

**ENGINEERING AND RELATED SERVICES**  
**January 30, 2009**

**STATE PROJECT NO. 700-92-0021**  
**F.A.P. NO. DE-9208(500)**  
**NEW ORLEANS RAIL GATEWAY EIS**  
**JEFFERSON AND ORLEANS PARISHES**

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 available upon request.

**Project Manager** – Mr. J. Dean Goodell may be reached at (225) 274-4144.

**PROJECT DESCRIPTION**

The Louisiana Department of Transportation and Development (DOTD), in coordination with the New Orleans Regional Planning Commission (RPC) and the railroads operating in the New Orleans metropolitan area (the “Partnership”), is preparing an Environmental Impact Statement (EIS) for a New Orleans Rail Gateway Program. The goal of the Program is to improve the flow of rail traffic through New Orleans while reducing vehicle congestion at crossings, improve emergency evacuation procedures, improve the reliability of marine traffic passing through the Industrial Canal under the Almonaster Bridge, and improve environmental quality.

The Rail Gateway “program of projects” consists of projects between Avondale on the West Bank of the Mississippi River to Gentilly in the eastern part of the City. The program of projects falls into four geographically and functionally distinct parts: the Western Section, the Central Section, the Eastern Section, and the Intermodal Yard at the Port of New Orleans. The Western Section extends from west of Avondale Yard to the eastern end of the Huey P. Long (HPL) Bridge and includes construction in the Rail Yard, separating/closing several road-rail crossings, and ballast decking the HPL Bridge. The Central Section extends from the east end of the HPL Bridge to the Almonaster Bridge.

The Feasibility Study identified three optional routes in the Central Section: the Front Belt along the Mississippi River, the Back Belt through Metairie, and the Middle Belt along the Earhart Expressway/I-10 Corridor. It eliminated the Front Belt as unfeasible. The Back Belt option addresses numerous highway-railroad crossing issues through Metairie with grade separations to improve highway traffic flow and provides limited

additional rail capacity with minimal track construction. The Middle Belt reroutes trains to the Earhart Expressway and I-10 corridors providing additional rail capacity through a more industrial part of the City. While both routes improve public safety by eliminating or separating all highway-rail grade crossings, the Middle Belt option appears to offer the best benefits for both the public and the railroads, and would improve emergency evacuation procedures by eliminating flood-prone highway underpasses on I-10 and Airline Highway.

The Eastern Section includes the Almonaster Bridge and extends east of the Gentilly Rail Yard and includes the reconstruction of the Almonaster Bridge, some rail construction at the Rail Yard, and grade crossing separations/closures. The complete list of projects may be found in the Feasibility Study, a copy of which can be obtained from the DOTD website. The Consultant is expected to review the Feasibility Study in detail.

The Federal Railroad Administration (FRA) will serve as the lead Federal agency in the preparation and oversight of the environmental documentation for the EIS. DOTD is the state lead agency assisting the FRA in preparation of the EIS. The Federal Highway Administration (FHWA) is participating as cooperating agencies. The Consultant team will assemble and summarize all technical information and analytical findings in conformance with adopted procedures of DOTD, requirements of the National Environmental Policy Act (NEPA) and related laws, Council on Environmental Quality regulations and guidance, and the procedures promulgated by the FRA.

## **SCOPE OF SERVICES**

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

- Stage 1: Planning/Environmental
  - Part III: Environmental Evaluation
    - (a) Categorical Exclusion
    - (b) Environmental Assessment (EA)
    - (c) Environmental Impact Statement (EIS)

### **1.0 Project Management and Administration**

The objective of this task is to provide project management services to advance transportation decision-making and completion of the NEPA documentation quickly and cost effectively with the highest quality possible. The Consultant Team will undertake the following activities:

**Task 1.1 Project Administration** Consultant management personnel will maintain all records, perform all administrative duties, prepare required reports and communicate with the FRA, DOTD, RPC, and AAR representing the Class-1 railroads, as often as necessary to ensure the timely and successful completion of work activities. The Consultant will implement administrative processes and cost control procedures which support the timely and efficient delivery of the project, including internal quality assurance and quality

control. The Consultant will submit monthly progress reports and invoices to the DOTD. DOTD will distribute copies of the reports and invoices to the partnership stakeholders. The consultant will maintain electronic copies of all records for a minimum of 10 years after completion of the project.

**Task 1.2 Project Work Plan** The Consultant will develop the Project Work Plan (PWP) and master project schedule. The PWP and project schedule will identify products, decision milestones, and required deliverables. The schedule will identify required meetings, reviews, etc. as well as the critical interdependencies among the identified tasks. The Consultant will work with DOTD to conduct meetings to review the PWP and schedule with the FRA. The Consultant will finalize the PWP and schedule based upon comments received, with particular attention to revisions that have the potential to shorten the overall project schedule. The Consultant will prepare a detailed baseline schedule using critical path software and will track progress against the baseline schedule during project execution. A read only version of the schedule will be viewed by all participants over a secured web site.

**Task 1.3 Project Coordination** The Consultant will conduct monthly progress meetings with the DOTD. The Consultant will prepare and distribute draft meeting minutes within seven days of the meeting. Meetings can be in person, by phone, or other means as deemed necessary. All documents and minutes will be available to all authorized participants on a secured website. Additional meetings may be scheduled as necessary.

