

ENGINEERING AND RELATED SERVICES
February 8, 2008

RETAINER CONTRACT FOR:

STATE PROJECT NO. 700-99-0437
F.A.P. NO. SRS-9907(519)
SAFE ROUTES TO SCHOOL (SRTS)
DISTRICTS 02, 03, 07, 61 AND 62

STATE PROJECT NO. 700-99-0443
LOCAL ROAD SAFETY PROGRAM (LRSP)
DISTRICTS 02, 03, 07, 61 AND 62

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 – Ms. Terri Monaghan, may be reached at (225) 379-1941.

PROJECT DESCRIPTION

This Retainer Contract will be between the Consultant and the respective Sponsor of the project, herein referred to as the "Sponsor" and will include projects located in DOTD Districts 02 (Bridge City), 03 (Lafayette), 07 (Lake Charles), 61 (Baton Rouge) and 62 (Hammond).

The selected Consultant will perform engineering and related services to: prepare preliminary and final plans for selected sidewalk and minor road projects; perform construction engineering, inspection and testing services for selected construction/installation projects; provide site investigation and engineering for selected signing and marking projects; perform traffic engineering studies and inspection services for selected locations; all by 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. Services will be performed under the direct supervision of the respective Sponsor and will be monitored by DOTD and the Federal Highway Administration. Each Task Order will become a part of the Retainer Contract.

The projects projected to be included in this contract by funding source are as follows:

FUND	SPONSOR	Dist.	Project Type
LRSP	Town Of Vinton	7	Signing
LRSP	Town of Independence	62	Signing
LRSP	Town of Pearl River	62	Signs and Striping
LRSP	Acadia Parish	3	Striping
LRSP	Acadia Parish	3	Signing
LRSP	City of Kenner	2	W Esplanade Ave. & AW Traffic Study
LRSP	New Iberia	3	Jefferson Terrace Traffic Study
LRSP	New Iberia	3	Sidewalks
LRSP	Town of Kinder	7	Sidewalks
SRTS	Assumption Parish	61	Sidewalks
SRTS	Town of Lockport	2	Sidewalks
SRTS	City of Franklin	3	Sidewalks
SRTS	Town of Eunice	3	Sidewalks

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

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
- (f) Title Take-Off

Part II: R/W Acquisition and Utility Relocation

Part III: Preliminary Plans

Part IV: Final Plans

Part VII: Construction Proposal

Stage 5: Construction

Part III: Construction Inspection (CE&I)

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

Sidewalk/Road Improvement Projects

STAGE 3: DESIGN

Part I: Surveying Services

- (a) **Topographic Survey**
- (b) **Title Work**
- (c) **Property Survey**
- (d) **Title Updates**
- (e) **Right-of-Way (R/W) Maps**
- (f) **Title Take-Offs**

The Consultant shall perform the above services when specified and to the extent required for the subject project specified in the Task Order.

Part II: R/W Acquisition and Utility Relocation

The Consultant shall perform the above services when specified and to the extent required for the subject project specified in the Task Order.

Part III: Preliminary Plans

The Consultant shall prepare preliminary plans for the project specified in the Task Order.

Part IV: Final Plans

The Consultant shall prepare final plans for the project specified in the Task Order.

Part VII: Construction Proposal

The Consultant will prepare the construction proposal for the project included in the Task Order.

STAGE 5: CONSTRUCTION ENGINEERING SERVICE

Part III: Construction Inspection

The Consultant will perform all construction engineering and inspection services for the project included in the Task Order. The consultant will also be required to supply any material testing services that may be required for the project.

Signing/Pavement Marking Projects

Field Verification – The consultant shall perform field investigations regarding the location and attributes of existing signs, pavement markings and/or other specified traffic control devices at locations specified in the Task Order.

Preliminary – The consultant shall analyze the existing signing and marking and determine required changes to comply with DOTD policies and the latest Manual of

Uniform Traffic Control Devices adopted by the Chief Engineer. Preliminary layouts shall be developed to conform to the standards.

The consultant shall obtain concurrence of proposed layouts with the project manager, local governing authorities (if other than the Sponsor) and DOTD.

Final – The consultant will provide final plans in both paper and electronic formats sufficient to direct the work of a contractor.

The specific plan format will be specified at the time a TO is issued. The format will be based on the area involved and scale required to provide enough details so that it can be used by a contractor to locate and install the signs as proposed.

Plan notes shall include any sign and support removals and new signs and support installations. The plans shall also include signing summary sheets for each location or other specified area and will include removals, signs, sign supports, and pavement markings by location.

Cost Estimates – A cost estimate of the project will be provided at both the preliminary and final design stages.

Deliverables - The consultant will be required to provide paper and electronic copies of the field survey, field photographs, final plans, and final estimates.

Installation and Inspection – The consultant will be required to serve as the project manager for the contract installation of signs, pavement markings or other traffic control devices. This shall include verification that the devices are installed as specified and that time schedules are met.

Traffic Study Projects

The consultant will be required to collect field data, perform traffic studies, and prepare preliminary and final plans for traffic signals, flashing beacons or other traffic control devices and/or perform other traffic studies as specified in the Task Order. The format of the plans will be specified in the TO.

Deliverables - The consultant will be required to provide paper and electronic copies of the field survey, field photographs, final plans, final estimates, etc.

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 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 limitation of **\$175,000** for the Safe Routes to Schools Program and a maximum limitation of **\$185,000** for the Local Road Safety Program. 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

This Retainer Contract will be in effect for the duration of three 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 Sponsor. The contract time for each TO will be specified in the executed TO. Upon expiration of the three year contract time, no new TOs will be executed; however, the Consultant will complete any work in progress.

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_discclaimer.asp. 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
- “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. Consultant's 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.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met 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 a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. In addition to the above requirements, the Prime-Consultant must also employ on a full time basis, one Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in roadway design, and a corresponding staff.
4. In addition to the above requirements, 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 Right-of-Way maps and with a corresponding support staff.
 - b. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years of 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 of experience in roadway construction with a corresponding support staff.
 - d. A minimum of one DOTD Certified Inspector, with a minimum of five years experience in Road Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities listed below require certified inspectors: **
 - Asphalt Concrete Plant
 - Asphalt Concrete Paving
 - Embankment and Base Course

NOTE: All field inspectors **performing work in the adjacent construction work zone** must have completed the Work Zone Traffic Control Technician and Flagger course. All field senior technicians and engineers must have completed the Traffic Control Supervisor course.

** A Contract Employee will be allowed for 4b and 4d.

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 4.**

*The following performance rating categories and percentage will be used for this project. The Prime Consultant shall be required to perform the majority of the work.

TR- Traffic Analysis and Design	– 30%
RR- Road Design (rural)	– 35%
CS - Construction Engineering Services	– 25%
SV - Surveying	– 10%

** Location will be based from Lafayette, Louisiana.

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.

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.

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. **Inspector's certification card (indicating the date of expiration), must be included in the SF 24-102.** 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 Projects No. 700-99-0436 and 700-99-0444, and will be submitted **prior to 3:00 p.m. CST on Monday, February 25, 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.