

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

**STATE PROJECT NO. H.002397.2
F.A.P. NO. H002397
LA 16 (PETE'S HWY)/INTERSTATE 12 INTERCHANGE
ROUTE LA 16
LIVINGSTON PARISH**

DBE/WBE GOAL = 8%

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. Ronald Broadbent

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The project consists of performing Stage 1 Environmental Assessment (EA) for proposed interchange improvements at LA 3002 (South Range Avenue) and I-12. The area in the vicinity of the interchange is primarily commercial with businesses on the north and south sides of I-12. The three alternatives developed in Stage 0 will be examined in the EA.

SCOPE OF SERVICES

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

- Stage 1: Planning/Environmental
 - Part II: Line and Grade Study
 - Part III: Environmental Evaluation
 - (b)Environmental Assessment (EA)

The various tasks to be performed by the Consultant for this Project are described more Specifically as follows:

1. Project Initiation and Early Coordination

1.1 Prepare Project Management Plan and Schedule

The Consultant shall prepare a Project Management Plan including a detailed work plan and schedule. The work plan shall also include a project team organization chart identifying responsibilities; a project schedule detailing the duration and interrelationship of tasks including invoicing and progress reporting procedures; and a list of Consultant and Louisiana Department of Transportation and Development (DOTD) points of contact for technical and administrative matters. This Project Management Plan will be reviewed and approved by the DOTD and shall form the basis of discussion at the project kick-off meeting with the DOTD Environmental Coordinator and the Project Manager within 10 days of receiving the notice to proceed.

Other agenda items for this meeting shall include the review points and durations, time frame assumptions built into the project schedule, and plans for early coordination of public involvement. The project kick-off meeting with DOTD and the Federal Highway Administration (FHWA) will be attended by key Consultant and Sub-Consultant team members.

1.2 Early Coordination

Early and continued coordination with local officials and representatives from state and federal agencies will be conducted. Specific meetings planned with agencies are addressed in the coordination with other Local, State, and Federal agencies scope discussion under the project coordination and management task of this scope of services.

SOV - The Consultant will prepare a Solicitation of Views packet for distribution to participating agencies identified by the DOTD and FHWA. This packet will include 1) a description of the project history, purpose and need, and components; 2) a map of the project location and other features known and helpful to explain key project features; and 3) a letter requesting comments on the project purpose and need, study area, key resources and issues to consider in alternatives development and evaluation, and the range of alternatives under consideration. The Consultant will review agency responses to this packet, identify outstanding issues, and follow through on requests.

Purpose and Needs - A preliminary Purpose and Needs statement has been prepared in Stage 0 and will need to be updated by the Consultant in Stage 1 EA. The final purpose and needs for the project should be backed by a 1) detailed highway LOS study and 2) regional land use/zoning policy research, and should describe in details the benefits of the proposed project interchange to satisfy all agency concerns.

The Consultant will address identified issues in the Environmental Assessment (EA). All communications and coordination with other federal, state, and local agencies will be closely coordinated with the DOTD Environmental Section and approved by the Environmental Section prior to contact. If meetings are required in this coordination process, the Consultant will conduct meetings in accordance with the coordination with

other Local, State, and Federal agencies scope discussion under the Project Coordination and Management task of this scope of services.

2. Alternatives Development and Screening

The Consultant, in cooperation with federal, state, and local agencies, will refine the three build concepts for full evaluation in the Draft EA. Project documentation will also address all alternatives previously reviewed and all alternatives as may be suggested during the early coordination process. Preliminary alternatives will include:

- The No Build Alternative;
- The three build alternative(s) evaluated in detail in the Stage 0 Study completed for this project;

All alternatives identified and eliminated from further consideration during the Stage 0 study and in subsequent screening will be summarized for the record, with proper documentation for the EA of the reasons why each alternative was eliminated from detailed consideration.

The Stage 0 Feasibility Study contains major traffic analyses for the interchange. The needed traffic work for this EA will be minor and will be for summary and evaluation purposes. Project detailed cost breakdown will be updated by the Consultant for each built alternative.

2.1 Design and Engineering

Scope of Services - Line and Grade Study

Three alternates will be considered as depicted in the Stage 0 study: (1) construct a diverging diamond interchange at existing South Range Avenue (2) construct a split diamond interchange between LA 3002 and LA 16 with partial cloverleaf ramps, collector-distributor roads and roundabouts at the ramp intersections (3) construct a split diamond interchange between LA 3002 and LA 16 with collector distributor roads and roundabouts at the ramp intersections and Rushing Road. Following the selection of the preferred alternate, the horizontal and vertical alignment will be more accurately defined. The line and grade study shall include but not be limited to:

- Establishment of design criteria.
- Required lane configurations based on level of service.
- Develop typical roadway and bridge sections.
- Develop horizontal geometry.
- Develop vertical geometry and set minimum roadway grade.
- Identify major drainage structure locations.
- Establish approximate required right of way limits.
 - Develop a list of impacted improvements.
- Cost estimates for right of way, utility relocation and construction.

Specifics

A. Horizontal Alignment

A horizontal alignment study will be prepared for all alternates. The alignment should consider major utility conflicts, major drainage structures, existing roadway/bridge geometry, superelevation, and sight distance. The final refinement to the alignment will be the performance of a constructability review. These reviews will assess if the proposed alignment can be constructed in accordance with Department standards (considering maintenance of traffic, etc). The location of the final alignment(s) should consider:

- Existing roadway conditions.
- Maintenance of traffic
- Existing bridge
- Location of utilities.
- Environmentally sensitive areas.
- Topographic features.
- Developed Properties.
- Urban constraints.
- Railroad crossings.

A plan view of the proposed horizontal alignment will be prepared. The following geometric data will be displayed on the plan:

- * Curve Lengths (L)
- * Tangent Lengths (T)
- * Curve Radii (R)
- * Superelevation rates and transition lengths
- * Control of Access limits

In addition, intersection and interchange schematics will be shown on the plans.

B. Vertical Alignment

A vertical alignment study will be prepared for all alternates. The vertical alignment shall consider above ground and underground utility clearance, major drainage or structure locations, overpass clearances, etc.

