

ENGINEERING AND RELATED SERVICES

October 31, 2017

CONTRACT NO. 4400013215

RETAINER CONTRACT FOR CONSTRUCTION ENGINEERING AND INSPECTION AND STAFF AUGMENTATION SERVICES FOR DISTRICT 04 CADDO, BOSSIER, WEBSTER, CLAIBORNE, BIENVILLE, RED RIVER AND DESOTO PARISHES

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) (Consultant/Team) 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. David North, 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 perform engineering and related services to provide construction contract administration and construction inspection services for District 04, covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 5: Construction

Part III: Construction Engineering and Inspection (CE&I)

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

STAGE 5: CONSTRUCTION

Part III: Construction Engineering and Inspection (CE&I)

The selected Consultant will be assigned to a DOTD Construction Coordinator or designee. The Consultant will accept work directions, guidance, and instructions from the DOTD Construction Coordinator or his assigned DOTD representative. The DOTD Construction Coordinator or designee will determine work starting time, work hours, pre-approved overtime, work assignments, and project assignments. The Consultant provided personnel shall conduct his work within these instructions and directions using the most cost effective methods. The Consultant shall not be engaged in any other work assignments during the working times assigned by the DOTD Construction Coordinator or designee.

The Consultant shall timely and neatly complete all documentation assigned by the DOTD Construction Coordinator or designee. Additionally, at the beginning of the next work day, the Consultant shall provide a daily status report of the previous day's work to the DOTD Project Manager or designee detailing all working hours, work tasks and accomplishments, and resource utilization.

All work will be performed in accordance with the DOTD's Standards and Procedures.

Some of the various tasks to be performed by the Consultant provided personnel under this contract are described more specifically as follows:

1. Maintain all field records; make daily entries in the project diary to indicate the Consultant's personnel and Contractor's personnel present on the job site, the contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
2. Inspect the contractor's operations (daily) to ensure that all work is performed in accordance with the specified plans, specifications, and using approved materials.

3. Keep clear and concise records of the contractual operations, prepare daily, weekly, monthly quantity summaries and breakdowns as well as daily progress reports in conformance with DOTD requirements.

Each consultant shall be equipped with a reliable and dependable vehicle for use each day in the contract monitoring activities.

The Consultant shall be equipped with a cell phone (standard equipment as per Direct Expenses) and be available for DOTD business calls at all times while working for DOTD. The Consultant shall provide other contact information as necessary to ensure adequate and timely means of communication.

The Consultant inspectors shall be familiar with the area of work and will be able to easily and quickly navigate to and from multiple work locations, DOTD facilities, Contractors' facilities, etc.

The Consultant shall be equipped with all necessary Personal Protective Equipment (PPE) (standard equipment as per Direct Expenses) needed for the working conditions as required by the DOTD Safety Manual and as approved by DOTD Safety Section. At a minimum, the Consultant shall provide: hard hat, reflectorized safety vest, hearing protection, safety glasses. The Consultant will need to provide the following as needed: rubber boots, rain suit, gloves, climbing harness with lanyard, and life vest.

As a minimum, the Consultant shall be equipped with the following equipment (standard equipment as per Direct Expenses): calculator(s), measuring tape(s), clipboards, and writing instruments. The Consultant Office Support and Supervisor/Coordinator shall be equipped with a laptop computer (standard equipment as per Direct Expenses) with Microsoft Office Suite and remote wireless internet access. Payment to be determined during the development of each Task Order (TO).

The DOTD will provide copies of necessary construction contracts, copies of construction plans, and copies of project sampling plans. The Consultant-provided personnel will be responsible for obtaining all DOTD forms, manuals, documents, and procedures which are available on the DOTD's Internet site. The DOTD will provide copies or make available all necessary manuals, documents, forms and procedures not available on its Internet site. DOTD may provide office space and field office space as available.

Part III: Construction Engineering and Inspection (CE&I)

The selected Consultant will perform engineering and administration services and document control for District 04 Construction projects, and will also be required to provide some or all of the following services for each individual Task Order (TO). These services will be performed in accordance with DOTD's Standard and Procedures (see

References). Copies of these documents will be made available through DOTD upon request.

