

ENGINEERING AND RELATED SERVICES

August 8, 2008

STATE PROJECT NO. 700-99-0473 RETAINER CONTRACT FOR ENVIRONMENTAL 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 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. One Prime-Consultant will be selected for this Contract.

Project Manager – Ms. Lache Anderson may be reached at (225) 242-4503.

PROJECT DESCRIPTION

The selected Consultant will perform environmental services for statewide projects covered by a Retainer Contract under separate Task Orders (TO). The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and the compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

WETLAND ANALYSIS - Wetlands within the project area will be identified and delineated using the latest Corps of Engineers (COE) guidelines. A Wetlands Finding using the latest Federal Highway Administration (FHWA) criteria will be written and submitted to the DOTD Environmental Section within one month after the completion of the fieldwork. Information referenced may include aerial photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Impacted wetland acreage will be calculated. Impacted wetlands will be marked on engineering plans and/or other exhibits provided by DOTD. An on-site field delineation will be made; referenced information will not substitute for an on-site delineation. Field sheets will be prepared in the field and will be neat and legible. Color photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers noted.

All reports must include color photographs and a plan sheet indicating impacted wetlands. Photographs will be taken of the existing project area and the proposed project site with locations referenced on a plan sheet. All photographs will be sharply focused,

with accurate color. No film size smaller than 35mm may be utilized. If digital technology is used, the image shall be high resolution, comparable in quality to a good 35 mm photographic image.

Field work will be completed within a time frame to be specified in the individual task order. Within fifteen days after the completion of the field work, one copy of the draft report will be submitted to DOTD for review. After review, the Consultant will be allowed one week to incorporate recommended changes and submit one unbound camera-ready original of the final report plus eight bound copies. The original and all copies will have all photographic illustrations reproduced in color. The copies will be comparable to the original in reproduction quality.

BIOLOGICAL ASSESSMENT - Endangered or threatened species and their habitats within the project area will be identified and delineated using the latest US Fish and Wildlife Service guidelines. A Biological Assessment Report will be written and submitted to the DOTD Environmental Section within one month after the completion of the fieldwork. Information referenced may include aerial photography, maps, quadrangle maps, soil maps, etc. Impacted species and their habitats will be calculated and exhibits suitable for reproduction will be used to show the limits of habitats. An on-site field survey will be made; referenced information will not substitute for an on-site survey. Field sheets will be prepared in the field and will be neat and legible. Color photographs of each sample site will be included in the report. Each habitat area will be located on a quadrangle sheet as well as a layout map with the station numbers noted.

The Consultant/Team shall notify the DOTD Environmental Section when the fieldwork begins and ends. The Consultant/Team will also update the DOTD Environmental Section weekly as to their progress in the fieldwork. All coordination with the Corps of Engineers, U. S. Fish and Wildlife Service and any other agency will be through or with the express approval of DOTD's Environmental Section.

The Consultant/Team shall provide the DOTD Environmental Section with a progress report every other week. The report will include the estimated and actual date of completion of each task to be performed.

DIVING - Certified Diving, if required, will be done under a Task Order. The Consultant will be provided with a plan layout of the project area that required diving and snorkeling for mussel surveys. Surveys will be conducted when water levels are low. The certified divers will hand search the required area.

REPORT STANDARDS - Reports must be prepared in publishable format according to current organizational and illustrative standards of professional biological journals. Reports must be typed, single spaced, on letter size (8 1/2 x 11") white bond paper with top, bottom and side margins not less than 1" wide. All pages must be numbered and no hand written parts will be accepted with the sole exception of the field data entry sheets. The Consultant is strictly forbidden to print the firm's name on each page of the text. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. All reports produced or resulting from these

investigations will become the property of DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of DOTD. This includes conclusions, recommendations, drawings, renderings, perspectives, sketches, photographs, specifications, cost estimates, etc.

ITEMS TO BE PROVIDED BY DOTD

The DOTD will provide copies of or access to maps, surveys, plans, right-of-way information and/or any other pertinent information available which may assist the Consultant in performing this work.

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

COMPENSATION

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

The amount payable under this Retainer Contract for services to be performed under the various TOs shall not exceed a maximum of **\$500,000**. 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.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

This Retainer Contract shall be in effect for the duration of three 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. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

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.

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be professionally competent in Wetlands Analysis and Biological Assessments.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in performing Wetland Delineations (or Findings), possess a degree in Natural Science or a related field, and have completed a Wetlands Delineation Training Course that meets the criteria of the Corps of Engineers.
3. At least one individual of the Prime-Consultant must have a minimum of five years experience in performing Biological Assessments and possess a degree in Natural Science or a related field, and must be a certified diver.

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, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4; *

*All respondents will receive a 4 for this category.

Note: The Wetlands and Natural Resources (EW) performance rating will be used for this project.

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. 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.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting 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.

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 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 will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant 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 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), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four 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 failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Name(s) of the Consultant 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. **700-99-0473** and will be submitted **prior to 3:00 p.m. on Tuesday, September 2, 2008**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Mr. Edward Wedge, III, P. E.
Contract Services Engineer Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

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.