A Technical Advisory Committee will be established which will include, but not be limited to, representatives from the RPC, DOTD, FRA, Railroads, AAR, New Orleans Public Belt, Port of New Orleans, Jefferson Parish, Orleans Parish, and the New Orleans Union Passenger Terminal (NOUPT). The Committee will be chaired by the DOTD Deputy Assistant Secretary for Intermodal Transportation. The purpose of the Committee will be to provide advice regarding project alternatives, provide technical guidance and to review technical reports. The Consultant is responsible for scheduling and holding the meetings for the Committee. The Committee will meet quarterly or more often as deemed necessary. The Consultant will prepare and distribute draft meeting minutes within seven days of the meeting.

**Task 1.4 Environmental Streamlining** Some of the improvements identified in the Feasibility Study may be independent projects that can be addressed separately, possibly as Categorical Exclusions (CE). The Consultant will identify those improvements and work with the Lead Agencies to prepare CE documentation as necessary. The Consultant will provide best case and worst case costs estimates for the completion of these improvements.

For interconnected major improvements, the Consultant will take all necessary measures to expedite project review by the resource and permitting agencies. If it is determined that multiple agencies must review and approve the environmental and technical documents, the consultant may be asked to develop a Memorandum of Understanding (MOU) among these agencies. The MOU will outline, at a minimum, the expected review times as well

as the agencies' commitments and roles in achieving the expedited review times. These times will be included in the schedule. The Consultant will facilitate the successful execution of the MOU for expedited reviews.

## **2.0 Public Outreach & Participation Process**

Consultant initiated public participation is required and will consist of a Project website regularly updated, quarterly Newsletter, flyers, Public Service Announcements, press releases, and key contacts with agencies, media, public officials, businesses, neighborhood associations, civic organizations, and the general public. The Consultant will prepare a public website for posting of all public documents. The Consultant will prepare a public involvement plan outlining the outreach plan and identifying methods to be used to inform specific groups about the project. At a minimum the plan must include the public involvement activities necessary to complete the NEPA process. These include, but are not limited to, meetings with local public officials and parishes, meetings with resource agencies, public meetings, hearings, and the publication and distribution of environmental documents and meeting and hearing transcripts. All meetings will be scheduled and coordinated through the RPC.

The public involvement plan shall include at a minimum:

**Task 2.1 Mailing List** The Consultant will compile and organize specific, targeted, and segmented mailing lists. These lists will include Technical Advisory Committee members, agency contacts, public officials, neighborhood associations, civic associations, environmental groups, businesses, and interested members of the public. The lists should be updated frequently as new information is obtained and requests for inclusion are received. The lists will be updated by the Consultant to include the names of those who attend public meetings and other public involvement activities. The mailing lists will be used to disseminate information and notification of public meetings and hearings.

**Task 2.2 Community Leaders** The Consultant will identify community leaders within the affected areas and populations. The Consultant will provide regular updates to these leaders by hosting quarterly meetings with them to brief them on the progress of the project, to keep abreast of issues and concerns of the communities, to provide project information for further distribution, and to facilitate communications and build meaningful relationships. The Consultant will prepare meeting materials and distribute meeting minutes.

**Task 2.3 Presentation to Local Government** The Project Team will conduct informational meetings with local government officials, the RPC, and other Partnership members as needed. The Consultant will make all necessary arrangements for the meetings. The Consultant will develop the presentation and handouts which will include at a minimum the preliminary purpose and need, project goals and objectives, preliminary project description, public involvement plan and environmental process.

**Task 2.4 Telephone, E-mail, Postal Mail Contact** The Consultant will coordinate group mailings, as required, of public meeting notices and other materials to persons included on the mailing lists. The Project Manager or other responsible personnel having expertise in the area of concern will handle all telephone, mail, and e-mail contact. A record shall be kept by the Consultant of the inquiries, requests, etc. that are made and the associated responses.

**Task 2.5 Small Group Informational Meetings** The Consultant Team will conduct several outreach meetings and/or charettes with targeted community organizations, businesses, and interested individuals. Any such meetings should be held coordinated and conducted with the RPC involvement. Throughout the project, meetings with small groups from within the local communities will be held when requested by community groups or team members. The local organization will be responsible for providing the meeting location and contacting their members if they request the meeting. It is envisioned that as many as twenty (20) meetings may be scheduled. The Consultant Team will form a Speakers Bureau to organize and schedule the speaking engagements. The Consultant will prepare basic presentation materials that can be used at these meetings and prepare meeting minutes.

**Task 2.6 Scheduled Field Trips** It is anticipated that some constituents may benefit from participation in organized field trips to view the corridor. Four such trips are budgeted. The Consultant will be responsible for arranging such field trips. Field trips will be coordinated with the railroads through the AAR where appropriate.

**Task 2.7 Public Informational Meetings** The Consultant will undertake a pro-active public involvement program as well as the NEPA-required community coordination efforts. Activities include the following:

Coordinate a series of three public information meetings (three sets of public meetings) and one set of public hearings as part of the Draft EIS. A set will consist of at least two meetings held the same week presenting the same information in Orleans Parish and in Jefferson Parish. All meeting locations will be as near to project location as possible. The coordination effort shall include securing venues; times and dates; drafting and distributing letters to venue representatives; preparing meeting announcements; coordinating with local newspapers for the placement of announcements; visiting venues prior to meetings to identify audio/visual needs; conducting follow-up phone calls to venues; coordinating scheduling of meetings; prepare and print any supplemental material for the meetings.

