

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 20, 2013**

**CONTRACT NO. 4400004129
STATE PROJECT NO. H.972034.1
RETAINER CONTRACT FOR ENTERPRISE
LINEAR REFERENCE SYSTEM (LRS) IMPLEMENTATION
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on 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) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Jason Chapman

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

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant shall implement an enterprise linear reference system for managing and distributing the Louisiana Department of Transportation and Development highway network. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

In order to efficiently address the Department's goal, several key system components have been identified as critical elements to be addressed under this scope of services. All components will be geospatial in nature and thoroughly integrated to enable unified management. These components, listed in priority, are:

1. Enterprise LRS
2. Road Inventory / HPMS
3. Enterprise ad-hoc query and viewing tools

To increase efficiency, the DOTD wishes to build upon its current geospatial platform and infrastructure to the greatest extent possible.

The DOTD understands that a robust foundation is critical to meeting objectives, and therefore places a high priority on implementing Enterprise LRS. Through deliberation the DOTD has chosen Esri's Roads and Highways product suite as a foundation for Enterprise LRS. The types of services to be rendered for this Retainer Contract may include, but are not limited to the following components.

- 3.1 All systems and components will be geospatial systems and integrated with the Department's existing GIS software foundation.
- 3.2 All geospatial systems will be developed and implemented using the Esri suite of GIS products which is the standard for the Department and the State.
- 3.3 Road Inventory data will be restructured and migrated to a relational environment to be tightly integrated with the LRS as it changes mileage, ownership, etc.
- 3.4 LRS data will be maintained in conjunction with road inventory data.
- 3.5 Advanced ad-hoc query, search and viewing tools for transportation data will be provided.
- 3.6 Leverage COTS-based Esri technology for LRS data management, roadway inventory data management, and external business system integration, including:
 - 3.6.1 Esri Roads and Highways Solution
 - 3.6.2 ArcGIS Desktop
 - 3.6.3 ArcGIS Server
 - 3.6.4 ArcGIS Online
- 3.7 Support multiple Relational Database Management System (RDBMS) environments, including Oracle, DB2 and SQL Server.
- 3.8 Ability to publish and consume Esri REST Application Programming Interface (API) for LRS Query, Search, and Translation services.
- 3.9 Ability to support LRS location management business rules to manage and propagate LRS changes to external business systems using Esri REST API.
- 3.10 Ability to provide LRS and business system integration framework that does not require the copying of entire business system databases into the LRS environment.
- 3.11 Describe the use of Esri API's in the delivered solution.
- 3.12 Describe the use of Esri's GeoDatabase in the delivered solution.
- 3.13 Describe the use of ArcGIS Server in the delivered solution
- 3.14 Describe the use of ArcGIS Online in the delivered solution.
- 3.15 Provide a high level architecture diagram depicting database, specific application development environment and Esri technology in each of the functional areas.

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. Consultant Contract Services Manual
3. DOTD Highway Inventory Data Collection Manual
4. FHWA Highway Performance Monitoring System Field Manual

Follow link below for the individual reference links:

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

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall be a maximum of **\$1,000,000** per year with a total contract maximum of **\$3,000,000** for three years. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

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.

ITEMS TO BE PROVIDED BY DOTD

The DOTD will provide timely access to its staff and documentation as required in completing each of the tasks. The DOTD will provide a Subject Matter Expert (SME) to be available on an as-needed basis. The DOTD will provide timely reviews of submitted work products and approve such deliverables when completion criteria, is met. The DOTD will be responsible for the supervision, direction, and control of its own personnel. The DOTD will provide safe and free access to those facilities needed to conduct project tasks.

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be professionally competent with at least 3 years of experience in establishing and implementing an enterprise LRS data model solution, developing and implementing a system to manage DOT roadway inventory data, and developing and implementing a geospatial management system application to layer, display and analyze DOT enterprise business data.
2. At least one Principal or other responsible member of the Prime-Consultant must have a minimum of 5 years experience in project management for tasks as described in the scope of services.

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;
7. Consultant's Interview/Presentation.

* All respondents will receive a 4 in this category

TIER 1 Evaluation: All Consultants/Team members 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.

