

**ENGINEERING AND RELATED SERVICES  
JULY 22, 2011**

**STATE PROJECT NO. H.000870  
F.A.P. NO. H000870  
YOU WINN ROAD/GLORIA DRIVE @ US 171  
ROUTE US 171 AND LOCAL ROADS  
CALCASIEU 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 contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Manager** – Ms. Anna Hanks

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

**PROJECT DESCRIPTION**

The Consultant/Team will be required to provide engineering and related services to align You Winn Road with Gloria Drive at their intersection with US 171. Gloria Drive will be widened to provide an eastbound left turn lane and an eastbound combination through and right turn lane. You Winn Road will be widened to provide a westbound left turn lane, a westbound through lane and a westbound right turn lane. US 171 will be widened to provide a northbound right turn lane. A traffic signal will also be installed.

The Contract will be between the Consultant and the Calcasieu Parish Police Jury, hereinafter referred to as the "Entity".

**SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 1: Planning/Environmental  
Part III: Environmental Evaluation  
(a) Categorical Exclusion

Stage 3: Design  
Part I: Surveying Services

- (a) Topographic Surveying
- (b) Title Research Reports
- (c) Property Survey
- (e) Right-of-Way Map
- (f) Title Take-offs

Part III: Preliminary Plans

Part IV: Final Plans

The services to be performed under this contract are more specifically described as follows:

**Environmental Evaluation** – The Consultant shall be responsible for providing all services required to provide the documentation necessary for a Categorical Exclusion (CE) from the Federal Highway Administration (FHWA).

### **SOLICITATION OF VIEWS (SOV)**

The consultant will solicit the views of resource agencies and local officials. The consultant will prepare and submit a project description and vicinity map. The consultant will solicit views from the Department of Natural Resources using their online solicitation process. Upon approval the consultant will be given the mailing list for the solicitation. The consultant will follow-up on responses and requests made by the agencies and officials.

### **CATEGORICAL EXCLUSION (CE)**

The CE will be prepared according to the requirements of the National Environmental Policy Act (NEPA) and written according to the current applicable Federal Highway Administration (FHWA) Technical Advisory Guidance.

#### **Items to be addressed in the CE:**

1. Environmental Determination Checklist (Copy can be obtained from DOTD's Environmental Section)
2. Summary of Mitigation, Commitments, and Permits
3. Purpose and Need for Action
  - Include information demonstrating the purpose and need
4. Description of Alternatives (Build and No-Build)
  - Include a typical section
  - Include an estimate of right-of-way requirements, if any
5. Impacts (Most of these will be minor and briefly mentioned in the document)
  - Jurisdictional Wetlands, if any
  - Endangered and Threatened Species, if any
  - Hazardous Materials (Underground Storage Tanks, etc.), if any
  - Public Lands (Wildlife Management Areas), if any
  - Prime Farmland, if any

- Social Impacts/Environmental Justice, if any
  - Economic Impacts, if any
  - Recreational Resources, if any
  - Historic/Cultural Resources, if any
  - Flood plain, if any
  - Hazardous Materials/Waste, if any
  - Permits/Mitigation
  - An estimate of construction and right-of-way costs, if any
  - An estimate of residential and commercial displacements, if any
6. Comments and Coordination Section
- Copies of SOV letter, mailing list, responses, and follow-ups

Upon completion of the CE, three (3) copies shall be submitted for review by the DOTD and by the FHWA. If revisions are required, three (3) copies of the revised CE shall be submitted for each review needed.

The CE shall be submitted three (3) months after the notice to proceed, to obtain approval of the CE within four (4) months of the notice to proceed.

All versions of the CE will be typed, single spaced, on 8 ½ x 11 in paper with inside margins of not less than 1 in wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed on mechanically lettered captions. Exhibits using the 8 ½ x 11 in format are preferred; however, exhibits on 8 ½ x 17 in folded to 8 ½ x 11 in are acceptable.

In addition to the CE, a wetlands report, including photographs, data forms, site maps, soil descriptions and flora reports along with an evaluation of wetlands quality will be required. This report will be included in the Appendices of the CE and will be summarized in the body of the CE document.

A Conceptual Stage Relocation Plan will be necessary if residential or commercial properties are relocated or displaced by the project.

A standing structure survey will be required and an effect determination sent to the State Historic Preservation Officer (SHPO). All structures in the Area of Potential Effect that are 50 years old or older will be identified, photographed, and evaluated, (using the SHPO's approved site form) for their eligibility for listing on the National Register of Historic Places (the Register). If a site listed on or eligible for listing on the Register is determined to be affected by the project, the contract will be supplemented to do the additional work necessary to comply with Section 106. A summary of the results of these surveys should be included in the body of the CE document.

The Consultant will use the TNM lookup tables to document the current and future noise levels at the adjacent receiver(s). They will also determine where the future 66 and 71 dBA contour lines are for future planning. The results of the noise study should be included in the CE document.

If additional right-of-way will be required, the consultant will perform a Phase 1 Site Assessment looking for potential sources of contamination that may need to be addressed before the project starts.

The consultant will identify any recreational property, wildlife refuge, or historic property affected by this project. If such a property is affected by this project, the contract will be supplemented for the additional work necessary to comply with Section 4(f) or Section 6(f).

Ecological, archaeological, biological, and other environmental professionals are required for the performance of a significant portion of this work.

