

April 17, 2007

STATE PROJECT NO. 704-92-0039

F. A. P. NO. ER-ERP1(035)

**RETAINER CONTRACT FOR DESIGN CONSULTING SERVICES
FOR THE PERMANENT REPAIR TO FEDERAL AID ELIGIBLE ROADS
AS A RESULT OF DAMAGE DUE TO HURRICANE KATRINA IN 2005
JEFFERSON, ORLEANS, PLAQUEMINES, ST. BERNARD AND
ST. TAMMANY PARISHES**

ADDENDUM NO. 1

COMPENSATION

Compensation to the Consultant for services rendered in connection with each T.O. shall be based on **negotiated** work-hours and billable rates for the actual work performed on the Task Order. Reimbursable expenses will be paid at the prevailing state rates.

The total amount payable under this Retainer Contract for services to be performed under the various T.O.'s shall not exceed a maximum of \$1,250,000. Each T.O. shall be payable under the respective T.O. project number which shall be obtained by the Program Management Team.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana.
3. **The Prime-Consultant must employ on a full-time basis, a minimum of two Professional Civil Engineers, registered in the State of Louisiana, including one with at least five years experience in Roadway Design, and a corresponding support staff.**
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Land Surveyor registered in the State of Louisiana, with a support staff.

EVALUATION CRITERIA

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

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

***The Road Design Urban (RU) performance rating will be used for this project.**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

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

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **one copy** of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **704-92-0039**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 7, 2007**, by hand delivery or mail, addressed to:

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