Should a Prime or Sub Consultant significantly participate in performing the work under both of the above subcategories then they will receive a rating within each subcategory. Should more than one team member contribute significantly to work under an individual subcategory then the rating of each contributor will be averaged prior to multiplying the rating for that subcategory by the weighting factor for that subcategory.

The Tier 1 Evaluation will be based off the information provided in the Consultant/Team's 24-102 submittal. If during the course of the evaluation the Project Evaluation Team has questions or requires clarification of the information provided, the Project Evaluation Team may send request to the Consultant/Team for additional information through the Consultant Contract Services Administrator.

Complexity Level: **Simple**

TIER II Evaluation: The Consultants/Teams on the TIER I short-list of the three to five highest rated Program Manager/Teams will be asked to attend an Interview/Presentation (Item 7) within three weeks of the announcement of the alphabetical TIER I short-list. The presentation will be made in Power-Point format, and the power point presentation of the selected Program Manager/Team will, at DOTD's discretion, become part of the contract. During the presentations each Program Manager/Team will be given up to one hour for their presentation followed by a question and answer period. The schedule of presentations will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Program Manager/Team's Interviews/Presentations (Item 7) will be used, along with the results of the Tier I evaluation, to develop the ranked TIER II short-list. The Interview/Presentation score will account for 70% of the Tier II score. The TIER I evaluation will account for 30% of the Tier II score. A ranked TIER II short-list of the three highest rated Program Manager/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

The presentation will include/outline the following points (Each item's weight to the overall presentation is shown in parentheses):

- 1) Proposers overall knowledge of the implementation services and understanding of the task (3)
- 2) Proposers demonstrated experience, knowledge, and expertise to perform the work in the following areas (3)
 - a. Ability to publish and consume Esri REST Application Programming Interface (API) for LRS Query, Search, and Translation services.
 - b. Ability to support LRS location management business rules to manage and propagate LRS changes to external business systems using Esri REST API.
 - c. Ability to provide LRS and business system integration framework that does not require the copying of entire business system databases into the LRS environment.
- 3) Concepts & methods to control/manage project costs and schedule (2)
- 4) Concepts & methods to control administrative and management costs (2)
- 5) Proposers ability to describe the use of the following in the delivered solution (2)
 - a. Esri API's
 - b. Esri's GeoDatabase
 - c. ArcGIS Server
 - d. ArcGIS Online
- 6) Proposers ability to demonstrate a high level architecture diagram depicting database, specific application development environment and Esri technology in each of the functional areas (1)
- 7) Proposers team qualities and attributes to be brought to bear on the task (1)
- 8) Other points that the Proposers wish to be considered in the evaluation (1)

The Interview/Presentation evaluation will be based on a numerical rating process (0-10). Each member of the evaluation team will individually rate each evaluation criterion listed above as weighted and assign numerical ratings as defined below:

To receive a rating of 8-10, the Program Manager/Team's presentation and proposal must *significantly exceed* the stated objectives/requirements and demonstrate an exceptional understanding of the goals and objectives of the Program with an outstanding level of quality and no weaknesses.

To receive a rating of 5-7, the Program Manager/Team's presentation and proposal must *exceed* the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. Strengths outbalance any minor weaknesses that may exist.

To receive a rating of 1-4, the Program Manager/Team's presentation and proposal must *meet* the stated objectives/requirements and demonstrate an

understanding of the goals and objectives of the Program. There are minor weaknesses that can be overcome.

The Program Manager/Team will receive a rating of 0 on any of the individual evaluation criterion for failing to meet the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. There are excessive and significant weaknesses.

Once each DOTD Project Evaluation Team member completes evaluations for all factors, the scores will be averaged to arrive at a final score. The corresponding value will then be multiplied by the item's weight then totaled for the final interview/presentation score for that Program Manager/Team.

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. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

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 Chapman – Project Manager
3. Darryl Mack
4. Delicia Justice
5. Jim Mitchell
6. Glenn Chustz

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 by 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. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

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

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

Any Consultant currently under contract with the DOTD and who 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 **Contract No. 4400004129 and (State Project No. H.97203.1)**, and will be submitted **prior to 3:00 p.m. CST on Monday, ~~October 07, 2013~~ October 14, 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.