

**ENGINEERING AND RELATED SERVICES
AUGUST 21, 2015**

**CONTRACT NO. 4400006391
STATE PROJECT NO. H.972153
SHSP LAW ENFORCEMENT EXPERT
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 November 2011, 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 at the time of submittal.** One Prime-Consultant 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 – Mr. Bryan Costello

All inquiries concerning this advertisement should be sent in writing to hadishirazi@la.gov or heather.huval@la.gov.

PROJECT DESCRIPTION

The Consultant shall serve as DOTD’s liaison with law enforcement agencies, to develop and provide training to law enforcement agencies, and provide expertise to DOTD and Traffic Records Coordinating Committee (TRCC) concerning highway safety issues.

The DOTD is responsible for collecting motor vehicle crash data for the entire State of Louisiana, as well as, maintaining the state database for the crash data. This equates to about 150,000 crash reports a year from State, Parish, and Local law enforcement agencies. The accuracy and timeliness of this data is critical in prioritizing roadways and intersections for roadway safety improvements. The DOTD has the responsibility of ensuring that the limited highway safety funds are prioritized based on the ability to reduce the most crashes, injuries, and fatalities relative to the initial construction cost and any associated increase in maintenance costs. DOTD analyzes the entire state roadway system on a yearly basis and compiles a list of locations exceeding the threshold for crashes, injuries and fatalities. This process ensures that we utilize our highway safety

funds where the greatest safety benefit can be achieved and follows FHWA's data driven approach to the Highway Safety Improvement Program (HSIP).

The issue of timeliness in collecting data from the law enforcement agencies has been resolved. But the issue of accuracy of the crash data has not been addressed. Incorrect and incomplete coding of the crash reports by law enforcement officers affects the quality and accuracy of the crash data. The quality and accuracy of crash data is crucial in the prioritizing high crash locations for safety funding and for conducting high profile, specialized, engineering studies.

SCOPE OF SERVICES

The specific task for this Project shall consist of the following:

- Develop and implement training in crash investigation and familiarize law enforcement personnel with the concepts and techniques of crash investigation and/or reconstruction. Training sessions shall be scheduled as needed.
- Provide crash investigation and reconstruction services to Highway Safety Section for the DOTD Tort Reduction Program as assigned.
- Provide crash investigation and reconstruction expertise to the nine DOTD Districts during their investigation of crash locations as needed.
- Assist DOTD in the implementation of the Strategic Highway Safety Plan (SHSP). Provide law enforcement expertise for the identified emphasis areas.
- Provide law enforcement expertise to all Regional Safety Coalitions as needed.
- Train and certify personnel in Work Zone Traffic Control as needed.
- Facilitate the implementation of the Traffic Incident Management Program (TIM) for first responders as needed; estimate 8 classes per year with 15 students in attendance.
- Train first responders in incident management techniques as needed.
- Provide Traffic Incident Management expertise as needed.
- Provide law enforcement expertise and facilitate participation on Road Safety Assessments (RSA), as needed.
- Serve on the committee to revise the Manual for use of the Uniform Motor Vehicle Traffic Crash Report and serve as a member on the Sub-committee responsible for revising the crash report to adhere to required Model Minimum Uniform Crash Criteria Guideline (MMUCC), as needed.

- Serve as a member on the statewide Traffic Records Coordinating Committee (TRCC), as needed.
- Address incorrect and/or missing information from crash reports and data quality issues individually with law enforcement agencies as errors and discrepancies that are identified by the DOTD Highway Safety Section and Districts. Provide training to the agency on how to properly fill out the crash report, as needed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

SERVICES TO BE PROVIDED BY DOTD

- Crash counts and crash location data

CONTRACT TIME

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 **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for the required services rendered in connection with this Contract will be non-negotiated work-hours using DOTD established billable rate of **\$70.00 per hour** (for a maximum of **1550 hours** per year, and a maximum of **\$15,000** per year for travel), for the actual time spent on the project, with a maximum limitation of **\$370,500**.

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.

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 0 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. Highway Safety Manual

Follow link below for the individual reference links:

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

MINIMUM PERSONNEL REQUIREMENTS

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

1. The Prime Consultant must have 25 years of experience in law enforcement with at least five years at the command level.
2. The Prime Consultant must have successful completion of Northwestern University Traffic Institute's Traffic Accident Investigation and Reconstruction 8-week training series, or equivalent as determined by DOTD.
3. The Prime Consultant must have 10 years of experience with Title 32 Motor Vehicles and Traffic regulations.

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.

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 Transportation planning (PL) past performance rating will be used.

** Location will be based out of Marksville, Louisiana.

*All respondents will receive a 4 in this category.

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 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.

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. Hadi Shirazi – Ex officio
2. Bryan Costello – Project Manager
3. Brian Parsons
4. Christine Gowland
5. Dawn Sholmire
6. Jacques Deville

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.

AUDIT - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead 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 overhead 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 overhead 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), 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. 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.

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. 4400006391** and **State Project No. H.972153**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 08, 2015**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Hadi Shirazi, P.E., PTOE
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1929

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.