

**ENGINEERING AND RELATED SERVICES
DECEMBER 27, 2017**

**CONTRACT NO. 4400011834
STATE PROJECT NO. H.012811.1
F.A.P. NO. H012811
DOTD RAILROAD INVENTORY SYSTEMS
RAILROAD INVENTORY UPGRADE
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 June 2017, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime consultants must be registered with the Federal Government using SAM.gov prior to contract execution. One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant's team.

Project Manager – Mr. William Shrewsberry, P.E.

All questions concerning this advertisement should be sent in writing to DOTDConsultantAds80@la.gov.

The deadline to submit questions concerning this advertisement shall be 48-hours prior to the closing of this advertisement as provided herein (excluding weekends and holidays).

PROJECT DESCRIPTION

The selected Consultant will the services required to migrate the most recent DOTD Railroad Safety Inventory data on approximately 9,000 Louisiana Federal DOT railroad crossings to a web based application; work with the DOTD to comply with the Congressionally mandated Federal Railroad Administration (FRA) inventory data and keep up with any new/ongoing FRA inventory changes, so DOTD is current with the most recent FRA inventory fields; aid DOTD in conforming with the coordinating with the FRA; aid the Highway/Rail Safety Program to perform an evaluation of the DOTD inventory database for approximately 3,000 public at-grade railroad crossings; assist in

data collection from the Louisiana railroads (both Class I & Shortline Railroads); evaluate DOTD's current prioritization process; recommend and implement changes to the databases and FRA interaction process; assist in the preparation of reports to support DOTD's Highway/Rail Safety Program; assist in the preparation of the annual Railroad Safety Program meetings; and maintain an ongoing interface for this web based system to the FRA's system and FRA inventory requirements. The product of this contract will be utilized for planning and preconstruction engineering of Highway/Rail Safety projects and DOTD's roadway construction projects crossing a railroad. The goal of the product is to improve DOTD's railroad inventory data reporting; evaluate processes for prioritization; and interface the new web based data system with the FRA system in order to comply with yearly reporting and inventory requirements as outlined in the RSIA. At the conclusion of this contract, DOTD is to be provided the crossing data in a relational database, if not hosted by DOTD, and a report summarizing "lessons learned" regarding the effectiveness of the FRA data and recommendations to improve this FRA interaction on a State and national level.

SCOPE OF SERVICES

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

1. Perform a comprehensive evaluation of the existing DOTD inventory data and FRA inventory data for Louisiana and provide recommendations to modify DOTD data to comply with the latest FRA requirements. Any changes to the existing DOTD data must be coordinated with DOTD prior to implementation. Once approval is received, implement changes and incorporate FRA data into a web based system with DOTD railroad inventory data on a backup level.
2. Continue to review the discrepancies between DOTD railroad inventory data and FRA with Project Manager. Plot course of action for resolution of discrepancies and implement changes, as needed.
3. Assist project manager to coordinate with Louisiana's Class I & Shortline Railroads to promote accuracy in inventory.
4. Maintain any existing extra data fields that the DOTD may have which are not part of the FRA system, and which may not be required by FRA, in the web based system.
5. Assist in collecting information on additional data requirements of FRA by data mining existing DOTD and partnering Railroad systems and/or attending site visits near Baton Rouge, Louisiana (2 maximum), to assist and continue training DOTD personnel in collecting the appropriate data.
6. Evaluate DOTD's Highway Rail/Safety prioritization process and provide recommendations to improve the existing models and update current rating factors. The system is to provide a rating function per FRA WBAPS, New Hampshire model, DOTD model or combination of approved models based on DOTD requests. The model is to be adjusted to include recommendations and additional factors as instructed by DOTD based on dynamic safety factors and

- potential cost/benefits. Implement recommendations after testing the model and receiving approval from DOTD.
7. During the duration of the contract, provide reports to DOTD and FRA on areas and recommendations to improve FRA and railroad coordination, State of Louisiana's inventory data accuracy, and interaction between FRA, DOTD and railroads. Provide a final report, providing an overview of the project and recommendations on how DOTD, FRA and the railroads can best maintain consistent records for highway/rail crossings at the end of the contract.
 8. Assist DOTD with their expertise and basic reports for annual RR Safety meetings with FHWA, FRA and other partners to promote, support and plan for on-going RR Safety program. These basic reports will be a brief presentations of crossings proposed for potential RR Safety funding. This is done by DOTD, but the consultant may partner with DOTD to simplify these presentations.
 9. Assist in planning and evaluation of specific corridors (maximum of 3 corridors) for the Highway Rail/Safety prioritization process and provide DOTD informational reports for public meetings with local governments. These corridors will be selected by DOTD, in cooperation with the partnering railroads and the consultant and are envisioned to be either; 1) a municipality or Parish area of less than 20,000 population, 2) a major Class I railroad line, with a minimum 2 mile corridor or 3) a major Class I railroad line, with a greater than 20 mile corridor for an overview. DOTD will have most of the basic information already compiled for these corridors. The consultant will aid DOTD with the preparation of presentations and handouts for public meetings and preparation of general information to be supplied to the municipalities and partnering railroads.
 10. Deliverable of the inventory evaluation will be a web application compatible with a GIS database. The database shall be capable of accepting data from the Class 1 Railroads and Shortline Railroad sub-recipients. The consultant may choose to host the website application and provide support for five years or assimilate into the DOTD IT system following all applicable standards with associated support for five years. If hosted by consultant, all data shall be contained in a relational database and be delivered to DOTD IT section at the end of the contract.
 11. Application will generate FRA inventory form, prioritization report, other existing reports and searchable reports based on specific criteria in the database. All generated reports are to contain an "exempt from discovery" disclaimer to be provided by DOTD.
 12. The system will be capable of submitting regular FRA Inventory Updates as required by DOTD directly to the FRA National Crossing Inventory Database.
 13. The system will enable DOTD to assign security to authorized users within DOTD and Railroad Companies. Security functions will also be limited to specific fields and provide a history of data field changes by date and user.
 14. Perform training of DOTD personnel and partnering Railroad personnel. This includes an initial training session at DOTD with all railroad companies' authorized users. As support of the application, follow-up webinars and publications are to be made available to all users to disseminate information

