

## **ENGINEERING AND RELATED SERVICES**

**August 8, 2008**

### **STATE PROJECT NO. 700-38-0110**

### **BELLE CHASSE TUNNEL – ELECTRICAL, MECHANICAL, AND STRUCTURAL REHABILITATION DESIGN**

### **ROUTE LA 23**

### **PLAQUEMINES 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.

**Project Manager** – Mr. Kevin Reed may be reached at (225) 379-1916.

### **SCOPE OF SERVICES**

The selected Consultant/Team shall provide all necessary engineering and related services required to provide electrical, mechanical, and structural engineering services as required for the investigation and design repair, refurbishment, replacement, and modification projects which have been identified for the Belle Chasse Tunnel, LA 23 at the Intracoastal Waterway in Belle Chasse, LA. These projects include:

1. Repair of existing grating and supporting concrete on both the north and south ends of the tunnel.
2. Replacement of existing tunnel lighting system.
  - a) The Consultant will study and ensure that the tunnel lighting system design will provide lighting which meets current ANSI/IESNA standards for tunnel lighting.
  - b) The Consultant will study and recommend alternatives for placement of lighting (side of tunnel versus overhead).
3. Installation of height detection system at tunnel entrance.
4. Repair and/or replacement of all pump discharge piping.
5. Installation of owner provided generator and automatic transfer switch.
6. Tunnel joint repairs – water leaking through road, walls, ceiling.
7. Replace ventilation fan louvers.
8. Refurbish or replace ventilation fan motors.
9. Refurbish or replace pumps and motors (ten total).
10. Replace existing pump controls and level sensing systems.
11. Refurbish or replace all existing gate and check valves.

The Consultant shall recommend any additional items in need of repair that their investigation reveals, and are determined to be important to the scope of this project. Also, the Consultant will take into account any recent repairs which have been made by the DOTD District, so unnecessary repairs are not part of the final design.

Once the investigation and design work is completed, the Consultant will assist the with the construction administration portion of the project. The Consultant will recommend and provide a cost estimate for construction of a final scope of work which can be bid within the allowable budget. The Consultant will provide the specifications necessary for the bidding and advertisement of the project. The Consultant will review and approve all shop drawings, provide a weekly progress report based on field observations and work-hours charged, and attend final startup to provide their approval.

## **STAGE 5: CONSTRUCTION**

**Part I: Construction Support-** shall consist of all services required to review and address all Requests for Information (RFI's) from the DOTD's Construction Contractor that concern plan/specification clarity or plan/specification error. The Consultant shall be required to respond to all RFI's within forty-eight (48) hours.

In order to provide efficient construction contract administration and minimize construction delay costs, the Consultant may be required to provide construction on-call support in order to complete the Project. The Consultant shall be available to assist the DOTD with information meetings with the Contractor with a twenty-four (24) hour notice. These meetings will be authorized by the DOTD. The Consultant shall be required to respond to and deliver requested minor design changes and plan/specification corrections within seven (7) calendar days. The DOTD has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. This item will be used only when directed and authorized by the DOTD's Project Manager. The Consultant does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing material or performing any work on the project.

**Part II: Shop Drawings-** shall consist of all services required to review all shop drawings and equipment submittals for conformity with the construction contract document, and the distribution of approved submittals as per the project distribution list.

### **SHOP DRAWING REVIEW:**

Review and approval of Contractor submittals, such as shop drawings, product data, and other data, as required by DOTD's contract with the Contractor, but only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. The Consultant's scope will be limited to a review of quantities, details, dimensions and weights or gauges. Services provided by the Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently

practicing under similar circumstances. The Consultant's scope will not include a review of fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all which are the sole responsibility of the Contractor. The Consultant's review shall be conducted with reasonable promptness while allowing sufficient time in the Consultant's judgment to permit adequate review. Review and approval of these drawings and other required submittals will not relieve the Contractor of his responsibility under his contract. The Consultant shall not be responsible for any deviations from the contract documents not brought to the attention of the Consultant in writing by the Contractor.

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

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

1. All information in DOTD files as to tunnel details, repairs, records, certifications, future plans and studies, and assistance in securing similar data from others to the extent available.
2. Copies of past reports regarding the tunnel.

### **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
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

21. Illuminating Engineering Society of North America (IESNA)
22. American National Standards Institute (ANSI)
23. American Society of Mechanical Engineers (ASME)
24. Manufacturers Standardization Society (MSS)
25. American Society of Testing and Materials (ASTM)

## **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation.

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.

The selected Consultant/Team will be required to submit a proposal within 45 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

## **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 **480 calendar days, including 120 calendar days for the Investigation and Design phase, and 360 calendar days for Construction Administration**. The delivery schedule for all project deliverables shall be established by the Project Manager.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant 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 must be a Professional Civil Engineer, registered in the State of Louisiana.
3. In addition to the above, the Prime Consultant must employ on a full-time basis, a minimum of two Professional Engineers, one being a Mechanical Engineer, registered in the State of Louisiana, with at least five years experience in the repair, refurbishment, improvement, and/or modification of pumping stations; and one being an Electrical Engineer, registered in the State of Louisiana, with at least five years experience in the repair, refurbishment, improvement, and/or modification of power and control systems.

4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Professional Structural Engineer, registered in the State of Louisiana, with at least five years experience in the repair, refurbishment, improvement, and/or modification of existing structures.

### **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 complexity level of this project is Specialty/Complex.**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. 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. 700-38-0110**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, September 2, 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  
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.