

**ENGINEERING AND RELATED SERVICES  
AUGUST 29, 2017**

**CONTRACT NO. 4400012323  
STATE PROJECT NO. H.004100  
F.A.P. NO. H004100  
I-10: LA 415 TO ESSEN LANE ON I-10 AND I-12  
WEST BATON ROUGE AND EAST BATON ROUGE PARISHES**

**DBE/WBE GOAL = 2%**

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.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

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

**Project Manager (PM) – Nicholas Olivier**

All questions concerning this advertisement should be sent in writing to [rhonda.braud@la.gov](mailto:rhonda.braud@la.gov) and [heather.huval@la.gov](mailto:heather.huval@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 provide Topographic Surveying and Sub Surface Utility Engineering Services for a proposed widening project along a portion of the existing route of I-10 in East and West Baton Rouge Parishes.

## SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

### Stage 3: Design

#### Part I: Surveying Services

##### (a) Topographic Survey

This project is located in West Baton Rouge and East Baton Rouge Parishes in the cities of Port Allen and Baton Rouge, LA. A complete Topographic survey including all utilities (ASCE 38-02, QL "B") with depths and all drainage is required, along with Finish floor elevations of all buildings that fall within the survey limits. This project shall be completed in accordance with the Location and Survey Manual where applicable, The Florida Department of Transportation Terrestrial Mobile Lidar Surveying and Mapping Guidelines (Type A-High Accuracy Survey) and all current accepted Location and Survey Automation procedures. Note: bridge deck .dtm's shall be required on all bridges throughout this corridor.

This addition/survey shall begin 1,500 feet West of the western most entrance/exit ramps of the LA 415 and I-10 Interchange. (Please refer to Survey Request Sketch for more precise limits of this survey). The survey shall proceed in an easterly direction along I-10 corridor for approximately 2.7 Miles to the west R/W of RxR tracks passing below the western approach to the Horace Wilkinson Bridge. (The Union Pacific Line, not the Port of Baton Rouge Line). The width of the Survey and DTM shall extend to the apparent R/W on the North and South of the existing alignment of I-10. At the LA 415 Interchange the survey shall extend to the North approximately 1,500 feet (just past the intersection of Court Street and LA 415) and to the South approximately 1,600 (just past the intersection of Charles Drive and LA 415). The width of the Survey and DTM in this area shall extend from apparent R/W to apparent R/W.

From the western R/W of the RR tracks passing below the western approach to the Horace Wilkinson Bridge mentioned above, the survey shall proceed in an easterly direction along the existing main alignment of I-10 for approximately 2,600 feet to a point where the western most overhead trusses of the Horace Wilkinson Bridge begin. The width of the Survey and DTM in this area shall extend 50 feet on both sides of the bridge deck, except for the LA 1 exit and entrance ramps. In this area, the survey and DTM shall extend 2 bridge deck joints past the gore of each ramp.

The survey shall then proceed from the western most overhead trusses of the Horace Wilkinson Bridge along the existing main alignment of I-10 for approximately 2,600 feet to the eastern most overhead trusses of the Horace Wilkinson Bridge. The width of the Survey and DTM in this area shall extend from the North side of Bridge deck to the South side of the Bridge deck. No surface .dtm features shall be required in this area, only bridge deck features will be required.

From the eastern most overhead trusses of the Horace Wilkinson Bridge, the survey shall then proceed along the existing main alignment of I-10 for approximately 2320 feet to the I-10 and St. Louis Street intersection. At the Nicholson Drive exit and entrance ramps, the survey shall continue one deck joint past St. Louis Street. The width of the Survey and DTM in this area shall extend 100 feet on both sides of the bridge deck. At this time a hydrographic survey of the Mississippi River in this area of the description is not required, but shall be supplemented at a later date.

From the I-10 and St. Louis Street intersection, the survey shall then proceed along the existing main alignment of I-10 for approximately 2,900 feet to the I-10, I-110 split. The width of the Survey and DTM in this area shall extend 100 feet on both sides of the Bridge deck and shall merge with the previous survey mentioned. Also refer to the survey request sketch for detailed limits in this area.

