

**ENGINEERING AND RELATED SERVICES  
JUNE 18, 2010**

**STATE PROJECT NO. 700-26-0306  
F.A.P. NO. DE-2609(512)  
CAUSEWAY BLVD. – EARHART EXPRESSWAY INTERCHANGE  
ROUTES LA 3046 AND LA 3139  
JEFFERSON PARISH**

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.

**Project Manager** – Mr. Li Yang, P.E.

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

**PROJECT DESCRIPTION**

The selected Consultant provide engineering and related services to design a new interchange between Earhart Expressway (LA 3139), and Causeway Boulevard (LA 3046) in Jefferson Parish. The purpose of the project is to provide improved connectivity between major regional employment centers located in the LA 3139 (Earhart Expressway) and LA 3046 (Causeway Boulevard) corridors and Interstate 10, including the Labarre Business Park, Elmwood Industrial Park, and the Metairie CBD. Additionally, the proposed project will enhance overall regional mobility by providing for southbound Causeway to eastbound Earhart and westbound Earhart to northbound Causeway connections, thereby improving accessibility between Orleans Parish, Jefferson Parish and Interstate 10.

The project shall consist of a new interchange with six ramps which includes at-grade roads and elevated structures. This project shall consist of three phases which are to be performed as separate and distinguishable efforts. In the first phase, the Consultant shall perform the design and preparation of preliminary plans. The second phase shall consist of the design and preparation of final plans. The third phase shall be for construction related engineering services.

## SCOPE OF SERVICES

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

### Stage 3: Design

Part III: Preliminary Plans

Part IV: Final Plans

### Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

The services to be performed under this contract are more specifically described as follows:

**Preliminary Plans** – The Consultant shall be responsible for all engineering services required for a detailed geometric layout of the interchange prior to beginning preliminary design and for the completion of preliminary plans and estimates for the project, all under a schedule for completion which shall be in conformity with the contract time specified in the Contract Time Section. The new interchange shall include six ramps which are Earhart Eastbound to Causeway Southbound with signalized directional movement (Ramp A); Causeway Southbound to Earhart Eastbound (Ramp B/Ramp F); Earhart Westbound to Causeway Northbound with signalized directional movement (Ramp C); Causeway Northbound to Earhart Eastbound (Ramp D); and Causeway Northbound to Earhart Westbound (Ramp E).

**Final Plans** – The Consultant shall be responsible for producing Final Plans for the project.

**Construction Support and Shop Drawing Review**– The Consultant shall be responsible for providing construction related services during the construction phase including, but not limited to, shop drawing reviews and approvals, requests for information (RFI's), and change orders.

During the progress of preliminary and final design phases of work, intermediate submissions will be made to the DOTD for review and comment at the 30%, 60% and 90% levels of completion. Comments received as a result of the submissions will be discussed with the DOTD and incorporated into the final submittal of that respective phase as warranted.

All design drawings will comply with the requirements of the latest AASHTO LRFD Bridge Design Specifications, the DOTD LRFD Bridge Design Manual (including Technical Memoranda), DOTD roadway Design Procedures and Details Manual and the current edition of the DOTD Road and Bridge Specifications. Where it is absolutely

necessary to depart from the Road and Bridge Specifications or augment them, Special Provisions and/or Item Number request shall be provided to DOTD.

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

- Environmental Inventory and Feasibility Study (April, 2005)
- Environmental Assessment with Finding of No Significant Impact (January, 2008)
- Topographic Survey Data (including existing drainage maps)
- Geotechnical Services which includes but it not limited to investigation, testing, and analysis for the design and construction of at-grade road and elevated structures.
- Standard Plans

### **ADDITIONAL SERVICES**

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

- Stage 3: Design, Part IV: Final Roadway Plans
- Stage 5: Construction, Part I: Construction Support, if required.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

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

20. Code of Federal Regulations 29 CFR 1926 (OSHA)

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

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> Vehicle rental rates will require prior approval from the DOTD Project Manager.

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 **30 calendar days** following the notification of selection. All negotiations must be completed within **60 calendar days** following the notification of selection.

### **CONTRACT TIME**

The overall contract time is estimated to be **6 years** for all services (includes 3 years for construction support and shop drawings). The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will be established by the Project Manager.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or Responsible Member shall be a Professional Civil Engineer with a minimum of five years experience in responsible charge of Bridge Design Projects.
3. The Prime Consultant must employ on a full time basis a minimum of three Professional Civil Engineers, registered in the State of Louisiana along with a corresponding support staff. At least one of the previously described should have at least ten years experience in Bridge Design, and one should have at least five years experience in Road Design.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Professional Civil Engineer, registered in the State of Louisiana with three years experience in traffic engineering, which will be required in the final design phase for design of the traffic signal.

## **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.

## EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

\*\* The past performance rating shall be a composite rating of Road Design Urban (RU) 10% and Bridge Complex (BC) 90%

Complexity Level: **complex**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

### 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. Debra L. Guest, P.E. – Ex officio
2. Li Yang, P.E. – Project Manager
3. Mr. Guy Leonard, P.E.
4. Paul Vaught, III, P.E.
5. Charles Nickel, P.E.
6. Chris Guidry, P.E.

### 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.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and **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 State Project No. **700-26-0306**, and will be submitted **prior to 3:00 p.m. CST on Monday Tuesday July 19 6, 2010**, 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) 379-1733

## **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.