Public Service Announcement, web postings, and Press Releases will be used to advertise Public Meetings and Hearings. The development of these announcements will include the following components: compile media list; develop content; revisions of draft of scripts; editing of draft; approval of draft by the Lead Agencies; production of approved scripts; and distribution.

The Consultant will prepare and publish newspaper advertisements and other such public

notices informing the general public of the upcoming meetings. The Consultant will also prepare and distribute flyers in the corridor area neighborhoods informing residents and businesses of upcoming meetings.

The Consultant will conduct three sets of Public Meetings for the purposes of introducing the overall project, providing an overview of the project components, discussing design and engineering concepts and their possible application, discussing findings and environmental impacts, refining alternatives, defining community context, and receiving community feedback on the issues. This task includes the development of power point presentations and other presentation graphics. The Consultant will prepare and distribute Public Meeting Transcripts for each set of Public Meetings.

The Consultant will develop notices of availability of the draft NEPA document for publication in the Federal Register and other local periodicals.

The Consultant will conduct one set of Public Hearings for the purpose of presenting the results of the Draft EIS and to solicit comments on these results. This task includes the development of a PowerPoint presentation with accompanying presentation graphics. The coordination effort shall include securing venues; times and dates; drafting and distributing letters to venue representatives; preparing hearing announcements; coordination with local newspapers for the placement of announcements; visiting venues prior to hearings to identify audio/visual needs; conducting follow-up phone calls to venues; coordinating scheduling of hearings; preparation and printing of any supplemental material for the hearings. The Consultant will also coordinate, prepare, and distribute Public Hearings Transcripts.

**Task 2.8 Newsletters** During the study, the Consultant will produce semi-annual newsletters for distribution to the mailing lists and posting on the website. The newsletters will serve as an announcement about the upcoming public meetings on the project and will provide an update on the project status. Draft newsletters will be prepared well in advance for review by the Lead Agencies and the Technical Advisory Committee prior to publication. The Newsletter will be a two-color, two-sided, self mailer and will be mailed to targeted stakeholders semi-annually and at least two-weeks prior to any Public Meeting or Hearing. Newsletter development will include the following components: acquisition and development of content; conceptualization and design of newsletter; physical layout of newsletter; revisions of first draft; editing of first draft; approval of second draft; preparation of newsletter for print; printing of newsletter; and distribution of newsletter. The newsletter will also be posted on the project web site.

**Task 2.9 Project Website** In addition to the secured access website, the Consultant will develop and maintain a public website specifically designed for this project. The public Project Web site will be updated monthly with new information to include, but not limited to, project status, scoping report, conceptual alternatives, edited presentations, newsletters in PDF format, and scheduled Project meetings. Web Site development, updates and maintenance will include the following components: acquisition and development of content; conceptualization and design of new content; physical layout of

new content; revisions of draft by the Lead Agencies; editing of draft; approval of draft; preparation and up-loading of website; and testing. The Consultant will file and track all project communication and e-mails.

### **3.0 Geospatial and Environmental Database Development**

The Consultant will construct and maintain a project database using the current version of ArcGIS software. The Consultant will identify, collect, and publish available digital geospatial data that are relevant to the needs of the project. The Consultant will maintain and update the database during the life of the project and turn the database set over to DOTD and RPC at the end of the project for their use.

**Task 3.1 Data Collection and Assessment** The Consultant will collect available/relevant data from federal, state, and local sources to create a functional base map on which to overlay field data collected as a result of technical studies and various environmental data collection efforts performed during the preparation of the environmental document.

**Task 3.2 Database Development and Documentation** The Consultant will provide supporting metadata documentation on components of the base dataset in a general descriptive document for delivery in association with the based dataset.

**Task 3.3 Project Base Map** In creating the project GIS, the Consultant will resolve to the extent possible any issues relating to coordinate, projection and/or datum conflicts between component data sets. As the project proceeds, the collection of field data will be added to the project GIS. Project base map will be used to develop document graphics and meeting exhibits.

**Tasks 3.4 Data Accessibility During** project development, the base map will be made available on the secured website for the Partnership to access as necessary. At the end of the project, the delivery of the base map database will be made by delivery of one or more CDs as a series of self-extracting files to RPC and DOTD. Sensitive data, not for public distribution, such as the location of threatened and endangered species or archeological sites shall not be made available to the public or anyone outside the Partnership.

### **4.0 Preliminary Investigation of Rail Relocation Alternatives**

The early feasibility study identified the relocation of rail within the Central Section as a viable alternative. The purpose of the preliminary investigation is to advance the project definition, focus the EIS efforts on those alternatives that are realistic, and clearly and concisely explain the reasons for the elimination of alternatives previously considered. In addition to various public agencies, six Class-1 railroads, one Short Line railroad, and Amtrak have a stake in the improvements. The Consultant will communicate and coordinate with all rail stakeholders throughout the project. The preliminary investigation will consist of an update of the analysis of existing rail operations and probable impacts associated with the relocation of the rail line and the development of the

rail alternatives for detail analysis in the EIS including the no-action alternative.

**Task 4.1 Rail Relocation Corridor Screening-level Analysis** The Consultant will use GIS technology and base mapping to identify potential issues within the proposed corridor. The screening analysis will identify potential environmental issues that would affect operations, increase costs, or constitute a fatal flaw. The initial alternatives are described more fully in the Feasibility Study, a copy of which can be obtained from the RPC or the DOTD Website.

