

**ENGINEERING AND RELATED SERVICES  
JUNE 17, 2011**

**PURCHASE ORDER NO. 2-6149  
FEDERAL AID PROJECT NO. ER-ERP1(029)  
CONTRACT FOR PERMANENT REPAIR TO FEDERAL AID ELIGIBLE  
ROADS AS A RESULT OF DAMAGE DUE TO HURRICANE KATRINA  
(SUBMERGED ROADS PROGRAM – PHASE B)  
ORLEANS AND JEFFERSON PARISHES  
\*\*DBE/WBE GOAL = 10%\*\***

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) will be selected for this Contract. If sub-consultants are used, no individual sub-consultant may perform a higher percentage of work than the prime consultant.

**Project Manager** – Mr. Jeff Burst, P. E.

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will be required to provide program administration, management and other engineering services for the necessary repairs to federal aid eligible roadways for damages inflicted as a result of Hurricane Katrina and the subsequent inundation and overloading of these roadways. This contract will be for program administration which will include, but is not limited to, coordination with the DOTD, New Orleans MPO, N.O. Sewerage and Water Board, local businesses, and public and private utilities. Program administration shall also include coordination with special events/ local festivals such as Mardi Gras, Jazz Fest, Super Bowls, etc. Administration under this contract will also include Program fiscal monitoring and the establishment of program/project and document controls. Management services are to include management of design consultants previously awarded retainer contracts by DOTD, providing for coring & analysis, typical section design and providing construction project CE&I services necessary for the successful repair and rehabilitation of all Phase B roadway segments. A list of the individual project segments are contained herewith as Appendix A.

## **SCOPE OF SERVICES**

The Consultant Team selected to provide Program Administration and Management will be expected to provide consulting services to DOTD required for the timely and successful delivery of the FHWA funded Submerged Roads Program (Phase B). All roads under this contract are on the federal aid eligible system and are covered by approved FHWA Damage Inspection Reports (DIR's).

DOTD has selected and entered into contracts with the design consultants. The Program Manager/Team will assist DOTD in developing the project scopes and determine contract fees. The Program Manager/Team will be responsible for the management of all design consultant contracts and the providing of certain specified implementation of tasks such as right-of-way acquisition, utility relocations, permits, etc., (should they become necessary, although not anticipated) for the total program delivery.

The services are also to include the following:

### **1. Development of a Program Strategy; Program Manager/Team will:**

Be required to develop an overall strategy for execution and completion of the Program, as well as a system for project prioritization. The strategy must include input from the DOTD, MPO, N.O. DPW, N.O. Sewerage and Water Board and other entities as appropriate. The strategy will use the input from these entities in developing Program priorities and schedules. The strategy will also address issues related to preconstruction and construction activities including developing typical sections and re-habilitation strategies, design standards, coordination between contract consultants, and all items that influence project delivery schedules and costs. Procedures will be developed to address and remediate unexpected program issues in a timely manner.

### **2. Develop the Program Schedule; Program Manager/Team will:**

Develop a preliminary program schedule and establish schedule milestone dates for all events necessary to advance each project to construction in accordance with the Program Strategy. The Program schedule shall be reviewed and agreed upon by all parties. Any issues affecting an individual project segment shall be reviewed by the Department, the Program Manager/Team, and the design consultant on a case by case basis. Individual roadway segments may be logically combined into one construction contract for bidding.

### **3. Program Development; Program Manager/Team will:**

- Provide a system for tracking all project's preconstruction and construction activities and projections of the outcome. The system will be easily understood and accessible by DOTD and FHWA. Program/Project status reports will be provided on a monthly basis to DOTD and FHWA.
- Establish a procedure to identify activities that fall behind schedule and be responsible for establishing a recovery plan with the contract consultants and DOTD.

- Be responsible for recommendations to the DOTD and its contract consultants to resolve issues that will impact the program schedule and budget.

**4. Inspection, Testing and Analysis; Program Manager/Team will:**

- Based on the existing FHWA Damage Inspection Reports (DIR's), create a plan to provide for the visual inspection and roadway coring of each section of roadway.
- Based upon the visual inspection and roadway coring, develop a rehabilitation plan and typical section for each unique roadway segment.
- Recommended typical section rehabilitations will be compared to DIR's and the DIR's will be modified and approved by FHWA as necessary (overlay thickness, patching %, etc.)

