

**ENGINEERING AND RELATED SERVICES
AUGUST 11, 2006**

**STATE PROJECT NO. 700-36-0190
REPAINTING CLAIBORNE AVE. INTERCHANGE
AND CONSTRUCTION MONITORING
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 prior to the execution of the contract.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Rick Skoien, P.E., he may be reached at (504) 376-8115.

PROJECT DESCRIPTION

The selected Consultant/Team shall perform construction inspection services and environmental monitoring for Construction Project No. 283-08-0150, Repainting Claiborne Avenue Interchange including construction contract administration, field construction monitoring for Quality Assurance, and environmental monitoring during the performance of the bridge lead paint removal and painting contract. Quality Control will be the responsibility of the painting Contractor.

SCOPE OF SERVICES

The Consultant will be required to provide the following services:

STAGE 5, CONSTRUCTION

Part III - Construction Inspection

Phase 1 - Services Prior to Issuance of Contractor's Notice-to-Proceed:

1. Pre-construction meeting – will be present and run the meeting.
2. Monitoring Contractor's required training in lead-abatement procedures.
3. General administration including reports, pay estimates, etc.
4. Review Contractor's compliance with plan submittals.
5. Review and approve contractor's health and safety plan.
6. Review and approve contractor's containment drawings.

Phase II – Services During Full Notice-to-Proceed Period:

1. General Administration including reports, measurement for payment, pay estimates, plan changes, charging of contract time, and other duties listed in DOTD's Construction Contract Administration Manual.
2. Quality assurance of the painting contractor's Quality Control Program to include full-time field personnel consisting of paint coating inspector(s) and lead abatement environmental monitor(s) with tasks as follows:

A. The Paint Coating Inspector(s) will perform the following tasks:

1. Assure proper surface preparation and surface cleanliness prior to painting.
2. Check all surfaces for holidays and check mill thickness of all coatings applied per SSPC PA 2.
3. Check air compression equipment for properly operating oil and water filters.
4. Record, sample, and submit for testing all paint batches. Assure that paint is properly stored, mixed, and applied.
5. Review Contractor's Quality Control reports; verify that proper techniques are used; assure that required readings are taken and recorded. Collect and review daily quality reports.
6. Make a daily progress report.
7. Make a weekly and monthly progress report.
8. Keep a diary with entries as follows:
 - a. Record number of workers and hours worked.
 - b. Estimate of square footage (with identity of members) cleaned, primed, 2nd coated and top coated.
 - c. Record surface temperature and air temperature inside of containment before blasting and painting and after painting.
 - d. Record humidity inside containment before blasting and painting and after painting.
 - e. Record mil profile readings on surface preparation using Press X tape.
 - f. Record paint thickness measurements per SSPC PA 2.
 - g. Record ambient temperature, humidity, wind speed and direction at the beginning, middle and end of each workday.
9. Monitor damage claim forms and insure the contractor follow-ups and settles damage claims within the required period.

B. The Lead Abatement Environmental Monitor(s) will perform the following tasks:

1. Provide and site high volume TSP (total suspended particulate) monitors daily during emission generating activities.
2. Set-up of high volume TSP monitors with power supply and perform required maintenance.
3. Calibrate TSP monitors.

4. Record weather information (daily and weekly) time, date, ambient temperature and humidity, wind direction and speed, barometric pressure and general meteorological conditions.
5. Record identification of monitor and location (sketches or photos).
6. Record work activities and duration.
7. Record site idiosyncrasies.
8. Record sample information (start time, sample identification number, sampler serial number, and flow rates).
9. Conduct visual assessment of emissions for 15 minutes every hour during blasting, vacuuming or movement of containment.
10. Provide chain of custody forms for filters showing release from field representative and receipt by the lab performing the analysis.
11. Reporting of lab results along with other field observations.
12. Provide initial background monitoring (two weeks prior to the job).
13. Provide 24-hour monitoring at infrequent intervals.
14. Provide additional monitoring personnel to cover all shifts to ensure monitoring around the clock if necessary.
15. Provide three TSP monitor units – two in use, and one as a backup unit.
16. Provide three electric power generators to support the TSP monitors – one as a backup.
17. Weekly and monthly reports stating findings and recommendations to Project Engineer and the Contractor.
18. Review of the Contractor's documentation of waste handling, storage, labeling and sampling of potential hazardous waste. Maintain copies of waste transportation and treatment records.
19. Review and approval of the Contractor's compliance plan, exposure monitoring, training and respiratory protection plans, personal protective equipment selection and observe and document the Contractor's containment adequacy.
20. Review the Contractor's waste water permit obtained from the Parish as well as review the analytical test results and the ultimate release of the waste water.
21. Perform wipe testing if the Contractor releases particulate matter onto cars, buildings, etc.
22. Prepare a sampling plan for ground (soil) testing and wipe testing of buildings or other sensitive areas, Sampling plan to be approved by DOTD.
23. Perform sampling and testing of the ground (soil) and wipe samples under the bridge approaches two weeks prior to construction to determine pre-existing conditions. Record the identification and location of the samples. Samples are to be tested for lead and other toxic metals. Samples results are to be given to DOTD.

SERVICES TO BE PERFORMED BY DOTD

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

1. Five sets of Contract Drawings and Construction Proposal for State Project No 283-08-0150.
2. Testing of paint materials as required.
3. Provide material sampling plan for project.

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 (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, October 2002

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a non-negotiated fixed fee of **\$98,916**, with a maximum compensation limitation of **\$1,175,451**.

CONTRACT TIME

The services to be performed under this Contract will begin upon receipt of the written Notice to Proceed (NTP) from DOTD. The contract time for these services will not exceed 640 calendar days. This time is based on 60 calendar days to review submittals prior to construction, and 580 calendar days for construction monitoring and closeout of final construction documents.

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. The Prime Consultant must employ on a full time basis a minimum of one Professional Civil Engineer, registered in the State of Louisiana with at least three years experience in structural painting, and a corresponding support staff.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. A minimum of one Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in structural bridge design, and a corresponding support staff with experience in performing structural analysis and evaluations.
 - b. A minimum of one Steel Structure Paint Coating Inspector, with five years experience in structural painting with a minimum of two years of that experience in coating inspection of major high level bridges, and at least one bridge lead paint removal project, and must have a National Association of Corrosion Engineers (NACE) Certification (successfully completed Level 1, Level 2, Level 3 and Peer Review). Additional inspectors, as required, must have a minimum of two years experience in structural steel painting and must have successfully completed NACE Level 1 training courses.
 - c. A minimum of one on-site Industrial Lead-Based Paint Environmental Monitor, with five years experience in lead and industrial waste abatement. The Environmental Monitor shall be a Professional Industrial Hygienist as defined by the American Industrial Hygienist Association. The Environmental Monitor shall have successfully completed SSPC C-3 for De-leading of Industrial Structures and required C-5 refresher course. The Environmental Monitor shall also have work experience with at least two bridge lead paint removal projects. Environmental technicians, as required, shall have successfully completed SSPC C-3 Supervisor/Competent Person Training for De-leading of Industrial Structures and required C-5 refresher course.

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;

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. 700-36-0190, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 5, 2006**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, III, 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.