

**ENGINEERING AND RELATED SERVICES  
SEPTEMBER 14, 2017**

**CONTRACT NO. 4400011353  
RETAINER CONTRACTS FOR  
ELECTRICAL SERVICES  
STATEWIDE**

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**DBE/WBE GOAL = 4%**

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 EACH Contract.**

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

**Project Manager (PM) – Agnes Fung**

**Only one DOTD form 24-102 submittal is required for this advertisement, and it represents the Prime Consultant’s qualifications and submittal for both referenced contracts. Both identifying contract numbers must be listed on the cover page of the submittal.**

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

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

## PROJECT DESCRIPTION

The selected Consultant will perform topographic survey, provide plans, specifications and special provisions, construction estimates, construction proposal, photometric report, engineering calculations, shop drawing, submittal, Operational and Maintenance manual and as-builts reviews/approvals, and construction related engineering services for existing and proposed roadway lighting for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

## SCOPE OF SERVICES

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

### Stage 3: Design

- Part I: Surveying Services
  - a) Topographic Survey
- Part III: Preliminary Plans
- Part IV: Final Plans

### Stage 5: Construction Engineering Services

- Part I: Construction Support/Construction Related Engineering
  - a) Shop Drawings, O&M Manuals, As-Built Drawings
  - b) Electrical Field Inspection

## STAGE 3: DESIGN

The services to be performed by the Consultant under this Retainer Contract are described more specifically as follows:

**Part I (a) Topographic Survey** shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the Project. The DOTD's requirements which shall govern this survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the

topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The Project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83), as determined by G.P.S. observation.

### **Part III Preliminary Plans & Part IV Final Plans**

#### **Project Management**

##### **A. Meetings / Site Inspections**

1. Prior to issuing a task order, the Consultant shall coordinate with the DOTD to develop task order and establish procedures, deliverables, and schedules. If a meeting is needed, it shall take place at the DOTD Headquarters office in Baton Rouge, LA. The Consultant shall deliver the task order proposals with associated man hours promptly. Turnaround time shall not exceed two weeks from the DOTD Project Manager's initial request or five days from a requested update.
2. After the task order is executed, the Consultant shall hold a kick-off meeting, hold or attend other meetings, and prepare minutes. The type and number of meetings shall be determined in each task order.
3. The Consultant shall meet with DOTD District personnel, Parish/Local Government, utility companies, and other stakeholders (if applicable) at the initial site inspection to locate any existing equipment, investigate the existing field conditions, and to discuss preferences of design and/or equipment regarding simplifying maintenance of proposed lighting system.
4. The Consultant shall deliver preliminary and finalized work schedule for plan delivery dates.
5. The Consultant shall perform site inspections during design. The number of inspections shall be determined in each task order.

##### **B. Written Plan / Monthly Reports**

A written plan describing the work being performed and a timeline to perform the work shall be provided by the Consultant. Monthly progress reports shall be prepared by the Consultant and submitted to the DOTD Project Manager to ensure that the project schedule is being kept. The report shall include a progress chart

indicating percent of time elapsed and percent of work completed. The report shall also include requested changes in the project schedule. Schedule changes which postpone the letting fiscal year shall not be permitted. Furthermore, the report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

C. Project Responsibility and Ownership

The Consultant shall be proactive as well as reactive during all phases of a project, including tracking/monitoring of progress and coordination/communication with DOTD, Parish/Local Government entity, utility companies and other stakeholders (if applicable), for avoidance or resolution of all issues. Coordination also includes identification of and interaction with all other ongoing projects (feasibility through construction) that interface or interfere with the project.

D. Coordination with Existing Lighting

The Consultant shall be responsible for researching, obtaining, and investigating as-built plans and other documentation related to the existing lighting system (if applicable) for the design.

