

**ENGINEERING AND RELATED SERVICES  
JUNE 30, 2017**

**CONTRACT NO. 4400011253  
RETAINER CONTRACT FOR INTELLIGENT TRANSPORTATION SYSTEMS  
(ITS) CONSTRUCTION ENGINEERING & INSPECTION (CE&I) SERVICES  
STATEWIDE**

**CONTRACT NO. 4400011306  
RETAINER CONTRACT FOR INTELLIGENT TRANSPORTATION SYSTEMS  
(ITS) CONSTRUCTION ENGINEERING & INSPECTION (CE&I) SERVICES  
STATEWIDE**

**DBE/WBE GOAL = 3%**

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 (PM)** – Ms. Lucy Kimbeng, P.E., PTOE

All questions concerning this advertisement should be sent in writing to [rhonda.braud@la.gov](mailto:rhonda.braud@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

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

**Only one DOTD form 24-102 submittal is required for this advertisement, and it represents the Prime Consultant's qualifications and submittal for both referenced contracts. Both identifying contract numbers must be listed on the cover page of the submittal.**

## **PROJECT DESCRIPTION**

The selected Consultant will perform technical construction engineering and inspection services for statewide ITS projects 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 selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

### Review of Shop Drawings & Equipment Submittals

The Consultant will perform engineering shop drawing and equipment submittal review, comment and approval for all ITS and communications design elements, devices, buildings, components, and infrastructure specified in ITS projects. Also included are review, comment, approval and participation by the Consultant of all hardware and systems testing procedures and plans.

Specific shop drawings and equipment submittals anticipated to be required in this task include:

- CCTV Site Components
- DMS Site Components
- Hub Site Components
- Optical Fiber System Components
- Electrical System Components
- Communications System Integration
- ITS Systems Integration
- Traffic Control Layout
- Structural Components
- Foundation Components
- Miscellaneous Items

### Perform CE&I Services

The Consultant will assist DOTD District Area Engineers and Project Engineers and the DOTD ITS Section during the construction phase of an ITS project by providing CE&I services for all ITS and communications design elements, devices, buildings, components, and infrastructure implemented by the project as directed by the Project Manager. Project/contract administration, record keeping, and field tests and inspection of non-specialized ITS items (such as foundations, structural components, trenching/boring, soils, pavement, etc.) may also be required. The Consultant may also be responsible for performing tests on any new equipment furnished by the Contractor.

A report of findings will be developed for each technical inspection performed and transmitted to the DOTD Project Engineer and Project Manager. Also, software integration performance and systems acceptance testing including terrain analysis and communications acceptance of the completed ITS system may be performed and overseen by the Consultant.

CE&I services to be performed may be in the form of part-time technical assistance provided to the Project Engineer and/or full-time resident CE&I to be performed daily on-site throughout the duration of an ITS project. The responsibilities, authority, and limitation of services performed under this task shall be consistent with Section 105.10 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition.

Included in this task are the following deliverables:

- Resident Project Representation & On-Site Daily Inspection
- Daily Reports/Logs
- Technical Inspections by Callout

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

1. Copies of design plans, specifications, and engineering estimates for the proposed ITS project.
2. Copies of as-built plans that are available in the DOTD Headquarters and District offices as required.

#### **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. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. US DOT National ITS Standards
21. US DOT National ITS Architecture

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

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

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$3,000,000**. 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 overhead 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.

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.

## **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **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.

## **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, and a certification that the plans meet the DOTD's quality standards.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of contract execution:

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 must be a Professional Engineer, registered in the State of Louisiana, with at least five years in responsible charge as a Project Engineer on ITS electrical and/or related construction projects.\*
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):\*
  - a) One Professional Engineer registered in the State of Louisiana with at least five years of experience in applied knowledge of ITS engineering and/or Traffic Engineering.\*\*
  - b) One Professional Engineer registered in the State of Louisiana with at least five years of experience in and applied knowledge of ITS Engineering and/or Traffic Engineering.\*\*\*
  - c) One senior-level Engineer Technician or Specialist with at least ten years of experience and applied knowledge of performing construction inspection duties, five years of which must be at a Lead Inspector level.

\*Minimum Personnel Requirements (MPR) 1 and 2 can be the same person. MPR Nos. 3a, 3b, and 3c cannot be met by the same person and may not be met by the same person meeting MPR 1 or MPR 2.

\*\*Preference will be given to Civil Engineers

\*\*\*Preference will be given to Electrical Engineers

**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
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Field Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
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Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors*:	Traffic Control Technician Traffic Control Supervisor Flagger
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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 427 S. Washington St., Marksville, LA.

\*\*The ITS Design (IT), CE&I (CC) and Final Audit (CF) performance ratings will be used for this project.

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.

**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	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
CE&I (CC)	60%						
Final Audit (CF)	10%						
ITS (IT)	20%						
Contract Management (CM)	10%						
8b. Identify the percentage of work for the <b>overall project</b> to be performed by the prime consultant and each sub-consultant							
Percent of Contract	100%						

**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. Lucy Kimbeng – Project Manager
3. Shane Caldwell
4. Elizabeth Delaney
5. Dallas Ballmer
6. Danny Smith

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 overhead 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 overhead 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 overhead 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.

**DBE/WBE** - The selected Consultant Team will have a DBE/WBE goal of 3% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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](http://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 Nos. 4400011253 and 4400011306**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, ~~July 18, 2017~~ August 1, 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.