The DOTD will assign a project engineer from its District 04 Office to serve as a Construction Coordinator for DOTD during the project construction.

A. Construction Engineering and Inspection (CE&I): If specified in the particular task order, the selected Consultant will be responsible for the engineering and inspection services (CE&I) as required for the construction of specific projects. The Consultant shall perform the various tasks under this contract which include, but are not limited to the following:

1. Act as Project Engineer for project and coordinate with the DOTD District personnel, Contractor, and other parties to schedule and attend the Pre-Construction Meeting. The Consultant will be required to conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time utilizing the site manager system.
3. Coordinate with the DOTD and appropriate utility representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel, equipment, and materials; such as cylinder molds, density gauges, etc. to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Collect and submit sampled materials to be tested by DOTD District 04 Testing Laboratory located in Bossier City, Louisiana in accordance with the stipulated Sampling Manual.
6. Provide all necessary personnel, equipment, and materials needed to inspect the Contractor's construction operations (daily) to ensure that all work performed is in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make weekly progress reports consisting of percent complete and time elapsed, approved change order amounts, and number of change orders to the DOTD Area Engineer. Inspection of construction will not include shop and mill inspections and their approval.
8. Review and coordinate with the DOTD District Lab the entire final estimate package, including all document submittals from the Contractor in conformance with DOTD requirements.
9. The consultant will be responsible for submittal approvals required of the Project Engineer as stated in the Standard Specifications.
10. All construction activities shall be coordinated between the Consultant, the assigned representative of the DOTD, and the FHWA. All work standards, methods of reporting, and documentation will be in accordance with the policies and procedures of the DOTD. Submit all partial and final construction estimates, and other information on forms approved by the DOTD.

11. The Consultant shall perform all documentation, as prescribed by the DOTD, on the DOTD's construction software, SiteManager, and any future Content Manager procedures. The Consultant shall provide computer hardware, i.e., computers, printers, internet connections, scanners, etc. deemed necessary to the inspection services.
12. The Consultant will be required to provide appropriately trained staff. **All hours and costs for the consultant's staff training are not billable hours or directly reimbursable.** For example, the consultant's staff may be required to participate in training sessions to receive instructions into the use of SiteManager (approximately four hours). DOTD will provide a qualified instructor for the SiteManager training.
13. The Consultant shall be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
14. When stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, follow DOTD policies for obtaining such approval.
15. The Consultant shall be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made in red. "As-Built" plans shall be full sized unless the project was let with letter sized plans. In addition to submitting a copy of the "As-Built" plans with the final estimate an additional copy shall be provided to the district.
16. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.
17. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
18. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
19. Change Orders throughout the life of the project will also have to be written by the Consultant and approved through the Department's process.
20. The Consultant shall monitor and document all construction claims in accordance with the appropriate EDSM, and provide recommendations on disposition of claims.
21. The Consultant shall manage the RFI (Request for Information) process as defined on the DOTD internet site, http://wwwsp.dotd.la.gov/Inside_LaDOTD/Pages/Forms_Publications.aspx.
22. The Consultant shall be responsible for performing and documenting inspections of erosion control measures as well as ensuring compliance with the Storm Water Pollution Prevention Plan (SWPPP) and all other DEQ, Army Corp of Engineers, and U.S. Coast Guard Permits.
23. DOTD requires that the consultant assign a fulltime-consultant project engineer to this project. The assigned project engineer must be knowledgeable of all facets of the Contractor's operations. The project engineer shall have electronic linkage capability via cell phone, fax machine, and Internet for transmitting and receiving

- relevant contractual information and arranging for onsite operations. The project engineer must be physically capable of responding to the DOTD Area Engineer within (30) minutes.
24. The Consultant is required to perform any other duties normally required by DOTD Project Engineer's Office as directed by the DOTD Area Engineer.
 25. The Consultant is required to disseminate press releases to the local media outlets pertaining to project status and any anticipated traffic pattern changes on a timely basis. The DOTD Area Engineer will approve all press releases prior to dissemination by the consultant.
 26. The Consultant is required to review and approve the Contractor's Critical Path Method (CPM) for Construction Progress Scheduling submissions for the project in compliance with the Special Provisions of the Construction Proposal.
 27. The Consultant shall become intimately familiar with the Contractor's Contract in order to assist the Department in administering the Contract which is different from the standard current edition of the Standard Specifications for Roads & Bridges.

