

**ENGINEERING AND RELATED SERVICES  
SEPTEMBER 25, 2017**

**CONTRACT NO. 4400012668  
RETAINER CONTRACT FOR PROFESSIONAL  
HYDROGRAPHIC SURVEYING SERVICES  
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 DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised June 2017, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime consultants must be registered with the Federal Government using SAM.gov prior to contract execution.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

**Project Manager (PM) – Joe Arretteig**

**Sub-Consultants will not be considered for this advertisement.**

All questions concerning this advertisement should be sent in writing to [DOTDConsultantAds80@la.gov](mailto:DOTDConsultantAds80@la.gov).

The deadline to submit questions concerning this advertisement shall be 48-hours prior to the closing of this advertisement as provided herein (excluding weekends and holidays).

**PROJECT DESCRIPTION**

The selected Consultant will perform hydrographic surveying and related services for statewide projects covered by a Retainer Contract under separate Task Orders. **The majority of the work will be located in Districts 04, 05, 08 and 58.** The Consultant will be required to execute a Task Order (TO) which will specify the scope of services, contract time, and compensation. Each TO will become a part of the Retainer Contract.

## SCOPE OF CONTRACT SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage and Part.

### Stage 3, Part I Hydrographic Surveying Services

The consultant will occasionally be required to perform multi-beam, side-scan, magnetometer, and sub-bottom hydrographic surveys at specific sites around the state.

The majority of the surveys will require the consultant to perform conventional single beam hydrographic surveying for our Bridge scour program along designated bridges using standard survey methods and best surveying practices for data acquisition. The survey shall consist of running range lines at predetermined stations over the water and on the banks. The occurrence of each survey of each bridge will be determined by DOTD schedule and will commence within a time period of 15 days before or after the scheduled date.

The survey will use predetermined horizontal points or positions along a range line. Consultant will use the latest DOTD hydrographic survey to recover or reestablish base lines and bench marks. The Consultant will be responsible for using and maintaining existing base lines and ranges.

The established DOTD bench mark elevation for each bridge site project will be used. The Consultant will be responsible for using and maintaining the project bench mark. The top of water elevation will be surveyed from the predetermined project bench mark and recorded at the beginning of each survey and at three hour intervals thereafter. If sizeable differences in top of water elevations are noted, using standards of practice, then adjustments will be made in the reduction of the field notes for final elevations.

The fathometer will be bar checked each day and adjusted to record accurate readings. The chart will be marked with an event mark along with a description of the mark at the predetermined horizontal position.

Those surveys not requiring a fathometer chart, a rod reading indicating the depth of water or the elevation of the water bottom will be taken at the predetermined horizontal point or position and recorded in the field book supplied by DOTD.

No survey will take place on those days or times that the water has significant chop that would compromise the integrity of the data. In the event that a passing boat causes a wake that would compromise the integrity of the data, the survey shall cease until the waters return to normal.

Digital photos will be taken to show debris around or against any part of the bridge structure, banks or revetment that have experience erosion or damage. The photo will be annotated to indicate the structure number, direction photo was taken, the date taken and the bent number where photo was directed.

A written report will be submitted on each survey. Remarks on the field conditions will be noted. Such things as broken pilings, water current, debris in water or banks, bank condition, range line obstructions (such as barges), reasons for incomplete survey and surrounding area will be documented.

A data sheet will be used for each bridge structure. The consultant will copy and format a sheet for each bridge. A data sheet will be completed for each bridge structure survey.

The Consultant will deliver the hydrographic chart, field notes, digital photo's and final tabulation (Data) sheet with elevations within 7 days after the completion of the field work. In the event that debris is located around a pier or piling or significant changes to the bottom, the photo and/or data will be sent to DOTD within 24 hours for review by the engineer.

The latest survey data will be used to field check newly acquired data. If acquired data appears non consistent with latest survey, the field crew will resurvey area of interest before departing from field. Surveys to fix faulty data will not be a paid item.

## **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 Addendum A to Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. Policy on Geometric Design of Highways and Streets
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual
20. DOTD Stage 1 Manual of Standard Practice

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the TO or on the basis of a non-negotiated lump sum amount 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 **\$1,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All approved 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.la.gov/Pages/osp/Travel/travelPolicy.aspx>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

## **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's indirect cost rates which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses, unless approved by the Consultant Contract Services Administrator.

