

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 13, 2017**

**CONTRACT NO. 4400012666
RETAINER CONTRACT FOR PROFESSIONAL SURVEYING SERVICES
STATEWIDE**

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RETAINER CONTRACT FOR PROFESSIONAL SURVEYING SERVICES
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 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 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)– Joe Arretteig

Sub-Consultants will not be considered in this selection.

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 rhonda.braud@la.gov and 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 perform Land Surveying and related services for statewide projects covered by a Retainer Contract under separate Task Orders. **The majority of the work will be located in Districts 04, 05, 08 and 58.** 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 CONTRACT SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s).

Stage 3, Part I (c)	Property Survey
Stage 3, Part I (e)	R/W Maps
Stage 3, Part I (f)	Title Take-Off

Part I (c) Property Survey- Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of Base R/W Map. The Field Property Survey shall be based on the same survey control as the Topographic Survey. The Property Survey Plat shall show all surveyed property lines and existing right of way with ties to project centerline. Upon completion of the property survey, the consultant will notify the Location and Survey Administrator, in writing, and provide the following:

1. ASCII file listing coordinates and descriptions of all found monuments,
2. PDF copy of all documents (plats, maps, etc) used to determine property line locations.
3. PDF copy of title take-offs or title research reports used to determine property line locations
4. MicroStation DGN file of the Property Survey Plat, and
5. PDF file of the Property Survey Plat

Part I (e) R/W Maps shall consist of all services required to complete the Base and Final R/W Maps, described more specifically as follows:

The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual Addendum A, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base

R/W Map shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

Base Right of Way Map deliverables shall be:

1. Two full size paper copies of the Base Map
2. PDF copy of the Base Map including all sheets named
“H.xxxxxx_60% Base Map_ymmdd.PDF”

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD’s Location and Survey Manual Addendum A. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates on project centerline at each end of each map sheet and P.C.’s, P.I.’s and P.T.’s of project centerline curves.

Final Right of Way Map deliverables shall be:

1. The original matte films.
2. MicroStation DGN file of the Right of Way Map.
3. PDF Copy of the Final Right of Way Map named
“H.XXXXXX_FINAL ROW Map_ymmdd.PDF”
4. PDF copy of each required Full Title Research Report with affected Parcel Numbers listed in the upper right hand corner. Named “H.XXXXXX_Parcel X.PDF”.
5. ASCII file containing the DOTD COGO program input commands for creating parcel descriptions suitable for use by the DOTD’s Real Estate Section, named
“H.XXXXXX.IN”

Part I (f) Title Take-Off is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One Title Take-Off may be obtained for each parcel if necessary to expedite commencement of field work. The Title Take-Off is not considered a part of the Title Research Report and may be performed by the surveyor.

A more detailed description of the work items shall be provided during the pre-design meeting.

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:

- . Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)

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 LRFD Bridge Design Specifications
2. AASHTO/ASTM Standards and/or DOTD Test Procedures
3. DOTD Standard Specifications for Roads and Bridges
4. DOTD Roadway Design Procedures and Details
5. Manual on Uniform Traffic Control Devices (Millennium Edition)
6. DOTD Traffic Signal Design Manual
7. National Environmental Policy Act (NEPA)
8. National Electric Code
9. DOTD Environmental Impact Procedures (Vols I-III)

10. Policy on Geometric Design of Highways and Streets
11. Construction Contract Administration Manual
12. Materials Sampling Manual
13. DOTD Bridge Design Manual
14. Consultant Contract Services Manual
15. Geotechnical Engineering Services Document
16. AASHTO Manual for Condition Evaluation of Bridges
17. Manual for Maintenance Inspection for Bridges
18. Bridge Inspectors Reference Manual
19. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
20. DOTD LRFD Bridge Design Manual (Including Technical Memoranda)
21. Subsurface Investigations Manual, Publication No. FHWA HI-97-021, Nov. 1997;
22. Manual On Subsurface Investigations, Published by AASHTO, 1988;
23. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, PART I – SPECIFICATIONS and PART II – TESTS, current edition;
24. ASTM Procedures and Regulations, current edition;
25. Earth Retaining Structures, Participants Manual, FHWA-NHI-99-025, 1999;
26. Earth Retaining Systems, Geotechnical Engineering Circular No. 2, Publication No. FHWA-SA-96-038, February 1996;
27. Design of MSE Walls and Reinforced Slopes, FHWA NHI-10-024 Vol. I and NHI-10-025 Vol. II, 2009;
28. Geotechnical Instrumentation Manual, Publication No. FHWA HI-98-034, October 1998;
29. Drilled Shafts: Construction Procedures and LRFD Design Methods, Publication No. FHWA-NHI-10-016, May 2010;
30. Soils and Foundations Workshop Manual, Publication No. FHWA NHI-00-045, August 2000;
31. Geosynthetic Design and Construction Guidelines Manual, Publication No. FHWA HI-95-038, April 1998;
32. Ground Improvement Technical Summaries, DP 116, Publication No. FHWA-SA-98-086;
33. Design and Construction of Driven Pile Foundations Reference Manual, Volumes 1 & 2, Publications No. FHWA-NHI-05-042 and FHWA-NHI-05-043, 2006;
34. Soil Nail Walls, Geotechnical Engineering Circular No. 7, Publication No. FHWA-IF-03-017, March 2003;
35. Soil Nailing Field Inspectors Manual, (DP 103), Publication No. FHWA-SA-93-068, April 1994.
36. DOTD Location and Survey Manual
37. DOTD Addendum A to Location and Survey Manual

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/8fc2860512aba5886257a62006133b8?OpenDocument>

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on DOTD established billable rates for the actual work performed on the Task Order, or a non-negotiated lump sum, prior to each Task Order being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1,000,000 for each contract**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All approved 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, unless approved by the Consultant Contract Services Administrator.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for **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.

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 survey policies, procedures, standards, and guidelines in the preparation and review of all survey products. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS (MPR)

The following requirements must be met at the time of submittal:

1. At least one Principal or responsible member 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, a minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five years of experience in conducting property surveys, and preparing right-of-way maps for DOTD.*

*preference will be given to those with DOTD experience.

MPR Nos. 1 and 2 may 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, weighting factor of 5;
6. Location will be based from a site centrally located in District(s) 04, 05, 08, and 58, weighting factor of 4. **

*Work categories listed in the table below will be used for performance ratings for this project.

**Location score will be calculated from 119 W Main St #103, Winnfield, LA 71483

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
Property Survey and ROW (LD)	90%						
Contract Management (CM)	10%	100%	n/a	n/a	n/a	n/a	n/a
8b. Identify the percentage of work for the overall project 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. Then the rating will be multiplied by the corresponding weighting factor. The firm’s ratings 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. Joseph Arretteig – Project Manager
3. Eric Lanier
4. Keith Fournier
5. Bart Rumsey
6. Stan Ard

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 by 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. 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.

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.

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. 4400012666 and 4400012667**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, October 24, 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.