A profile view of the proposed vertical alignments will be prepared. The following geometric data will be displayed on the profile:

- * P. V. I. Location
- * Length of Vertical Curve (V. C.)
- * Headlight or Stopping Sight Distance (H. L. S. D. or S. S. D.)

C. Deliverables

1. The line and grade study will be included as part of the environmental document and will contain the following:
 - * Table of Design Criteria
 - * Plan and profile displays as noted in sections A and B
 - * Displays of typical roadway and bridge sections
 - * Cost estimates for right of way, utility relocation and construction

D. Items to be provided by DOTD

1. Stage 0 Report
2. Traffic Data

Scope of Services Bridge Tasks

The following bridge tasks shall be performed under this contract:

Task 1:

Review Stage 0 report and update design criteria.

Task 2:

Conduct a field visit to the bridge sites, assess the site conditions, and have a reasonable understanding of the existing structure health and its serviceability.

Task 3:

Apply current design criteria and all applicable geometric and environmental constraints and refine the structure geometry. Provide the Line and Grade study (or Plan and Profile sheet) that shows the bridge locations (beginning station and end station of the bridge), required vertical and horizontal clearances, and proposed superstructure types. Detail tasks are included in the man-hour estimate sheet.

Task 4:

Review Stage 0 cost estimate and provide refined construction cost estimate for each structure. Provide engineering cost estimate.

Information provided by DOTD

Stage 0 report

Access to DOTD information

Consultant Submittals

The following information shall be included as part of the project submittal:

- Design Criteria
- Updates to Stage 0 analysis results

- Line and Grade Study (or Plan and Profile sheets) shows the bridge locations (beginning and end of bridge), required vertical and horizontal clearances and proposed superstructure types
- Construction cost estimate for each structure
- Engineering cost estimate

Scope of Services Traffic Study

The base model and all alternatives shall be modeled in VISSIM software for traffic micro simulation modeling. In using this software the Consultant will provide a report on their use of this software and will be expected to get each step of the model approved by the Project Manger before proceeding to the next step. The report will have multiple deliverables to meet the Traffic Analysis Toolbox Volume III recommendations. Milestones and deliverables for a micro simulation study as in outlined in Figure 1. Approval after each deliverable shall be required before proceeding to the next step of the modeling process.

The Consultant shall model the proposed three alternatives from the stage 0 in addition to no build model. The stage 0 traffic study can be used to generate the model, and will be provided by the DOTD. The model shall consist of the following area:

- Include in the model LA 3002(Range Blvd.) and all of its existing and proposed intersections from 500 feet south of Lakeland Boulevard to 500 feet north of Rushing Road. I-12 from LA 3002(Range Boulevard) to LA 16 (Pete’s Highway) including all its existing and proposed ramps and intersections. LA 16 (Pete’s Highway) and all of its existing and proposed intersections from 500 feet south of Forrest Delatte Road to 500 feet north of Rushing road.
- The study shall use as a baseline a no build scenario for existing conditions from the stage 0 traffic study. The other models to be developed will be for 2018 (5 years) and 2033 (20 years).

The study shall compare the alternatives to the no build scenario by using the following:

- Study area travel time for 5 years (average)
- Study area travel time for 20 years (average)
- Study area delays (s/veh) (average)
- Study area throughput (veh/hr) (average)
- Service life before saturation
- Cost of construction
- Right of Way needed
- Maintenance cost over 20 years
- “Hot Spots” (i.e. and locations with a large queue and/or delay)

The consultant will show in a chart which alternative is the best for each category. This will be defined in the report as a range of percent improvement.

Deliverables:

- A work session with the Consultant, the DOTD and the locals once the base model is approved to discuss the proposed alternatives before they are modeled. These will be sketched on an aerial. The DOTD will then choose the best 3 to model.
- VISSIM micro simulation analysis report which will have several stages of approval before the final models can be presented. This report will be discussed in further detail at the initial meeting. Each stage of the deliverables should be submitted to DOTD at the completion of each phase as shown in Figure 1. The information is based on the Interim Policy for Micro-Simulation. More information on the Traffic Simulation guidelines, policy, and models can be found on the internet at <http://www.dotd.la.gov/highways/traffic/>.