## **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for **five years**. The services to be performed for each (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. **All TO's must be completed by the expiration date of the Retainer Contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

## **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 survey policies, procedures, standards, and guidelines in the preparation and review of all survey products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **MINIMUM PERSONNEL REQUIREMENTS (MPR)**

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

1. At least one Principal of the Prime-Consultant must be a Professional Land Surveyor or 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 Registered Professional Land Surveyor with at least five years of experience in conducting hydrographic surveys in rivers, lakes and bays.
3. In addition, the Prime Consultant must employ a corresponding support staff with at least five years of experience and training in hydrographic surveys. The support staff must also have the necessary equipment to complete the above mentioned tasks mentioned in the scope of contract services.

MPR Nos. 1 and 2 may be met by the same person.

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

### **WORK ZONE TRAINING REQUIREMENTS**

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For pre-construction field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. All pre-construction work zone training requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services includes Construction Engineering and Inspection (CE&I), the following requirements shall be met at the time of submittal:

Field Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
Other Field Personnel*:	Traffic Control Technician Flagger

\* excluding Asphalt Plant Inspector

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

## EVALUATION CRITERIA

The general criteria to be used by DOTD 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.\*\*

\*Work categories listed in the table below will be used for performance ratings for this project.

\*\*Location score will be calculated from 119 W. Main St. #103, Winnfield, LA 71483

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting with ratings capped at the statewide average rating for that category as of the closed date of advertisement.

### THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN THE 24-102 SUBMITTAL.

8a. Prime-Consultants who will perform 100% of the work may state so in lieu of this table. In all other cases, the Prime-Consultants shall fill in the table by entering the name of each firm that is part of the submittal and the percentage of each work category to be performed by that firm. Consultants shall not add categories of work. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance or payment of the work.							
Work Categories	% of Overall Project	Prime	Firm B	Firm C	Firm D	Firm E	Firm F
Hydrographic Survey (LB)	90%						
Contract Management (CM)	10%	100%	n/a	n/a	n/a	n/a	n/a
8b. Identify the percentage of work for the <b>overall project</b> to be performed by the prime consultant and each sub-consultant							
Percent of Contract	100%						

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting; with ratings capped at the statewide average rating for that category as of the date the advertisement was posted.

**Complexity Level – normal**

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 1-5. 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, the Prime Consultant must perform a minimum of 51% of the work for the overall project. 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 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. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Rhonda Braud – Ex officio
2. Joseph Arretteig – Project Manager
3. Barrett Smith
4. Mark Hughes
5. Mitra Hashemieh
6. Eric Lanier

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 contract execution by the selected firm. 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 (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through Rhonda Braud via email at rhonda.braud@la.gov;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall 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. 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 shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited indirect cost rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an indirect cost rate audit of its books, at the DOTD's sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD's Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and indirect cost rates on file with the DOTD's Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet 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 **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

If more than one contract is to be selected based on this advertisement, no Prime Consultant is allowed to be a Sub-Consultant on any other Consultant’s 24-102. If a Prime Consultant is submitted as a Sub-Consultant on another Consultant’s 24-102, it’s submittal as a Prime Consultant may be deemed non-responsive.

Any Prime Consultant that submits a Sub-Consultant’s 24-102 without written consent of that Sub-Consultant to be submitted in response to this ad, may be deemed non-responsive.

Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 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 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102.

**In Section 8, the consultant’s 24-102 must describe work categories and applicable percentages as defined in the advertisement. Give an estimated percentage of the work to be performed by the prime consultant and each sub-consultant (if at least one sub-consultant is being used) for each work category.** Consultants shall not add work categories. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance of payment of work.

Contract employees may be allowed for a period of time for a particular work category or task on a project. Contract, part-time, and full-time employees should be shown in **Section 9a** with an **asterisk denoting their employment status (if part-time or contract).**

Name(s) of the Consultant/Team listed on the 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 DOTD Form 24-102 will be identified with **Contract No. 4400012668**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, October 24, 2017** by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Mark Chenevert, P.E.  
Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-E**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1591

### **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