B. **Staff Augmentation Services (SAS):** The Consultant will provide the required equipment and level of staffing with hours and contractual terms negotiated for each TO. The Consultant's staff will augment and provide similar functions to those that exist in the DOTD's Project Engineer's staff rather than act as the Project Engineer. Staff augmentation may be during the design stage of a project, for the duration of a project, or on an "on call" basis for one or multiple projects and can range from one person to several support staff members in one or more of the following areas: Consultant Resident Engineer (RE), Consultant Assistant Resident Engineer (ARE), Consultant Certified Inspector, Consultant Construction Inspector, and/or Consultant Office Manager (COM).

The Consultant will provide staff augmentation to the DOTD Project Engineer and will confer with the Contractor, as appropriate to the position filled, on behalf of DOTD during construction of the project.

The Consultant, as appropriate to the position, shall have administrative authority to enforce all contract provisions, specifications and plans, and perform engineering and inspection duties, material testing, and functions for DOTD as required under current DOTD and Federal Highway Administration (FHWA) construction policies and procedures.

The DOTD Project Engineer has the ultimate authority on all questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of the project, there are instances where the requirements of the construction contract may be unclear or need further clarification DOTD has final authority in interpreting and enforcing the contract.

The Consultant, as appropriate to the position, shall perform the various tasks under this contract which include, but are not limited to the following:

1. Consultant Resident Engineer (RE) and/or Consultant Assistant Resident Engineer (ARE)

- a. Consultant Resident Engineer and/or Consultant Assistant Resident Engineer will be responsible for but not limited to the following activities:
 - Plan quality review
 - Bid-ability review
 - Constructability review
 - Writing and circulating change orders
 - Utility coordination
 - Site Inspection
 - Traffic control plan review
 - Drafting correspondence
 - Engineering analysis
 - Negotiations with contractors
 - Auditing crew records
 - Public involvement assistance
 - Schedule review
 - Environmental oversight
 - Preparation of As-Built plans
 - Preparing and submitting Final Estimates
- b. The RE or ARE will prepare and justify change orders; process claims; review and update schedules; prepare over-run/under-run statements; provide informal meetings for claims; and keep complete and accurate documentation using accepted DOTD forms, information systems, and procedures. The RE or ARE will obtain approval prior to beginning work covered by a change order.
- c. The RE or ARE will administer the coordination and relocation of utilities. This coordination will include inviting the utility companies to the preconstruction conference, and being familiar with the required utility relocation plans and the terms of the corresponding utility relocation agreements.
- d. The RE or ARE will protect the safety of workers and the traveling public by assuring the Contractor's traffic control follows MUTCD and DOTD TC- standard plans and policies. This includes reviewing the traffic control plans for compliance with DOTD standards. The RE or ARE will assure the Contractor adheres to all safety and health laws and ordinances and obtains any necessary permits. The RE or ARE will forward to the DOTD Project Engineer any complaints involving the project.
- e. The RE or ARE will be required to make frequent visits to the job site. On these visits the RE or ARE will confer with the project inspectors

on any relevant project specifications and spot check to ensure acceptance and documentation standards are met.

- f. The RE or ARE will attend weekly coordination meetings with the Contractor.