Note: Some overhead structures and deck spans will be required within the previous surveys limits. The scope of the previous survey was for a Terrace Street off ramp only, therefore not all elevated structures were located and will need to be located as part of this new deliverable. A copy of the previous survey will be available upon request.

From the southern end of the previous mentioned survey, the survey shall proceed in a southerly direction along the existing main alignment of I-10 for approximately 13,900 feet to the western R/W of College Drive. The width of the Survey and DTM in this area shall extend 200 feet East and West of the centerline alignment of I-10 and include additional surveying at various interchanges and overpasses throughout this corridor. (Refer to the survey request for a detailed location of these areas).

From the western R/W of College Drive, the survey shall proceed in a southeasterly direction along the existing main alignment of I-10 for approximately 5,280 feet to the I-10, I-12 split. The width of the Survey and DTM in this area shall extend to the North, to the apparent Northern R/W of I-10 or the outer most sound wall and to the south to the apparent Southern R/W of Constitution Ave. or to the outer most sound wall. This area shall also include additional surveying at the College Drive interchange and at Wards Creek. (Refer to the survey request for a detailed location of these areas)

From the I-10, I-12 split the survey shall proceed in southerly and easterly directions along the existing main alignment of I-10 for approximately 1.5 miles (to a point 500 feet past the gore of the northern exit/entrance ramps of the Essen Lane Intersection) & I-12 for approximately 1.5 miles (to a point 500 feet past the gore of the western exit/entrance ramps of the Essen Lane Intersection). The width of the survey and DTM in this area shall extend to the R/W of I-10 & I-12 or to the outer most sound wall, whichever comes first.

Permission of land owners shall be acquired by the consultant before entering any property associated with this description. Note: some sites along corridor will have specific site requirements for entry and may require permits for entry.

An existing control network exists for the previous topographic survey (H.012422) at the intersection of I-110 and Terrace Street project. Control shall just be extended using the already established control points from the previous survey. Levels shall not be required to be run across the Mississippi River. A new control sketch shall be required, along with primary control monuments driven to refusal with a minimum number of one per mile with cap. The consultant shall coordinate with the location and survey task manager for further instructions on control.

The consultant shall perform Quality Level B utility designation services throughout the survey limits. This project shall include all accepted Location and Survey Automation accepted Quality Level B deliverables.

Bridge structures that shall be required (but not limited to) within this survey are as follows:

- All bridge deck lines
- Individual piles, columns, footings
- Top of caps (perimeter on top chamfer line, if chamfer exists)
- Substructure truss chord located at the gusset plates (also locate bottom of floor beams, and bottom of stringers in the area that substructure trusses exist)
- Bottom of stringer shots at all underpasses (for clearance)

Terrestrial Mobile Lidar Surveying and Stationary Terrestrial Laser Scanning were considered when developing this scope and man hours. Terrestrial Mobile Lidar Surveying and Stationary Terrestrial Laser Scanning should only be used on the hard surface areas such as Roadway and Bridge structures and shall meet the accuracy's specified in the Location Survey Manual and the Florida Department of Transportation Terrestrial Mobile Lidar Surveying and Mapping Guidelines (Type A-High Accuracy Survey) were applicable. The deliverables shall include all normal Survey Inroads deliverables along with all point clouds collected.

**\*\*NOTES\*\***

- Stationary Terrestrial Laser Scanning shall be required for all Bridge Substructures from Top of cap and below.

-A six month Phased deliverable schedule shall be required for this project. The consultant will be required to deliver each of the following phases every six months.

1. Phase 1: Project Control & Utility Records Research information between Dalrymple and Acadian Thruway. (182 days after N.T.P.)
2. Phase 2: Terrace Street Survey Tie in to west approach of the City Lakes Bridge. (365 days after N.T.P.)
3. Phase 3: West approach of the City Lakes Bridge to Essen Lane. (547 days after N.T.P.)
4. Phase 4: Entire project (730 days after N.T.P.)