### **Plan Standards**

The Consultant shall develop a complete set of construction plans, proposal and estimate in accordance with the following:

- A. The Consultant shall provide electrical lighting plans showing the locations of existing equipment (if applicable), removal of the existing equipment (if applicable), and the proposed location of the new equipment. This includes: service points, lighting controllers/panels, disconnects, receptacles, pull boxes, underground junction boxes, conduit, jacked/bored casing, light poles, and luminaires. All new equipment and design must conform to:
1. LA DOTD Illumination & Electrical Standards
  2. LA DOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
  3. IES illumination Standards (e.g. IES/ANSI RP-8, DG-19)
  4. LA DOTD Electrical Plan Layout and Presentation
  5. Louisiana Standard Specifications for Roads and Bridges
  6. National Electrical Code (NFPA 70)
  7. Standard for Electrical Safety in the Workplace (NFPA 70E)
  8. AASHTO Design Guides
  9. All other local and applicable codes
- B. The plan sheets shall be Cad Conformed at all stages of development and contain the Cad Conformed emblem (See Electronic Deliverables).

- C. Project presentation on the plans shall strictly adhere to DOTD Electrical Design format.
- D. The Consultant shall provide plans that include all existing utilities within the project limits clearly documented. The Consultant shall work with the DOTD District Utility Representative to ensure that completed design minimizes impacts to existing utilities.
- E. The Consultant shall develop an itemized construction estimate. The estimate shall be broken down by control sections and individual pay items as defined in the **Louisiana Standard Specifications for Roads Bridges**, and AASHTOWare Project Preconstruction, or as directed.
- F. Any standard traffic control sheets, high mast lighting tower details, and guard rail standard plans that the Consultant determines are needed shall be provided by DOTD.
- G. DOTD shall provide typical electrical details and example lighting plans, if needed and contingent on availability to the Consultant. Electrical details are not available for download on DOTD website. The Consultant shall submit a request to DOTD Electrical Design to obtain copies of most current electrical details. Upon receiving these details, the Consultant shall become “owner” of the details for use in their design.
- H. Any additional requirements shall be determined in each task order.

### **Plan Deliverables**

- A. The Consultant shall deliver plans in accordance with the following:
  - 1. The plans shall be delivered in the fashion stated in Electronic Deliverables. Additional PDF and hard copies of plans shall also be delivered as required by the DOTD Project Manager.
  - 2. The Plan Constructability/Biddability Review shall be performed.
  - 3. The QA/QC required by Bridge Design and Evaluation Manual (BDEM) Part I Chapter 3 shall be performed.
  - 4. The Transportation Management Plans (TMP) shall be prepared and submitted as required by DOTD EDSM No.VI.1.1.8.
  - 5. A FAA evaluation shall be performed and documentation submitted to the FAA as required.

6. A Construction Cost estimate shall be included in every package.
7. Beginning with 60% Final Plans, a photometric analysis of the interchange that conforms to LADOTD Illumination Standards is required at each milestone. The report shall be prepared with the following information:
  - a. Full size (22"x34") PDF and contain multiple sheets as needed for legibility and clarity.
  - b. A legible point-by-point illuminance-grid (i.e. iso-footcandle) plot of roadway surfaces within the limits of the project. Calculated average foot-candle data points shall be on a maximum 10' x 10' centers, each plotted to 0.00 decimal points.
  - c. Stationing (matching plan drawings)
  - d. North arrow
  - e. Scale bar
  - f. Travel lanes and shoulders. Note: Travel lanes shall include highway name/route number and vehicular directional arrows
  - g. Adjacent structures, drainage, driveways, parking spaces, buildings, driveway entrances, sidewalks, vegetation
  - h. Light pole and luminaire locations
  - i. Calculated statistical data for:
    - i. Average foot-candles
    - ii. Average-to-minimum ratio
    - iii. Maximum-to-minimum ratio
    - iv. Veiling luminance
  - j. Pole, luminaire and lamp information such as:
    - i. Description
    - ii. Initial lumens
    - iii. Type
    - iv. Luminaire .ies file name
    - v. Luminaire mounting height
    - vi. Arm length
    - vii. Catalog cutsheet
    - viii. Luminaire iso-illuminance contours
  - k. Light Loss Factor (LLF)
  - l. Include the following, as a minimum, general information:
    - i. Calculation Title
    - ii. Table of Contents (if necessary)
    - iii. Design Engineer Name, P.E. Number, and Company Name
    - iv. DOTD Project Name and Number
    - v. Date
    - vi. Louisiana Professional Engineering and Land Survey Board (LAPELS) "Pocket Card" indicating current status of license in Louisiana.