**5. Program Design Oversight; Program Manager/Team will:**

- Represent DOTD in assuring that all projects are designed in accordance with the policies outlined in the Program Strategy.
- Provide design consultants with appropriate typical sections and rehabilitation strategy for each unique roadway segment.
- Assist DOTD in the preparation of City/State agreements (when necessary) to facilitate third party funding for Non-ER-Participating items of work on a particular project segment.
- Provide all supporting documentation to DOTD regarding any Phase B environmental applications (Programmatic Categorical Exclusions, etc.), particularly the SHPO Section 106 process.
- Provide a financial tracking system for all ER funding expended on this Program, as well as any other attributable funding sources which may be added on a per project basis (STP>200k plus City Match, etc.).
- Receive and resolve design issues from contract design consultants in compliance with the Program Strategy. A reporting system to document and record the history of design decisions will be maintained and provided to DOTD.
- Receive, review, and distribute preliminary plans from the contract design consultants and schedule all field meetings and plan-in-hands. Proper minutes of those meetings will be provided by the Program Manager/Team and distributed to attendees.
- Receive and review proposed design exceptions and make recommendations to DOTD. All supporting documentation will be reviewed by the Program Manager/Team upon receipt from the contract design consultant.
- Final plans and cost estimates will be submitted to the Program Manager/Team who will be responsible for design reviews, constructability reviews, cost estimate validation, and submittal to DOTD for contract letting. All cost estimates and schedules will be continually updated and tracked for the Letting schedule.
- Conduct Pre-bid Conferences as necessary, and be responsible for having appropriate plan revisions made by the contract design consultant.

- Review and recommend all special provisions and develop the construction proposal and all contract bid documents for DOTD.
- Review data and make recommendations to DOTD construction personnel and contract design consultants to resolve plan issues during construction. These decisions will be documented and furnished by report to DOTD.
- Obtain all the necessary agreements and permits (should any be required) for the Program and/or each construction project.
- Continually monitor and review the feasibility of the Program as a whole, and advise/ recommend to DOTD on any potential Program changes.

**6. Utility Coordination and Utility Relocation (if necessary); Program Manager/Team will:**

- Be responsible for coordinating with utility agencies in conjunction with construction schedules (their relocations, etc prior to Phase B construction).
- Provide a conflict analysis of existing utilities with proposed construction activities for use in coordinating with utility agencies.
- Upon analysis, be responsible for the locating of the existing utilities along the project segments (coordinating through the utility agencies) to determine if relocation is required for construction and the subsequent implementation of all utility relocations to ensure those relocations do not interfere with construction should it be necessary.
- Coordinate utility relocation activities with the right-of-way acquisition (if necessary) to meet contract letting schedules.
- Receive, review and make recommendations to DOTD for any utility relocation claims (not anticipated, but if necessary).
- Prepare preliminary estimates of the utility relocation and work days required to complete the adjustments (if required and DOTD has any share).
- Prepare utility agreement packages and provide construction oversight (not anticipated, but if necessary).

**7. Public Involvement; Program Manager/Team will:**

- Develop a public outreach program to regularly present status of the Program and all remaining projects and document comments and suggestions regarding each.
- Prepare and conduct public relation events, such as groundbreaking and ribbon cutting ceremonies.
- Coordinate with City officials, local Associations, and Historic Districts to ensure that the public stays informed of project status, detour routes, nighttime work, business access issues, etc.
- Provide adequate office staffing to receive and respond to the public, Legislators and other inquirers. The inquiries and responses should be documented for reference and furnished to DOTD.
- Be available to attend and assist with the public involvement process to provide information on program/project status.

- Be available to provide oral or written briefings to the DOTD Executive Committee, the Louisiana Transportation Committee, the MPO, and City officials to update on the program's status.

**8. Construction Engineering and Inspection; Program Manager/Team will:**

- Coordinate with DOTD District personnel to schedule and attend the Pre-construction Meeting. Program Manager/Team will be required to conduct the meeting.
- Maintain all construction field records; make daily entries in the project diary to indicate the Program Manager/Team's and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time through the Site Manager.
- Coordinate with the City and/or Parish Engineers/Representatives for all relocations/adjustments of utility facilities for the construction.
- Perform record keeping on Site Manager.
- Provide all necessary personnel and equipment, or coordinate the activities of the selected testing laboratory, to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
- Collect and submit all sampled materials to be tested by DOTD District Testing Laboratories, in accordance with the stipulated Sampling Manual.
- Inspect the contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications.
- Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make monthly progress reports in conformance with DOTD requirements.
- Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with DOTD requirements.
- Review all form work drawings and submit to DOTD for further handling, review, and distribution.
- All construction activities shall be coordinated between the Program Manager/Team and DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by the DOTD.
- Be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
- Be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. When it is stipulated by the Project Specifications that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
- All construction inspection personnel utilized by the Program Manager/Team must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.

- Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
- Change Orders throughout the life of the project will also have to be written by the Program Manager/Team and approved through the Department’s process.
- The Program Manager/Team will monitor and document all construction claims, and provide recommendations on disposition of claims.

**ITEMS AND SERVICES TO BE PROVIDED BY THE DOTD**

The DOTD will furnish, without charge, the following services and data:

- 1) Laboratory testing of materials. DOTD District 02 Testing Laboratory in Jefferson Parish and/or District 62 Testing Laboratory in Tangipahoa Parish will perform laboratory tests in conjunction with specialty testing performed at the DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured, and submitted by the Program Manager/Team.
- 2) DOTD will provide project design consultants to be managed by the Program Manager/Team.
- 3) The DOTD will assign a project coordinator from its District (02) and/or District (62) Office to serve as a construction coordinator for the DOTD during individual project construction.

**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](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.

### **COMPENSATION**

Compensation to the Program Manager/Team for services rendered in connection with this Contract will be made on the basis of actual cost (subject to DOTD maximum limitations) plus a negotiated fixed fee.

Compensation for all inspectors/technicians shall be based on Program Manager/Team's audited field overhead rate or a statewide field overhead rate. Compensation for Engineering and Related Services shall be based on the Program Manager/Team's office overhead rate or a self-imposed overhead rate.

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.htm>

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 14 calendar days following the notification of selection. All negotiations must be completed within 30 calendar days following the notification of selection.

### **CONTRACT TIME**

The services under this contract will be based on an initial proposed construction schedule & completion period through final acceptance for all Phase B projects. The

services to be performed during this period will commence promptly upon receipt of the written NTP from DOTD's Consultant Contract Services Section.

## **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)

## **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 Program Manager must be a Professional Engineer Registered in the State of Louisiana.
2. The individual designated in the proposal as the Program Administrator and who is in responsible charge of all the work under the contract must be employed by the Prime Program Manager on a full-time basis, and be a Professional Engineer registered in the State of Louisiana.
3. The individual(s) who will be in responsible charge of the construction engineering and inspection under this contract must be employed by the Prime Program Manager/Team or a sub-consultant on a full-time basis, and be a Professional Civil Engineer registered in the State of Louisiana.

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

The following requirement must be met by the prime consultant, or through the use of sub-consultant(s), prior to commencement of construction activities:

4. The Prime Program Manager/Team, or through use of a sub-consultant, must employ on a full-time basis qualified and certified construction inspectors. Two must be DOTD Certified Inspectors with a minimum of five years experience in road construction. All inspectors must only inspect appropriate corresponding construction/plant activities for which they hold an active DOTD certification. Where no certification exists for a particular activity a senior construction inspector shall be provided. A non-certified construction inspector can inspect operations/activities of a project provided that a certified inspector makes daily visits to the operation/activity. The certified inspector must sign all reports. The major activities listed below require certified inspectors:

- a. Asphalt Paving
- b. Asphalt Concrete Plant Inspection and Testing

Certifications of compliance must be submitted to the DOTD Project Manager or the DOTD Project Coordinator prior to commencement of construction activities.

### **WORK ZONE TRAINING REQUIREMENTS**

All engineers, engineer interns, and field personnel who will perform CE&I services for the project shall have completed the appropriate work zone training courses. Certifications of compliance for this training shall be submitted to the DOTD Project Manager or the DOTD Project Coordinator prior to commencement of construction activities. Specific requirements are:

Engineers (field and office): Flagger (mandatory beginning July 1, 2011)  
Traffic Control Technician  
Traffic Control Supervisor

Engineer Interns: Flagger (mandatory beginning July 1, 2011)  
Traffic Control Technician  
Traffic Control Supervisor

Field Inspectors: Flagger  
Traffic Control Technician

Field Senior Technicians: Flagger  
Traffic Control Technician  
Traffic Control Supervisor

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

## EVALUATION CRITERIA

A two-tiered evaluation process will be used in the selection of the Program Manager/Team. The 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 Programs:**  
Administration/Management, weighting factor of 4.  
CE&I, weighting factor of 4.
2. **Consultant’s personnel experience on similar Programs:**  
Administration/Management, weighting factor of 4.  
CE&I, weighting factor of 4.
3. **Consultant’s past performance on similar DOTD Programs\*:**  
Administration/management, weighting factor of 4.  
CE&I, weighting factor of 4.
4. **Consultant’s firm size as related to the total estimated program cost\*\*:**  
Administration/management, weighting factor of 2.  
CE&I, weighting factor of 2.
5. **Consultant’s current work load\*\*\*:**  
Administration/management, weighting factor of 2.  
CE&I, weighting factor of 2.
6. **Location where the work will be performed:**  
Administration/management, weighting factor of 3;  
CE&I, weighting factor of 3
7. **Consultant’s Interview/Presentation.**

\*A composite performance rating derived from consultant’s current ratings will be used for the Administration/management portion; the Construction Engineering Services (CS) performance rating will be used for the CE&I portion.