-Update meetings shall be required every two months throughout survey or at the Project Manager/Task Mangers discretion, if necessary.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they 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 project-specific requirements.

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.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards.

Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

### **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. 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. 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, and a certification that the plans meet the DOTD's quality standards.

### **ITEMS TO BE PROVIDED BY DOTD**

The following items shall also be provided, if available.

- Terrace Street survey
- Survey limit sketches
- Access to As-builts
- Access to Environmental Assessment documentation (Line & Grade study)

### **ADDITIONAL SERVICES**

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

- Subsurface Utility Engineering (SUE) (ASCE 3802-QL "B", include in scope of service for the advertisement)
- Hydrographic Surveying (by supplemental agreement)
- Subsurface Utility Engineering (SUE) (ASCE 3802-QL "A", by supplemental agreement, if needed.
- Additional Topographic Surveying, if additional limits are required.
- If additional Direct Expenses are required for Traffic Control, Police Escorts or related to permits that may be required. (some direct expenses are already calculated in current fee)

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

## CONTRACT TIME

The overall contract time is estimated to be **730 calendar days**. The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **730 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

## COMPENSATION

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated compensation of **\$6,180,479**.

The compensation to the Consultant is a non-negotiated lump sum of **\$6,180,479**, which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	\$ 3,936,424
SUE	\$ 2,112,316
Contract Management	\$ 131,739

## DIRECT EXPENSES

All direct expense items which are not paid for in the firm's indirect cost rate 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.

## 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 the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines

6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electric Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Complete Streets,  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Multimodal/Highway\\_Safety/Complete\\_Streets/Pages/default.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx)
23. ASCE 38-02, Standard Guideline for Depiction of Existing Subsurface Utility Data

Follow link below for the individual reference links:

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

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

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 Land Surveyor or a Professional Engineer, registered in the State of Louisiana.
2. The Prime Consultant must employ on a full-time basis one Professional Land Surveyor, registered in the State of Louisiana, with at least five years in conducting Topographic Surveys for DOTD.\*
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 Professional Engineer and/or Professional Land Surveyor, registered in the State of Louisiana with a minimum of five years conducting Subsurface Utility Engineering Services. At least one year must have been conducting Quality Level "A & B" (ASCE 3802 Quality Level A & B utility location survey, and equipment to complete the above mentioned tasks. \*\*



- Required equipment includes, but not limited to Ground Penetrating Radar (GPR) and a Vacuum Excavation Truck.
- b. One Professional Land Surveyor, registered in the State of Louisiana with a minimum of five years conducting Hydrographic Surveys for DOTD.

All of the MPRs may be met by the same person.

\*Preference will be given to submittals that include support staff members with experience in conducting Topographic Surveys for DOTD.

\*\*Preference will be given to submittals that include support staff with ASCE 3802 Quality Level A-D office and field experience.

**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<br>Traffic Control Supervisor<br>Flagger |
| Field Engineer Interns: | Traffic Control Technician<br>Traffic Control Supervisor<br>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 with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4; \*\*

\*The Topographic Survey (LC), Hydrographic Survey (LB), SUE (LE), and Contract Management (CM) performance ratings will be used for this project.

\*\* The location that will be used for scoring is 750 Florida St, Baton Rouge, LA 70801

**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
Topographic Survey (LC)	60%						
Hydrographic Survey (LB)	1%						
SUE (LE)	35%						
Contract Management (CM)	4 %		n/a	n/a	n/a	n/a	n/a
8b. Identify the percentage of work for the <u>overall project</u> 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. 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 the Prime Consultant can perform less than 50% of the work, but must perform the greater percentage 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. Nick Olivier – Project Manager
3. Stan Ard
4. Barrett Smith
5. Brian Kendrick
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 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 (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- 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. 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 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.

**DBE/WBE** - The selected Consultant Team will have a DBE/WBE goal of 2% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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. 4400012323 and State Project No. H.004100**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, September 13, 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 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.