

## **ENGINEERING AND RELATED SERVICES**

**March 7, 2008**

**STATE PROJECT NO. 700-37-0119**

**F.A.P. NO. IM-3704(508)**

**KANSAS LANE – GARRETT ROAD CONNECTOR AND**

**I-20 INTERCHANGE IMPROVEMENTS**

**ROUTE I-20**

**OUACHITA PARISH**

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. A map of the project limits for the proposed work is available upon request from the Project Manager.

**Project Manager** – The Environmental Project Manager is Mr. Quang V. (Wayne) Nguyen; he may be reached at (225)242-4513. The Engineering Project Manager is Mr. Jeff Burst; he may be reached at (225)379-1356.

### **PROJECT DESCRIPTION**

The selected Consultant/Team will provide all services required to conduct Stage I: Planning/Environmental, Part III (b): Environmental Assessment, which could result in the proposed construction of the realignment of Kansas Lane and a revised Interstate interchange.

The project begins on Garret Road to the south of I-20 and ends at Kansas Lane to the north of I-20 in Ouachita Parish. The project consists of studying the realignment of Kansas Lane to connect with Garrett Road. This involves elevating a portion of Kansas Lane and making improvements to the geometry of I-20 in order to ease congestion in this area and enhance traffic safety by eliminating the inherent problems of an at-grade railroad crossing. Kansas Lane and Garrett Road are currently two lane roadways. The proposed alignment will cross a railroad, encroach on a public golf course and will affect the I-20 interchange.

### **SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stage and Part:

Stage I: Planning/Environmental  
Part III: Environmental Evaluation  
(b) Environmental Assessment

The Consultant will prepare an Environmental Assessment and other related documents for a new interchange on Garrett Road at I-20 in accordance with the National Environmental Policy Act (NEPA), as amended, and the Federal Highway Administration's regulations and guidelines. The Consultant will meet with the Environmental Coordinator and Project Manager within ten days after receiving the notice to proceed.

**Items to be Addressed in the Environmental Document**

The Environmental Assessment (EA) will be prepared in accordance with the Federal Highway Administration's Technical Advisory (TA), applicable laws, rules, guidance, and regulations. It will also comply with DOTD policies. In addition to the format contained in the TA, the EA will contain an environmental determination checklist and summary of mitigation and permit sheet. The Draft EA approved for public distribution and the Final EA with the Finding of No Significant Impact (FONSI), will also be submitted in electronic format in "pdf" formats in addition to the paper copies required.

**Solicitation of Views**

The Consultant will prepare a draft Solicitation of Views (SOV) for DOTD review and revise the SOV as needed. DOTD will distribute the SOV and the Consultant will review and address all responses in the EA.

**Purpose and Need for Action**

The purpose and need for the proposed action will be discussed in the Environmental Assessment. The purpose and need will be well written with meaningful supporting information.

**Alternatives**

Starting with, but not limiting to, the build alternatives derived from the May 2007 Feasibility Report, all viable alternatives considered for the proposed action area shall be discussed in the environmental document. The consultant shall review the Value Engineering (VE) report and follow-up on all approved VE recommendations to be incorporated into the EA. Only alternatives that meet the project's purpose and need are considered reasonable. If any alternative is dismissed at an early stage, the reasons for dismissal will be discussed in the environmental document. The alternatives will address the purpose and need of the project. These alternatives, including the no-build alternative, will be described and analyzed in the environmental document.

The Consultant will estimate the required right-of-way for the different alternatives. The estimated right-of-way takings will be used in analyzing the various impacts of the alternatives and for estimating costs. Exhibits depicting the alternatives and estimated right-of-way takings will be prepared by the Consultant for the document and for the Public Meeting and the Public Hearing materials. Aerial photography is preferred as a basis for the exhibits. Local landmarks and major features will be labeled to assist in interpreting the exhibits.

## **Impacts**

Analysis of each alternative, including the No-Build will be made. Items to consider include, but are not limited to, traffic patterns, permits, land use, community/social, economic, historic, cultural, recreational, archaeological, noise, air, wetlands, floodplains, farmland, sole source aquifer, wetland reserve program, and endangered or threatened species and/or their habitat. Some of these items may require the production of a separate document in addition to the analysis in the Environmental Assessment. Potential mitigation measures designed to reduce or alleviate impacts will be discussed in the document.

