

ENGINEERING AND RELATED SERVICES
September 22, 2006

STATE PROJECT NO. 700-99-0406
RETAINER CONTRACT FOR
CRESCENT CITY CONNECTION BRIDGES AND
FACILITIES TRUST INDENTURE SERVICES AND
ENGINEERING SERVICES FOR SPECIFIC PROJECTS
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 prior to the execution of the contract.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Rick Skoien, CCCD Staff Engineer, will be the Project Manager, he may be reached at (504) 376-8115.

PROJECT DESCRIPTION

The selected Consultant/Team shall 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.

The CCCD operates and maintains toll crossings of the Mississippi River in New Orleans consisting of two, parallel, high-level, cantilever truss bridges with approaches forming a couplet, as well as three ferry crossings. These toll crossings were partially funded by revenue bonds issued under the terms of an Indenture and Deed of Trust of November 1, 1954, and Supplemental Indentures. Article 7 of the Trust Indenture requires that the CCCD retain a Consulting Engineering firm to perform certain duties to safeguard the interests of the bondholders. This project consists of the performance of these duties (except that the physical condition inspection is provided under a separate project), all as more specifically described in the Scope of Services section.

The CCCD has also been assigned operation and maintenance responsibility for that portion of the US 90 Business from a point near the Broad Street Overpass on the Eastbank to the junction of US 90B with US 90 on the Westbank. All of these facilities require periodic maintenance and repair, and those maintenance and/or repair projects which are beyond the capabilities of the CCCD staff must be accomplished by contract as specific construction projects. Facility modifications and improvements are also accomplished by contract as specific construction projects. The engineering services to

be provided under this captioned project also includes: studies, designs, contract plans, specifications, estimates, bidding documents, and construction administration for specific construction projects designated by the CCCD, all as described in more detail under the Scope of Services.

SCOPE OF SERVICES

TRUST INDENTURE SERVICES

The selected Consultant/Team will provide Trust Indenture services to the CCCD as follows:

1. Operation and Maintenance – recommendations for operation and maintenance of Bridge and Ferry Facilities.
2. Operating Budget – review and approval
3. Insurance:
 - a. Periodic determination of replacement value
 - b. Approval of insurers
 - c. Approval of deductible amount
4. General Accounting Reserves - certification and estimation of reserves needed for bridge and ferry purposes
5. Surplus Properties - certification for sale or disposed
6. Consultation with CCCD staff on an as-needed basis
7. A monthly narrative status report for all projects activated and authorized, and attendance by a representative of the Consultant/Team at Monthly Marine Maintenance and Bridge and Building Maintenance staff meetings
8. Emergency response and inspection of affected facilities following vessel collision with CCCD Bridges or with ferry terminals, vehicular collision with bridge or terminal elements, fire, explosion, hurricane, icing, etc. A brief inspection report will be required with an estimate of repair cost for each incident.
9. Planning and scheduling of future CCCD repair and improvement projects sufficient to develop-estimates of project cost for inclusion in the CCCD Capital Outlay Budget for each fiscal year.
10. Provide recommendations on toll plaza configuration, toll tag lane designations, plaza configuration, toll tag lane designations, traffic channelization, etc., to maximize toll collection efficiency.

ENGINEERING SERVICES FOR SPECIFIC PROJECTS

The selected Consultant/Team will provide engineering services for individual specific projects identified and assigned by the CCCD, including the following:

1. Conduct detailed studies, analysis or surveys necessary to detail the work to be accomplished for maintenance, repair, modification, or improvement projects to CCCD facilities.

2. Prepare design, construction contract plans, special provisions, cost estimates, and bidding documents for maintenance, repair, modification, or improvement to projects to CCCD facilities. Contract plans will be stamped by a Registered Professional Engineer in the State of Louisiana.
Some projects will require the Consultant/Team to prepare a complete bid package while other projects will only involve the preparation of plans and technical specifications to be incorporated into a bid package prepared by the CCCD Staff Engineer.
3. Check construction contractor shop drawings as may be required for a specific project. Construction administration, and resident engineer services may be furnished by DOTD District 02 or CCCD personnel, but construction advisory services may also be required.
4. Conduct investigation and conceptual development of repair projects and/or new projects sufficient to advise CCCD as to the scope and nature of the proposed work, approximate estimate of construction cost, engineering effort and cost, procedures, time frame, constraints, etc.
5. Review, as may be required by the CCCD, of plans that have been prepared by other engineers, engaged by the CCCD for repair or improvement projects.
6. Provide construction inspection services on specific projects with the CCCD Staff Engineer serving as the Project Engineer. This inspection will include observing work in progress, performing and/or observing sampling and testing procedures required by the project specifications, maintaining required construction records such as field books and daily diaries, verifying all pay quantities by measurement and/or calculation.

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

ITEMS TO BE PROVIDED BY DOTD

The DOTD will provide the Consultant without charge the following:

1. All information which it has in its files as to facility details, traffic counts, soil data, future plan and studies, and assistance in securing similar data from others to the extent available
2. Core Borings and Soil Surveys, if required
3. As-Built Plans, if available
4. Standards Plans, as needed

COMPENSATION

The total amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$3,750,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager. 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.

Compensation for travel time will be limited to 30 minutes in each direction to and from the CCCD jobsite unless the travel is on behalf of the CCCD with prior approval (for example, traveling out of town for meetings, to obtain material samples, etc.).

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. **All TO's must be completed by the expiration date of the Retainer Contract.** No TO will be initiated unless sufficient contract time remains to complete the TO.

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 Civil Engineer registered in the State of Louisiana.
2. The Prime Consultant must employ on a full time basis a minimum of three Registered Professional Civil Engineers, with sufficient trained field personnel to respond to emergency incidents within two hours after notification is received.

- One Engineer with a minimum of five years experience in the design and repair of complex structures, such as ferry landings, dolphins, fenders, cantilever trusses, curved steel girders, prestressed concrete girders, etc., and a corresponding support staff; and one Engineer with a minimum of ten years experience in the evaluation and repair of damaged and/or deteriorated bridge components, and a corresponding support staff.
3. 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 Registered Professional Land Surveyor, and a three man crew.
 - b. One Registered Professional Electrical Engineer, and a corresponding support staff.
 - c. One Registered Professional Mechanical Engineer, and a corresponding support staff.
 - d. One Architect, and a corresponding support staff.
 - e. One Landscape Architect.
 - f. Sufficient trained field personnel to respond to emergency incidents within two hours after notification is received.

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;

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. 700-99-0406**, and will be submitted **prior to 3:00 p.m. CST on Monday, October 16, 2006**, 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.