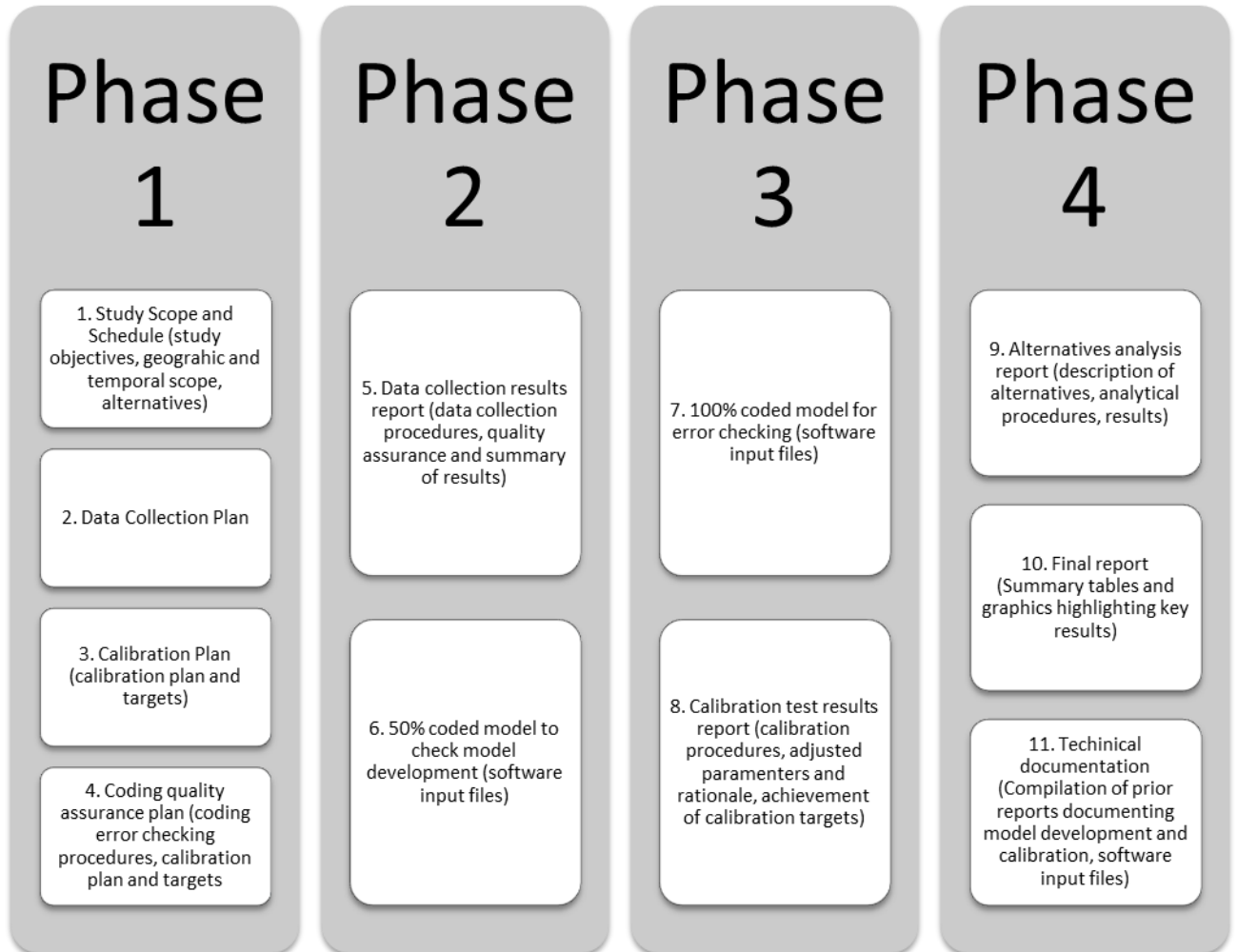


Figure 1

- A report describing each alternative in detail, assumptions made and a chart illustrating the ranking of each category for each alternative.
- At least 1 Work Session of the final results with the local government and the DOTD

Task– Plan

DOTD officials along with the locals will decide the final plan. Once the final plan has been decided upon, then the Consultant shall develop a plan on how to achieve the goal. This will be a number of construction projects and land managing/corridor management policies.

Deliverable:

- A report describing each phase of construction and/or policy to reach the ultimate goal. This should include a time line and a description of each phase.
- A presentation to local officials and DOTD personnel.

3. Environmental Assessment Analysis and Documentation

The Consultant will assemble and summarize technical information, methodologies, and results of analyses in the correct format for an EA in accordance with the National Environmental Policy Act (NEPA) as amended; the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA, November 29, 1978; Department of Transportation Environmental Impacts and Related Procedures 23 Code of Federal Regulations (CFR) 771, August 28, 1987; the FHWA Technical Advisory T6640.8A, October 30, 1987; and THE DOTD’s regulations and guidelines.

3.1 Project Mapping and GIS Analysis

3.1.1 Development of GIS and Base Map

The Consultant will use Geographic Information Systems (GIS) to illustrate characteristics of the study area and to assess effects of alternatives under consideration. Readily available data will be collected for use in describing the existing conditions in the study area and to provide a baseline condition against which future impact projections will be based. Aerial photography will be the preferred base map for exhibits to be used both in the EA and for presentation during the public meeting and hearing. This map will be used to overlay environmental constraints and environmentally sensitive areas located within the study area. The most recent available color infrared aerial photography from the Louisiana Oil Office will be obtained for base map development and presentation graphics. Should higher resolution digital ortho-rectified aerial imagery be needed for the project, the Consultant will coordinate with the DOTD and/or the Livingston Parish/City of Denham Springs to obtain these data at no expense to the project team. If higher resolution digital ortho-rectified aerial imagery is available only for purchase or development by the Consultant, the Consultant will coordinate with the DOTD to negotiate a contract supplement to obtain this information.

3.1.2 Metadata Development

The Consultant will compile metadata files for data used in the project and develop metadata files for new data layers in accordance with the Content Standard for Digital Geospatial Metadata, Vers. 2 (FGDC-STD-001-1998), the federal Metadata standard.

3.2 Study Area and Logical Termini Development and Approval

In collaboration with the DOTD and FHWA, the Consultant will identify the logical termini for the project and delineate the study area. This will represent the area where reasonable and feasible alternatives can be developed. The logical termini selected will not restrict development of alternatives for other reasonably foreseeable transportation improvements in the study area and will ensure that the alternatives evaluated function well and independent of other improvements.

3.3 Documentation of Project Purpose and Need

A discussion of the need for this project and its purpose will be included in the EA. The purpose and need will be clearly described in accordance with FHWA guidance, coordination during the Stage 0 study, and collaboration among the DOTD, FHWA, and the project team. The following issues and other relevant supporting information may be included in this discussion of project purpose and need to the extent applicable: project status; vehicle capacity needs; system linkage needs; transportation demand; legislation requiring the project; social demands and economic development; model interrelationships; safety; and roadway deficiencies.

The Consultant will initiate literature searches, letter correspondence, and telephone contacts with local, regional, state, and federal agencies to obtain available supporting information concerning the purpose and need for this project.

The Consultant will coordinate with and receive concurrence on the identified purpose and need for this project. Concurrence will be sought and obtained from the DOTD, FHWA, any cooperating agencies identified for the EA, and other federal and state agencies as appropriate.

3.4 Existing Conditions Documentation and Impact Analysis

The Consultant will complete literature reviews and other research of readily available information and necessary field data collection to properly describe existing conditions in the study area of the project. Field work will be limited to that explicitly described within each task of this section of the scope of services.

The Consultant will document the beneficial and adverse environmental impacts of each of the alternatives identified for detailed evaluation in the EA. Discussion of issues and resources will be at a level of detail commensurate with the anticipated magnitude and duration of the adverse or beneficial effect. Additional discussion will include measures

to minimize impacts and mitigation options for the preferred alternative once it is selected. The no build or “do-nothing” alternative will also be evaluated. Impacts to be addressed shall be in accordance with applicable state and federal guidelines and shall include only the tasks listed in this section of the scope of services.