## **Wetlands**

Wetlands in the project area will be identified and delineated utilizing the latest appropriate Corps of Engineers guidelines. Greater detail is required for the proposed action area. A Wetlands Finding, using latest FHWA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information will not substitute for an on-site field determination which will be made. Acreage of wetlands impacted and their value will be calculated and exhibits suitable for reproduction indicating the limits of wetlands in the area affected by the project and the areas to be impacted will be made. The Consultant will design appropriate mitigation. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers noted. Five copies of the draft and five copies for each revision are required. Once approved, five copies of the final will be required.

## **Endangered & Threatened Species**

During field surveys, a search will be made for those threatened or endangered species suspected to be in the area, and/or for their habitat, if applicable. A biological report will be written indicating the methods utilized in the field survey and the resulting conclusions and recommendation. All coordination with other agencies will be through DOTD's Environmental Section or with their expressed approval. Coordination with knowledgeable staff from the Louisiana Department of Wildlife and Fisheries and the U.S. Fish and Wildlife Service is required to determine the impacts of the project within the logical termini. The biological report will map areas of concern, but the report will not be distributed to the public or included in the Appendix of the EA. Attempts will be

made to avoid impacting protected species and their habitats. Four copies of the draft and four copies for each revision are required. Once approved, five (5) copies of the final will be required.

### **Mitigation Measures, Commitments and Permits**

For all impacts identified, the Consultant will list in the EA all the applicable mitigation measures and commitments. All potential permits and their requirements to implement the project will be identified. All items necessary to obtain the permits (with the concurrence of DOTD) will be provided by the Consultant. Those permits to be identified include but are not limited to:

- Corps of Engineers (Wetland permit)
- Water Quality Certification
- Storm Water Permits
- Local Floodplain Permit

In the case of waterway crossings, information concerning navigability will be submitted to DOTD so that a Section 144(h) determination can be made by FHWA and sent to the U.S. Coast Guard for their review and approval.

For any new controlled access to the Interstate, the Consultant will prepare all the documentation necessary to obtain access point approval from the Federal Highway Administration. This documentation will be prepared simultaneously with the Environmental Assessment.

### **Environmental Site Assessment**

A Phase I Environmental Site Assessment will be performed on the preferred alternative in accordance with the latest version of ASTM Standards E 1527. The Phase I Environmental Site Assessment has four components: Records Review, Site Reconnaissance, Interviews and Report. Eight copies of the draft report will be submitted for review. If changes are required to the report, three copies of the revisions will be submitted for review. Once the report is approved, ten (10) copies of the final report will be submitted. If recognized environmental conditions are found, the Consultant will meet with the project team to discuss.

### **Traffic Noise and Air Quality**

A traffic noise study is required for the No-Build as well as for all alternatives where the horizontal or vertical alignment of the roadway alignment is substantially changed or where capacity is added. Noise samples will be measured and the current FHWA approved noise model (TNM 2.5) will be used. The DOTD Highway Traffic Noise Policy dated March 2004 applies. The Consultant will submit a noise protocol for approval prior to initiating field measurements and modeling. Consultant will conduct a reconnaissance of the project area to confirm location of potentially impacted residents,

businesses, and other receptors; perform a document search to ascertain the existence of planned, designed and programmed activities; acquire field measurements of noise levels; model the noise for each alternatives requiring modeling for existing, build and design years; determine highway traffic noise levels for each alternative for the peak-hour; determine noise impacts at sensitive receptors; including a comparison of impacts for the existing condition, build year and design year; and determine the reasonableness and feasibility of noise abatement measures in accordance with DOTD policy.

A separate noise report is required. The report will outline the methodology used and include a description of the model used. The analysis will include documentation of the input data assumptions; identification of other noise sources in corridor; discussion of modeled noise levels for each alternative, including exhibits showing receptor sites and noise contours; discussion (with a table) of traffic noise impacts resulting from existing condition, build year and design year; all abatement measures considered and whether they were reasonable and feasible. The report should contain a completed copy of DOTD's worksheet as well as an Appendix and included CD with all model inputs and outputs for each run.

For review purposes, five reports will be submitted. For each revision, five copies will be required. Once the report is approved, five (5) copies of the final will be required. The text part of the final version will be included in the Appendix of the EA.

