

**ENGINEERING AND RELATED SERVICES**  
**July 4, 2008**

**STATE PROJECT NO. 700-10-0157**  
**F.A.P. NO. STP-1008(506)**  
**I-210 INTERSECTION IMPROVEMENTS**  
**ROUTE I-210**  
**CALCASIEU 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. A map of the project limits for the proposed work is attached, and can be made available upon request to the Project Manager.

**Project Manager** –Mr. Fred Borne may be reached at (225)379-1388.

**PROJECT DESCRIPTION**

The selected Consultant will provide engineering and related services to construct various roadway improvements on I-210 in Lake Charles. These improvements were recommended in the “I-210 Corridor Study” prepared for DOTD and completed in November 2007. The study recommended various “Short-Term Improvements” which could be implemented by the year 2010. These improvements are small in scope and focus on individual interchanges. The improvements will include adding turn lanes to I-210 ramps, adding turn lanes to adjacent side streets and/or frontage roads, adding an overhead sign and various traffic signal improvements at the affected intersections. The proposed improvements will be at or near the I-210 intersections with Nelson Road, Lake Street, Ryan Street, Enterprise Boulevard and LA 14. The engineering services for all these projects will be completed under one DOTD project number (State Project No. 700-10-0157). The roadway improvements will have separate DOTD construction project numbers. Some of the improvements may be lumped together, but in general, each improvement will have a separate set of construction plans.

The Consultant will provide preliminary roadway plans for each project including, but not limited to: title sheet, typical section sheets, plan/profile sheets (1”=20’ plan/profile sheets with subsurface drainage and 1”=20’ plan/profile sheets with open ditch drainage), hydraulic design, geometric details and cross section sheets. If signal modification is required it will be performed under a Supplemental Agreement in final plans.

## SCOPE OF SERVICES

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

Stage 3: Design  
Part III: Preliminary Plans

### **STAGE 3: DESIGN PART III: PRELIMINARY PLANS**

**Preliminary Plans (Roadway)** – This part of the contract shall consist of all engineering services required for the completion of Preliminary Roadway Plans and estimates for the project, all under a schedule for completion which shall be in conformity with the contract time specified elsewhere in this contract or established by supplemental agreement. Specific requirements include:

1. A pre-design conference shall be arranged by the DOTD Chief Engineer upon his receipt of a written request from the Consultant. A blank copy of the pre-design conference form shall be furnished to the Consultant prior to the meeting. The Consultant shall complete those portions of the form which can be completed from information derived during the performance of the topographic survey. The design criteria for this project shall be discussed and furnished to the Consultant at that time, along with any other project data that the Department has available.
2. Included in this phase/part is the assemble and study of existing data, including improvement studies, boring information, if any, traffic data available through DOTD, and such other data as can be located through efforts of the consultant.
3. It is estimated that 5 submittals will be required consisting of 30%, 60%, pre-PIH, and PIH review sets, in addition to one set of final preliminary plans which have addressed PIH comments affecting right of way taking lines or other significant items as determined by DOTD. Minor comments that do not affect right of way taking lines will be incorporated during final plan development. Two sets of half-size prints will be required at each submittal. The Department will assemble plans provided by others if required and make the necessary copies for distribution to all for review at each submittal.
4. An estimate of anticipated construction costs for roadway-related items will be prepared and furnished to DOTD at each submittal.
5. The outside measure of each full-size plan sheet shall be 22 x 36 inches or 23 x 36 inches. Top, bottom, and right hand margins shall be at least ½ inch, and left-hand margin shall be at least 1 ½ inches.
6. The design standards for this improvement shall conform to the standards used by DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected.
7. Design for Preliminary Plans shall be done in English units of measurement.

8. Lettering on plans shall be of adequate size to facilitate a 50% reduction of plans. All plans submitted by the Consultant shall conform to the quality standards adopted by DOTD and the DOTD Chief Engineer may reject any plans not conforming to these standards.
9. The preparation of Preliminary Plans for the Project generally in accordance with the requirements outlined in the latest editions of the DOTD Roadway Design Procedures and Details Manual and the DOTD Hydraulics Manual. Statements in the Manuals which may be in conflict with requirements specified in the main body of this contract shall be considered as superfluous information and not applicable to this Contract.
10. Specifications for the project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, amended to comply with the current practices of DOTD.
11. It is the intent of this contract that standard plans and detail sheets of culverts and incidental drainage structures prepared by DOTD be used insofar as these plans are available in the design of all structures required for the Project. Under the stipulated contract fee, the Consultant shall prepare complete designs for structures required on the Project for which DOTD standard plans or detail sheets are not available.

