

**ENGINEERING AND RELATED SERVICES
MAY 2, 2008**

**STATE PROJECT NO. 700-99-0427
F.A.P. NO. STP-9907(507)
RETAINER CONTRACT FOR
FABRICATION INSPECTION
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 perform all engineering and inspection services. All requirements of the Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

DOTD Coordinator – Mr. Michael Ricca, DOTD Fabrication Engineer, may be reached at (225) 379-1563.

PROJECT DESCRIPTION

This contract will be for inspection services required for multiple state projects as assigned by the DOTD Fabrication Engineer. The Consultant will be required to provide fabrication contract administration and fabrication engineering inspection services for fabrication plants in and out of state under separate Task Orders (TO's). The Consultant shall be required to execute a TO for each designated project which shall specify the scope of services, contract time, personnel assignments, and compensation. Each executed TO shall become part of the Retainer Contract.

SCOPE OF SERVICES

The following services to be performed will be under the direct supervision of the DOTD Fabrication Engineer.

1. Coordinate with DOTD Fabrication Engineer to schedule and attend the Pre-fabrication meeting. Consultant will be required to schedule and 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 equipment being utilized on the project, and the work being accomplished.

3. Provide all necessary personnel and equipment, or coordinate the activities of the selected testing laboratory to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
4. Submit all sampled materials to be tested by DOTD District Testing Laboratories, in accordance with the stipulated Sampling Manual.
5. Keep clear and concise records of the contractual operations, and accomplishments and prepare monthly pay documentation as needed for pay estimates.
6. Review all shop drawings prior to fabrication and notify DOTD of any inconsistencies.
7. Identify non-compliant material/components. Determine feasibility of repair and make recommendation to the DOTD Fabrication Engineer.
8. 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, inspection documentation and other required information must be submitted on forms approved by the DOTD.
9. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
10. The Consultant will be required to submit to the Fabrication Engineer "As-Built" shop drawings after completion of fabrication. "As-Built" drawings are to reflect all changes made from the original shop drawings. All changes to the drawings are to be made using a 746-1/2 Tuscan red pencil. Electronic transmittal of "As-Built" may be required.
11. 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.
12. All fabrication inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD fabrication personnel.
13. All supervisory personnel must meet and retain the same qualifications as required of DOTD fabrication personnel or meet the additional requirements set forth in this advertisement.
14. The Fabricator will perform construction layout, and the Consultant will perform any necessary spot checks for verification.

15. Any proposed changes in plans or in the nature of the work will be pre-authorized in writing by the DOTD, prior to the performance of stipulated work.
16. The consultant will provide to the Fabrication Engineer monthly and at the start of each TO:
 - A Supervisory/Inspection staff schedule for review and approval.
 - Monthly progress report (quantities) by task order
 - Inspection hours by task order
 - Capitulation of expended and encumbered funds.
17. Scan and provide required documentation in an approved electronic format until DOTD enables the Consultant to scan directly into the appropriate DOTD system.
18. Review Fabricator's procedures and readiness prior to start of a pour.
19. Review concrete mix designs for conformance to the project specifications and submit to the District Laboratory Engineer for approval.

The following inspection services are the minimum that will be performed for fabrication at the Precast/Prestressed Concrete Plant. Additional action may be required for investigation of problems or as directed by the DOTD Fabrication Engineer.

1. Check steam recorders with hand thermometer. Witness the breaking of cylinders, (release and 28 day) and the de-tension of members.
2. Inspect the loading of trucks and stamp members for shipping and write up release to project engineer, also draw up checkout sheet off of approved shop drawings and head up field books for production.
3. Inspect batch plant and transportation devices (trucks) for cleanness and good operation (no leakage or dusting). Check gravel and sand for proper storage (no standing water or trash). Witness the moisture and gradations test being performed by the contractor. Insure stockpile material is stored properly.
4. Check to see that all material being used has been sampled and approved. Sample incoming material (strand, admix, hardware, bearing pads). Track all material that is allowed by QPL approval such as rebar, cement, form oil, and patching material.
5. Inspect piling or girder bed for alignment, level, form oil and cleanliness.

6. Post pour inspection documentation of cast components (measure length, inserts, diaphragm holes, steel projection, end dam bolts, sweep, camber and over all appearance). Identify and report any needed repairs.
7. Witness all stressing operations measure drape height, elongation, hold down positions and record each strand load, reel numbers and heat number in field book.
8. Inspect steel placement, measure diaphragm and length of component, check header for plum and square, or spiral spacing if member requires before setting side forms and approving line for pouring. Insure that side forms are clean and have been adjusted properly to produce a good member.
9. Inspect the pouring operations, make test cylinders and perform slump test.
10. Inspect components for proper finished per contract documents.
11. See that members are covered for curing with good tarps (no holes) and that steam clocks are in good working order.

NOTES:

1. For a Prestressed Plant to produce a line of girders everyday, steps 5, 6 and 7 must be completed the day before.
2. The above steps may be performed simultaneously.
3. Steps 5 thru 10 are repeated for each line produced.

ITEMS AND SERVICES TO BE PROVIDED BY THE DOTD

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

1. DOTD Structural/Marine Fabrication Engineer will retain oversight of all shop and fabrication inspection.
2. Laboratory testing of materials using samples procured, and submitted by the Consultant and/or his staff.
3. Project Plans, Specifications, Special Provisions, Design Criteria, Shop Drawings, Contract Proposal and Form Examples.

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 Standard Specifications for Roads and Bridges
3. Construction Contract Administration Manual

4. Materials Sampling Manual
5. DOTD Bridge Design Manual
6. Consultant Contract Services Manual
7. Manual for Quality Control for Plants and Production of Precast-Prestressed Concrete Products

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work hours and billable rates for the actual work performed on the TO.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,500,000**. Each TO shall be payable under the respective TO project number which shall be retained 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.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for a maximum duration of three years. The services to be performed for each TO will be determined prior to 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. Any TO in effect prior to the expiration of the Retainer Contract shall be completed.

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. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full-time basis a minimum of one Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in the design of or fabrication and repair of prestress components.
4. The Prime-Consultant must also employ on a full-time basis, a minimum of one Senior Fabrication Inspector meeting the following requirements:
 - PCI Level III and a minimum five years of prestress supervisory experience or;

- PCI II and a minimum of ten years of prestress experience, of which a minimum of five years must be supervisory experience or;
- Independent state certification and fifteen years of prestress experience, of which a minimum of five years must be supervisory experience or;
- Individual application approved by the Fabrication Engineer

***For post tensioned operations or fabrication, additional requirements may be required.**

Supervisory Experience consists of:

- Responsible charge for the daily inspection, material sampling and personnel scheduling of a prestress fabrication yard.
 - Capacity to read, interpret and enforce specifications, plans, associated shop drawings and other pertinent requirements for complicated pieces.
 - Familiarity with normal industry repair procedures and an ability to provide recommendations when appropriate
5. The Prime Consultant must also employ as needed, or through the use of a Sub-Consultant or contract labor:
- A minimum of four additional fabrication inspectors meeting DOTD requirements.

Certification of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

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, 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.*

* All respondents will receive a 4 for this category.

The complexity level of this project is Specialty/Complex

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. 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.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting 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 \$2,000,000. 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) 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(s) (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 providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprise (DBE) Sub-Consultants, in performance of this contract, must also submit a SF 24-102, completely filled out and containing 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. 700-99-0427, and will be submitted **prior to 3:00 p.m. CST on Tuesday, May 27, 2008**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ed 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.