

ENGINEERING AND RELATED SERVICES

July 17, 2009

STATE PROJECT NO. 700-36-0195

FAP. NO. DE-3606 (520)

WASHINGTON AVENUE PEDESTRIAN CROSSING

ORLEANS PARISH

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Joelle Francois, P. E. can be reached at (225) 379-1196.

PROJECT DESCRIPTION

This is an Urban Systems project. The Consultant/Team/Designer will provide all engineering, surveying, and geotechnical services required to develop preliminary design, final construction plans, specifications, and estimates for the construction of Washington Avenue Pedestrian Crossing. All Phases of work for this project will be presented in English units of measurements. The Contract will be between the Consultant and the City of New Orleans hereinafter referred to as the "Entity". It will be monitored by the Entity, DOTD and the Federal Highway Administration (FHWA).

The improvement to be undertaken under this Project is the design and construction of an elevated walkway over the Washington Avenue Canal, Washington Avenue, and Drexel Drive. The elevated walkway will have the following characteristics:

- It will be approximately 274 feet long, with landings located at the intersection of Fern Street with Washington Avenue and Drexel Drive with the Xavier University campus near the Science and Administration Buildings;
- It will be equipped with elevators and stairs located within enclosed towers on either end of the structure, with full access provided in accordance with the Americans with Disabilities Act of 1990 as amended;
- It will have a minimum vehicle clearance of 17 feet, which allows for passage of trucks and buses on Washington Avenue.
- It will have approximately 10 feet of walkway width, which will allow clearance for pedestrians and wheelchairs;

- There will be security lighting in all stairwells, landings, and walkway areas; and
- There will be no direct connections between this facility and Xavier University buildings on either side of Washington Avenue.

SCOPE OF SERVICES

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

- Stage 3: Design
 - Part I: Surveying Services
 - (a) Topographic Survey
 - (b) Title Research Reports
 - (c) Property Survey
 - (d) Title Updates
 - (e) Right-of-Way (R/W) Maps
 - (f) Title Take-Off
 - Part III: Preliminary Plans
 - Part IV: Final Plans
- Stage 5: Construction Engineering Services
 - Part I: Construction Support
 - Part II: Shop Drawings

The Designer's Basic Services consist of the phases described below and include the normal Services of the Designer and normal complementary or supplementary Services of his Consultants, and any other services included in the Contract. Review Documents of each phase shall be submitted to the Department and to the Entity for their approval. In addition, for the Construction Documents Phase, Review Documents shall be submitted to regulatory agencies designated by the Department or required by law, for their approvals. Designer shall not proceed to any subsequent phases until the requisite written approvals are received and until authorized by the Department in writing to so proceed. All statements of probable Construction Cost shall be adjusted to the anticipated bid date of the project.

The Designer shall be responsible for compliance with all applicable codes as required in accordance with LSA R.S. 40:1721 through 1724. All items not specifically covered by codes shall be designed in accordance with the standards established by accepted professional groups or by industry standard for that specific item of work.

After the Contract is signed by the Department; the Department shall schedule and hold a Pre-Design Conference at the DOTD's headquarters building in Baton Rouge or other location suitable to the Department. This conference shall be attended by the Designer and representatives of the Department and of the Entity.

The services to be performed by the Designer are described more specifically as follows:

STAGE 3: DESIGN

PART I: SURVEYING SERVICES

Part I (a) Topographic Surveys - This part shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the project. DOTD's requirements which shall govern this survey are specified in the current edition of DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant will request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the Project Manager for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

Part I (b) Title Research Report- shall be defined as a report of the ownership of the current property owner(s) with addresses, acquisition data, assessment and tax information, description of the property, conveyances of full ownership, conveyances of other rights (servitudes, leases, restrictions, etc.), existing R/W, recorded plats, and copy of the last acquisition.

The original and three copies of the Title Research Reports shall be furnished to the Location and Survey Administrator along with the Final R/W Map submittal, for forwarding to the Real Estate Section.

Part I (c) Property Survey- shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of Base R/W Maps and shall commence upon receipt of the written "Notice to Proceed" (NTP) from the DOTD. This notice may be issued by the Project Manager any time after the establishment of the Final Project Alignment.

Part I (d) Title Updates- shall consist of obtaining updates of the originally acquired Title Research Reports, if the Reports are more than six months old. These Updates shall be used in the preparation of the final R/W Maps and also by the DOTD's Real Estate Section in acquiring title to the property required for the construction project.

The original and three (3) copies of the Title Updates shall be furnished to the Location and Survey Administrator along with the Final R/W Map submittal, for forwarding to the Real Estate Section.

Part I (e) R/W Maps- shall consist of all services required to complete the Base and Final R/W Maps, described more specifically as follows:

The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base R/W Map along with one copy of each of the Title Reports used in the preparation of the Base R/W Map, shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD's Location and Survey Manual. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates of all breaks in the required R/W and P.C.'s and P.T.'s of curves, and shall be accompanied by an electronic file containing the DOTD's COGO program input commands for creating parcel descriptions suitable for use by the DOTD's Real Estate Section.