*Note: Additional report "general information" may be requested by DOTD.*

8. Beginning with 95% Final Plans, the following electrical calculations are required. Update as required.
    - a. Voltage Drop for Service Points, Branch Circuits, etc.
    - b. Fault Current for Service Points.
    - c. Conduit Fill for all circuits.

*Note: Provide respective formulas, constants, values, and parameters used for all calculations.*
    - d. Include the following, as a minimum, general information with all calculations:
      - i. Calculation Title
      - ii. Table of Contents (if necessary)
      - iii. Design Engineer Name, P.E. Number, and Company Name
      - iv. DOTD Project Name and Number
      - v. Date
      - vi. Louisiana Professional Engineering and Land Survey Board (LAPELS) "Pocket Card" indicating current status of license in Louisiana.
  9. A preliminary Short Circuit and Arc Flash Hazard Analysis Report shall be prepared in accordance with NFPA 70E based upon design information. A final report shall be required during Construction based upon actual utility and field-installed equipment.
  10. Any additional requirements shall be determined in each task order.
- B. The Consultant shall deliver plans to the DOTD Project Manager for review at each of the following increments. Deliverables that do not comply with a milestone description cannot qualify for any subsequent milestone.
- 1. 30% Final Plans (Preliminary Plans)**

The 30% Final Plans shall be a complete representation of what shall be submitted later as Final Plans. Every sheet of the Final Plans shall be represented in the 30% submittal. The overall project development shall be 30%; however some sheets shall be nearly completed while others shall be developed less than 30% and a few sheets may be blank. All sheets shall have correct title blocks as well as proper sheet names. This stage provides the opportunity to verify complete understanding of project requirements.
  - 2. 60% Final Plans**

The 60% Final plans shall meet all the requirements of the 30% submittal. The overall project development shall be 60%; however some sheets may be completed while the bulk shall be nearly completed and a few sheets may be noticeably less than 60% complete. However, no sheets shall be void of relevant project data or blank.

**3. 95% Final Plans (Advance Check Prints)**

The 95% Final Plans shall meet all the requirements of the 60% submittal. The overall project development shall be at least 95% complete. All sheets shall be essentially 100% finished but may lack minor details (polish). No sheet shall lack any relevant information needed by those reviewing the plans at this distribution point. The final placement of some equipment may not be known until ACP comments have been received from the field.

**4. 98% Final Plans**

The 98% Final Plans shall address all comments from the ACP submittal. All sheets shall be 100% finished. The Consultant's Final Plans, Construction Estimate, Draft Construction Proposal, and Summary of Estimated Quantities shall be submitted and then transmitted by DOTD Project Manager to DOTD Contracts & Specifications section for review.

**5. Consultant's Project Delivery**

The Consultant shall address any comments from DOTD Contracts & Specifications and deliver the Final Plans, specifications, and Construction Estimate.

- C. The Consultant shall answer all pre-bid RFI's in Falcon from bidders and provide official response and/or plan revisions as needed to DOTD.
- D. The Consultant shall perform bid review analysis and provide official response to DOTD.

**STAGE 5: CONSTRUCTION ENGINEERING SERVICES**

**Part I Construction Support/Construction Related EngineerinG**

The Consultant shall provide engineering support and monitoring of construction activities described as follows:

**Pre-Construction Conference**

The Consultant shall attend the Pre-Construction meeting to represent DOTD Electrical Design in setting the procedures and discussing any concerns about the construction with the contractor. Other issues such as document distribution and shop drawing submittals shall be reviewed. Attendance by the Design Engineer is mandatory. The Consultant shall issue the documented proceedings to the DOTD.