2. Consultant Construction Inspector and Consultant Certified Inspector

- a. The Consultant Construction Inspector and/or Consultant Certified Inspector will act either as the lead inspector or as support of the lead inspector for the assigned project. One or more DOTD Engineering Technicians may be assigned to the lead inspector. The lead inspector is expected to provide continuous training for the DOTD Engineering Technician throughout the life of the project or task assigned.
- b. The Consultant Construction Inspector and/or Consultant Certified Inspector will provide current, thorough, and complete documentation. The inspector will be physically present on the job site at all times during significant construction activities. The inspector will not knowingly accept work for payment that does not meet plans and specifications.
- c. The Consultant Construction Inspector and/or Consultant Certified Inspector will monitor the Contractor's work so that lines and grades meet the plan lines and grades within allowable limits as specified.
- d. The Consultant Construction Inspector and/or the Consultant Certified Inspector will be responsible for completing and maintaining daily records and assessing time charges. The inspector shall review and comment on the initial and updated construction schedules provided by the Contractor to help ensure timely completion of the work. Any contract time suspensions will be documented by memorandum to DOTD.
- e. The DOTD Project Engineer must be notified of any and all potential changed conditions, overruns, or anything on the project that could potentially affect the project budget or schedule.
- f. The Consultant Construction Inspector and/or the Consultant Certified Inspector will inspect work performed by the utility companies for compliance with the individual agreements and the Manual for the Accommodation of Utilities and the Control and Protection of State Highway Rights of Way. For those companies whose relocation costs require reimbursement by DOTD, the inspector will maintain daily Force Account Records of all work performed by the utility companies. Monitor and document utility relocation schedules and progress to allow evaluation and determination of impacts to the project schedule.
- g. The Consultant Construction Inspector and/or the Consultant Certified Inspector will inspect, test, accept, and document for payment any

utility installation or relocation work performed by the Contractor as required by the project specifications.

- h. The Consultant Construction Inspector and/or the Consultant Certified Inspector will attend weekly coordination meetings with the Contractor. The inspector will also attend weekly crew meetings.

3. **Consultant Office Manager**

- a. The Consultant Office Manager will be responsible for, but not limited to the following activities:
 - Preparing meeting agendas
 - Preparing meeting minutes
 - Scheduling appointments
 - Providing accurate and complete project filing and documentation of records for the project
 - Preparing partial estimates using Site Manager
 - Tracking materials certifications, Buy America requirements, EEO documentation
- b. File all inspection and engineering reports including the following:
 - Diary records compiled by inspectors and engineers bound in field books
 - Weekly progress reports
 - Change orders
- c. Ensure all contractors provide the following:
 - Materials and testing results
 - Final payment documentation
 - Buy America Certificates
 - Materials Certificates
 - EEO documents

4. **All Consultant Staff**

- a. All Consultant Staff will ensure that materials and work performed on the project are properly documented according to DOTD standards and procedures. The Consultant Staff will keep records showing that the documentation, appropriate to their position, is current. These records will be audited on a monthly basis.
- b. No material shall be incorporated in the project, or paid for, without certification testing that assures materials meet DOTD specifications. The Consultant will collect material Certificates of Compliance and assure adequate materials certificates are collected for materials placed.
- c. The Consultant Staff will contact the DOTD Project Engineer for interpretation or clarification of any technical questions concerning the construction project.

- d. Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according with DOTD policies and procedures.
- e. The Consultant Staff will keep all notations in ink in diaries or an acceptable alternate for survey checks, and pay quantities will be documented daily. The Consultant shall furnish all computers and/or laptops or any other equipment needed to meet the contract requirements.
- f. The Consultant Staff shall keep the DOTD Project Engineer informed of project overruns. All direction of orders to the Contractor shall be documented in writing.
- g. The Consultant Staff must stay current in documenting pay quantities. The monthly estimates will be submitted to DOTD and the Contractor for review and acceptance of paid quantities before payment. Estimates will be reconciled with the contractor and the DOTD Project Engineer and submitted for payment within one week of the estimate closing date.
- h. The Consultant Staff will perform all work under this Contract in accordance with the Standards, Specifications and Policies and Procedures established by DOTD. During the course of construction, the Consultant shall accept work on behalf of DOTD as appropriate for the position filled; however, Final Owner Acceptance will be granted by DOTD.
- i. The Consultant will be liable for negligent or fraudulent action, inaction or negligent direction resulting in a claim. The Consultant will document in writing all direction of orders to the Contractor.
- j. Upon substantial completion of the project the COM if included in the TO will coordinate and notify in writing all interested parties to attend a final inspection. Minutes of the final inspection will be provided to all attendees.
- k. A punch list will be generated by the final inspection and the Consultant Construction Inspector and/or Consultant Certified Inspector will monitor the progress of completion of the punch list items.
- l. The Consultant's key staff members will remain under contract and attached to the project until the Contractor's final estimate is approved. The Consultant will assist in assembling materials books and other project documents as appropriate to the position.
- m. The Consultant will attend a Post Construction Conference. This may not be held at the same time as final inspection.

