

ENGINEERING AND RELATED SERVICES
May 11, 2007

STATE PROJECT NO. 700-99-0433
F.A.P. NO. STP-9907(513)
RETAINER CONTRACT FOR
VALUE ENGINEERING SERVICES
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. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** One Consultant will be selected for the captioned project. Sub-Consultants will not be allowed.

Project Manager – Mr. Charles Nickel, P.E., may be reached at (225) 379-1078.

PROJECT DESCRIPTION

The selected Consultant will perform Value Engineering Services related to statewide transportation facilities 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.

Objective:

The Louisiana Department of Transportation and Development (DOTD) desires to obtain the services of a Professional Engineer/Certified Value Specialist (PE/CVS), hereinafter referred to as the V.E. Consultant, to conduct Value Engineering Studies related to transportation facilities. The V.E. Consultant, experienced in highway and bridge Value Engineering, will be required to assist in the planning and organizing of Value Engineering teams involved in a Statewide Value Engineering Program. The V.E. Consultant may be required to lead Value Engineering teams comprised of DOTD and V.E. Consultant personnel, provide V.E. Consultant team members, or lead and staff an entire V.E. Consultant Value Engineering team. The V.E. Consultant will use an approved Value Engineering job plan in providing an independent review, developing reports, and making presentations of findings to DOTD management. The nature of the Value Engineering studies will include, but not be limited to: concept reports, Project Development and Environmental studies, roadway and bridge design projects, highway and bridge rehabilitation projects, toll facilities, resurfacing projects and public transportation facilities.

Value engineering studies shall be completed in accordance with all applicable DOTD Procedures, Design Standards, AASHTO Guidelines, and the desires of the DOTD as made known to the Consultant.

SCOPE OF SERVICES

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

When required, the V.E. Consultant shall provide team personnel, support and conduct Value Engineering studies for various phases of project development and design. Minimum service requirements are as follows:

1. Value Engineering studies may be required at one or more of the following project phases:
 - a. Immediately following Stage 0 Feasibility Studies
 - b. During Stage 1, following “Development of Design Alternatives”
 - c. Any time during Stage 2 or 3, but must be performed before any relocations or ROW acquisition has taken place
2. The V.E. Consultant shall be available to conduct Value Engineering studies during a time frame established jointly by the DOTD’s Project Manager and the Value Engineering Director. The V.E. Consultant will be given a notice to proceed on each Value Engineering study from 15 to 30 days prior to the study date.
3. Services provided may involve any of the following, at the discretion of the Value Engineering Director:
 - a. The V.E. Consultant shall serve as the Value Engineering team leader with a team consisting of all DOTD personnel.
 - b. The V.E. Consultant shall serve as the Value Engineering team leader with a mix of DOTD personnel and team member specialists provided by the V.E. Consultant.
 - c. The V.E. Consultant shall serve as the Value Engineering team leader of a team of specialists all provided by the V.E. Consultant.
4. In the event the DOTD Value Engineering Director elects 3.B or 3.C above, the V.E. Consultant, in coordination with the Value Engineering Director, shall approve the team staffing prior to the study. Minimum specific Team Member experience in selected areas are:
 - a. Construction – 10 years in the supervision of major highway and bridge construction projects as project engineer or contractor’s superintendent.

- b. Design – 10 years experience in the design of 1) Highway projects (for studies primarily involving highway improvements) or 2) Structures (for studies primarily involving bridges or retaining walls).
 - c. Maintenance – 10 years responsible charge of a major maintenance program of city, county or state transportation system.
 - d. Right-of-Way – 5 years experience in R/W administration, land management, abstract and title work, sale, acquisition or appraisal of real estate, of which 3 years must be government related.
 - e. Other – other team members, such as environmental specialist, drainage engineers, traffic engineers, pavement engineers and traffic control (MUTCD) specialists who may be required to provide a project specific team.
5. The V.E. Consultant shall be responsible for three phases of work associated with each Value Engineering study:
- a. Pre-study activities
 - b. Conduct Value Engineering study
 - c. Post study activities

Examples of tasks to be performed under these categories are:

