

**ENGINEERING AND RELATED SERVICES
NOVEMBER 15, 2013**

**CONTRACT NO. 4400004540
CONTRACT FOR ROUNDABOUT REVIEW
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. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Joshua Harrouch

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will be required to review and comment on roundabout plans/studies, develop roundabout designs on Sidra, provide engineering support and monitoring of construction activities as well as provide formal training in the planning, design, construction and operation of roundabouts.

SCOPE OF SERVICES

The selected Consultant will be required to provide the following services:

- Provide review and written comment on roundabout feasibility studies which may include determination of adequate right-of-way, capacity analysis, design and simulation software, and other work product associated with the conceptual design phase of a roundabout project;
- Provide review and written comment on roundabout construction plans and specifications;
- Develop roundabout designs using Sidra software;
- Provide executive-level briefings on the operation, design and construction of roundabouts either on-site, on-line or by teleconference;

- Provide formal training in the planning, design, construction and operation of roundabouts. Training content and length will be varied based on the purpose, need and audience;
- Provide assistance with issues or problems arising during the construction phase of a roundabout project.

Attend either on-site or by teleconference meetings with DOTD and in support of DOTD, including both internal and external meetings, appearances at other events, and any other work determined appropriate by DOTD.

Specific projects for Part 1, other projects may be added later:

1. LA 59 at Lonesome Road
2. LA 59 at Sharp Road
3. US 190 and Jefferson
4. LA 447 and I-12
5. LA 1088 (5 locations from Interstate to LA 59)
6. Garrett Road Project (5 locations)
7. LA 143 (3 locations)
8. I-20 and LA 33
9. I-20 and US 425
10. LA 447 and LA 16
11. LA 16 Project
12. LA 1026 Project (3 locations)
13. US 171 (2 locations)
14. LA 30 (4 locations)
15. LA 1077 and LA 1085
16. LA 31 and LA 92
17. LA 86 and LA 320
18. US 11 at Cleo
19. US 79 and LA 79
20. LA 75 (2 locations)
21. LA 39 at LA 46
22. LA 3019 at I-10
23. LA 24 at LA 316
24. LA 93 at LA 3168
25. LA 342 at LA 724
26. LA 726 at I-49
27. LA 347 at Doyle Melancon
28. LA 733 at LA 3095
29. LA 35/98 at I-10
30. LA 675 at Airport Road
31. LA 3132 at Airport Road
32. LA 538 at Ravendale
33. LA 531 (3 locations)

34. US 79/LA 9 Bypass
35. LA 384 at Country Club Road
36. Holly Hill at Prien Lake Road
37. LA 1208 at Horseshoe Drive
38. LA 3144 at Susek Drive
39. US 84 and LA 34
40. LA 16 and LA 22
41. US 190 and Eden Church Road
42. LA 1026 (Juban) (3 locations)
43. LA 59 at Koop Drive
44. LA 1088 at Soul Street

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.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

The total compensation to the Consultant for all services rendered in connection with this non-negotiated billable rate contract (**a single billable rate of \$68.00**) with a maximum limitation of **\$100,000**. The compensation to the Consultant for Part I has a maximum limitation of **\$24,000**, which includes the list of projects in the scope of services. Additional projects will be added to the contract by a supplement.

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. EDSM VI.1.1.5 (Roundabout Study and Approval)
2. EDSM VI.1.1.6 (Roundabout Design)
3. LADOTD Illumination Standards
4. Louisiana Standard Specifications for Roads and Bridges
5. The National Electric Code
6. ANSI/IESNA RP-8-00 Table 9
7. All other local and applicable codes

MINIMUM PERSONNEL REQUIREMENTS

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

1. Eight years experience in Roundabout Design @
2. Two years of training others in roundabouts and roundabout software

@ Must include the following:

AASHTO's Roundabout Guideline

SIDRA, VISSIM, AutoTurn, and Microstation/InRoads

LADOTD's EDSM on Roundabout

Manual of Uniform Traffic Control Devices (MUTCD)

FHWA's "Guidelines for the Planning, Design, and Operation of Roundabout

EVALUATION CRITERIA

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

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

All respondents will receive a 4 in this category

The complexity level for this project is **simple**.

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. Alan Dale – Ex officio
2. Joshua Harrouch – Project Manager
3. Ryan Hoyt
4. Jody Colvin
5. Peter Allain
6. Christine Gowland

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 will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

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

Any Consultant currently under contract with the DOTD and who 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. 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.

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 the **work elements** to be performed by

the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 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. 4400004540**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, December 04, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

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.