

ENGINEERING AND RELATED SERVICES

February 15, 2008

STATE PROJECT NO. 736-99-1504

F.A.P. NO. SPR-001(031)

**TRAFFIC DATA COLLECTION/MONITORING
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. One Prime-Consultant will be selected for this Contract. Sub-consultants will not be allowed.

Project Manager – Ms. Joan Black may be reached at (225) 242-4557.

PROJECT DESCRIPTION

The Consultant shall conduct specified traffic monitoring sessions for use throughout the Louisiana Department of Transportation and Development for preconstruction engineering as well as planning purposes.

SCOPE OF SERVICES

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

Conduct specified blanket volume monitoring sessions: These monitoring sessions are short, 48-hour sessions that shall be performed by whole parish and at specific sites designated by DOTD. This work will be assigned by whole parish with location maps and monitoring site information provided. The data provided shall include the nominal traffic volume, and the latitude and longitude coordinates of the site obtained by global positioning system technology and recorded during the monitoring session at each site designated and identified by number. The nominal traffic volume shall be based on the number of axles recorded assuming 2 axles per vehicle. The data shall be submitted in an approved Microsoft Excel database format by either compact disk (CD) or by an email attachment. The data shall be submitted regularly as the work is completed such that in general the monitoring sessions reported in a submittal are no more than approximately one month old. The total **estimated** number of blanket traffic monitoring sites statewide to be assigned during the contract period follows:

Blanket volume monitoring sessions statewide: 15,000

Conduct specified routine volume monitoring sessions: These monitoring sessions are short, 48-hour sessions that shall be performed by whole parish and at specific sites designated by DOTD and completed within the calendar year assigned. This work will be assigned by whole parish with location maps and monitoring site information provided. The data provided shall include the nominal traffic volume, and the latitude and longitude coordinates of the site obtained by global positioning system technology and recorded during the monitoring session at each site designated and identified by number. The nominal traffic volume shall be based on the number of axles recorded assuming 2 axles per vehicle. Sites located on divided highways and other locations agreed to in advance will require two installations, one for each direction of traffic, and they will be paid for per installation. For each of these sites, the monitoring sessions will be simultaneous and the nominal traffic volume data will be reported by direction (North/South or East/West). The data shall be submitted in an approved Microsoft Excel database format by either diskette or by an email attachment. The data shall be submitted regularly as the work is completed such that in general the monitoring sessions reported in a submittal are no more than approximately one month old. The total **estimated** number of routine traffic monitoring sites statewide to be assigned during the contract period follows:

Routine volume monitoring sessions statewide: 2,000

Conduct specified vehicle classification monitoring sessions: These monitoring sessions are short, 48-hour sessions that shall be performed by whole parish and at specific sites designated by DOTD and completed within the calendar year assigned. This work will be assigned by whole parish with location maps and monitoring site information provided. The data provided shall include the number of each type vehicle classified, and the latitude and longitude coordinates of the site obtained by global positioning system technology and recorded during the monitoring session at each site designated and identified by number. The vehicle classifications shall be the 13 standard AASHTO vehicle types and the vehicle type configuration table in the recorder shall be specified/approved by the DOTD. During the monitoring session, vehicle classification at each site will be performed simultaneously in each lane in both directions of traffic. This data shall be submitted in an approved text file and in format for vehicle classification data according the Federal Highway Administration *Traffic Monitoring Guide* by either diskette or by email attachment. The data shall be submitted regularly as the work is completed such that in general the monitoring sessions reported in a submittal are no more than approximately one month old. The total **estimated** number of vehicle classification monitoring sites statewide to be assigned during the contract period follows:

Vehicle classification monitoring sessions statewide: 500

Conduct on-demand, site-specific traffic monitoring sessions: These on-demand, site-specific traffic monitoring sessions shall be conducted between Monday and Friday noon

excluding holidays or during other abnormal traffic conditions. They shall include individual short session, 48-hour, traffic monitoring sessions at specific locations designated by DOTD that will typically include the traffic volume for each direction of traffic on all the approaches and the vehicle classification on the highest volume approach, and a manual turning movement session. The individual short session traffic monitoring sessions will be paid for per location. All of the data provided per site shall be collected simultaneously in coincidental 15 minute intervals. It will include the nominal traffic volume performed in each direction of traffic and based on 2 axles per vehicle, the vehicle classification performed in each lane, both directions of traffic based on the number of each vehicle type for each of the 13 standard AASHTO vehicle types. One manual turning movement monitoring session shall include all of the turning movements for the intersection or interchange and for two monitoring periods covering the morning and the evening peak hours recorded in 15 minute intervals that minimally include a 45 minute time period either side of the peak hours. The data provided shall be the number of each of three vehicle types classified as passenger vehicles, school buses and commercial vehicles. The data for each site-specific traffic monitoring session shall be submitted as an individual report on 8½" × 11" paper media. It shall minimally contain a sketch showing the location of the site, the intersection or interchange layout, the turning movement diagrams showing all vehicle movements entering the intersection and their direction with the number of vehicles provided in 15 minute intervals by vehicle type and the total; and the data from the individual short session traffic volume and vehicle classification monitoring sessions provided in 15 minute intervals. The report shall be submitted within 4 weeks of the request by the DOTD. The total **estimated** number of site-specific individual traffic monitoring sessions to be assigned annually during the contract period follows:

Site-specific individual traffic monitoring sessions statewide: 100

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. FHWA Traffic Monitoring Guide
2. AASHTO Standards, ASTM Standards or DOTD Test Procedures
3. DOTD Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)

13. Policy on Geometric Design of Highways and Streets
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual
20. DOTD Stage 1 Manual of Standard Practice

All services and traffic monitoring data collecting and reporting will meet the standard requirements of the DOTD and be prepared in accordance with the latest applicable edition of the FHWA Traffic Monitoring Guide. Traffic monitoring equipment shall be operated and maintained at an optimum according to the manufacturer's recommendations and the prior experience of the Consultant with the equipment.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract shall consist of the proposed price by the Consultant for all services (Attachment "A").

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.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **three years**. The delivery schedule for all project deliverables shall be established by the Project Manager.

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 professionally competent in collecting and providing traffic monitoring data.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in managing projects for collecting and providing traffic monitoring data.
3. At least one individual assigned to the project must have a minimum of one year experience in all of the traffic monitoring data collection required.

In addition to the above requirements, the Consultant must show in Section 14 of S. F. DOTD 24-102 specific expertise and experience relative to collecting and providing the traffic monitoring data described, project management, financial packaging, bidding and estimating, marketing and certification assistance, and demonstrating specialized experience, competence, and qualifications pertinent to traffic monitoring.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop or have developed a Quality Control/Quality Assurance program to reasonably assure the collecting and reporting of accurate traffic monitoring data. The consultants must reasonably assure good quality data and minimally adhere to the standards and guidelines for collecting and reporting the traffic monitoring data required.

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 4;*
7. Consultant's proposed work plan (shown in Section 14 of SF 24-102), weighting factor of 6.
8. Consultant's proposed price (Attachment "A"), weighting factor of 4.

* All respondents will receive a 4 in these categories

This is a Complex/Specialty Project.

Consultants will be evaluated as indicated in Items 1- 8. 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. Then the rating will be multiplied by the corresponding weighting factor. The proposal with the lowest proposed cost (Item 8) will receive a rating of 4. All others will receive a rating of 4, multiplied by the ratio of the lowest proposed cost to the proposed cost. The firm's ratings in each category will then be added to arrive at the Consultant's final 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 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 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 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), 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. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Information that shall be addressed in the proposal in detail (Section 14 of S.F. 24-102): The complete methodology shall be provided in the proposal for conducting specified traffic monitoring sessions that include short, 48-hour vehicle volume and vehicle classification sessions performed at sites designated by the DOTD and the on-demand site-specific traffic monitoring. It shall minimally include

- A detailed description of the traffic monitoring equipment and procedures to be used by the contractor.
- An estimate of and description of all the resources that will be provided by the contractor to complete the work described herein.

- A quotation of unit prices per site for each type of traffic monitoring session assuming a relatively uniform rate of data collection and delivery throughout the contract time reflecting the cost resources to complete the work.
- A detailed description of the procedures and or plans used to reasonably assure good quality control and quality assurance.
- Consultant's proposed price (Attachment "A")

Name(s) of the Consultant 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. **736-99-1504**, and will be submitted **prior to 3:00 p.m. CST on Monday, March 17, 2008**, 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.

ATTACHMENT "A"

I/We propose to furnish all labor, materials, equipment, incidentals, etc. necessary to provide the scope of services as outlined in this RFQ for the rates of (include in Section 14 of S.F. 24-102):

Traffic Monitoring:

Blanket volume monitoring sessions statewide

\$ _____ per session X 15,000 sessions = \$ _____

Routine volume monitoring sessions statewide

\$ _____ per session X 2,000 sessions = \$ _____

Vehicle classification monitoring sessions statewide

\$ _____ per session X 500 sessions = \$ _____

TOTAL BASE PRICE = \$ _____

Potential Additional Services:*

On-demand, site-specific, traffic monitoring sessions (estimated 100 sessions)

\$ _____ per session X 100 (est.) sessions = \$ _____

***Price not included in evaluation**