The Air Quality analysis will involve a comparative analysis with a recent similar comparable project in the area to assess possible air quality impact resulting from this project. The impact on regional air quality will be discussed. Information on the existing air quality for the region can be obtained from the Louisiana Department of Environmental Quality (DEQ). Discussions concerning conformity (transportation and general) will be included in the air analysis. Project level modeling for CO is not required.

### **Cultural Resources - Archaeology/Historic Properties (Sections 106)**

The Consultant will prepare a Phase 1 CRS for all build alternatives discussed under the EA. The Consultant will review previous cultural resource survey reports within the logical termini on file at the Divisions of Archaeology and Historic Preservation and coordinate with DOTD as to the need for additional survey work before initiating a cultural resources survey. After initial coordination with DOTD and the State Historic Preservation Officer (SHPO), a survey will be made for the proposed action area to determine the presence of National Register of Historic Places eligible archaeological sites, both historic and prehistoric, as well as any standing structures or other places or objects, including bridges, eligible for listing on the National Register of Historic Places. The survey will meet the current standards of the Louisiana Division of Archaeology. All research and documentation necessary to comply with Section 106 of the National Historic Preservation Act (i.e., Preliminary Case Reports, Documentation for a Determination of No Adverse Effect, etc) will be prepared by the Consultant. All

coordination with the SHPO's office will be through the Environmental Section or with the express approval of the Environmental Section.

Five (5) copies of the draft Cultural Resources Survey will be submitted to DOTD, and five copies of the final Cultural Resources Survey report will be submitted to DOTD upon approval of the draft. Two copies of an unbound typed updated site form for each site and two copies of unbound typed updated standing structure survey form for each standing structure will be submitted to the Environmental Section.

### **Socio-Economic**

Impacts to land uses and community services along each alternative will be addressed in the EA along with the social and economic impacts of the proposed action to the community. Anticipated impact to community services during construction should also be discussed. The Consultant will discuss impacts to any planned development for the area.

Relocation impacts will be confirmed via field surveys as well. A detailed Conceptual Stage Relocation Plan (the Plan) will be prepared and submitted to the Environmental Section. The Plan will include the estimated number of persons and families to be displaced, by race, the number of persons in each family, and the approximate income level; the type of dwelling (mobile home, frame, brick) and the estimated value; the location and quantity of available replacement housing; if none is available, the estimated cost to build new housing; or whether any displacements have sufficient remainder on which to move or build; the location and types of businesses to be displaced, the race of the owner, estimated number of employees, by race, bypassed businesses if applicable, and a listing of available commercial buildings and sites; the functional replacement of a publicly-owned facility, if applicable, and the existence of publicly-owned recreation lands; and the estimated costs of required right-of-way and relocation assistance. Three (3) copies of the final Conceptual Stage Relocation Plan will be submitted. Cost estimates for relocations, displacements, and right-of-way will be included in the document.

### **Costs Estimates**

From the previous cost estimate from the Feasibility Report, the Consultant will update cost estimates in the year of expenditure. The breakdown for cost estimate shall include but not be limited to design, right-of-way (acquisition and relocations); construction (all aspects), survey, utility relocation, and mitigation as required in the EA.

### **Recreational Sources (Sections 4(f) and 6(f)) (If Necessary)**

All public recreational and public park land will be identified and delineated within the logical termini. Use of Land and Water Conservation Funds will be identified by the Consultant. Any wildlife refuges in the project area will also be identified.

Under Section 4(f) of the U.S. Department of Transportation Act, the Consultant will prepare a separate Section 4(f) Statement. This Statement will cover all of the research, analysis, and documentation of compliance with Section 4(f) of the DOT Act. Five copies of the draft and final report will be needed.

### **Additional Coordination**

The Consultant will coordinate impacts to prime farmlands with the National Resources Conservation Service and contact the local floodplain administrators concerning impacts to floodplains.

Coordination (via meetings, e-mail, phone conversations, and letters) with local officials and resource agencies is required to determine the presence of any outstanding issues. The Environmental Section must be kept apprised of all coordination efforts prior to the Consultant making the contacts. The Consultant must document the coordination for the file. Items of special or local interest should be noted and evaluated within the context of the project.

### **Other**

All items in the Environmental Determination Checklist will be analyzed and discussed in the write-up of the EA. Other items that will need to be discussed in the analyses are traffic impacts; possible detours and their effect; sequence of construction, and other proposed projects in the area that may have an impact on the proposed action or that may be impacted by the proposed action. Existing traffic data on state route can be obtained from DOTD. A discussion of secondary and cumulative impacts is required. The Consultant will research other projects in the area and contact local officials and planning organizations in the area about their long range plans, upcoming projects or planned developments.

