

ENGINEERING AND RELATED SERVICES

May 2, 2008

STATE PROJECT NO. 700-99-0467

RETAINER CONTRACT FOR NAVAL ARCHITECTURE AND

MARINE ENGINEERING SERVICES

ORLEANS, JEFFERSON, AND ST. BERNARD PARISHES

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/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Alan LeVasseur may be reached at (504) 376-8100.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for projects in Orleans, Jefferson and St. Bernard Parishes, 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.

The DOTD funds, operates and maintains three ferry crossings on the Mississippi River in the greater New Orleans area. The services under this Retainer Contract will be for needed modifications and repairs to ferry vessels owned by or in the domain of the DOTD, as well as to provide certain other services as required by the DOTD, all as more specifically described in the Scope of Services section below. This project consists of providing consulting naval architecture and marine engineering services that include, but are not limited to physical inspections, preparation of specifications and drawings, reports, calculations, and submittals to regulatory bodies.

SCOPE OF SERVICES

The selected Consultant will perform such services and will be responsible for the following:

1. Attend DOTD marine staff meetings to advise and report on matters pertaining to their expertise.
2. Furnish Naval Architecture and Marine Engineering services as required to investigate new, or repair projects and report to DOTD. This will include the

- scope and nature of the proposed work, approximate estimate of construction cost, engineering effort and cost, procedures, time frame, constraints, etc.
3. Respond to emergency incidents and inspect DOTD ferry vessels, other floating equipment and dock structures following any vessel casualty, collision or other mishap, either physical or mechanical. If required, prepare a survey inspection report with an estimate of repair scope of work and costs for each incident.
 4. Furnish Naval Architecture and Marine Engineering Services as required for the design, planning and scheduling of future DOTD repair and improvement projects. The services will be sufficient to develop estimates of project costs.
 5. Furnish Naval Architecture and Marine Engineering services as required to provide recommendations regarding repairs, refurbishment, upgrading for USCG compliance, and/or modifications to DOTD marine equipment.
 6. Act as the DOTD's representative to supervise, inspect and recommend for approval work done by others to DOTD ferry vessels and other floating equipment.
 7. Furnish Naval Architecture and Marine Engineering Services as required to make recommendations concerning the operation and maintenance of the ferry vessels and other floating equipment owned by the DOTD.
 8. Furnish Naval Architecture and Marine Engineering services as required to review plans for repair, or improvement projects that have been prepared by other engineers for DOTD.
 9. Furnish Naval Architecture and Marine Engineering Services as required to advise, consult and meet with the DOTD staff.

ITEMS TO BE PROVIDED BY THE DOTD

When deemed necessary, the DOTD will provide the Consultant, without charge the following:

1. All information which it has in its files as to vessel details, repairs, records, certificates, future plans and studies, and assistance in securing similar data from others to the extent available.
2. Copies of past inspection/survey reports.

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

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 Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$184,050**. Each TO shall be payable under the respective TO project number which shall be obtained 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 the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the 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 date of the Retainer Contract shall be completed.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. The Prime-Consultant shall be a naval architecture and marine engineering firm having a wide and favorable reputation for skill, competence and experience in the fields of naval architecture and marine engineering.
2. At least one Principal of the Prime-Consultant must be a Professional Engineer, registered in the State of Louisiana.

3. At least one Principal or a responsible member of the Prime-Consultant shall be a graduate Naval Architect and Marine Engineer, from a recognized university or college, having at least 10 years experience in the marine industry.
4. The Prime-Consultant must also employ, on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. A minimum of one Professional Civil or Mechanical Engineer, registered in the State of Louisiana, and a corresponding technical and clerical support staff sufficient to provide the required services included in the scope of services.
 - b. Technical staff familiar with the United States Coast Guard's rules and regulations for large passenger vessels (Title 46 of the Code of Federal Regulations, Subchapters H and W).
 - c. Sufficient trained field personnel to respond to emergency incidents within two hours after notification is received. Field personnel must have at least 5 years experience with ferry vessel maintenance and operation.

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.

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 \$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/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. **700-99-0467**, 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.: 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.