

ENGINEERING AND RELATED SERVICES
March 16, 2007

STATE PROJECT NO. 700-99-0402
RETAINER CONTRACT FOR
SAFETY STUDIES
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 Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Program Manager – Ms. Terri Monaghan, P.E., she may be reached at (225) 379-1941.

PROJECT DESCRIPTION

The selected Consultant/Team shall perform engineering and related services for statewide safety studies to be conducted at high crash locations. The Consultant/Team will be required to execute a Task Order (TO) for each designated project which will specify the scope of services, contract time, and compensation. Each TO will become part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant/Team will perform engineering studies at selected locations throughout the state, and in accordance with the terms of this Contract, under the direct supervision of the DOTD Project Manager and the DOTD District Traffic and Operations Engineer, for the District in which the engineering study is being performed. The locations for study may be roadway sections, intersections, or spot locations. The locations for study will be selected and approved by the DOTD District Traffic Engineer and the DOTD Highway Safety Section. The Consultant/Team will provide the following services as required:

Task 1.0 – Project Management

Project Management will be continuous throughout the project and is described in the three subtasks listed below:

Subtask 1.1 – Initial Meeting and Data Collection

A meeting with the DOTD District Traffic Operations Engineer (DTOE) will be held at the beginning of the project to discuss each of the selected study locations. The purpose of this meeting is to establish a framework for continued coordination, to develop a mutual understanding of the deliverables, to present a schedule, and to agree on the procedures to follow.

The District Traffic Engineer will provide: crash history runs for 3 to 5 years, milepost maps, milepost listings, control section information, Stage 0 checklist forms and environmental checklist forms, as needed. The Consultant will be responsible for retrieving the actual crash reports for all studies. Access will be given to the Consultant through the DOTD Office for State Police crash reports. The Consultant will be required to retrieve parish and city crash reports from the respective agencies.

Subtask 1.2 – Coordination Meetings

The DTOE will be informed weekly (by phone, e-mail, or in person) as to the status of the projects issued under this Retainer Contract. It is the Consultant's responsibility to maintain documentation of the project status and weekly correspondence. At a minimum, a monthly coordination meeting is required with the DTOE at the respective district office to discuss the study locations and to obtain approval for the proposed scope of work and potential countermeasures for the study location(s). Before the study report or Stage 0 checklist is prepared, it is required that a progress meeting between the Consultant and DTOE be held. The purpose of this meeting is to review the data, discuss the alternatives, and for the DTOE to approve the scope of the proposed improvements. This could include a site visit. Meeting minutes will be recorded by the Consultant for distribution after the meeting.

Subtask 1.3 – Progress Reports

Progress reports will be prepared on a monthly basis and submitted along with invoices to the DTOE at the monthly coordination meetings as defined in Subtask 1.2. (The DTOE will send the invoices to Headquarters.) The report will include a discussion of the previous month's progress and/or problems that were encountered, unresolved issues, anticipated work for the next month, a progress chart, and a record of comments.

Task 2 – Safety Study, Stage 0

Collect and analyze data for each study location. Determine the countermeasures required to resolve the issue and present to the DTOE the scope for approval of the project.

Subtask 2.1 – Field Inspection & Inventory

Verify and inventory existing site conditions including: existing geometry, alignment, roadway section (lane widths, shoulders, drainage, apparent right-of-way, etc.), pavement markings, and traffic controls. Prepare a layout of the location including all dimensions and information. Document the locations using digital photos or video recording. Verify any adjacent land use for any Section 4(f) issues, significant trees, and other relevant environmental factors as identified in the DOTD Stage 0 procedures.

Subtask 2.2 – Data Collection and Analysis

Requirements may vary depending on the location to be studied.

- Analyze sight distance requirements, determine whether minimum sight distance requirements are currently provided, and identify the nature / extent of any obstructions.
- At intersection locations, conduct turning movement counts during peak hours, and vehicle classification. Provide a delay study during peak hours. The District will provide the Consultant with the Delay Study spreadsheet.
- Twenty-four hour machine approach counts compiled by the hour, plus peak period (two hours AM, two hours PM) compiled in 15 minute increments are required for intersection and spot locations. Average Daily Traffic (ADT) counts are required for sections.
- Conduct speed studies. Determine average speed, mode speed, median speed, bottom and top of 10 MPH pace speed, 50th, 85th, and 95th percentile speed, and percent of vehicles in pace range.
- Analyze the crash data to determine the predominant crash pattern(s) and any pertinent time of day or weather distribution.
- Prepare a collision diagram at intersection locations.
- Based on the data and analysis, prepare a summary of apparent safety issues associated with the location. Determine the appropriate countermeasure for the types of crashes that are occurring.
- Proceed to Subtask 2.3 before performing in additional work.

Subtask 2.3 – Approval of Scope

Submit findings and proposed scope of work to the DTOE for approval. Upon the DTOE's approval, proceed to Subtask 2.4.

Subtask 2.4 – Deliverables

The Consultant will prepare and have available 10 copies of the final report. This will include the Stage 0 Report, Environmental Checklist, and the analysis of the information and documentation listed under Subtask 2.1 and Subtask 2.2. This information will be in report form documenting the data, analysis procedures, and proposed countermeasures. A design layout, drawn to scale, and a detailed cost estimate for each item of work as defined by the DOTD “Schedule of Pay Items” and “2000 Standard Specifications” are required.

An in-office review of the deliverables will be required at the DTOE’s office. The DTOE, District Design Engineer, Headquarters Safety Section personnel, and the Consultant will review the deliverables at the in-office review. A copy of the deliverables will be provided to each of the attendees a minimum of two weeks prior to the meeting. Any additional changes that are suggested and agreed upon by all parties will be made at no cost.

The Consultant will provide to the DTOE a "Working Technical File" for each of the locations studied, which would include copies of printouts, sketches, diagrams, or any other recorded documentation of field data, data analysis, and compiled data on accident history, in a folder to be retained in DTOE’s office.

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_disclaimer.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.

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 (2003 Edition)
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, October 2002

19. AASHTO Guide Specification and Commentary for Vessel Collision Design of Highway Bridges
20. AASHTO Standard Specifications for Highway Bridges, latest edition
21. AASHTO LRFD Bridge Design Specifications, latest edition

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 limitation of **\$500,000**. Each TO shall be payable under the respective TO project number, which shall be obtained by the Project Manager.

CONTRACT TIME

This Retainer Contract shall 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 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. 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 and a Professional Traffic Operations Engineer (PTOE) registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, a minimum of two Professional Civil Engineers registered in the State of Louisiana, one with at least five years experience in roadway design, and one with at least five years experience in traffic engineering, and a corresponding support 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):
 - One Environmental Professional with a minimum of three years 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.*

*All respondents will receive a 4 for this category.

**The Planning and Feasibility Studies (PL) performance rating will be used for this project.

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.

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 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. 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.

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. 700-99-0402**, and will be submitted **prior to 3:00 p.m. CST on Monday, April 9, 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.