Due to the railroad crossing by the proposed project, the Consultant will coordinate with all relevant federal and state agencies, and private railroad companies and document all such co-ordinations. The Consultant will address all bicycle/pedestrian issues.

Throughout the contract, the Consultant will maintain a contact list of all citizens and entities expressing an interest in the project.

### **Open House Public Meeting**

All arrangements for the Open House format Public Meeting, including location, date and time, preparation of public notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the Environmental Section's approval. The Consultant will advertise the notice of the Public Meeting in the local newspapers. The text of the notice including the project map will be provided to DOTD's Environmental Engineer Administrator for his review at least one (1) month prior to the anticipated Public Meeting date. Upon approval of the Public

Meeting Notice, the Consultant will mail the notice to everyone on the contact list. All Public Meeting exhibits, handouts, and technical presentation will be supplied to DOTD's Environmental Engineer Administrator for his approval prior to his issuing approval of the Public Meeting date. The Consultant will prepare a traffic simulation model using CORSIM at the Public Meeting.

Actual conduct of the Public Meeting will be by staff from DOTD's Environmental Section. The Consultant will make a presentation as well as have knowledgeable informed staff present at the Public Meeting to address the queries of the public, in regard to environmental, engineering and other project related issues. The Consultant will tape and prepare a verbatim transcript of the Public Meeting. Fifty-five copies of the transcript, in addition to the print ready original, will be required. The Consultant will prepare distribution letters and will mail out the transcripts to a DOTD approved list of recipients.

### **Review of Draft Environmental Assessment**

The document will be written in accordance with FHWA's guidelines. Five (5) copies of the review document will be provided to DOTD's Environmental Section for their review, comments and distribution. For each revision, an additional five (5) documents will be required. All comments will be addressed by the Consultant prior to the Environmental Section and FHWA issuing approval to print the Environmental Assessment for public distribution.

### **Environmental Assessment**

The document will be typed, single spaced, on 8 1/2 x 11 inch paper with inside margins of not less than 1 inch wide. All pages will be numbered. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. Exhibits utilizing the 8 1/2 x 11 inch format are preferred. Sixty hard copies of the Environmental Assessment and one digital copy in .pdf format will be required. The Consultant's name and logo will not appear on the cover of the document. They can appear, however, on the inside cover sheet in a size not to exceed DOTD's name and logo. The Consultant will prepare the list of recipients, subject to DOTD approval, prepare distribution letters, and distribute Draft EA to the recipients.

### **Open House Public Hearing**

After approval by DOTD's Environmental Section and FHWA, the draft Environmental Assessment will be made available to the public and a Public Hearing will be scheduled. All arrangements for the Public Hearing, including location, time, preparation of public notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to the Environmental section's approval. The Consultant will advertise the notice of the Public Hearing in the local newspapers. The text of the notice including the project map will be provided to DOTD's Environmental Engineer Administrator for his review at least 45 days prior to the

anticipated Public Hearing date. All Public Hearing exhibits, handouts, and technical presentation will be supplied to DOTD's Environmental Engineer Administrator for his approval two weeks after his issuing approval of the Public Hearing date and authorizing the advertisement. The scale ratio of the exhibits for the Public Hearing must be approved by the Environmental Section. The Consultant will send out the Hearing notice to the mailing list after the approval of the notice. The Consultant will prepare a traffic simulation model using CORSIM during the Hearing.

Actual conduct of the Public Hearing will be by staff from DOTD's Environmental Section. The Consultant will make a presentation and have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues, before the Hearing, at the recess, and after the Hearing. The Consultant will tape and prepare a verbatim transcript of the Public Hearing. Fifty-five copies of the transcript, in addition to the print ready original, will be required. The Consultant will prepare distribution letters and will mail out the transcript to DOTD approved list of recipients.

### **Public Hearing & Environmental Document Comments**

All comments received during the commenting period on the environmental document including those received at the Public Hearing will be addressed in the Final Environmental Assessment by the Consultant. Five copies of the final document addressing comments are required. After approval by DOTD's Environmental Section of the final document and issuance by FHWA of the FONSI, sixty hard copies of the Final Environmental Assessment with FONSI and one digital copy in .pdf format will be required. The Consultant will prepare distribution letters and will mail out the Final EA with FONSI to a DOTD approved list of recipients.

