

ENGINEERING AND RELATED SERVICES

May 1, 2009

STATE PROJECT NO. 737-99-0988

F.A.P. NO. SRS-9908(580)

**SAFE ROUTES TO SCHOOL PROFESSIONAL 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 at the time of submittal.** One Prime-Consultant will be selected for this Contract.

Project Manager – Mr. Brian Parsons may be reached at (225) 379-1954.

PROJECT DESCRIPTION

The Safe Routes to School (SRTS) Program was established in August 2005 as part of the most recent federal transportation re-authorization legislation – SAFETEA-LU. The legislation provides 100% federal funds through the Federal Highway Administration to implement projects that will enable more children to safely walk and/or bicycle to school. It also requires that the program is managed by each state Department of Transportation and that a minimum of 70% up to a maximum of 90% of available funds are used for infrastructure projects.

The selected Consultant will provide technical assistance and engineering support statewide, as needed, for the development and implementation of infrastructure projects in the Safe Routes to School Program.

SCOPE OF SERVICES

The services to be rendered for this Project are as follows:

1. Work with the Project Manager to establish goals, objectives, policies, procedures, and timelines to achieve the purpose of the program.
2. Coordinate and manage all phases of infrastructure project development including state/sponsor agreements, project design, and construction and engineering inspection services.
3. Represent Louisiana SRTS Program as needed on various engineering issues relating to the Safe Routes to School program including interpretations of the Manual of Uniform Traffic Control Devices, other traffic engineering related topics, and project design and construction.

4. Provide individual training and technical assistance to applicants in developing infrastructure project scopes and cost estimates as needed.
5. Participate in the conferences and training sessions as needed with the Louisiana SRTS Program Coordinator to provide guidance and support in applying for engineering/infrastructure projects.
6. Review and evaluate project applications including cost estimates for accuracy and relevance to program goals.
7. Meet as needed with the Louisiana SRTS Program Coordinator to evaluate program progress and need for changes.

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
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using a DOTD established billable rate of **\$88/hour**, with a maximum of 1500 man-hours per year, with a maximum limitation of **\$396,000**.

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>.
require prior approval from the DOTD Project Manager.

Vehicle rental rates will

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 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 Engineer, registered in the State of Louisiana with at least seven years of experience in transportation related work. Specific experience in the following areas is also required:
 1. Five years of experience in traffic engineering.
 2. Five years of experience in project management for transportation related projects.
 3. Two years of experience in project management for pedestrian/bicycle related projects.
 4. A working knowledge of AASHTO's "Guide for the Planning, Design and Operation of Pedestrian Facilities" and "Guide for the Development of Bicycle Facilities."
 5. Proficiency in the use and interpretation of the Manual of Uniform Traffic Control Devices (MUTCD).
 6. Completion of at least one training course in the design and development of bicycle and pedestrian facilities.
 7. Experience in managing the development of project agreements and consultant contracts.
 8. A working knowledge of the Safe Routes to School Program and Federal implementation requirements guidelines.
 9. Experience in dealing with local government officials.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services 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.

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;***

* All respondents will receive a 4 in this category

** The Traffic Analysis and Design (TD) performance rating will be used for this project.

***Location will be based from Baton Rouge, Louisiana.

The complexity level for this project is **moderate**.

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.

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 \$250,000. 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.

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. **737-99-0988**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 18, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mrs. Dawn G. Picard, 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.