

ENGINEERING AND RELATED SERVICES
September 7, 2007

STATE PROJECT NO. 700-37-0125
F.A.P. NO. DE-3705(500)
KANSAS LANE CONNECTOR
ROUTE US 80 TO US 165
OUACHITA 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 provide engineering and related services. **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. A map of the project limits for the proposed work is attached in a pdf format.

DOTD Project Manager – Mr. Fred Borne may be reached at (225) 379-1388.

City of Monroe Project Manager – Ms. Sinyale Morrison may be reached at (318) 329-2210.

PROJECT DESCRIPTION

The Contract will be between the Consultant and the City of Monroe. The Consultant/Team will be required to provide engineering and related services to construct a new roadway on new alignment from US 80 (at the intersection of Kansas Lane) to US 165 (at the intersection of Forsythe Avenue). The length of the new roadway will be approximately 2.61 miles. Additional turn lanes will be required on US 80 and US 165. The proposed road will be a four-lane/five-lane section with subsurface and open ditch drainage. A new concrete bridge will be required across Bayou Desiard. Three new bridges will also be required in the wetland area, between Bayou Desiard and Old Sterlington Road. Each bridge will provide a clear opening of at least 20 feet and will be separated by approximately 300 feet. A new railroad crossing (to be constructed by others) will also be required. Signal modification will be required at US 80 and US 165, and will be performed under a Supplemental Agreement.

SCOPE OF SERVICES

The services to be rendered for the Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Research Reports
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps

Part III: Preliminary Plans

Part IV: Final Plans, including Traffic Signal Design, Geotechnical Support, and Soil Borings.

Stage 5: Construction

Part I: Construction Support, if required.

Part II: Shop Drawings

Scope for Surveying Services

This project is located in Ouachita Parish, near the northeastern city limits of Monroe, Louisiana. The limits of the project begin at the intersection of Kansas Lane and U.S. Highway 80 then proceeds on a new alignment in a northerly direction, crossing Bayou Desiard then proceeds in a northwesterly direction to its ending at the intersection of Forsythe Bypass and U.S. Highway 165. The total distance of the proposed alignment is approximately 2.61 miles.

A topographic survey is necessary with a 300' wide DTM (150' right and 150' left) being required along the length of the proposed alignment with a 200' wide DTM (100' right and 100' left) being required and running 1200' east and 1200' west along the centerline of U.S. Highway 80 with its intersection with Kansas Lane. The DTM will also cover Kansas Lane being 200' wide (100' right and 100' left) along the centerline of Kansas Lane for a distance of 500' south of its intersection with U.S. Highway 80. The DTM along U.S. Highway 165 will be 300' wide DTM (150' right and 150' left) being required and running 1000' north and 1000' south along the centerline of U.S. Highway 165 with its intersection with Forsythe Bypass. The DTM will also cover Forsythe Bypass being 200' wide (100' right and 100' left) along the centerline of Forsythe Bypass for a distance of 500' west of its intersection with U.S. Highway 165. The topographic survey will require the services of a 4 man survey crew. As part of the topographic survey, a drainage map is required as well as a centerline closure sketch.

A property survey is required. The selected Consultant will provide the title research reports and title updates covering approximately 60 property owners.

The right-of-way map will consist of 1 title sheet, approximately 11 plan sheets at a scale of 1" = 50', and 2 residual sheets at an appropriate and acceptable scale to utilize the limits of the two sheets. Additional right-of-way is expected to be required right and left of the proposed alignment throughout the limits of the entire project, and possibly along U.S. Highway 80.

A parcel input file and 4 copies of each title research report is required upon submittal of the final right-of-way map and all work is to be completed in English units of measurement.

Scope for Preliminary Plans

The Consultant shall provide preliminary roadway and bridge construction plans for the project including, but not limited to: title sheet, typical section sheets, plan/profile sheets (1"=20' plan/profile sheets with subsurface drainage and 1"=20' plan/profile sheets with open ditch drainage) hydraulic design, geometric layout, geometric details, bridge sheets and cross section sheets.

Bridge over Bayou Desiard: The new bridge will be approximately 720 feet long and have a 68'-0" roadway section (4-12' travel lanes, 10'-0" shoulders) with a 0% grade. In order to align with the channel of Bayou Desiard, the spans will include a skew of approximately 47 degrees from centerline of roadway. Preliminary plan development should include a study to determine the most efficient and feasible span type and arrangement.

Bridges within Wetland Area: In accordance with the Environmental Document, there shall be three new bridges within the designated wetland area, each providing a clear opening of at least 20' and separated by approximately 300'. The Environmental Document specifies that the bridge opening shall have a natural bottom, therefore pipes and/or box culverts are not allowed. However, the plan development should include the investigation of other precast bridge systems.

All bridges shall be in accordance with the FHWA/AASHTO Policy Memorandum, and all of the structures shall be designed by the AASHTO LRFD Bridge Design Specifications.

ITEMS TO BE PROVIDED BY DOTD or CITY OF MONROE

Standard Plans (as needed)
As-Built Plans along US 80 and US 165
Environmental Document
Traffic Data

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services may be established by Supplemental Agreement(s) for the following:

- Stage 3: Part IV: Final Plans, including Traffic Signal Design, Geotechnical Support, and Soil Borings
- Stage 5: Construction

Part I: Construction Support, if required.
Part II: Shop Drawings

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

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a maximum compensation of **\$690,708**, subdivided as follows:

Preliminary Road and Bridge Plans	\$423,852	non-negotiated lump sum
Topographic Survey, Property Survey and Right-of-Way Map	\$248,256	non-negotiated lump sum
Title Research Reports and Title Updates	\$ 18,600	unit cost

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 overall contract time is estimated to be 1210 calendar days. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD, and will not exceed 480 calendar days, including review time. The delivery schedule for all project deliverables will 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 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 with at least five years experience in roadway design, and a corresponding support staff.
3. In addition to the above, at least one Principal or Responsible Member must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in the design of bridge structures, and a corresponding support staff.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Land Surveyor, registered in the State of Louisiana, with a minimum of five years experience in the preparation of Right-of-Way maps, with a corresponding support staff.
 - b. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in traffic engineering, and a corresponding support staff.
 - c. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in geotechnical investigation, testing and analysis for the design of construction of highway and bridge foundations, and a corresponding support staff.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with "DOTD Software and Deliverable Standards for Electronic Plans" as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.aspx. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or 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 updates to standards or project-specific requirements if this information has not already been provided.

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.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number

“Preliminary and Final Plans Submittal”, “60% ACP Submittal” (or other milestone)

“Electronic Deliverables”

Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

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. Consultants 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.

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 Road Design Urban (RU), Bridge Design (moderate) (BB) and Surveying (SV) performance ratings 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.

The following estimates of work category percentages are based on the overall project:

Surveying Services	10%
Preliminary Roadway Plans	12%
Preliminary Bridge Plans	4%
Final Roadway Plans	32%
Final Bridge Plans	30%
Traffic Signal Design	11%
Construction Support/Shop Drawings	1%

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), 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/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 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. 700-37-0125, and will be submitted **prior to 3:00 p.m. CST on Monday, October 1, 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.