3.4.1 Wetlands

Wetlands in the study area will be identified (determined) and mapped using the most recent U.S. Army Corps of Engineers (USACE) Guidelines. The Consultant will map each jurisdictional wetland to locate the delineated boundary for verification by the USACE. Wetlands will be mapped in GIS using infrared photography, National Wetlands Inventory maps, USGS quadrangle maps, soil maps, etc. An on-site field determination will be made to verify the information collected from public data sources. For the preferred alternative, a wetlands delineation will be completed. It is assumed that a corridor width of no greater than 500 feet will be evaluated. The Consultant will complete the On-Site Wetland Delineation Forms for wetlands areas occurring along the preferred alternative. Impacted wetlands and their value will be calculated and appropriate mitigation measures will be designed by the Consultant. A Wetlands Finding Report, using the latest FHWA criteria, will be written for the proposed action area and will include reproducible maps. The Wetlands Findings Report will include photographs of each soil sample with the appropriate Munsell soil chart included in the photograph along with the sample. Quadrangle and layout maps will show the wetland areas and respective station numbers. If the wetland impacts are minor and the Wetlands Findings Report small, the report may be placed in an appendix of the EA document as needed.

The Wetlands Findings Report will be prepared and submitted to the DOTD for review and comment. A revised version of this report will be prepared and submitted if changes are required. Up to three versions of the document will be prepared. The final document will also be provided to the DOTD as a PDF file on a compact disk (CD). The Consultant will coordinate with the Natural Resources Conservation Service (NRCS) to determine the locations of any Wetland Reserve Program (WRP) parcels in the study area. All WRPs will be mapped in GIS and used as a constraint to avoid when evaluating alternatives. If WRPs are affected by any alternative, the Consultant will notify the DOTD immediately.

3.4.2 Threatened and Endangered Species

The Consultant will define and describe the protected species associated with the subject project. Species occurrence records will be obtained from the Louisiana Natural Heritage Program prior to the initiation of field surveys. Field surveys will be conducted to determine the presence (relative abundance) or absence of protected species and/or their habitat. Coordination with knowledgeable staff representing the U.S. Fish and Wildlife Service (USFWS) and the Louisiana Department of Wildlife and Fisheries will be conducted in order to determine impacts by project alternatives. Coordination with these agencies will be made through the DOTD Environmental Section or with the expressed approval of the DOTD. Documentation about Threatened and Endangered Species will be

prepared and submitted to the DOTD for review and comment. The materials provided will document field survey methods and agency coordination and comments and provide conclusions and recommendations. Maps showing the areas of concern to threatened and endangered species and their habitats included in the memo will not be distributed to the public nor will the maps or the report be included as an appendix of the EA. Attempts will be made to avoid impacts to any protected species or their habitats when planning the alternatives.

The taking of threatened or endangered species or their critical habitat is not anticipated for this project. However, if it is found that a threatened or endangered species or a critical habitat will be taken, a Biological Assessment and a Section 7 consultation with the USFWS will be required. The contract may be supplemented to include this additional study and detailed coordination.

3.4.3 Other Biological Resources

Existing conditions and effects of the proposed action to upland and aquatic communities will also be documented in the EA at a level of detail commensurate with the anticipated magnitude and duration of the effects from the alternatives.

3.4.4 Permits, Mitigation, and Commitments

The Consultant will include a section pertaining to applicable state and federal permits and certifications likely to be required for the subject project. All items necessary to obtain the permits, with approval by the DOTD, will be provided by the Consultant. The permits to be identified include but are not limited to:

Wetland Permit (USACE); Coastal Use Permit, Storm Water Permits; Local Floodzone Permit; and Water Quality Certification.

A list of all permits and agency coordination required for construction will be included in the EA. No permit application materials will be prepared. In addition to the list of permits needed, a list of all the mitigation measures and project commitments will be identified.

3.4.5 Phase I Environmental Site Assessment and Report

A Phase I Environmental Site Assessment (ESA) Report will be prepared in accordance with the most recent ASTM International Standard E1527. The report will include a statement of compliance with the standard and identification of specific deviations from the standard which may have occurred. The Phase I ESA will have four components: Records Review, Site Reconnaissance, Interviews, and the Report. The Consultant will meet with the project team if recognized environmental conditions are discovered. Results of site evaluations, findings, conclusions, and opinions concerning the site's impact will be provided in the ESA Report. A Phase I ESA Report will be submitted to the DOTD for review and comment. A revised version of this report will be prepared if

changes are required. Up to three versions of the document will be prepared. The final document will also be provided to the DOTD as a PDF file on a CD. Testing for contamination is not anticipated. However, if contamination is suspected and limited testing is required to determine impacts to the study area, the contract may be supplemented to cover the additional costs of these activities.

3.4.6 Potable Groundwater / Water Quality

The Consultant will document that the project is not underlain by a sole source aquifer as designated by the U.S. Environmental Protection Agency. Potential effects to potable groundwater sources in the study area will also be discussed at a sufficient level of detail.

3.4.7 Traffic Noise

A Traffic Noise Study will be conducted for the project. Existing noise conditions will be measured and the latest FHWA approved Traffic Noise Model (TNM) will be used. The DOTD's latest Highway Traffic Noise Policy will be applied to the noise analysis. Prior to conducting any field measurements or modeling, the Consultant will submit a protocol of the methodology that will be used in the noise study to the DOTD for approval. The Consultant will submit the draft Noise Protocol to the DOTD. A revised final Noise Protocol will be submitted if required. Noise sensitive land uses such as potentially impacted residences, businesses, recreation areas, schools, and churches in the vicinity of the build alternatives will be identified during a field survey. Additionally, the Consultant will perform a document search to ascertain the existence of planned, designed, and programmed activities.