**Shop Drawings and Equipment Submittals**

The Consultant shall review and approve shop drawings and equipment submittals. This includes distribution of the submittals to the appropriate parties as agreed in the Pre-Construction meeting. A log shall be maintained with the status of the submittals as well as a complete set of submittals. The Consultant shall promptly notify the DOTD Project Engineer of Contractor's submittal issues that need resolution and/or which may delay the submittal process beyond the Assembly Period.



### **Operation and Maintenance Manuals**

The Consultant shall review and approve Operation and Maintenance Manuals to determine if they are complete and have included accurate data. The final approved manuals shall be distributed in accordance with the procedures outlined in the Pre-Construction meeting. The minimum points for verification are as follows:

1. System Operational Plan
2. Warranty & Final Acceptance
3. Poles Installation & Maintenance
4. Poles Certifications
5. Luminaire Installation & Maintenance
6. Stamped Submittals
7. Utility Service Equipment
8. Test Reports
9. As Built Drawings

### **As-Builts**

The Consultant shall track the progress of the As-Builts during construction. The Consultant shall review the As-Builts to determine if they are complete and accurate. A final copy shall be included by the Contractor in the Operation and Maintenance Manuals.

### **Request for information (RFI's)**

The Consultant shall process all RFI's using DOTD construction's standard RFI form for the project and maintain a log of the RFI's with the status of the responses.

### **Field Inspections**

During the course of construction for each project, periodic field inspection shall be made by the Consultant to track the progress of the work and verify the proper installation of the equipment. It is the Consultant's responsibility to plan and coordinate the timing of each inspection for effectiveness and to meet the need of the DOTD Project Engineer. Attendance by the Design Engineer is mandatory. Exceptions require the written preapproval from DOTD Electrical Design. Field inspections are to be coordinated with the DOTD Project Engineer and the DOTD Statewide Electrical Inspector. Written inspection reports shall be prepared and delivered to the DOTD.

### **Final Inspection**

The Consultant shall make a final inspection and verify the completion of the work based on the plans and specifications. Attendance by the Design Engineer is mandatory. The Consultant shall coordinate the final inspection with all parties. A final inspection report shall be submitted to the DOTD along with a punch list of incomplete items. The task order is complete upon final acceptance of the project or acceptance of O&M Manuals by both the Consultant and DOTD Electrical Design, whichever occurs later.

## **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.
- Provide ControlCad reports in ProjectWise and utilize these reports to correct indexing attributes and CAD standards of all electronic .DGN files.

## QUALITY CONTROL/QUALITY ASSURANCE

The consultant shall submit a quality control and quality assurance (QC/QA) plan document as part of DOTD SF 24-102. The QC/QA plan document must comply with the minimum requirements in the “Guidance on QC/QA in Bridge Design” which was published by FHWA and AASHTO in August 2011. This document can be downloaded from DOTD bridge design website. The QC/QA plan document must be implemented for all design activities in design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work for all sub-consultants. All project submittal must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

## ITEMS TO BE PROVIDED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- Existing survey, plans, details, and design information.
- Right of Way Maps, including Title Research Reports, Updates, Take-Offs, and Property Survey
- General Road Plans
- General Bridge Plans or Type Size and Location of Structure
- Plans at an intermediate stage (Electronic files will be provided by DOTD if the project is to be initiated during a phase of development.)
- Pavement design
- Hydraulic data
- Traffic Data
- Standard Plans and Special Details
- Access to as-built plans
- Access to General Files for viewing available plans, details, and records
- DOTD design manuals, policies, and guidelines

## CONTRACT TIME

This Retainer Contract shall be in effect for the duration of **five years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. **All TO's must be completed by the expiration date of the Retainer Contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The Consultant may request to have the initial billable rates updated on a yearly basis based on the latest DOTD escalation rate. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$3,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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