- when minor changes in reporting are required. (maximum of one webinar per quarter with associated handouts/publications)
15. The system will have a user friendly interface to allow all sub-recipients to view data and report recommended changes to the system and thereby DOTD and FRA. Sub-recipients may be given different or somewhat restricted privileges to update data.
 16. Provide support of application for the duration of the contract. In addition to webinars and initial DOTD and railroad personnel training, on-site DOTD training will be required (maximum of 2) if significant changes to forms or inventory data are needed to comply with FRA modifications within the time frame of the contract. Support includes, but is not limited to, 120 hours/year for customization of reports, forms, training, and coordination with FRA.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they 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 project-specific requirements.

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.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools

- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

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.

SERVICES TO BE PERFORMED BY DOTD

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

Provide access to existing database (DB2)

Provide access to DOTD personnel

Support access to Louisiana railroads and provide a copy of Partnering Agreement between DOTD and Class I Railroad if such agreement is negotiated.

CONTRACT TIME

The overall contract time is estimated to be **five years**. The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

The total estimated compensation to the Consultant for all services rendered in connection with this Contract shall be a maximum compensation of **\$500,000**.

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$251,525**.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's indirect cost rate which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses, unless approved by the Consultant Contract Services Administrator.

REFERENCES

1. Manual of Uniform Traffic Control Devices
2. DOTD Traffic Signal Design Manual
3. A Policy on Geometric Design of Highways and Streets (AASHTO)
4. Consultant Contract Services Manual
5. Code of Federal Regulations 29 CFR 1926 (OSHA)
6. DOTD Web Standards and Best Practices documents will be provided on an as needed basis to the selected consultant

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

MINIMUM PERSONNEL REQUIREMENTS (MPRs)

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.

3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant*:
 - a. One Professional Engineer with a minimum of four years of responsible charge experience in highway/rail crossing safety, including inventory data collection and analysis.
 - b. One responsible member with programming experience in at least one relational database.
 - c. One responsible member with experience evaluating highway/rail safety corridor projects**.

***Preference will be given to firms with experienced personnel with at least five years as a member or participant of a national technical committee (NCUTCD, AREMA or TRB) focused on railroad safety or railroad inventory with knowledge of the FRA’s inventory technical compliance.**

****Preference will be given to firms with personnel with experience evaluating highway/rail safety corridor projects with three or more crossings.**

There are no further restrictions on how these MPRs may be met.

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

WORK ZONE TRAINING REQUIREMENTS

As part of DOTD’s on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For pre-construction field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. The Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. All pre-construction work zone training requirements shall be met prior to contract execution. It will be the prime consultant’s responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services includes Construction Engineering and Inspection (CE&I), the following requirements shall be met at the time of submittal:

Field Engineers:

Traffic Control Technician
 Traffic Control Supervisor
 Flagger

Field Engineer Interns: Traffic Control Technician
Traffic Control Supervisor
Flagger

Field Senior Technicians,
Survey Party Chiefs, and
SUE Worksite Traffic Supervisors*: Traffic Control Technician
Traffic Control Supervisor
Flagger

Other Field Personnel*: Traffic Control Technician
Flagger

* excluding Asphalt Plant Inspector

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control
Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control
Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

EVALUATION CRITERIA

The general criteria to be used by DOTD 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 5 in this category.

A TABLE IS NOT REQUIRED IN SECTIONS 8A OR 8B IN THE 24-102 SUBMITTAL FOR THIS ADVERTISEMENT. THE PERCENTAGE OF WORK WHICH WILL BE DONE BY EACH FIRM STILL NEEDS TO BE SHOWN IN SECTION 8B.

Complexity Level - Normal

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 1-5. 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.

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. Rhonda Braud – Ex officio
2. William Shrewsberry – Project Manager
3. David Smith
4. Jason Lacombe
5. Jared Ray
6. Gretchen Ferguson

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 shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited indirect cost rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an indirect cost rate audit of its books, at the DOTD's sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD's Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and indirect cost rates on file with the DOTD's Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

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 **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

If more than one contract is to be selected based on this advertisement, no Prime Consultant is allowed to be a Sub-Consultant on any other Consultant's 24-102. If a Prime Consultant is submitted as a Sub-Consultant on another Consultant's 24-102, it's submittal as a Prime Consultant may be deemed non-responsive.

Any Prime Consultant that submits a Sub-Consultant's 24-102 without written consent of that Sub-Consultant to be submitted in response to this ad, may be deemed non-responsive.

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 work categories and applicable percentages as defined in the advertisement. Give an estimated percentage of the work to be performed by the prime consultant and each sub-consultant (if at least one sub-consultant is being used) for each work category. Consultants shall not add work categories. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance of payment of work.

Contract employees may be allowed for a period of time for a particular work category or task on a project. Contract, part-time, and full-time employees should be shown in **Section 9a** with an **asterisk denoting their employment status (if part-time or contract).**

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. 4400011834 and State Project No. H.012811.1**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, January ~~23~~ 16, 2018**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Mark Chenevert, P.E.
Contracts Services Administrator
1201 Capitol Access Road, **Room 405-E**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1591

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.