**A complete and separate set of roadway construction plans will be provided for each project listed below:**

**State Project No. 715-10-0002  
Right Turn Lane on W. Prien Lake Road  
W. Prien Lake Road  
Calcasieu Parish**

This project will add a new lane on W. Prien Lake Road. The new lane will be added to the south side of the existing concrete pavement, between Knight Lane and Nelson Road (approximately 600 feet). The new lane will be Portland Cement Concrete Pavement with barrier curb. The existing storm sewer pipes will be used. The existing catch basins will be modified and new catch basins will be added along the edge of pavement. Additional right-of-way may be required for the turn lane. The property survey and right-of-way maps will be performed by DOTD.

**State Project No. 715-10-0003  
Right Turn Lane on Lake Street  
Lake Street  
Calcasieu Parish**

This project will add a new lane on Lake Street. The new lane will be added to the west side of the existing concrete pavement, between Lafitte Street and W. Prien Lake Road (approximately 550 feet). The new lane will be Portland Cement Concrete Pavement with barrier curb. The existing storm sewer pipes

will be used. The existing catch basins will be modified and new catch basins will be added along the edge of pavement. Additional right-of-way may be required for the turn lane. The property survey and right-of-way maps will be performed by DOTD.

**State Project No. 450-30-0078**  
**Intersection Improvements at Lake Street**  
**(Add Turn Lane to I-210 Off-Ramp)**  
**I-210**  
**Calcasieu Parish**

This project will add a new lane on the east bound I-210 off-ramp at Lake Street. The new lane will be added to the north side of the existing concrete pavement, between the I-210 mainline and Lake Street (approximately 650 feet). The new lane will be Portland Cement Concrete Pavement with asphaltic concrete shoulders. Roadside drainage along the new lane will be open ditch.

**State Project No. 450-30-0079**  
**Intersection Improvements at Ryan Street**  
**(Add Turn Lane to I-210 Off-Ramp)**  
**I-210**  
**Calcasieu Parish**

This project will add a new lane on the west bound I-210 off-ramp at Ryan Street. The new lane will be added to the south side of the existing concrete pavement, between the I-210 mainline and Ryan Street (approximately 650 feet). The new lane will be Portland Cement Concrete Pavement with asphaltic concrete shoulders. The existing subsurface storm sewer system will be removed and replaced with a new system.

**State Project No. 450-30-0080**  
**Intersection Improvements at Enterprise Blvd.**  
**(Add Turn Lane to I-210 Off-Ramp)**  
**I-210**  
**Calcasieu Parish**

This project will add a new lane on the west bound I-210 off-ramp at Enterprise Blvd. The new lane will be added to the south side of the existing concrete pavement, between the I-210 mainline and Enterprise Blvd (approximately 650 feet). The new lane will be Portland Cement Concrete Pavement with asphaltic concrete shoulders. Roadside drainage along the new lane will be open ditch.

**State Project No. 715-10-0004**  
**Improvements on E. College Street**  
**(Add Right Turn Lane on E. College Street @ Kirkman Street)**  
**E. College Street**  
**Calcasieu Parish**

This project will add a new lane on E. College Street. The new lane will be added to the north side of the existing pavement, between Kirkman Street and the east bound I-210 off-ramp (approximately 650 feet). The existing pavement is concrete with an asphaltic overlay. The new lane will be Portland Cement Concrete Pavement with barrier curb. Roadside drainage along the new lane will be open ditch. Additional right-of-way may be required for the turn lane. The property survey and right-of-way maps will be performed by DOTD.

**State Project No. 193-06-0038**  
**Right Turn Lane on LA 14**  
**(Add Right Turn Lane on LA 14 at E. Prien Lake Road)**  
**LA 14**  
**Calcasieu Parish**

This project will add a new lane on LA 14. The new lane will be added to the west side of the existing concrete pavement, between 23<sup>rd</sup> Street and E. Prien Lake Road (approximately 600 feet). The new lane will be Portland Cement Concrete Pavement. The existing storm sewer pipes will be used. The existing catch basins will be modified and new catch basins will be added along the edge of pavement. Additional right-of-way may be required for the turn lane. The property survey and right-of-way maps will be performed by DOTD.

**State Project No. 450-30-0081**  
**Intersection Improvements at I-210, LA 14 and E. Prien Lake**  
**Lake Street**  
**Calcasieu Parish**

This project will include three (3) separate improvements. The improvements are; (1) an overhead sign on the east bound I-210 off-ramp at LA 14, (2) adding a turn lane on the south side of E. Prien Lake Road between the I-210 on-ramp and LA 14 and (3) adding a lane on the south side of the I-210 on-ramp at E.Prien Lake Road.