## **DIRECT EXPENSES**

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

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

## **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:

- DOTD Illumination & Electrical Standards
- DOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"
- IES Illumination Standards (e.g. IES/ANSI RP-8, DG-19)
- Louisiana Standard Specifications for Roads and Bridges
- National Electrical Code (NFPA 70)
- Standard for Electrical Safety in the Workplace (NFPA 70E)

- AASHTO Design Guides
- ASTM Standards or DOTD Test Procedures
- DOTD Location and Survey Manual
- DOTD Addendum A to Location and Survey Manual
- DOTD Roadway Design Procedures and Details
- DOTD Hydraulics Manual
- Manual of Uniform Traffic Control Devices (MUTCD)
- National Environmental Policy Act (NEPA)
- DOTD Environmental Impact Procedures (Vols. I-III)
- Policy on Geometric Design of Highways and Streets
- Construction Contract Administration Manual
- Materials Sampling Manual
- DOTD Bridge Design and Evaluation Manual and LRFD Bridge Design Manual
- DOTD Bridge Design Technical Memorandums
- Consultant Contract Services Manual
- Geotechnical Engineering Services Document

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 Engineer registered in the State of Louisiana.
2. The Prime-Consultant must also employ on a full-time basis the following two required personnel. At least one of them must be licensed in the State of Louisiana as a Professional Electrical Engineer.
  - a) One Professional Electrical Engineer or Engineer Intern, registered in the State of Louisiana, with a minimum of ten years of experience designing roadway lighting. Experience must contain five years of design of Louisiana DOTD roadway lighting projects, with three years of Louisiana DOTD roadway lighting projects experience occurring in the last five years. These three years are not required to be contiguous.
  - b) One Professional Electrical Engineer or Engineer Intern, registered in the State of Louisiana, with a minimum of five years of experience in designing roadway lighting. The last five years must contain a minimum of three years of design of Louisiana DOTD roadway lighting projects. These three years are not required to be contiguous.

3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s) one Professional Engineer, registered in the State of Louisiana, with substantial experience in quality assurance for all engineering disciplines represented in the plans.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s) two Structural or Civil Professional Engineers or Engineer Interns, registered in the State of Louisiana, with a minimum of five years of experience in the design of structural components of light poles (steel and aluminum), and light pole foundations including anchor bolts, base plate, concrete components, and drilled shafts, as well as structure mounted light pole attachments including barrier mounted structural components, such as concrete blisters, steel brackets, and concrete anchors in accordance with AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals. At least one of them must be licensed in the State of Louisiana as a Professional Engineer.
5. The Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s) at least one field inspector with the following:
  - a) Up-to-date NEC and NFPA 70E courses.
  - b) A minimum of five years of experience in electrical inspection and reporting.
6. The Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s) at least one Professional Land Surveyor, registered in the State of Louisiana, with at least five years of experience in conducting topographic surveys for DOTD.

MPR Nos. 2a, 2b, 3, 4, and 6 may not be met by the same person.

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

### **WORK ZONE TRAINING REQUIREMENTS**

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

responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

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

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

\* excluding Asphalt Plant Inspector

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

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

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

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

ATSSA contact information: (877) 642-4637

## EVALUATION CRITERIA

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

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

\*All respondents will receive a 5 in the category.

\*\*Location score will be calculated from 427 S. Washington St., Marksville, LA.

**A TABLE IS NOT REQUIRED IN SECTIONS 8A OR 8B IN THE 24-102 SUBMITTAL FOR THIS ADVERTISEMENT. THE PERCENTAGE OF WORK WHICH WILL BE DONE BY EACH FIRM STILL NEEDS TO BE SHOWN IN SECTION 8B.**

### **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 must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Rhonda Braud – Ex officio
2. Agnus Fung– Project Manager
3. Chris Lebourgeois
4. Michael Armentor
5. Mitch Kent
6. Matt Jones



### 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 rates 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 4% 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, its 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.

**In Section 8B, 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).** 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.

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

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 (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. 4400011353** and **4400011354** and will be submitted **prior to 3:00 p.m. CST on Wednesday, October 25, 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.