**Task 4.2 Rail Operations Analysis and Liaison** The Consultant team will meet with the rail stakeholders during the process. (Up to 12 meetings anticipated.) Each railroad will have representation on the Technical Advisory Committee. The Consultant will also analyze the impact of the proposed relocation alternatives on the rail stakeholders operations and shippers, as well as on current and projected passenger rail services (Amtrak and New Orleans Union Passenger Terminal).

**Subtask 4.2.1 Railroad Liaison** The Consultant team, through the, will identify the appropriate contacts at the railroad for the various anticipated issues (Real Estate, Technology, Operations, Policy, etc.). The Consultant will develop, discuss, edit and revise as necessary a Memorandum of Understanding outlining the railroads' participation in the study. The Consultant will discuss information required from railroads to support the quantitative analyses needed in the study. The Consultant will determine the schedule for updates with railroad by phone, email, or in person, as appropriate.

**Subtask 4.2.2 Railroad Operations Planning** In consultation with railroads, the Consultant will identify, analyze, and document existing bottlenecks, obstacles, or constraints to the efficient flow of freight and passenger rail operations. The Consultant will analyze the existing customer base and assemble available information regarding train service and railroad facilities, including yards and terminals, to develop a conceptual operating plan over the new alternatives as well as new schedules to support the plan. The Consultant will develop sufficient information to provide a basis for operating and maintenance cost estimates as part of the net project benefits calculation under both current and proposed scenarios, in order to provide an independent analysis of railroad costs and benefits.

The Consultant will review the previous modeling efforts and independently verify through independent modeling using the RTC Model or other means, as appropriate, the expected trip times, train speeds, and line capacity requirements that need to underlie the design of the new route(s). The analysis will also address how infrastructure improvements will remove bottlenecks, obstacles, or constraints in the current rail gateway system. This analysis will document how freight rail and passenger rail operations will benefit from proposed improvement. Benefits for freight operations and passenger operations will be addressed separately.

Taking into consideration growth projections for both freight and passenger traffic, the Consultant will review the Feasibility Study and confirm the following with the railroads:

- Segments of current track that may need to be retained for freight or passenger service
- New configuration and or connections needed to serve existing or likely new customers
- Estimates of impacts on schedules of freight and passenger service.

**Subtask 4.2.3 Project Benefits** The Consultant will identify operating benefits of the proposed new route for subsequent use in developing a Purpose and Need Statement. The Consultant will identify the types of benefits that may accrue to railroads and to the public as result of all improvements proposed, particularly operating over the new route(s). The Consultant will also note any instances where the railroads costs might increase as a result of the project.

**Task 4.3 Rail Alternatives Development** The Consultant will document the planning and project development process in terms of the key decision points and the factors critical to decision-making, as well as the role of the EIS as a decision support tool. The Consultant will also prepare all narrative and graphics for inclusion in the EIS, which will describe in detail the alternatives to be retained for subsequent evaluation in the EIS, including the no-action alternative. The development of rail alternatives for detailed consideration in the development of an EIS for this project will entail the following sub-tasks:

**Subtask 4.3.1 Document Review** The Consultant will review and summarize the findings and recommendations of previous studies relevant to existing operation on the rail line and possible relocation of the line and other improvements.

List of previous studies:

1975- "Analysis of Alternatives in Alleviating Railroad - Community Conflicts in Jefferson Parish, Louisiana," prepared for the U.S. Department of Transportation by the CONSAD Research Corporation. Report No. RP-3007, DOT-FR-4-3007

1989 - "Old Metairie Railroad Project Environmental Statement," prepared for U.S. Department of Transportation, Federal Highway Administration and Louisiana Department of Transportation and Development. S.P. NO. 736-10-48, F.A.P. NO. RR-022R (007)

1996 - "A Comprehensive Study of Problems in the Old Metairie Railroad Corridor in Jefferson and Orleans Parishes in Louisiana," prepared for U.S. Department of Transportation, Federal Railroad Administration, Office of Railroad Development by Rail Lease Inc. Report No. DOT-FRA-RDV-96-0 1 B

- 2002 -- "New Orleans Rail Gateway and Regional Rail Operational Analysis," prepared for Louisiana Department of Transportation and Development by URS Corporation. S.P. NO. 737-26-0002, F.A.P.No.HP-TO21(021)
- 2002 – “Gulf Coast High Speed Rail Corridor Development Plan, Phase I, Improvement Implementation Plan - Meridian to New Orleans,” prepared by Burk-Kleinpeter, Inc.
- 2004 – “New Orleans Rail Gateway Infrastructure Plan,” prepared by the Association of American Railroads.
- 2006 -- “New Orleans to Mobile Corridor Development Plan,” prepared by Burk-Kleinpeter, Inc
- 2008 – “Vision Plan for the Baton Rouge – New Orleans Intercity Passenger Rail,” prepared by the Louisiana Department of Transportation and Development, Intermodal Transportation Division
- 2008 – “Impacts of Climate Change and Variability on Transportation Systems and Infrastructure: Gulf Coast Study, Phase I,” prepared by the U.S. Climate Change Science Program
- 2009 – “New Orleans Rail Gateway Benefits,” prepared by Cambridge Systematics

The Consultant will summarize alternatives from the planning study that require further evaluation in the EIS, including a No Action alternative. The Consultant will organize and summarize the previous work completed on alternatives for inclusion in the EIS in a way that minimizes the repetition of previously completed work while providing a legally defensible documentation of previous decision-making. To streamline the documentation requirements and to better communicate the information to the “lay” citizen as well as elected officials and regulatory/resource agencies, the information will be presented using easy to understand matrices and graphics to the extent possible. Historical alternatives will be presented at a more general level of detail, with an increasing level of detail provided for the most recently considered alternatives.

