

ENGINEERING AND RELATED SERVICES

March 7, 2008

STATE PROJECT NO. 700-36-0188

F.A.P. NO. TCSP-3606(504)

TRI-CENTENNIAL PLACE PARKING-CITY PARK

ORLEANS PARISH

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. **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) (Consultant/Team) will be selected for this Contract.

DOTD Project Manager – Ms. Valerie Horton, P.E., she may be reached at (225) 379-1585.

City of New Orleans Park Project Manager – Mr. Rob Deviney, P.E., he may be reached at (504) 419-2832.

PROJECT DESCRIPTION

This is a Transportation and Community and System Preservation Program project. The Consultant/Team shall be required to provide engineering and related services to design a new lighted parking lot located within New Orleans City Park. The project site is more specifically located between Victory Ave (north), Dreyfous Ave (south), Turner Way (east), and the new tennis courts (west). It is estimated that the area available for the parking lot is approximately 5 acres. The Contract will be between the Consultant and New Orleans City Park Improvement Association.

SCOPE OF SERVICES

The Consultant will be required to provide the following services.

STAGE 3, DESIGN

PART III: Preliminary Plans

PART IV: Final Plans

The consultant shall prepare preliminary and final plans for the parking lot including Geotechnical Support and Soil Borings and determination of utility locations. During the design phase, the following considerations should be used:

- The through-access driveway for the parking lot will be provided in order to double as a diversion route during festival
- Optimize amount of parking available within the site constrictions.
- Determine best material for parking facility (Asphaltic concrete or Portland Cement Concrete) based on life-cycle costs and monies available for construction.
- Separate passenger/recreational vehicle, including motorcycles, and bus parking areas.
- Provide separated pedestrian walkways whenever possible and integrate with planted, curbed islands.
- American Disability Act (ADA) requirements must be met.
- Connectors to existing sidewalks.
- Bike racks will be required.
- Minimize number of entrances and exits.
- Pull through parking for the bus parking areas to minimize potential conflict.
- Minimize impact of stormwater runoff, strive for “green” parking.
- Protection of existing trees.

The Selected Consultant will perform research into the location of utilities at the site. Though a topographic survey is being provided by New Orleans City Park, the utility information will need to be updated.

The Selected Consultant will perform a geotechnical investigation for the pavement design. The consultant will be responsible for obtaining borings of sufficient number and depth, as well as type of soil testing, to provide significant information about the existing soil profile to properly design the pavement. Testing may include the following: Atterburg Limits, moisture contents, soil classifications, unconfined undrained triaxial tests and CBR tests.

The following are the minimum required preliminary plan sheets:

- Title Sheet
- Typical Section Sheet
- Miscellaneous Details & General Notes Sheet
- Summary of Estimated Quantities Sheet
- Plan view (including spot elevations for drainage)
- Joint Layout for Parking Lot (if warranted)
- Striping Layout Sheet
- Lighting Layout Sheet
- Lighting Detail Sheet
- Landscaping Detail Sheets

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering and related services will be established by Supplemental Agreement(s) for the following:

Stage 5: Construction, Part I: Construction Support.

Also, the Consultant may be required to meet with representative(s) of City Park and/or DOTD to:

- Confirm the scope of work required
- Make site visits to confirm existing conditions
- Coordinate work with utility owners and check for concurrent work initiatives by said owners.
- Attend one pre-design meeting and one plan-in-hand meeting.

ITEMS TO BE PROVIDED BY THE NEW ORLEANS CITY PARK

- Right-of-way information
- Existing topographic survey (utilities not included)

ITEMS TO BE PROVIDED BY DOTD

- Standard Plans (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 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 on Uniform Traffic Control Devices (2003 Edition)
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
20. New Orleans City Park Master Plan

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$66,687**.

CONTRACT TIME

The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the New Orleans City Park, and will not exceed 150 calendar days, including review time. The delivery schedule for all project deliverables will be established by the City Park's Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

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. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in urban/commercial parking facility design, and a corresponding support staff.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in geotechnical engineering and a corresponding support staff.
 - b. One Professional Electrical Engineer, registered in the State of Louisiana, with at least five years experience in lighting design and a corresponding support staff.
 - c. One Professional Landscape Architect, licensed in the State of Louisiana, with at least five years experience in landscape design and a corresponding support staff.

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 6.

* All respondents will receive a 4 in this category

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.

If Sub-Consultants are used, 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 Consultant Evaluation Committee 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.

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 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/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 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 SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 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 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. 700-36-0188, and will be submitted **prior to 3:00 p.m. CST on Monday, March 31, 2008**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, P.E.
Consultant Contract Services 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.