

## **ENGINEERING AND RELATED SERVICES**

**May 11, 2007**

**STATE PROJECT NO. 742-55-0004 [CE&I]  
F.A.P. NO. STP-3035(002)M  
WESTSIDE BOULEVARD EXTENSION  
(MARIE DRIVE TO ST. LOUIS CANAL ROAD)  
TERREBONNE PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to perform all construction engineering and inspection services required for the subject project. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**DOTD Coordinator** – Mr. Alan Weber, P.E., he may be reached at (985) 447-0943.

### **PROJECT DESCRIPTION**

This is an Urban Systems project. The Consultant/Team will be required to provide construction contract administration and construction inspection services. The Contract will be between the Consultant and the Terrebonne Parish Consolidated Government, hereinafter referred to as the "Parish". It will be monitored by the Parish, DOTD and the Federal Highway Administration (FHWA).

### **SCOPE OF SERVICES**

#### **STAGE 5: CONSTRUCTION**

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

The selected Consultant/Team will provide construction contract administration and construction inspection services required for grading, drainage structures, lime treatment, class II base course, superpave asphaltic concrete pavement, portland cement concrete pavement, and related work on the 0.532 mile project. These services will be performed in accordance with DOTD's Standards and Procedures (see References). Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project engineer from the District 02 Office to serve as a construction coordinator for the DOTD during project construction. The following services to be performed will be under the direct supervision of the Parish:

1. Coordinate with DOTD District personnel to schedule and attend the Pre-construction Meeting. Consultant will be required to conduct the meeting.
2. Maintain all construction 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.
3. Coordinate with the Parish Engineer/Representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Submit all sampled materials to be tested by DOTD District 02 Testing Laboratory, in accordance with the stipulated Sampling Manual.
6. Inspect the contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates and make monthly progress reports in conformance with DOTD requirements. Inspection of construction will not include shop and mill inspections and their approval.
8. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with DOTD requirements.
9. Review all form work drawings and submit to DOTD for further handling, review, and distribution.
10. All construction activities shall be coordinated between the Consultant, the Owner, the FHWA and an assigned representative of the DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by the DOTD.
11. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
12. The Consultant will 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 using a 746-1/2 Tuscan red pencil.
13. When it is stipulated by the Project Specifications that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
14. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.
15. 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.
16. 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.

17. Plan changes throughout the life of the project will also have to be written by the Consultant and approved through the Department's process.
18. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.

### **SERVICES TO BE PERFORMED BY THE DOTD**

The DOTD will furnish, without charge, the following services and data:

1. Laboratory testing of materials. DOTD District 02 Testing Laboratory will perform laboratory tests in conjunction with specialty testing performed at the DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured, and submitted by the Consultant and/or staff.
2. DOTD will provide project plans and contract proposal.

### **REFERENCES**

All services 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

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract shall be actual cost plus a non-negotiated fixed fee of **\$6,962**, with a maximum limitation of **\$67,581**. Compensation for all inspectors/technicians shall be based on the Consultant's audited field overhead rate or a statewide field overhead rate.

Compensation for Engineering and Related Services shall be based on the Consultant's office overhead rate or a self-imposed overhead rate.

Each project will be invoiced separately. 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.state.la.us/osp/travel/travelOffice.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **CONTRACT TIME**

The services to be performed under this Contract will commence promptly upon receipt of the written NTP from the Parish and will be in effect for the duration of the construction period estimated to be 85 calendar days, and the final estimate package, estimated to be 30 calendar days. The delivery schedule for all project deliverables will be established by the Parish.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. The Prime-Consultant must employ on a full-time basis, one Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in Road Construction, and a corresponding support staff.
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), one DOTD Certified head Inspector, with a minimum of five years experience in Road Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities listed below require certified inspectors:

- a. Asphalt Plant
- b. Asphalt Paving
- c. Embankment and Base Course
- d. PCC Paving

**NOTE:** All field inspectors must have completed the Work Zone Traffic Control Technician and Flagger course. All field senior technicians and engineers must have completed the Traffic Control Supervisor course.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;\*
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 6.

**\*The Construction Engineering Services (CS) performance rating will be used for this project.**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and will present a short list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

### **CONTRACT REQUIREMENTS**

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written

on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)) will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. **Copies of the Inspector’s certification card (indicating the date of expiration), must be included in the SF 24-102.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. 742-55-0004 and will be submitted **prior to 3:00 p.m. CST on Monday, June 4, 2007**, by hand delivery or mail addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward R. Wedge, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.