### **Part I: Surveying Services**

**Topographic Survey** – The Consultant shall perform a complete topographic survey approximately 1000 feet southeast from the intersection of US 171 and Gloria Drive and approximately 1000 feet northwest from the intersection of US 171 and You Winn Road. The width of the Survey and Digital Terrain Model (DTM) shall extend 75 feet left and 75 feet right on each side as measured from US 171 centerline. The length and width of the Survey and Digital Terrain Model shall extend approximately 1000 feet down side roads with a DTM width of 100 feet (50 feet on each side measured from the centerline). There are three (3) side streets along this project.

An existing drainage map of the project area is required.

**Part I: Surveying Services** – The Consultant shall be responsible for providing the following services by Supplemental Agreement(s):

- (b) Title Research Reports
- (c) Property Survey
- (e) Right-of-Way Map
- (f) Title Take-offs

**Part III: Preliminary Plans** – The Consultant shall provide all work required to prepare preliminary roadway plans to construct the turn lanes and traffic signal in Calcasieu Parish.

At a minimum, the following preliminary plan sheets are required:

- Title Sheet
- Typical Sections
- Summary of Estimated Quantities
- Misc. Details & General Notes
- Existing Drainage Area Map
- Drainage Map
- Temp. Const. Signs, Seq. of Construction
- Cross-Sections (earthwork)
- Geometric Details
- 1"=20' Plan/Prof sheets

**Part IV: Final Plans** – The Consultant shall be responsible for producing final plans for the project by Supplemental Agreement.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_disclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp). The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or 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 updates to standards or project-specific requirements if this information has not already been provided.

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.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number  
“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)  
“Electronic Deliverables”  
Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

### **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.

### **ITEMS TO BE PROVIDED BY THE DOTD**

- Traffic Counts and Classifications (for US 171)
- Standard Plans (through ProjectWise)
- As-Built Plans (for US 171)

### **ITEMS TO BE PROVIDED BY THE ENTITY**

- Traffic Counts and Classifications ( for You Winn Road and Gloria Drive)
- As-Built Plans (for You Winn Road and Gloria Drive, if available)

### **ADDITIONAL SERVICES**

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

- Stage 3: Design
  - Part I: Surveying Services
    - Part 1(b): Title Research Reports
    - Part 1(c): Property Survey
    - Part 1(e): Right-of-Way Map
    - Part 1(f): Title Take-offs
  - Part IV: Final Plans (Note: This will include Traffic Signal Plans)

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

## **CONTRACT TIME**

The overall contract time to complete this project is estimated to be 350 calendar days. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the **Entity**.

The delivery schedule is as follows, however may be changed by the DOTD Project Manager:

Stage 1: Part III (a) – Planning/Environmental, shall be completed within 120 calendar days.

Stage 3: Part I (a) – Topographic Survey, shall be completed within **50** calendar days, including DOTD review, from the Notice to Proceed.

Stage 3: Part III – Preliminary Plans, shall be completed within **150** calendar days, including DOTD review, from the Notice to Proceed.

The contract time for Stage 1 – Part III (a) and Stage 3– Part III will run concurrently.

Contract time for Stage 3 – Part 1 (b), (c), (e) and (f) will be 30 calendar days. Stage 3: Part IV, Final Plans, including Traffic Signal Plans is estimated to be completed within 150 calendar days, including DOTD review, from the Notice to Proceed from the Entity.

The contract time for Stage 3 – Part I (b), (c), (e) and (f) and Stage 3 – Part IV will run concurrently.

## **COMPENSATION**

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated to be **\$260,000**.

The compensation to the Consultant for Stage 1, Part III and Stage 3, Parts I & III is a lump sum of **\$133,446** which is subdivided as follows:

Stage 1: Part III: (b) Categorical Exclusion	<b>\$28,314</b>
Stage 3: Part I (a) – Topographic Survey	<b>\$36,762</b>
Stage 3: Part III – Preliminary Plans	<b>\$68,370</b>

## **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. DOTD Design Guidelines and Roadside Design Guide
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

### **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 shall 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 roadway design, 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 Land Surveyor registered in the State of Louisiana, with at least five years experience in conducting topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff.
  - b. A minimum of one Professional Traffic Operations Engineer, registered in the State of Louisiana, with at least five years of traffic analysis experience with signal warrants and signal timing, and a corresponding support staff.

- c. A responsible member with a minimum of five years experience in traffic counting and speed data collection.
- d. One Environmental Professional with a minimum of three years experience in responsible charge of the preparation of documents in accordance with the National Environmental Policy Act (NEPA) for the Federal Highway Administration. This individual shall have completed “NHI Course No. 142005, National Environmental Policy Act and Transportation Decision Making” or its equivalent.
- e. An environmental Professional with a minimum of three years experience with highway traffic noise analysis.
- f. An individual with a degree in biology, ecology, or related field with at least three years experience in wetlands delineation.
- g. An individual qualified in conducting archaeological work and meeting the qualifications published in the Louisiana Register, dated April 20, 1994.
- h. A support staff of professionals required to perform or assist in performing ecological, archaeological, or other environmental work.
- i. The person responsible for the cultural resources work shall have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or equivalent training.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

### **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;

\*\* The Road Design Urban (RU) performance rating will be used for this project.

Complexity Level – **Moderate**

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, 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.

### 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. Debbie L. Guest – Ex officio
2. Anna Hanks – Project Manager
3. Laura Riggs
4. Darrell Moore
5. Fred Borne
6. Patrick Toney

### 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 (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not 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 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](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** 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. H.00870**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, August 9, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
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.