\*\*All respondents that are too large will receive no less than a 2 in this category.

\*\*\*All respondents will receive a 4 in this category.

**TIER 1 Evaluation:** All Consultants/Team members 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.

Should a Prime or Sub consultant significantly participate in performing the work under both of the above subcategories then they will receive a rating within each subcategory. Should more than one team member contribute significantly to work under an individual subcategory then the rating of each contributor will be averaged prior to multiplying the rating for that subcategory by the weighting factor for that subcategory. For grading purposes, the administration/management sub-category will account for 55% and the CE&I subcategory will account for 45% of each category score.

The Tier 1 Evaluation will be based off the information provided in the Consultant/Team's SF 24-102 submittal. If during the course of the evaluation the Project Evaluation Team has questions or requires clarification of the information provided, the Project Evaluation Team may send request to the Consultant/Team for additional information through the Consultant Contract Services Administrator.

Complexity Level: **complex/specialty**

**TIER II Evaluation:** The Consultants/Teams on the TIER I short-list of the three to five highest rated Program Manager/Teams will be asked to attend an Interview/Presentation (Item 7) within three weeks of the announcement of the alphabetical TIER I short-list. The presentation will be made in Power-Point format, and the power point presentation of the selected Program Manager/Team will, at DOTD's discretion, become part of the contract. During the presentations each Program Manager/Team will be given up to one hour for their presentation followed by a question and answer period. The schedule of presentations will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Program Manager/Team's Interviews/Presentations (Item 7) will be used, along with the results of the Tier I evaluation, to develop the ranked TIER II short-list. The Interview/Presentation score will account for 70% of the Tier II score. The TIER I evaluation will account for 30% of the Tier II score. A ranked TIER II short-list of the three highest rated Program Manager/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

The presentation will include/outline the following points (Each item's weight to the overall presentation is shown in parentheses):

- 1) Proposers knowledge and understanding of the Program (3).
- 2) Proposers concept of the scope of necessary Program administrative and management requirements of Phase B in relation to Phase A (3).

- 3) Concepts & methods to control/manage project costs and schedule (2).
- 4) Concepts & methods to control administrative and management costs (2).
- 5) Concepts & methods for document control. (2)
- 6) Concept to manage construction and lessen impact to the public (2).
- 7) Concepts & methods to track all financial aspects of the Program and that of the individual project segments (2).
- 8) Proposers team qualities and attributes to be brought to bear on the Program (1).
- 9) Proposers force requirements throughout Phase B (1).
- 10) Plan to be used to communicate and coordinate with DOTD and public and private stakeholders, as well as all other Public Outreach efforts (1).
- 11) Concepts to be used to manage design consultants relative to plan quality (QC/QA) and schedule (1).
- 12) Other points that the Proposers wishes to be considered in the evaluation (1).

The Interview/Presentation evaluation will be based on a numerical rating process (0-10). Each member of the evaluation team will individually rate each evaluation criterion listed above as weighted and assign numerical ratings as defined below:

To receive a rating of 8-10, the Program Manager/Team's presentation and proposal must *significantly exceed* the stated objectives/requirements and demonstrate an exceptional understanding of the goals and objectives of the Program with an outstanding level of quality and no weaknesses.

To receive a rating of 5-7, the Program Manager/Team's presentation and proposal must *exceed* the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. Strengths outbalance any minor weaknesses that may exist.

To receive a rating of 1-4, the Program Manager/Team's presentation and proposal must *meet* the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. There are minor weaknesses that can be overcome.

The Program Manager/Team will receive a rating of 0 on any of the individual evaluation criterion for failing to meet the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. There are excessive and significant weaknesses.

Once each DOTD Project Evaluation Team member completes evaluations for all factors, the scores will be averaged to arrive at a final score. The corresponding value will then be multiplied by the item's weight then totaled for the final interview/presentation score for that Program Manager/Team.

### 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. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Jeff Burst – Program Manager
3. Eric Kalivoda
4. Kirt Clement
5. Fred Wetekamm
6. Janice Williams

### 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 of 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 (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/WBE** - The selected Program Manager/Team will have a DBE/WBE goal of 10% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD approved certification list at time of submittal.

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 **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 **Purchase Order No. 2-6149**, and will be submitted **prior to 3:00 p.m. CST on Wednesday July 6, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
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.