### **Miscellaneous**

The Consultant will notify the Environmental Section when fieldwork begins and ends. The Consultant will also update the Environmental Section (via e-mail) weekly as to their progress in the field.

All reference materials utilized will be noted and an accurate and complete bibliography supplied to DOTD with the draft and final documents. Accessibility and location of all reference materials utilized will be noted (i.e., library location, etc.). Utilization of unpublished material or otherwise not easily accessible material will be specifically coordinated with the Environmental Section prior to its use in the document.

On all correspondences with DOTD's Environmental Section, the Consultant will use all applicable state project numbers (i.e., engineering and construction), along with the project name, route number, and parish, and federal aid project number.

The Consultant will email the Environmental Section with a monthly progress report and update critical path schedule, with a hardcopy attached to the monthly invoice. The

report will include the estimated and actual date of completion of each task to be performed. The Consultant will use DOTD's standard form for invoicing.

### **Monthly Progress Meeting**

There will be a total of twelve meetings with DOTD, with the first being the kickoff meeting. The Consultant Project Manager and his environmental manager will meet the DOTD Environmental Coordinator at DOTD once a month to review the submitted monthly progress report and resolve any remaining schedule, technical and environmental issues. Two of these twelve monthly progress meetings will be scheduled before the Public Meeting and the Public Hearing in order to review the Consultant's prepared display exhibits, handouts, and technical presentation.

### **ITEMS TO BE PROVIDED BY DOTD**

The DOTD will provide copies of, or grant access to, maps, surveys, plans, existing and projected traffic data, right-of-way information and/or any other pertinent information available in its files which may assist the Consultant/Team in performing this work.

### **ADDITIONAL SERVICES**

The scope of services, compensation and contract time for future engineering and related services (if required) will be established by Supplemental Agreement(s) for the following:

- Takings of threatened or endangered species or their critical habitat are not anticipated for this project. However, if upon completing the biological report, it is discovered that a threatened or endangered species or critical habitat will be taken, a Biological Assessment will be required along with consultation with U.S. Fish and Wildlife Service. The contract will be supplemented to include additional work required by the Consultant to assist DOTD with the Consultation and Biological Assessment.
- Testing for contamination is not anticipated. However, if contamination is suspected and limited testing is required to ascertain the impact on the project, DOTD may supplement the contract.

### **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 this Contract will be actual cost plus a negotiated fixed fee with a maximum compensation limitation.

The selected Consultant/Team will be required to submit a proposal within 14 calendar days following the notification of selection. All negotiations must be completed within 30 calendar days following the notification of selection.

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**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **365 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **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 other Responsible Member of the Prime-Consultant shall be a Professional Civil Engineer registered in the State of Louisiana, with a corresponding support staff
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Environmental Professional experienced in the preparation of documents in accordance with the National Environmental Policy Act (NEPA) for the Federal Highway Administration (FHWA). DOTD requires that all Project Managers performing NEPA work take the NHI Course No. 142005, "National Environmental Policy Act (NEPA) and Transportation Decision Making", or an equivalent course approved by the DOTD Environmental Administrator.
  - b. One Environmental Professional with a minimum of three years of experience with noise analysis for highway projects
  - c. One wetlands biologist with a degree in biology or a related field and three years experience in wetland delineations.
  - d. One Principal Investigator for the archaeological work must meet the Archaeological Qualifications as published in the *Louisiana Register* on April 20, 1994
  - e. Responsible member of the Consultant firm must have taken the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or its equivalent training.
  - f. Ecological, archaeological, and other environmental professionals as required for the performance of a significant portion of this work.
  - g. One Registered Professional Civil Engineer, Registered in the State of Louisiana, with a minimum of five years experience in traffic analysis, and a corresponding support staff.
  - h. One Registered Professional Civil Engineer, Registered in the State of Louisiana, with a minimum of five years experience in roadway design, and a corresponding support staff.
  - i. One Registered Professional Civil Engineer, Registered in the State of Louisiana, with a minimum of five years experience in bridge design, and a corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Manpower requirements listed herein.

### **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](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.

### **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;

\*\* The NEPA Studies (EN) 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](http://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. **700-37-0119**, and will be submitted **prior to 3:00 p.m. CST on Monday, March 31, 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  
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### **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.