1. A new overhead sign will be required on the east bound I-210 off-ramp at LA 14. The new sign will be located approximately 200 feet west of LA 14. The overhead signs will direct the exiting traffic into the proper lane. The sign will span the entire width of the off-ramp. The sign will be designed and built according to current interstate standards.

2. This improvement will add a new lane on E. Prien Lake Road. The new lane will be added to the south side of the existing concrete pavement, between the I-210 on-ramp and LA 14. The new lane will be Portland Cement Concrete Pavement with asphaltic concrete shoulders. Roadside drainage along the new lane will be open ditch.
3. This improvement will add a new lane on the I-210 on-ramp. The new lane will be added to the south side of the existing concrete pavement, between E. Prien Lake Road and I-210 mainline. The new lane will be Portland Cement Concrete Pavement with asphaltic concrete shoulders. Roadside drainage along the new lane will be open ditch.

#### **ADDITIONAL COMMENTS:**

1. Subgrade soil borings, pavement designs, and standard plans (as needed) will be provided by the Department.
2. Environmental approval was previously obtained and no effort is anticipated herein. Consultant's assistance with permit application drawings, if required, will be established by a fully executed Supplemental Agreement or Extra Work Letter.
3. Topographic survey was completed during a previous phase. If the Department determines that additional surveying services are required to complete the plans, additional survey will be performed by DOTD or the Consultant, at the option of DOTD. If performed by the Consultant, such work shall be established by a fully executed Supplemental Agreement or Extra Work Letter.
4. Traffic data/assignments and/or traffic studies, if required, will be either furnished by the Department or the Consultant, at the option of DOTD. If performed by the Consultant, such work shall be established by a fully executed Supplemental Agreement or Extra Work Letter.
5. Electronic files will be in MicroStation and InRoads formats.

#### **ITEMS TO BE PROVIDED BY DOTD**

- Topographic Survey - Will be completed by DOTD survey crews in the following format:
  - 1) Final 3d cadd file (.DGN)**

The final 3d cadd file will be a Microstation, version 8.5, .DGN file, generated with Bentley Inroads Survey software containing all survey topography. All attribute information will be attached to cells and lines as tags.
  - 2) Final 2d cadd file (.DGN)**

The final 2d cadd file will be a Microstation, version 8.5, .DGN file, generated with Bentley Inroads Survey software containing the survey alignment.

### **3) Final DTM (digital terrain model) file (.DTM)**

The final DTM file will be a Bentley Inroads, version 8.9xm, .DTM file, generated with Bentley Inroads Survey software and will contain all points and breaklines of the surveyed surface.

### **4) Final geometry file (.ALG)**

The final geometry file will be a Bentley Inroads, version 8.9xm, .ALG file, generated with Bentley Inroads Survey software and will contain the complete geometry of every point and line in the survey, along with descriptions and attributes of every point and line.

### **5) Final geometry file (.TXT)**

An additional final geometry file in ASCII txt format will contain all points of the survey and will be a comma delimited file containing the following information in the following format;

Point number, northing, easting, elevation, description, attribute information

- Standard Plans (as needed)
- As-Built Plans along I-210 and Side Streets
- I-210 Corridor Study as prepared by URS

## **ADDITIONAL SERVICES**

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

- Stage 3: Part IV: Final Plans, including Traffic Signal Design, Geotechnical Support, and Soil Borings
- Stage 5: Construction
  - Part I: Construction Support, if required.
  - Part II: Shop Drawings

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

## **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)

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$277,153**.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **270 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **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 with at least five years experience in roadway design.
3. In addition to the above, the Prime-Consultant must employ on a full-time basis a minimum of two Professional Civil Engineers, registered in the State of Louisiana, 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 Civil Engineer, registered in the State of Louisiana, with at least five years experience in traffic engineering, and a corresponding support staff.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_disclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp). The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number  
“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)  
“Electronic Deliverables”  
Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans

with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **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.

The complexity level of this Project 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 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.

### **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.

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](http://www.dotd.louisiana.gov)), will not be considered for this project.

### **SUBMITTAL REQUIREMENTS**

One original (**stamped original**) and four 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.

The SF 24-102 will be identified with State Project No. **700-10-0157**, and will be submitted **prior to 3:00 p.m. CST on Monday, July 28, 2008**, 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

### **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.