The Consultant will produce a noise study documenting the noise monitoring results, identification of other noise sources in the corridor, calibration of the computer model, and a discussion of predicted noise levels for each alternative. The report will include exhibits showing the locations of receptors and noise contours. Traffic noise impacts will be presented in a table with an accompanying discussion. The table will include impacts during existing conditions and predicted impacts for the build and design years. The noise study will also include an analysis of the reasonableness and feasibility of considered abatement measures. The noise study will contain sufficient detail and background data (computer printouts) to allow for review of both the methodology and accuracy of all analyses. The noise study will have appendices showing model input and output data sets for each scenario in addition to completed copies of the worksheets required by the latest DOTD Traffic Noise Policy.

The Consultant will prepare and submit a Traffic Noise Report for the DOTD and FHWA review/comments. Should changes be required following the DOTD and FHWA review, the Consultant will prepare and submit a final Noise Report. Up to three versions of the document will be prepared. The final document will also be provided to the DOTD as a PDF file on a CD. A summary of the final noise analysis will be included in the EA, and the full text will be included in an appendix of the EA as directed by the DOTD.

3.4.8 Air Quality

Livingston Parish is classified as a non-attainment Parish, thus a full mobile air quality study will be required. Impacts of the proposed action to air quality in the region will also be considered. Information on existing air quality conditions will be obtained from the Louisiana Department of Environmental Quality. Emissions inventory and dispersion modeling will be required; thus a micro-level air quality modeling using the latest version of Mobile 6 will be required. Discussion on air quality conformity and construction noise impacts will be discussed. The Consultant will prepare and submit an Air Quality Report for the DOTD and FHWA with all comments addressed and Final Report prepared. A summary of the final air quality analysis will be included in the EA, and the full text will be included in an appendix of the EA as directed by the DOTD.

3.4.9 Cultural Resources

Cultural Resources – Archaeology/Historic Properties (106 & 4(f))

A Phase I Cultural Resource Survey will include an archaeological and standing structure survey of up to three build alternatives.

Phase II National Register of Historic Places (NRHP), if necessary, will be covered under this agreement. It is anticipated that no more than 55 acres will require Phase I survey, and no more than one archaeological site will require National Register testing. Any additional testing or Phase III data recovery may be conducted under a supplement to this agreement. All coordination with the SHPO's office will be through the Environmental Section or with the express approval of the Environmental Section.

Task 1

Determine Area of Potential Effects (APE)

The Consultant will work with FHWA and the DOTD to develop the Area of Potential Effects (APE) (direct and indirect) for each build alternative. SHPO will have an opportunity to comment on the APE prior to the initiation of fieldwork. No Phase I cultural resources survey fieldwork survey will be conducted prior to the delineation of the direct and indirect APE. No archaeological fieldwork will be conducted outside of the identified direct APE.

Task 2

Identify Known Historic Properties and Archaeological sites

The Consultant will review previous cultural resource survey reports and compile information on previously recorded archaeological sites, structures, and NRHP listed properties, on file at the Louisiana Division of Archaeology and the Louisiana Division of Historic Preservation that are within a one-mile radius of the all three proposed

alternatives. Historical and archival research on alternatives to be surveyed will also be conducted at this time.

Task 3

Phase I Cultural Resources Survey

A Phase I cultural resources survey will be performed on the alignments of up to three build alternatives (see APE above) to determine the presence of archaeological sites, standing structures approaching 50 years old/older, and other places or objects eligible for listing on the NRHP. The Consultant will coordinate with the DOTD prior to the initiation of the survey. Any preservation affiliated groups expressing interest in the project should be contacted for additional information prior to survey.

Task 3.1

Property Owner Contact and Permission

The Consultant will do the research necessary to obtain the names/addresses of property owners from whom additional right-of-way is anticipated to be required. The Consultant will contact and request permission from the property owners prior to accessing their property. The property owners will be informed of the need to do analysis on any artifacts recovered during survey or testing. All artifacts will be curated unless the property owner requests return of artifacts recovered from their property. If property owners do not grant access to their property, the Consultant will prepare legal notification letters that will be sent out on behalf of the DOTD. These letters will be sent registered mail return receipt requested. In addition a copy will be sent to the appropriate Sheriff's Office and District Attorney.

Task 3.2

Standing Structure Survey

A standing structure survey will be conducted for the direct and indirect APEs for up to three build alternatives. Any structures that will meet the 50-year requirement within five years of the notice to proceed will be recorded on Louisiana standing structure inventory forms. Recordation of all structures will meet the current standards of the Louisiana Division of Historic Preservation. All standing structures identified must be evaluated for National Register eligibility. The standing structure survey will meet the current standards for the Louisiana Division of Historic Preservations for standing structure survey and <http://www.crt.state.la.us/hp/historicstandingstructureessurvey.aspx>

Task 3.3

Phase I Archaeological Survey and Phase II Archaeological National Register Testing

Archaeological Fieldwork Phase I survey and Phase II National Register Testing

All fieldwork for Phase I survey and Phase II testing will meet current Louisiana Division of Archaeology standards. All archaeological sites will be recorded on official Louisiana archaeological site forms. All known sites within the APE will be revisited and site update forms completed as required by the Division of Archaeology (DOA). Cultural materials (artifacts) recovered from archaeological sites will be processed and analyzed using accepted archaeological typologies and methods. According to DOA curation standards, artifacts will be catalogued and prepared for permanent curation with the DOA, or with any other repository designated by DOA. Fieldwork must determine NRHP eligibility of the site without exhausting its research potential. DOA fieldwork standards can be found on their website:

<http://www.crt.state.la.us/archaeology/review/IntroField.aspx>

Task 3.4

Processing, Analysis and curation of Artifacts

Once the fieldwork is completed the artifacts will be returned to laboratory for washing and cataloging according to the requirements of the Louisiana Division of Archaeology. The artifacts and other data recovered during the fieldwork will then be analyzed using currently acceptable scientific methods. All recovered artifacts and associated documents will be processed for curation after completion of analysis and delivered to the Louisiana State Curation Facility. A receipt of deposit form the State Curation Facility will be required prior to the acceptance of the final report.

Task 3.5

Report Preparation

The report will meet current Louisiana Division of Archaeology report standards for Phase I survey and Phase II testing. One report will be prepared that will present the finding and recommendation from all research, survey (standing structure and archaeology), and archaeological National Register testing. The report should address adverse effects and mitigation recommendations if historic properties are identified as a result of the survey or testing.