C. **Design-Build Contract Engineering and Administration:** The Consultant may also be required to perform contract engineering and administration services for Design-Build projects and will be required to provide some or all of the following services for each Task Order (TO) in addition to all other general requirements of this contract:

Contract Administration: The Consultant will be intimately familiar with the Final Request for Proposal (RFP) and the selected Design-Builder's Proposal, the combination of which will ultimately become the Contract Documents between the selected Design-Builder and the DOTD. The Consultant will provide assistance and support to the DOTD Project Manager to assure that the requirements of the Contract Documents are met. These activities may include acting as the designee of the DOTD Project Manager at regularly scheduled and called meetings related to the project, and any other activities deemed necessary by the DOTD Project Manager to assure that the Contract requirements are administered fairly and thoroughly.

Quality Assurance Coordination: The DOTD's Owner Verification (OV) Consultant will be responsible for administrative oversight of the Quality Assurance Plan. This program includes the Design Builder's construction QC and QA, as well as Design Reviews to confirm and verify that the Design-Builder's Quality Acceptance (QA) and Quality Control (QC) contract requirements are met. The Consultant will not assume responsibility for either of the Design Builder's QC or the QA programs, but will assist the DOTD Project Manager in coordinating, overseeing and implementing the sampling, testing, and data tracking activities of the DOTD's Owner Verification (OV) operations.

Partnering: The Consultant will participate in the Partnering efforts on the Project. This involvement will include preparing for Partnering meetings, following up with action items generated through the Partnering sessions, and working with all parties to foster working relationships to maintain forward progress of the Project.

Dispute Resolution: The selected Consultant will provide both engineering and administrative research, documentation, and records to assist the DOTD in any potential claim(s) or dispute resolution(s). The Consultant may be required to defend his opinions and advice in court or on arbitration panels.

Department Liaison

At the direction of the DOTD Area Engineer, the Consultant may serve as the liaison between the DOTD and others. This may include, but is not limited to, the Contractor, public entities, utilities and any other stakeholders. This will also include assisting the DOTD Area Engineer to coordinate with the DOTD Public Affairs Section for providing accurate and timely information to the public and Media on construction activities, traffic impacts to the travelling public (lane 12 closures, night work, etc.), etc. This also includes helping to identify, prevent, and/or resolve problems (real or perceived) that arise with all stakeholders and enhancing the public image of DOTD and the Contractors, etc. during this 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 Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electric Code (NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. Complete Streets, http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Pages/default.aspx

Follow link below for the individual reference links:

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

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated or non-negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order or a negotiated or non-negotiated lump sum amount prior to each TO being issued.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

Overtime, if needed, will be indicated in individual Task Orders. If billable rates are utilized, the payment will be based on the regular billable rate plus half of the hourly rate, for non-exempt employees only.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$5,000,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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.la.gov/Pages/osp/Travel/TravelPolicy.aspx>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

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.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for **five years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. **All TO's must be completed by the expiration date of the Retainer Contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

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 selected Consultant will be responsible for both Design and Construction Acceptance systems, which are to be part of the overall Design-Build project Quality Assurance Program (QAP), in accordance with 23 CFR 637 and FHWA Publication No. FHWA-HRT-12-039.

The Consultant will also be responsible for the Construction Quality Assurance Program (CQAP) and Quality Control (QC) activities related to Construction and Fabrication,

which will include, but not limited to, providing field verification testing and sampling, as required by LADOTD's Design-Build Quality Assurance Program (QAP) with testing requirements and frequencies based on the Design-Build Contract and the Design-Builder's approved Sampling & Testing plan. The Consultant may possibly be required to contract with a qualified independent testing laboratory (per 23 CFR 637.209) to perform these services.