Part I (f) Title Take-Off is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One take-off shall be obtained for each parcel and a copy of each take-off shall be furnished to the Department's Location and Survey Section with the submittal of the Base Right-of-Way Map.

Part III: Preliminary Plans

This part is comparable to the Program Completion Phase and the Schematic Design Phase as stated in the 2007 DOTD Architectural Procedures Manual.

Program Completion Phase:

1. After the initial pre-design conference the Designer shall meet and work with the Entity and the Department to determine more detailed program requirements for the project and shall refine and complete the program in a form acceptable to the Department.
2. The Designer shall determine whether the funds Available for Construction (AFC) are realistic for the project when compared with the completed program.
3. The Completed Program shall be submitted to the Department for their written approval, and thereafter, only the Department shall have authority to alter the Program. Any authorization by the Department to alter the Completed Program shall be in writing.
4. The Designer shall provide all Geotechnical Engineering Services required for project development and determine the number and location of soil borings needed based on their proposed design. A minimum of *two (2)* borings is anticipated *and included in the lump sum price*. *If additional borings are needed*, the scope and compensation shall be established by a Supplemental Agreement.
5. The Designer shall finalize the Time Schedule as described in Article 3.3.1(4) of the DOTD Architectural Procedures Manual, for the Department's approval. The Designer shall be responsible for designing the project so that the base bid does not exceed the funds Available for Construction. The use of any alternate bids must be approved by the Department and the Entity.

At the completion of the Program Completion Phase, the Designer shall determine whether the funds Available for Construction are realistic for the project when compared with the Completed Program. At this point, or at any other submissions of Probable Construction Cost by the Designer, if such Probable Construction Cost is in excess of funds available (AFC), the Department shall instruct the Designer to revise the program to be within the funds available for construction; such program revisions to be done without additional compensation to the Designer.

Schematic Design Phase:

1. Based on the approved Completed Program, funds Available for Construction, Site Location and Time Schedule, the Designer shall prepare Schematic Design Documents in such format and detail as required by the Department, consisting of drawings, outline specifications and other documents illustrating the general

scope, scale and relationship of the Project components for the written approval of the Department. Specific documentation shall be in accordance with Article 3 of the DOTD Architectural Procedures Manual for this phase as listed in AIA Document B163 Standard Form of Agreement between DOTD and the Architect for Designated Services, 1998 or latest edition, as applicable to this project, except that no study model shall be required, but a sketch perspective will normally be required.

2. The Designer shall submit to the Department a Statement of Probable Construction Cost based on current area, volume or other unit costs method.
3. An analysis of requirements of the Louisiana Code for State Owned Buildings as they relate to this project shall be prepared by the Designer and submitted to the Department for review and approval. It shall be the responsibility of the Designer to verify (with the DOTD) the latest edition of the codes and standards in effect for use on this project.
4. The Designer shall submit the design criteria for approval prior to final plan preparation.

Part IV: Final Plans

This part is comparable to the Design Development Phase and the Construction Documents Phase as stated in the 2007 DOTD Architectural Procedures Manual.

Design Development Phase:

1. Based on the approved Schematic Design Documents and any adjustments authorized by the Department and the Entity in the Program or the funds Available for Construction, the Designer shall prepare, for approval by the Department, Design Development Documents consisting of drawings, expanded outline specifications based on the Construction Specifications Institute (CSI) format, and other documents to fix and describe the size and character of the entire project as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be required. Detail submittal requirements are described in the Instructions to Designers. A PDF copy of the design calculations shall also be submitted to DOTD.
2. The Designer shall submit to the Department a Statement of Probable Construction Cost based on the current version of the Construction Specifications Institute format. This shall have back-up material and data in such format and detail as required by DOTD to support each of the Divisions.
3. The Designer shall submit a more detailed analysis of the codes required by the Louisiana Code for State Owned Buildings, consisting of, but not necessarily limited to, statements of (1) Classification of occupancy, (2) Classification of construction, (3) Code allowable area increase for exceptions.

