

ENGINEERING AND RELATED SERVICES

August 15, 2008

STATE PROJECT NO. 700-99-0462

F.A.P. NO. STP-9908(509)

**ENGINEERING SERVICES SUPPORT (ROAD DESIGN SECTION)
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. Lloyd E. Porta, Jr., P.E. may be reached at (225) 379-1303.

PROJECT DESCRIPTION

The Consultant shall provide engineering support to assist the DOTD Road Design Section in providing representation on selected teams required by the Department's Project Development Process. These teams may be required for, but not limited to, Stage 0 (Feasibility), Stage 1 (Planning & Environmental), Value Engineering, Feasibility Studies, etc. Stage 1 may include attending public meetings, public hearings, etc.

SCOPE OF SERVICES

The selected Consultant will be required to provide a licensed professional engineer to represent the Road Design Section on the numerous teams that are required in the Department's Project Development Process. The firm will be contacted on an "as needed" basis. The firm will be provided a minimum of 48 hours of advance notice by the project manager or his representative. It is anticipated that all of the team meetings will be held in the Baton Rouge area. The selected firm will provide a written report to the Project Manager outlining the project(s) reviewed and the recommendations/decisions made.

REFERENCES

It is required that the selected firm has a licensed engineer(s) with a working knowledge of the latest applicable editions, supplements and revisions of the following manuals and guidelines:

1. AASHTO's "A Policy on Geometric Design of Highways and Streets"
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. DOTD Environmental Impact Procedures (Vols. I-III)
11. Policy on Geometric Design of Highways and Streets
12. Consultant Contract Services Manual
13. DOTD Stage 1 Manual of Standard Practice

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using the DOTD established billable rate of **\$127 per hour** for the actual time spent on the project, with a maximum limitation of \$100,000.

The engineer will be compensated for the time spent working with the team(s). There will be no compensation for travel time, per diem or mileage. These items will only be compensated should the team meet outside the Baton Rouge Metropolitan area.

CONTRACT TIME

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 two years.

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 Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five (5) years licensed experience in Road Design, and a corresponding support staff.
3. In addition to the above, the Consultant must employ at least one Registered Professional Civil Engineer with:
 - A Working knowledge of AASHTO's "A Policy on Geometric Design of Highways and Streets", DOTD's Hydraulics Manual and DOTD's Roadway Design Procedures and Details".
 - A minimum of five (5) years of licensed roadway design or project management experience.

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; *

* Location will be based from Baton Rouge, LA, DOTD Headquarters
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. 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 \$1,000,000. 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 providing inaccurate information on the SF 24-102, will be considered non-responsive.

The name 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. **700-99-0462**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 2, 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.