

ENGINEERING AND RELATED SERVICES

February 1, 2008

STATE PROJECT NO. 700-99-0445

F.A.P. NO. STP-9907(537)

RETAINER CONTRACT FOR SIGNALIZED INSPECTION COUNTS 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 at the time of submittal.** One Prime-Consultant will be selected for this Contract.

Project Manager – Ms. Jody Colvin can be reached at (225)-242-4635.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services to provide detailed intersection counts and warrant analysis at approximately 300 traffic signals for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant will provide some or all of the following services for each Task Order:

Conduct specified traffic volume monitoring sessions: These monitoring sessions are in three parts: 7-day, 24-hour counts; turning movement counts; and a warrant analysis. The data submitted will include the nominal traffic volume recorded during the monitoring session at each designated site with the date the monitoring session ended, and the corresponding DOTD designated TSI number. The nominal traffic volume will be based on two axles per vehicle. This data will be submitted in an approved Jamar format by either diskette or by email attachment. Also, a report on 8 ½" x 11" paper will be submitted for each volume monitoring session. The data will be submitted regularly as the work is completed such that in general the monitoring sessions reported in a submittal are no more than one month old. The total **estimated** number of specified traffic monitoring sites to be monitored during the contract period is 300.

The General Requirements for Traffic Volume Monitoring Sessions are:

A. Volume Data

- a. Turning movement count sessions will cover both the morning and the evening peak hours such that each session includes a 45 minute period minimum either side of the anticipated peak hour. The turning movement counts for one intersection will take place on the same day.
 - b. The turning movement count sessions will be conducted during the work week on Tuesday, Wednesday and/or Thursday. The counts should take place during the 7-day, 24-hour volume count. They will not be conducted during holiday or other abnormal traffic conditions. Also, if school traffic factors into the count data, then the counts must take place when school is in session.
 - c. During each 15 minute period of the turning movement count, the queue will be estimated in feet.
 - d. Depending upon the 7-day, 24-hour count, a third or fourth peak hour may need to be counted, and these could be on the weekend. This will be determined after the count data has been reviewed by the DOTD Project Manager.
 - e. The data will be collected in 15 minute intervals.
 - f. The turning movement count data will include pedestrians.
 - g. The turning movement count data will separate passenger vehicles, school buses, and commercial vehicles.
 - h. A 7-day, 24-hour traffic volume count sessions will be conducted on all the approaches to the intersection, and the data collected in 15 minute intervals.
 - i. A 7-day, 24-hour vehicle classification monitoring session will be conducted in both directions on the highest volume approach to the intersection, and collected in 15 minute intervals.
 - j. A warrant analysis will be conducted for each intersection using the 7-day, 24-hour count.
- B. A report containing the following information will be submitted for each intersection count session requested:
- a. The manual count diagrams showing all of the vehicle movements entering the intersection and their direction in 15-minute intervals, with vehicles separated into passenger vehicles, school buses and commercial vehicles
 - b. The summary of the manual counts for all vehicle movements in 15 minute intervals which include the peak hour factor, and a diagram of the sum of the peak hour traffic along with the turning movements.
 - c. The data from the 7-day, 24-hour traffic volume and vehicle classification monitoring sessions made on the approaches to the intersection in 15 minute intervals.
 - d. A warrant analysis run.
- C. An electronic copy of all of the count data and warrant analysis will be submitted in Jamar software, or approved equal format.

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 each TO will be determined on the basis of a negotiated lump sum amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's will not exceed a maximum of **\$350,000**. Each TO will be payable under the respective TO project number which will be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract will be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution 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 will be completed.

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 will provide limited input and technical assistance to the Consultant. The Consultant's plans will 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 will transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in Traffic Engineering, and a corresponding support staff.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4.*

*All respondents will receive a 4 for this category.

**The Traffic Analysis and Design (TR) 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. Then the rating will be multiplied by the corresponding weighting factor. The

firm's ratings in each category will then be added to arrive at the Consultant's final rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting a short list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant 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.

Name(s) of the Consultant 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. **700-99-0445**, and will be submitted **prior to 3:00 p.m. CST on Monday, February 25, 2008**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward Wedge, III, P. E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.