MINIMUM PERSONNEL REQUIREMENTS (MPR)

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 Responsible Member of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana with a minimum of ten years of experience in responsible charge of CE&I projects.*
3. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of three Consultant Resident Engineers satisfying the following requirements:
 - a. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in responsible charge of managing road construction projects.*
 - b. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in responsible charge of managing bridge construction projects.*
 - c. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing electrical construction projects (transportation projects – traffic signals and ITS projects).*
 - d. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing mechanical construction projects (transportation projects – movable bridge construction projects).*
 - e. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of Bid-ability and Constructability reviews on highway transportation plans.*
4. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of three Consultant Assistant Resident Engineers satisfying the following requirements:
 - a. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing road construction projects.**
 - b. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing bridge construction projects.**

- c. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of three years of experience in responsible charge of managing electrical construction projects (transportation projects – traffic signals and ITS projects).**
 - d. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of three years of experience in responsible charge of managing mechanical construction projects (transportation projects – movable bridge construction projects).**
 - e. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of three years of experience in responsible charge of Bid-ability and Constructability reviews on highway transportation plans.**
- a. 5. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of Sub-Consultant(s), a minimum of three DOTD Certified Inspectors, each with a minimum of ten years of experience in Road/Bridge Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities below require certified inspectors.
 - a. Asphaltic Concrete Paving
 - b. Embankment and Base Course
 - c. Portland Cement Concrete Paving
 - d. Structural Concrete
 6. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of Sub-Consultant(s), a minimum of three DOTD Certified Inspectors, each with a minimum of five years of experience in Road/Bridge Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities below require certified inspectors.
 - a. Asphaltic Concrete Paving
 - b. Embankment and Base Course
 - c. Portland Cement Concrete Paving
 - d. Structural Concrete
 7. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of Sub-Consultant(s), a Consultant Office Manager satisfying the following minimum requirements:
 - a. Training in SiteManager
 - b. Training in DOTD Construction Contract Administration
 8. The Prime-Consultant must have available on staff, or through the use of a Sub-Consultant(s), for Design Quality Assurance:
 - a. One Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in the design and construction of roads and bridges, including major bridge structure and substructure, as the Design-Build Quality Assurance Manager (DBQAM).***
 - b. One Professional Civil Engineer registered in the State of Louisiana with at least three years of experience in the design and construction of roads and bridges, including major bridge structure and substructure, as the Assistant Design-Build Quality Assurance Manager.***

- c. One Professional Civil Engineer registered in the State of Louisiana with at least five years of Geotechnical experience in the design and construction of roads and bridges, including major bridge structure and substructure.***

9. In addition to the above requirements the Prime-Consultant must employ on full time basis, or through the use of a Sub-Consultant a minimum of two engineers with at least three years of experience in Design Build in the following areas:

- a. Contract Administration
- b. Quality Assurance
- c. Acts as executor, liaison
- d. Partnership leadership agent
- e. Dispute resolution agent

***Note: A single engineer is allowed to fulfill a maximum of two of these requirements.**

****Note: A single engineer is allowed to fulfill a maximum of two of these requirements.**

*****Note: Engineers utilized for the QA and/or CE&I services can also serve for Design Review activities for which they are equally qualified.**

Note: There are no further restrictions on how MPRs can 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, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4.*

*Location score will be calculated from 12835 Highway 80, Minden, LA 71055.

**Work categories listed in the table below will be used for performance ratings for this project.

THE FOLLOWING TABLE MUST BE COMPLETED AND INCLUDED IN THE 24-102 SUBMITTAL.

8a. Prime-Consultants who will perform 100% of the work may state so in lieu of this table. In all other cases, the Prime-Consultants shall fill in the table by entering the name of each firm that is part of the submittal and the percentage of each work category to be performed by that firm. Consultants shall not add categories of work. The percentage estimated for each work category is for grading purposes only, and will not control the actual performance or payment of the work.							
Work Categories	% of Overall Project	Prime	Firm B	Firm C	Firm D	Firm E	Firm F
CE&I (CC)	65%						
Construction Final Audit (CF)	25%						
Contract Management (CM)	10%	100%	n/a	n/a	n/a	n/a	n/a
8b. Identify the percentage of work for the overall project to be performed by the prime consultant and each sub-consultant							
Percent of Contract	100%						

Consultants with no past performance rating in a rating category will be assigned the average rating of the firms submitting; with ratings capped at the statewide average rating for that category as of the date the advertisement was posted.

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. Then the rating will be multiplied by the corresponding weighting factor. The

firm's ratings 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. David North – Project Manager
3. Kevin Blunck
4. Michael Murphy
5. Keith Tindell
6. Matt Jones

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 by 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. 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. 4400013215**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, November 15, 2017**, 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.