

**ENGINEERING AND RELATED SERVICES  
APRIL 19, 2013**

**STATE PROJECT NO. H.002960  
F.A.P. NO. H002960  
GRAMERCY BRIDGE APPROACH (WESTBANK)  
ROUTE LA 3213  
ST. JOHN THE BAPTIST PARISH**

**DBE/WBE GOAL = 5%**

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 DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, 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) will be selected for this Contract.

**Project Manager – Mr. Jason Lacombe**

All inquiries concerning this advertisement should be sent in writing to [Alan.Dale@LA.gov](mailto:Alan.Dale@LA.gov).

**PROJECT DESCRIPTION**

The project consists of constructing an overpass on existing horizontal alignment on LA 3213 in St. John the Baptist Parish to create a grade separation over the existing railroad tracks. The bridge structure will be approximately 1635' long and consisting of two travel lanes with shoulders to match the existing roadway section.

**SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

Stage 5: Construction

Part I: Construction Support

The scope of work consists of performing the topographic survey and preparing the preliminary road and bridge plans for the Union Pacific Railroad overpass near Gramercy. Final plans and construction support will be added to the contract by a supplemental agreement.

### Topographic Survey

The topographic survey for this project is located in St. John the Baptist Parish, near the town of Wallace. The center of the project is located approximately 2.4 miles south, along LA. 3213, from the intersection of LA 18 and LA 3213.

A topographic survey is required for a distance of 2000' North along LA 3213 and 2000' South along LA 3213 from the intersection of LA 3213 and Union Pacific Railroad, for a total distance of 4000' and 1000' in 100' increments along track in both directions from all the rail crossing at LA 3213, for a total distance of 2000'.

The topographic survey along the existing roadway centerline requires a 200' wide DTM (100' on each side of the existing roadway centerline) the length of the project. Side streets and roads along the project centerline will be surveyed for a distance of 200' from the existing roadway centerline. A 100' wide DTM (50' on each side of existing side street or road centerline) will be required along the existing street or road centerline.

An existing drainage map of the project area is required and a control sketch.

The Consultant shall be responsible for contacting all utility owners and having them identify and mark utility locations, including burial depths. The Consultant will also be responsible for surveying the utilities as marked by the owners for inclusion in the topographic survey.

The project alignment shall be established using the existing centerline of LA 3213.

### Bridge Design

#### Task 1:

Prepare design criteria in accordance with the latest versions of the reference documents and any other relevant documents.

#### Task 2:

Review the environmental study, traffic data, parish maps, scaled aerial photos of site, and DOTD roadway classification within the project limits.

Task 3:

Conduct a field visit to the bridge site and assess the site conditions (including permit issues, possible roadway detour alternatives and length of detour, existing approach roadway section and geometry, etc.). Determine how the existing conditions might cause constructability issues and get input on the project from the Union Pacific Railroad.

Task 4:

Prepare bridge alignment alternatives as appropriate and determine a list of preferred bridges with estimated type, size (length and width) and location.

Task 5:

Prepare construction cost estimate (construction, r/w, utility relocation) (\$/ft<sup>2</sup>) for each structure and each alternative. Identify a preferred option and submit for review and comment by the DOTD.

Task 6:

Prepare a Preliminary set of Bridge Plans for the preferred option. Drawings to be included are: General Notes, Summary of Estimated Quantities, and General Plans, Typical Sections, Foundation Layout, Framing Plan, and any other sheets needed to clearly show the intent of the project.

## Road Design

- Perform roadway, bridge, and drainage design.
- Develop preliminary roadway plans.
- Prepare special provision write-ups (if required).
- Develop construction cost estimate.
- Develop permit sketches (if required).

## **Consultant Deliverables:**

The following information shall be included as part of the project submittal in both hardcopy and electronic (word, pdf and dgn as applicable):

- Design Criteria
- Summary of the analysis results from Task 2 and 3 of Bridge Design scope
- Summary of all alternatives and bridges including bridge type, size (length and width) and location, and a discussion on the design ability and constructability of each alternative.
- Cost estimate for each structure and each alternative
- Recommendation on the preferred alternative
- Preliminary Set of Plans
- Appendix of Bridge information including any background information used in the project

## **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they 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 project-specific requirements.

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.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

## **QUALITY CONTROL/QUALITY ASSURANCE**

**The Prime Consultant shall submit a QC/QA plan document specifically developed for this project as part of SF 24-102. The QC/QA plan document must comply with the minimum requirements set in the “Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)” (FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policies. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA policies can be downloaded from LADOTD Bridge Design Section website. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.**

## **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.

## **SERVICES TO BE PERFORMED BY DOTD**

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- a) Traffic Data
- b) Pavement Design
- c) Standard Plans and Special Details
- d) Geotechnical investigation, analysis, and design

## **ADDITIONAL SERVICES**

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

- Stage 3: Design, Part IV: Final Plans
- Stage 5: Construction, Part I: Construction Support

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **250 calendar days**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

- 70 days for topographic survey and bridge alternatives analysis
- 180 days for the preliminary road and bridge plans

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$288,441**.

### **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 Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design English Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)
22. DOTD LFRD Bridge Design Manual and Technical Memoranda

23. AASHTO LRFD Bridge Design Specification 6<sup>th</sup> Ed.
24. AREMA Manual for Railway Engineering
25. BNSF Railway – Union Pacific Railroad Guidelines for Railroad Grade Separation Projects

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

### **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 shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or Responsible Member of the Prime-Consultant must be a Professional Land Surveyor or a Professional Engineer, registered in the State of Louisiana.
3. The Prime-Consultant must employ on a full time basis or through the use of a Sub-Consultant, a minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five years experience in conducting topographic surveys for DOTD and a corresponding support staff.
4. At least one Principal or other Responsible Member of the Prime-Consultant or through the use of a Sub-Consultant must be a Professional Civil Engineer registered in the State of Louisiana with at least five years experience as a Professional Traffic Operations Engineer, (PTOE)
5. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant, 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 ten years experience in bridge design and a corresponding support staff.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **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;<sup>\*</sup>
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; <sup>\*\*</sup>
5. Consultant's current work load with DOTD, weighting factor of 5;

6. Location where the work will be performed, weighting factor of 4;

~~\*A firm with a ratio of 5 or greater as per the Departments Firm Size Chart will receive a rating of 2.~~

\*\* The Bridge Design All (BZ) and Road Design All (RX) performance ratings will be used for this project.

Complexity Level – **Simple**

NOTE: BZ is a combination of all Bridge Design Ratings. And RX is a combination of Controlled Access Facilities (RC), Road Design Rural (RR) and Road Design Urban (RU) Road Design Ratings.

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 the Prime Consultant must perform a minimum of 51% of the work for the overall project. 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.

#### Communication Protocol

DOTD's Project Evaluation Team 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. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Jason Lacombe – Project Manager
3. Keith Fournier
4. Carlton Bell
5. Paul Vaught
6. Ryan Morvant

#### Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-



mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

### **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.

**DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 5% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.**

Any Consultant currently under contract with the DOTD and who failed to meet 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 **five** copies of the DOTD Form 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 24-102, or providing inaccurate information on the 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 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 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 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 DOTD Form 24-102 will be identified with **State Project No. H.002690**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 6, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1401

### **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.