**Subtask 4.3.2 Field Reconnaissance** In coordination with the AAR, the Consultant will review and observe rail operations in the existing corridor. The Consultant will conduct field reconnaissance for proposed relocation alternatives to identify, inspect and visually evaluate potential issues and to examine possible points of intersection with highways, waterways, wetlands, etc.

**Subtask 4.3.3 Development of Rail Relocation Alternatives** The Consultant will participate in meetings with the Lead Agencies and the Technical Advisory Committee to refine assumptions and design and performance criteria/standards to be used in alternatives evaluation and refinement, and coordinate the assumptions with participating agencies and the railroads. Examples of the performance criteria include: mobility

improvements, environmental benefits, operating efficiencies, cost-effectiveness, compatibility and support of existing land use policies, etc.

The Consultant will identify and provide justification for logical termini for the proposed project. The Consultant will prepare a logical termini letter and supporting graphics for concurrence by FRA.

The Consultant will develop engineering and conceptual drawings, schematics, and initial geometrics if needed, to evaluate the alternatives previously selected for detail analysis, including cross-sections and plans showing the location, connections to other lines, and points of intersection with existing or proposed infrastructure. Alternatives must be developed in sufficient detail to show track alignment, potential yards and sidings, minimal right-of-way width and required bridges and major hydraulic structures. Minimum right-of-way width should preserve existing access roads or provide new access roads adjacent to the track wherever possible. The detail should be sufficient to develop preliminary cost estimates. The Consultant will develop schematic plans and profiles for the alternatives (1"=100'), including analysis of all necessary structural modifications of existing transportation facilities, permits required, utility relocation, and right-of-way requirements.

For a select number of relocation alternatives (up to 3 for the Back, Middle, and Front Belts), the Consultant will complete the engineering, operations analysis, construction phasing and constructability analysis to a level of detail necessary to support the evaluation of the transportation system to accept anticipated growth and the effects on social, economic, and natural environment as required under NEPA, and develop a cost estimate for the proposed facilities. The Feasibility Study found the Front Belt infeasible. Therefore, sufficient documentation will be needed to validate (or in-validate) this earlier finding. This work will be completed on base mapping using geo-referenced, controlled, aerial photography. Engineering drawings will include development of plans and profiles for property acquisition, alignments, yards, and auxiliary and ancillary support facilities. The Consultant will conduct an analysis of construction phasing and constructability for each detailed alternative that remains viable. The engineering, structural, and support work will include the necessary highway and freeway modifications including impacts to DOTD roadways/bridges and City and Parish local streets, and the replacement of the Almonaster Bridge. The components for conceptual plans and profile will be prepared at 1-inch equals 200 feet.

At the end of the project, the computer aided design (CAD) files will be organized and delivered on CDs as a series of self-extracting files to RPC and DOTD.

The Consultant will coordinate to produce the definition of alternatives with the Lead Agencies and other participating federal, state and local agencies to ensure that the special needs of this project are addressed.

**Subtask 4.3.4 Cost Estimates** The Consultant will develop initial capital expense estimates based on per-foot construction costs for typical railroads and roadbeds and per-

square-foot costs for bridges. The Consultant will estimate the cost of highway-railroad grade crossing closures/separations and the ballast decking on the Huey P. Long Bridge. The Consultant will estimate relocation costs for any major utilities that have to be modified or moved on a comparable basis. The Consultant will estimate the cost of right-of-way acquisition based on the number of properties to be taken, local real estate values and probable requirement for relocation assistance. The Consultant will use information from available public sources to estimate the number of parcels needed.

Capital cost, operations and maintenance estimates will be prepared for each detailed alternative for each Section: Eastern, Western, and Central. Construction cost estimates will be prepared for each detailed alternative. The cost estimate shall include utility relocation costs. The Consultant will provide the specific analysis required for relocation of all utilities including, water, gas, electric, telephone, and sewer. The Consultant will prepare an estimate of the required right-of-way impacts and associated costs, including displacements and access requirements for each detailed alternative. The Consultant will determine requirements for additional signaling elements and Centralized Train Control (CTC) that may be required. Cost should include inflation for implementation based on build out year.

**Subtask 4.3.5 Evaluation of Railroad Alternatives** The Consultant will independently verify the output from the rail operation modeling effort to determine net change in travel time for each preliminary alternative expressed in annual hours of operation.

This information will be used to project fuel and labor requirements and other expenses contributing to the overall operating cost for each alternative. The consultant will combine the projected increase/decrease in operating expenses with the annualized cost of right-of-way acquisition and railroad construction to determine the overall net cost of each alternative.

This will provide a basis for evaluating the relative net benefits/costs associated with the relocation alternatives in the Central Section. The Consultant will develop an evaluation matrix summarizing public and private advantages and disadvantages as well as the relative net benefits/costs for all relocation alternatives and include it in alternatives documentation under Subtask 4.3.6. Some data supplied by the rail carriers may be confidential and must not be released. Confidential data will be identified by the railroads through the AAR. Data that is “derived” from confidential data may be incorporated if approved for release by the AAR.