- a. Pre-study Activities – During this phase, the V.E. Consultant, aided by the DOTD Value Engineering Director, the DOTD’s Project Manager, and/or the Project Consultant will locate and collect all information such as plans, specifications, reports, etc.; required to perform an effective Value Engineering study. The V.E. Consultant shall coordinate with the DOTD Value Engineering Director to make provision for sufficient facilities for team meetings and other activities associated with conducting the Value Engineering study. The location of such facilities should be accessible to team and project personnel. The V.E. Consultant shall assist the DOTD Value Engineering Director in coordinating briefings for the Value Engineering team by the project design team and the DOTD’s Project Manager.
- b. Conduct Value Engineering Study – All Value Engineering studies shall be conducted in accordance with the Policy and Procedures of the DOTD. All materials needed to perform the study, including stationary, easels, flip charts, markers, pens, etc. should be provided by the V.E. Consultant unless otherwise negotiated.
- c. Post Study Activities – The V.E. Consultant shall make a formal presentation to DOTD Management. The presentation shall be coordinated through the DOTD Value Engineering Director to ensure that persons authorized to approve Value Engineering recommendations are present. The V.E.

Consultant shall submit study results prepared in a format consistent with approved DOTD procedures. Value Engineering recommendations shall be supported with sufficient detail and calculations to allow a prudent decision of implementation by the DOTD. Ten hard copies and three electronic copies of each Value Engineering study summary will be furnished to the DOTD.

ITEMS TO BE PROVIDED BY DOTD

The DOTD may furnish any or all of the following items, appropriate for performance of required services. However, the V.E. Consultant shall provide the services as stated herein within the time frame established, regardless of the availability of such information.

1. Traffic information (which was utilized in making the Conceptual design decisions) consisting of preliminary 10 and 20 year projections, based on the present and historical counts, should be available. Also, any other known traffic impact, which is anticipated.
2. Aerial photo coverage of the project depicting corridors or interchange layouts.
3. Information on current right-of-way values consisting of such items as square foot market values for areas, which are affected by each proposed conceptual design.
4. Information concerning the identification of a preferred concept. Such information should include construction cost, right-of-way cost, environmental impacts, safety, operation and relocations.
5. Most up-to-date estimated construction cost breakdown by alternate.
6. Estimated right-of-way costs for each alternate based on actual real estate values on the area.
7. Business damage estimates on each alternate.
8. Capacity Analysis through utilization of programs such as "SOAP", "ACCIDENT", etc.
9. Data for life cycle cost analysis, which include maintenance cost, periodic improvements, and resurfacing requirements for each alternate.
10. Relocation plan showing number of business and residences that would need relocating on each alternate.
11. Key sheet with location map, begin and end stations, equations and project numbers.
12. Drainage maps showing:
 - a. Existing data including ridge lines, elevations and structures.
 - b. High water information
 - c. Drainage areas and direction of flow.
 - d. Horizontal alignment.
13. Typical Sections
14. Plan and Profile sheets showing:
 - a. Baseline survey, roadway alignment, curve data, bearings.
 - b. Existing topo
 - c. Profile grades
 - d. Proposed and existing right-of-way
 - e. Begin and end project, equations

- f. Existing utilities
- g. Bridges and related information
- 15. Intersection and Interchange Layouts showing:
 - a. Existing topo
 - b. Basic survey geometry
 - c. Profile grades
- 16. Cross Section showing:
 - a. Existing ground line
 - b. Partial proposed templates
 - c. Existing utilities
- 17. Drainage outfalls showing:
 - a. Alignments
 - b. Cross sections showing existing ground line, and partial templates.
- 18. Retention area showing possible location and area required.
- 19. General Plans (in detail relative to the status of the project phase):
 - a. Plan and elevation sheets
 - b. Cross sections through structure

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. Construction Planning and Scheduling, AGC
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

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be made based on negotiated work-hours and billable rates for the actual work performed on the Task Order. Reimbursable expenses will be paid at the prevailing state rates.

The total amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$300,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

CONTRACT TIME

This Retainer Contract will be in effect for the duration of two years. The services to be performed for each TO will be determined upon activation 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. Upon expiration of the two year contract time, no new TOs will be executed; however, the Consultant will complete any work in progress.

MINIMUM PERSONNEL REQUIREMENTS

1. At least one Principal of the Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other responsible member of the Consultant shall be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must employ on a full time basis a minimum of one Professional Civil Engineer, registered in the State of Louisiana, who is certified by the Society of American Value Engineers, and have at least 5 years experience in design and/or construction of highways and bridges, and have a corresponding support staff.

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, 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.

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 **\$100,000 each claim, \$300,000 aggregate**. 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 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 provide inaccurate information on the SF 24-102, will be considered non-responsive.

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. **700-99-0433** and will be submitted **prior to 3:00 p.m. on Monday, June 4, 2007**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Mr. Edward Wedge, III, 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.