Five (5) copies of the draft Cultural Resources Survey report will be submitted to the DOTD for review; the DOTD will transmit copies of the report to FHWA, SHPO, and applicable federally recognized tribes for review. Two unbound typed site forms or site update forms (for previously recorded archaeological sites) and two unbound typed Louisiana Historic Resource Inventory Forms (with original black and white photographs affixed to the forms) for each recorded standing structure will be submitted to the DOTD's Environmental Section along with the draft Cultural Resources Survey. All site forms and site update forms should be finalized prior to submittal of the final report.

Following review of the DOTD, FHWA, SHPO, and applicable federally recognized tribe, the Consultant will prepare a final Cultural Resources Report. The final Cultural

Resources Survey, five (5) copies will be submitted to the DOTD; the DOTD will transmit the finals to FHWA, SHPO, and applicable federally recognized tribes. DOA reporting standards can be found on their website: <http://www.crt.state.la.us/archaeology/review/IntroReport.aspx>

Task 4

Memorandum of Agreement (MOA) for Resolution of Adverse Effects

If Historic Properties will be adversely affected, the Consultant will consult with FHWA, DOTD, the SHPO, and other interested parties, such as local historical groups, to attempt to resolve the adverse effects through avoidance or some form of mitigation. If any of the historic properties are archaeological sites, the appropriate federally recognized tribes will be consulted as well. If the adverse effects cannot be avoided, the Consultant will prepare an MOA that discusses the mitigation measures agreed upon, identifies who is responsible for carrying them out, and provides documentary evidence that the agency is following the requirements of Section 106. It is anticipated that one MOA, that may include up to five historic properties, will be prepared for the project.

Task 5

Section 4(f) Statement

A draft Section 4(f) Statement will be required for external review purposes for all identified Historic Properties that will be adversely affected by any of the build alternatives. The Section 4(f) Statement will be included in the Appendix of the EA and distributed to requisite agencies as such. An electronic copy in PDF format on a labeled CD will also be submitted to the DOTD.

3.4.10 Socio-economic/Community Impacts

The Consultant will include a discussion of adverse effects of the proposed action to the local community. Discussion will include anticipated permanent and temporary impacts of the proposed project on the established business districts and community services/facilities and residents in the project vicinity, as well as impacts to planned developments known by public officials at the time of data collection. Projections of the effects of the alternatives on individual businesses are not included in this scope of services. Projects in the study area will be researched by the Consultant through contact with local planning officials and organizations in an effort to determine other long-range plans, upcoming projects, or planned developments. Consistency with these plans will be assessed and documented.

3.4.11 Relocations

Direct relocation effects to residences and businesses of alternatives under full evaluation in the EA will be estimated with the aid of aerial photography. The Consultant will

reassess estimated relocation impacts while conducting “windshield” surveys of alternative alignments in order to estimate the socio-economic characteristics of households to be relocated. No household or resident interviews/surveys (i.e., face-to-face or telephone calls) are included in this scope of services. The Consultant will prepare a detailed Conceptual Stage Relocation Plan to be submitted to the DOTD Environmental Section. Information regarding relocations of households and businesses will be discussed, where appropriate, for each feasible and reasonable alternative. Cost estimates for relocations, displacements, and ROW will be included in the EA. A draft Conceptual Stage Relocation Plan will be submitted to the DOTD in hard copy and Adobe Reader format. Following review and incorporation of comments, the Consultant will prepare and submit a final Conceptual Stage Relocation Plan in hard copy and on CD.

3.4.12 Environmental Justice

Available U.S. Bureau of the Census and City of Denham Springs population data for the study area will be used as a basis to identify low-income, minority populations in the study area. This data will be augmented with “windshield” surveys and contacts with church leaders in the study area to determine if such communities are present in the study area. No household or resident interviews/surveys (i.e., face-to-face or telephone calls) are included in this scope of services. The Consultant will identify likely minority and low-income communities within the study area and assess whether the project will have any disproportionate adverse impacts to these populations in accordance with Executive Order 12898 and the Department of Transportation Order on Environmental Justice 5610.2.

3.4.13 Recreational Resources (Sections 4[f] and 6[f])

The Consultant will identify and map the extent of all public recreational, park land, and wildlife refuges within the study area. Use of Land and Water Conservation Funds as applied to these areas will also be identified by the Consultant. Findings will be documented in the EA. A Section 4(f) evaluation and statement is not included in this scope of services. Should FHWA and the DOTD determine that recreational or historic resources would be affected by any alternative chosen for full evaluation in the EA, the Consultant would coordinate with the DOTD to negotiate a supplement to the contract for the purpose of developing, evaluating, and documenting alternative(s) that would avoid the Section 4(f) resource(s).

3.4.14 Local Travel Patterns and Safety

Using information developed in the *Traffic Analysis* task in Stage 0 report, the Consultant will summarize effects of project alternatives to local travel patterns and public safety. Discussion will focus on passenger vehicle travel patterns but will address pedestrian and bicycle modes if they are determined important for consideration following field work and/or coordination with the DOTD and the Livingston Parish.

3.4.15 Utilities

Using information from the *Alternatives Development and Screening* task (Section 2), the Consultant will summarize the effects of project alternatives on utilities identified during the study.

3.4.16 Prime Farmlands and Floodplains

Coordination (via meetings, e-mail, phone conversations, and letters) will be conducted by the Consultant regarding prime farmlands and floodplain issues with the NRCS and local floodplain administrators, respectively. If prime farmland is impacted, a farmland conversion impact form (AD-1006) will be completed and submitted to NRCS along with the required maps. All coordination efforts will be conducted with the expressed approval of the DOTD Environmental Section prior to making the contacts. Coordination with these agencies will be documented and items of special or local interest will be noted and evaluated within the project context.

3.4.17 Soils, Geology, and Mineral Resources summarize limitation

The Consultant will identify soils in the vicinity of the project using published NRCS data for roadway construction in the EA. Relevant discussion on geology, geomorphology, and mineral resources potentially affected by the project alternative will also be discussed.