The Consultant will perform a simulation of train movements 20-30 years in the future showing whether the proposed facilities would be sufficient to handle the projected traffic levels of all services (freight, commuter and intercity passenger) operating on the railroad. The projected level of passenger service must be included in the operational analysis. Infrastructure construction or improvement requirements for additional passenger service must be clearly identified using dotted or dashed lines and a note “to be funded by others.” This relates to the projected Gulf Coast High Speed Rail Corridor service.

**Subtask 4.3.6 Documentation** The Consultant will prepare a summary documenting the evaluation of preliminary rail relocation alternatives. The summary will describe all rail relocation alternatives evaluated and present the results of the analysis along with appropriate exhibits and tables. These documents will be expanded later for inclusion in the draft EIS.

## **5.0 Preliminary Investigation of Roadway Alternatives**

At least one rail relocation alternative (the Middle Belt) will impact the I-10 Carrollton Overpass. The Consultant will coordinate impacts to State owned and controlled roadways with the DOTD Road and Bridge Design Engineer Administrator, DOTD Operations and the DOTD District 02 Administrator. The Consultant will review all necessary documents, including but not limited to, as-built plans of roadways and bridges impacted by the rail relocation. The consultant will perform field reconnaissance with the DOTD District staff including the District Traffic Engineer. The Consultant will develop roadway or bridge alternatives to address and mitigate impacts along with their associated cost estimates. The Consultant will evaluate and analyze the impacts of each roadway or bridge alternative developed. The Consultant will meet with DOTD Road, Bridge, and District staff to discuss the evaluation. The Consultant will document their methodology, conceptual layouts, designs, cost estimates, findings, conclusions, and recommendations regarding any roadway or bridge improvements needed.

## **6.0 Notice of Intent and Scoping**

The Consultant will prepare the Notice of Intent which will be published by FRA in the Federal Register indicating that an EIS will be prepared. The Consultant will schedule and make all necessary arrangements for holding the scoping meetings as required by NEPA. Scoping meetings provide an early opportunity for the public and resource agencies to identify potential issues to be addressed in the EIS. Agency scoping meetings will also be used to determine roles and responsibilities, schedule for milestones, and review times. During scoping the public and agencies are given preliminary information regarding project goals and objectives, purpose and need, alternatives, and any other relevant information. The Consultant will prepare all material, handouts, and meeting minutes.

After scoping the Consultant will develop and coordinate acceptance of an outline for the Draft EIS based on coordination with Lead Agencies. The appropriate level of detail for impact assessment, schedule for chapter preparation, and page limits will likewise be discussed and confirmed. (This should be done prior to writing the document to ensure all parties have shared understanding.)

## **7.0 Purpose and Need Statement**

The Consultant will prepare the statement of Purpose and Need for the project. The statement of Purpose and Need will form the basis against which the Alternatives will be evaluated. It is important that the statement of Purpose and Need clearly identify the

problem to be solved by the proposed project, and the elements contributing to the problem which must be addressed by proposed solutions. The statement of Purpose and Need will draw on existing and projected conditions, proposed improvements, environmental quality concerns, and community characteristics in the study area.

The Consultant will undertake the following activities to develop the statement of Purpose and Need:

- Review the Statement of Needs, Goals and Objectives in the Planning documents. Identify areas where refinement is needed based upon changes in assumptions, or changes in existing conditions, including public perception.
- Assess the need for the relocation and other improvements based on consideration of study area limits, existing and proposed facilities and services, level of service, local transportation goals and objectives, problems identified in the corridor, and other goals. System improvements likely to be implemented before 2025 will be identified and analyzed.
- Identify opportunities and constraints in addressing identified needs to help further define alternatives and to take advantage of existing and planned transportation improvements and economic development potential.
- Coordinate the development of the statement of Purpose and Need with federal, state and local agencies, including RPC, DOTD, local governments, railroad stakeholders, and the public through the public outreach program.
- Refine the statement of Purpose and Need as necessary to address comments received as a result of agency and public coordination.

## **8.0 Description of Alternatives**

Though it is expected that the preparation of the Draft EIS will focus on three build alternatives for relocation of the rail lines and other proposed improvements, other reasonable alternatives may be identified. The “program of projects” consists of projects in the Western Section, the Central Section, the Eastern Section, and the Intermodal Yard at the Port of New Orleans. The Western Section includes construction in the Avondale Rail Yard, separating/closing several road-rail crossings, and ballast decking the Huey P. Long (HPL) Bridge. The Central Section extends from the east end of the HPL Bridge to the Almonaster Bridge. The Feasibility Study identified three optional routes in the Central Section: the Front Belt, the Back Belt, and the Middle Belt. It eliminated the Front Belt as infeasible. The Back Belt option addresses numerous highway-railroad crossing issues by grade-separating or closing several crossings through Metairie and provides additional rail capacity with minimal track construction. The Middle Belt reroutes the trains along the Earhart Expressway and I-10 corridors providing additional rail capacity through a more industrial part of the city. While both routes would improve public safety by eliminating or separating all highway-rail grade crossings, the Middle Belt appears to offer the best benefits for both the public and the railroads, and would eliminate flood-prone highway underpasses on the critical evacuation routes along I-10 and Airline Highway. The Eastern Section includes the reconstruction of the highway-railroad Almonaster Bridge owned by the Port of New Orleans, some rail construction,

and grade crossing separations/closures. The complete list of projects was identified in the Feasibility Study, a copy of which can be obtained from the DOTD website. The Consultant is expected to review the Feasibility Study in detail. The documentation will include the no-action alternative as well.