Construction Documents Phase:

1. Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the Funds Available for Construction, authorized by the Department and the Entity, the Designer shall prepare for written approval by the Department and other State Regulatory agencies as required by law, the following documents bearing the Designer's seal and those of his consultants, all sufficiently complete and clear to define the quantity and quality of the work to bid and build the Project:
 - a. Working Drawings – dimensioned plans, elevations, sections, details and schedules of all architectural, civil, structural, mechanical and electrical work in the Project in general conformity with Chapter 12, or latest Edition, of the AIA Handbook of Professional Practice with the exception of the sections entitled “Reproduction” and “Ownership”.
 - b. Technical Specifications – of the materials, processes or systems to be incorporated in the work, using the format of the Construction Specifications Institute. The Designer shall work with the Department's Contracts and Specifications Unit to facilitate substituting DOTD's Standard and Supplemental specifications for requirements, processes, work and materials covered under Divisions 1, 2 and 3 of CSI's Standard Division format where applicable. State law and Federal requirements prohibits the Designer from closing specifications on any item in the specification except as provided for in R.S. 38:2290-2296 and in R.S. 38:2290(A). Any reason for closing specifications, as provided for by Federal regulations or state law, shall be brought to the attention of the Department in writing for review. Additional requirements for specifications are contained in the “Instructions to Designers” documents which will be furnished to the Designer.
 - c. Bidding and Construction Contract Forms – the Department will combine the Designer produced Technical Specifications with DOTD's Standard Specifications, Supplemental Specifications, Special Provisions and Bid forms to produce the Construction Proposal. These documents will be reproduced at the Department's expense. The Designer shall consult with the Department to determine if a Prevailing Wage Determination from the Secretary of Labor should be included with the Documents and obtain one if necessary.

ADDITIONAL SERVICES

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

Stage 3: Additional Geotechnical Services; and

Stage 5: Construction Engineering Services

Part I: Construction Support

Part II: Shop Drawings

ITEMS TO BE PROVIDED BY DOTD

The DOTD shall provide to the Consultant, copies of the following documents to be used as referenced in the development of this project:

1. Washington Avenue Pedestrian Crossing – Stage 0 Feasibility Study, April 2008.
2. Environmental Determination Checklist – Categorical Exclusion, September 2008

The above referenced documents are available in electronic form and can be found at:
<http://webmail.dotd.louisiana.gov/agreestat.nsf/WebAdvertisements?OpenPage>.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)
21. DOTD Architectural Procedures Manual
22. Office of Facility Planning and Control's Instructions to Designers
23. Louisiana Code for State Owned Buildings
24. State Fire Marshall Code (NFPA 101)

25. American with Disabilities Act Accessibility Guidelines (ADAAG)
26. AIA Handbook of Professional Practice
27. Construction Specifications Institute (CSI)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$290,000**.

CONTRACT TIME

The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the Entity or DOTD's Consultant Contract Services Section. The overall contract time to complete this project is estimated to be 550 calendar days. The delivery schedule for all project deliverables shall be established by the Time Schedule approved by the Department and the Entity.

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. The Prime Consultant must employ on a full time basis a minimum of two Professional Civil Engineers, registered in the State of Louisiana. One Professional Civil Engineer must have at least ten years of experience in Bridge Design, and one with at least five years experience in Bridge Design, and a corresponding support staff.
3. In addition to the above, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a) One Registered Professional Land Surveyor, with at least five years experience in conducting property surveys, and the preparation of right-of-way maps on DOTD projects.
 - b) One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in geotechnical services, and a corresponding support staff.
 - c) One Registered Architect with at least five years experience, and a corresponding support staff.
 - d) One Registered Mechanical Engineer with at least five years experience in elevator installation, and a corresponding support staff.
 - e) One Registered Electrical Engineer with at least five years experience and a corresponding support staff.

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.

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 experience with 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 6;

**The BB Bridge Design performance rating will be used for this project.

The complexity level for this contract is moderate.

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 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.

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.

DBE – The selected Consultant/Team will have a DBE/WBE goal of 10% of the contract fee. DBE participation will be limited to the firms listed on the LA DOTD approved certification list.

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.

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

SUBMITTAL REQUIREMENTS

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

Consultant Inquiries

DOTD shall consider written inquiries regarding RFQ requirements or Scope of Services before the date specified in the Calendar of Events. DOTD reserves the right to modify the RFQ should a change be identified that is in the best interest of the DOTD.

To be considered, written inquiries and requests for clarification of the content of this RFQ must be received via fax (225-379-1859) by 3:00 p.m. CST on the date specified in the Calendar of Events. Any and all questions directed to the Consultant Contract Services Coordinator shall be deemed to require an official response. Official responses to each of the questions presented by the Consultant shall be posted on the DOTD Consultant Contract Services website as an Addendum to the RFQ by the deadline shown in the Calendar of Events.

Calendar of Events

<u>Event</u>	<u>Date</u>
Advertise RFQ and mail public announcements	July 17, 2009
Deadline for receiving inquiries	July 21, 2009
Issue responses to inquiries	July 24, 2009
SF 24-102 submission deadline	August 10, 2009
Announce Award	August 31, 2009 (on or about)
Contract Execution	September 28, 2009 (on or about)

NOTE: DOTD reserves the right to amend and/or change the Calendar of Events, as it deems necessary.

The SF 24-102 will be identified with State Project No. **700-36-0195**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 10, 2009**, by hand delivery or mail, addressed to:

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

REVISIONS TO THE RFQ

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