3.4.18 Secondary and Cumulative Effects

The Consultant will discuss the secondary and cumulative social, economic, and environmental effects of any substantial, foreseeable, induced development for each alternative. Temporary construction effects will also be identified and documented in the EA.

3.4.19 Quality Control

Prior to submitting any document to the DOTD and/or FHWA for review and comment, the Consultant will complete detailed checks of all work product and peer reviews of substantial deliverables and specialized analyses. Detailed checks will be completed by a staff person not associated with the development of the work product. Peer reviews will be conducted by a senior staff person with the appropriate technical training and experience to adequately evaluate the work product for key assumptions, methods, and conclusions.

3.5 Draft Environmental Assessment Document

The EA will be written in accordance with the DOTD and FHWA guidelines and include discussion of the project purpose and need; alternatives identified and evaluated; existing conditions and effects of reasonable and feasible alternatives; and a summary of public,

agency, and tribal coordination. Figures and tables will be prepared and included to clarify information in the body of the EA. Appendices will be included as necessary to provide supporting detail to the discussion in the body of the EA. The document will be typed, single spaced, on 8.5- x 11-inch paper with inside margins of not less than 1-inch wide. All pages will be numbered and photographs, plans, maps, drawings, and text will be clear and clean with typed or mechanically lettered captions. If possible, exhibits will be printed on 8.5- x 11-inch paper. The name and logo of the Consultant will not appear on the front cover of the document but will be placed on the inside cover sheet not to exceed the size of the DOTD's name and logo. A preliminary draft will be prepared and submitted for review. Following the DOTD and FHWA review, a revised preliminary Draft EA will be prepared that incorporates all comments. A proof of the Draft EA will be prepared. Prior to submitting the proof, the Consultant will complete a quality control review of documents to identify misplaced and/or missing items and other errors. Following approval of the proof, the Consultant will develop the Draft EA for public distribution. The distributed Draft EA will also be provided to the DOTD as a PDF file on a CD. The Consultant, with a DOTD approved mailing list, shall mail out the document to up to 50 separate locations.

3.6 Final Environmental Assessment Document/FONSI

The Consultant will prepare a revised EA, in accordance with state and federal guidance. The revised EA will summarize Public Hearing comments; respond to agency, local officials, and public comments received on the EA; document needed permits for construction; document wetlands and floodplain findings as required; refine mitigation measures; and summarize the EA evaluation for this project in the Environmental Determination checklist. Major changes to the document are not anticipated.

A preliminary Final EA will be prepared. Following the DOTD and FHWA review, a revised preliminary Final EA/FONSI will be prepared that incorporates comments. A proof of the Final EA/FONSI will be prepared. Prior to submitting the proof, the Consultant will complete a quality control review of documents to identify misplaced and/or missing items and other errors. Following approval of the proof, the Consultant will develop the Final EA/FONSI for public distribution. The Final EA/FONSI will also be provided to the DOTD as a PDF file on a CD. The Consultant, with a DOTD approved mailing list, shall mail out the document to up to 50 separate locations.

4. Public, Agency, and Tribal Coordination

4.1 Respond to Ongoing Public Inquiries

The Consultant will accept and document calls, letters, and e-mail messages received on the project and coordinate with the DOTD to develop responses to such contacts by the public as required during the contract performance period.

4.2 Development and Maintenance of Record of Interested Parties

The Consultant will develop and maintain a list of public citizens and other stakeholders interested in the project, past and present. The initial list will be developed in collaboration with the DOTD and FHWA. Coordination with the local elected officials and others will be completed as required by the DOTD and FHWA. Direct mailer shall be sent out by the consultant to those interested parties for the Public Meeting and Public Hearing for the project.

4.3 Conduct and Document Public/Stakeholder Outreach Activities

The Consultant will maintain a record of outreach activities. Activities may include distribution of meeting flyers, coordination with local church leaders, telephone calls, and small group meetings. No more than two separate \$0.46-postage direct mailers to up to 500 recipients are planned under this scope of services. While no door-to-door delivery of outreach materials is included in this scope of services, flyers will be distributed to up to 10 separate locations prior to both the Public Meeting and Hearing. A summary of activities will be provided in the EA.

4.4 Public and Public Officials Meetings

Following the development of the project base map, project purpose and need, and review of the solicitation of views responses, the Consultant will coordinate with the DOTD and FHWA to receive approval to conduct one 2-hour Informational Public Meeting. An open house format will be used for the meeting, and a Public Officials preview meeting will be held in the same venue before the public open house. All arrangements will be made by the Consultant subject to approval by the DOTD Environmental Section. Consultant preparation will include developing the public notice, advertisement, flyer, and direct mailer; advertising in the official Parish journal and one other periodical; conducting necessary outreach activities; and developing required graphics, handouts, and other meeting materials. A draft public notice will be submitted to the DOTD Environmental Section for approval one (1) month before the P/M date. All meeting materials will be presented for the DOTD and FHWA review and comment in a meeting at the DOTD Headquarters as noted in the Coordination with the DOTD and FHWA discussion of the Project Coordination and Management task of this scope of services. Comments from this meeting will be incorporated in the EA.

The Consultant team will provide up to eight staff to conduct the meeting, including key staff familiar with the project issues. A court reporter will be employed by the consultant at the meeting to collect verbal comments, and team staff will collect informal comments throughout the open house. Following the required official comment period, the Consultant will develop a Summary of the meeting and resulting comments. This Summary will be submitted to the DOTD. A revised Summary will be prepared and submitted should there be a need. Up to three versions of the document will be prepared.