## **9.0 Affected Environment**

The Draft EIS will contain a chapter with information on the existing social, economic, and environmental conditions. The Consultant will document the affected environment, with particular attention paid to resources potentially subject to impact or likely to affect project design.

The Consultant will request regulatory agencies' concurrence with the identification of resources within the affected environment and impact assessment findings early in the process. These actions will help to avoid unnecessary delays to the project during the Draft EIS document circulation and agency comment period.

## **10.0 Environmental Consequences**

The objective of this task is to document evaluated effects determinations of the various alternatives that have been retained for full evaluation in the EIS. The evaluation will focus on the issues and resources identified in the scoping process, and will examine the beneficial and adverse environmental impacts of the no-action and each of the build alternatives. In identifying and analyzing environmental consequences, the Consultant must determine consequences of the proposed project based on each project component. The results will be used by decision-makers to refine proposed transportation improvements to avoid, minimize, or mitigate negative impacts, or to enhance the existing environment. The task will include the analysis of numerous topic areas and will include an analysis of both the positive and negative impacts of the proposed project, as well as their duration. The following topic areas will be addressed:

**NOTE: This list will be refined during scoping**

### Human Environment

- Neighborhood Cohesion and Environmental Justice
- Land Use and Acquisitions/Displacements
- Business Impacts – Access and Relocations
- Parklands, Community Facilities and Sec. 4(f) Properties
- Historic and Archeological Resources
- Visual and Aesthetic Conditions
- Brownfields
- Joint Development Potential
- Secondary Development and Secondary/Cumulative Effects
- Employment

- Fiscal Impacts
- Transportation
- Energy Impacts
- Public Health and Safety
- Other issues identified during the public scoping and participation process
- Safety and security

#### Physical and Natural Environments

- Air Quality and Clean Air Act Conformity
- Navigable Waterways
- Water Resources (water quality, groundwater, drainage and floodplains)
- Wetlands
- Threatened or Endangered Species
- Noise and Vibration
- Contaminated soils/hazardous materials/solid wastes
- Soils/Geotechnical Conditions
- Right-of-Way Impacts
- Construction Impacts
- Ecology and Wildlife Habitat
- Natural Resource Consumption
- Other issues identified during the public scoping and participation process

**Task 10.1 Land Use** The Consultant will evaluate forecast changes in the land use and any resultant residential, commercial, or industrial growth in the corridor as a result of the project. The Consultant will obtain current and future land use plans and zoning maps. The Consultant will coordinate with local planning efforts and identify and discuss development trends and growth in the project area. The consultant will assess the consistency of the project with the comprehensive development plans for the area.

**Task 10.2 Social Impacts/Community Impacts** The Consultant will coordinate with the community leaders (identified in task 2.2 above), federal, state, and local agencies and interested parties who have an interest or a role in the social aspects of the affected communities (these include, but are not limited to RPC, the State Historic Preservation Office (SHPO); and local planning and parks and recreation departments as well as affected neighborhood associations, and business associations).

The Consultant will analyze for each build alternative studied commensurate with the level of anticipated impact the following:

- Beneficial and adverse changes in neighborhoods, community cohesion, and social groups as a result of the proposed action. The discussion will focus on each alternatives studied and its potential to split or isolate neighborhoods or separate communities from local facilities.
- Changes in travel patterns and accessibility due to the relocation of the rail line.

- Direct and indirect impacts on schools, churches, police and fire stations, businesses, and recreational areas
- Impact on highway and traffic safety, as well as overall public safety
- Effect of the project on general social groups and those specifically benefited or harmed such as the elderly, handicapped, non-drivers, transit dependents, minority groups, or low-income populations.
- Coordinate the findings of the impact assessment with the appropriate federal, state and local agencies.

**Task 10.3 Relocation Impacts** The Consultant will prepare an estimate of residential and commercial displacements, including disproportionate impacts on minority and low-income populations. The Consultant will make recommendations regarding design modifications to reduce or alleviate potential impacts or to provide project enhancements. The Consultant will prepare a conceptual stage relocation plan. This Plan will include the estimated number of persons and families to be displaced, by race, the number of persons in each family, and the approximate income level; the type of dwelling (mobile home, frame, brick) and the estimated value; the location and quantity of available replacement housing; if none is available, the estimated cost to build new housing; or whether any displacements have sufficient remainder on which to move or build; the location and types of businesses to be displaced, the race of the owner, estimated number of employees, by race, bypassed businesses if applicable, and a listing of available commercial buildings and sites; the functional replacement of a publicly-owned facility, if applicable, and the existence of publicly-owned recreation lands; and the estimated costs of required right-of-way and relocation assistance. Cost estimates for relocations, displacements, and right-of-way shall be included in the document.

**Task 10.4 Economic Impacts** The Consultant will collect data to determine the economic vitality of the project area. Data collected will be related to demographics, population, population trends (historic and projected), employment, income, industry, commercial activities, and regional commercial and transportation growth. Commercial facilities will be surveyed to assess possible project impacts to determine the necessity of relocation or modification. All businesses served by the existing line will be consulted to determine how the relocation would affect business operations.

Public utilities will also be investigated to identify probable impacts. The Consultant will evaluate the economic impact associated with the construction/conversion of a rail yard at the Port into an intermodal yard.

