic format and/or hard copy format as directed by the Project Manager. Plan sheets will be full-size on reproducible media and 1/2-size on bond paper as directed by the Project Manager. The electronic data will be in the original software format (MicroStation and Microsoft Office).

GIS layers of final plans will be submitted by the Consultant in layer format compatible with DOTD accepted GIS software, ARCGIS and will be submitted with FGDC compliant metadata. All features will be spatially correct, preferably by use of GPS coordinate data. GIS data features will include all items specified in the Mapping and ITS Layout Civil Plan Sheets, Electrical/Communications/Civil/Structural/Intersection Plan Detail Sheets and will link to tables of descriptive data.

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. AASHTO Standard Specifications for Highway Bridges
21. AASHTO LRFD Bridge Design Specifications

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be determined on the basis of an actual cost plus a negotiated fixed fee, prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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.

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; 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.

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 Principle or a 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 two Professional Civil Engineers registered in the state of Louisiana, both with at least five years experience in Traffic Engineering and/or ITS Engineering and with applied knowledge of Intelligent Transportation Systems (ITS) design.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a) One licensed Electrical Engineer and/or Systems Engineer, registered with the State of Louisiana, with a minimum of five years of design experience in ITS systems engineering.
 - b) One licensed Engineer, registered with the State of Louisiana, with a minimum of four years experience in Information Systems and/or Network design with a minimum of two years specialized design in Intelligent Transportation Systems communications.
 - c) One licensed Architect with a minimum of two years specialized design of Traffic Management Centers.
 - d) One GIS Specialist with formal instruction and training in DOTD-accepted GIS software and a minimum of four years experience in applied GIS implementation and Geodatabase creation.
 - e) One Information Technology Specialist with formal instruction and training in developing database web applications.

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 Baton Rouge, LA.

**The ITS Design (IT) performance rating will be used for this project.

Complexity Level: 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. 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, 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 presenting 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. 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.

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 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. **700-99-0512** and will be submitted **prior to 3:00 p.m. CST on Monday, August 17, 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.