4.5 Public Hearing and Public Officials Briefing

Following approval and public distribution of the Draft EA, the Consultant will arrange, prepare for, and conduct one 2-hour informational public hearing for this project. An open house format will be used for this Hearing, and a Public Officials preview meeting will be held in the same venue before the public open house. All arrangements will be made by the Consultant subject to approval by the DOTD Environmental Section. Consultant preparation will include developing the public notice, legal advertisement, flyer, and direct mailer; advertising in the official Parish journal and one other periodical; conducting necessary outreach activities; and developing required graphics, handouts, and other hearing materials. A draft public notice will be submitted to the DOTD Environmental Section for approval two (2) months before the Hearing date. All meeting materials will be presented for the DOTD and FHWA review and comment in a meeting at the DOTD Headquarters as noted in the *Coordination with the DOTD and FHWA* discussion of the *Project Coordination and Management* task of this scope of services (Section 5). Comments from this meeting will be incorporated in the EA. The Consultant team will provide up to eight staff to conduct the Hearing, including key staff familiar with the project issues. A court reporter will be employed by the consultant at the Hearing to collect verbal comments, and team staff will collect informal comments throughout the open house. Following the required official comment period, the Consultant will develop a Summary of the Hearing and resulting comments. This Summary will be submitted to the DOTD. A revised Summary will be prepared and submitted should there be a need. Up to three versions of the document will be prepared.

5. Project Coordination and Management

5.1 Coordination with DOTD and FHWA

Telephone and e-mail coordination with the DOTD and FHWA will be ongoing throughout the contract performance period. In addition to the contract Kick-off Meeting planned under *Project Initiation and Early Coordination* (Section 1), the following specific conference calls and meetings are planned, with all meetings held in Baton Rouge:

- Up to twelve 1-hour monthly progress meetings with the DOTD, FHWA, and up to four Consultant Team staff will be held.
- Up to six 1-hour conference calls with the DOTD and/or FHWA and up to four Consultant Team staff will be held to discuss issues that must be resolved at times not identified in the monthly progress meetings.
- One 1-hour meeting with the DOTD and FHWA and up to three Consultant Team staff will be held to review/approve all Public Meeting materials. One 1-hour meeting with the DOTD, FHWA, and up to three Consultant Team staff will be held to review/approve all Public Hearing materials.
- One 1-hour general interchange concept review meeting with the DOTD, FHWA, and up to four Consultant Team staff will be held to determine comments on interchange alternatives to be fully evaluated in the EA.

- One 2-hour meeting with the DOTD, FHWA, and up to six Consultant Team staff will be held to discuss comments on the EA and to select a preferred alternative.
- One 2-hour meeting with the DOTD, FHWA, and up to four Consultant Team staff will be held to review the traffic operations of the preferred alternative interchange.
- Up to three additional 1-hour coordination meetings with the DOTD, FHWA, and up to four Consultant Team staff will be held to evaluate issues related to the traffic analysis and preparation of related engineering documentation.

5.2 Coordination with other Local, State, and Federal Agencies

The Consultant will arrange and conduct up to four separate 2-hour meetings with local, state, and federal agencies to discuss issues during the contract performance period. Meetings will be coordinated with the DOTD prior to establishing dates and times. The Consultant will prepare all meeting exhibits and handouts for up to 20 attendees for each meeting. The Consultant will prepare records of all meetings, and attendees will be added to the project contact list, as appropriate.

5.3 Project Management and Administration

The Consultant will conduct weekly internal consultant team progress meetings, telephone calls, and e-mail correspondence for the purposes of assessing team progress and directing work. Quality assurance and adherence with Health and Safety protocol for field activities will be regular coordination issues. The Consultant will also work internally and with sub-consultant administrative staff in the preparation of administrative coordination with the DOTD.

6. Deliverables

The Consultant will submit up to the noted number of copies of the following deliverables during the contract performance period:

Description	Draft Copies	Revised Copies	Final Copies	Print-Ready Original	Compact Disk PDF) (if needed)
Work Plan & Schedule	2	2	10		
Solicitation of Views Packet	1	1	75		
Wetlands Findings Report	3	3	5		1
Air Quality Study	3	3	5		1
Phase I ESA Report	3	3	10		1
Traffic Noise Analysis Protocol	2	-	2		1

Noise Study	3	3	5	1
Cultural Resources Survey Report	5	5	5	1
Cultural Resources Site Form and Cultural Resources Standing Structure Form			2	1
Conceptual Stage Relocation Plan	3		3	1
Design Criteria Document	5		5	
Line and Grade Report	5	5	5	1
Draft EA Document	10	10	50	5
Final EA Document	10		50	5
Public Meeting Summary	1		50	1
Public Hearing Summary	1		50	1

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants 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.

SERVICES TO BE PERFORMED BY DOTD

DOTD will provide copies of, or access to maps, surveys, plans, right-of-way information and/or any other pertinent information, in its files that may assist the Consultant Team in performing this work.

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 **365 calendar days**, which includes DOTD and FHWA review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a non-negotiated fixed fee of **\$125,343** with a maximum compensation limitation of **\$1,075,225**.

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.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

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 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)

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 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 with 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 five years of experience with traffic noise analysis for highway projects.
 - c. One Environmental Professional with a minimum of five years of experience with mobile air quality analysis for highway projects.
 - d. One wetlands biologist with a degree in biology or a related field and three years experience in wetland delineations.
 - e. One Principal Investigator for the archaeological work must meet the Archaeological Qualifications as published in the *Louisiana Register* on April 20, 1994.
 - f. A Responsible member of the Consultant’s 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.
 - g. Ecological, archaeological, and other environmental professionals as required for the performance of a significant portion of this work.
 - h. One Professional Civil Engineer, Registered in the State of Louisiana, with a minimum of five years experience in traffic analysis, and a corresponding support staff.
 - i. At least one Responsible member of the Consultant’s firm must have a minimum of five years experience in VISSIM (Traffic modeling software)
 - j. At least one responsible member of the Consultant’s firm must be a Professional Traffic Operations Engineer (PTOE), registered in the State of Louisiana.
 - k. One Professional Civil Engineer, Registered in the State of Louisiana with a minimum of five years experience in roadway design, and a corresponding support staff.
 - l. One Professional Civil Engineer, Registered in the State of Louisiana, with a minimum of five 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;*
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;

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

** The NEPA Studies (EN) and Environmental (EV) performance rating will be used for this project.

Complexity Level - **Simple**

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. Ronald Broadbent – Project Manager
3. Robert Lott
4. Quang Nguyen
5. David Smith
6. Ryan Hoyt

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 8% 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), 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.002397.2** 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.