**Task 10.5 Environmental Justice** In accordance the Executive Order 12898 and USDOT Order 5610.2, the Consultant will identify minority and low-income populations within the project area and evaluate and determine whether the project will have any adverse impacts on these populations. FRA will make the final determination as to whether any low-income or minority populations would be disproportionately or adversely impacted by the proposed project.

The Consultant team will structure the public involvement plan to outreach to any such population and their leadership. Project informational material will be developed in a manner which facilitates communication with minority and low-income populations in

the area as well as any limited English proficiency population that may be impacted. The material will be tailored to meet their specific needs.

**Task 10.6 Air Quality** The Consultant will conduct air modeling for the proposed alternative as required by EPA general conformity regulations and guidelines. An Air Quality Technical Report will be prepared for the project and the summary of the methodology and finding will be provided in the EIS.

**Task 10.7 Noise and Vibration Impacts** The Consultant will collect ambient noise data to determine the nature, extent and volume of noise resulting from operation of existing rail line, obtaining data from the railroad and other available sources. Impacts are normally characterized in terms of before and after, or without and with project execution. Train noise varies depending on a number of factors such as train speed, locomotive power, type of equipment, track configuration and condition, and distance from the source. As such, the Consultant will make use of appropriate modeling tools and procedures based on Federal Transit Administration guidance to identify noise sensitive receptors along the proposed route that would be affected. The analysis will suggest locations where noise barriers would be both technically beneficial in terms of reducing impacts and feasible in that sufficient numbers of receptors would benefit to warrant the proposed investment in noise mitigation. The Consultant will model and report on rail noise and vibration and prepare a noise quality report related to the relocation as part of the EIS.

**Task 10.8 Natural Resources** The Consultant will discuss in the document the natural resources (physical and biological) in the study area that will be impacted by the project. The Consultant will identify resources within this study area by topic, for example, historic properties, known archeological sites, neighborhoods, parks, community facilities, or contaminated materials. The Consultant will identify the appropriate study area or Area of Potential Effect for the resources under evaluation and will review existing data sources and consult with the various resource agencies prior to conducting field investigations to determine the anticipated impact to and use of natural resources.

**Task 10.9 Threatened & Endangered Species** During field surveys, a search will be made for those threatened or endangered species suspected to be in the area, and/or for their habitat, if applicable. The Consultant will prepare a biological report indicating the methods utilized in the field survey and the resulting conclusions and recommendation. All coordination with other agencies will be through the Department's Environmental Section or with their expressed approval. Coordination with knowledgeable staff from the Louisiana Department of Wildlife and Fisheries and the U.S. Fish and Wildlife Service (USFWS) is required to determine the impacts of the project within the logical termini. The biological report shall map areas of concern, but the report shall not be distributed to the public or included in the Appendix of the EIS. Attempts must be made to avoid impacting protected species and their habitats. A supplemental agreement will be necessary if a Biological Assessment (BA) is required by USFWS, although one is not anticipated at this time.

**Task 10.10 Unique and Environmentally Sensitive Areas** Consultant will identify any unique and environmentally sensitive areas.

**Task 10.11 Wetlands** Wetlands in the project area will be identified and delineated utilizing the latest appropriate Corps of Engineers guidelines. A Wetlands Finding, using latest FRA criteria will be written. Information referenced may include infrared photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Referenced information may not substitute for a required on-site field determination. The Consultant will calculate acreage and value of wetlands impacted, and will produce exhibits suitable for reproduction indicating wetlands limits in the area of and to be impacted by the project. Corps of Engineer site data forms will be completed for each wetland area. Photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a quadrangle sheet as well as a layout map with the mile posts noted. The Consultant will project acreage loss, as well as water quality and wetland function impacts. The report will contain information regarding the nexus of the wetlands identified to waters of the U.S.

**Task 10.12 Floodplains** The Consultant will determine floodplain areas within the study area and National Flood Insurance Program maps and/or information developed by the state or local floodplain managers will be used to determine whether an alternative will encroach on a base floodplain. The Consultant will evaluate the impacts associated with the proposed relocation. These include direct right-of-way encroachments into the floodplain and the potential for induced secondary development in the floodplain. The Consultant will identify the extent of encroachments, potential for increased flood hazards, and support of incompatible floodplain developments and their potential impacts. The potential for the project to have a longitudinal floodplain impact and the relevance of Executive Order 11988 will be determined and reported.

**Task 10.13 Cultural Resources** The Consultant will review previous cultural resource survey reports within the logical termini on file at the Divisions of Archaeology and Historic Preservation and coordinate with the Department as to the need for additional survey work before initiating a cultural resources survey. After initial coordination with the Department and the State Historic Preservation Officer (SHPO), the Consultant will complete a Phase I Cultural Resources survey to determine the presence of both historic and prehistoric National Register of Historic Places eligible archaeological sites, as well as any standing structures or other places or objects, including bridges, eligible for listing on the National Register of Historic Places within the Area of Potential Affect. The survey will meet the current standards of the Louisiana Division of Archaeology. The Consultant will prepare all research and documentation necessary to comply with Section 106 of the National Historic Preservation Act. All coordination with the SHPO's office will be through the Environmental Section or with the express approval of the DOTD Environmental Section. A supplemental agreement will be necessary if a Phase II Cultural Resource Survey is required.

**Task 10.14 Construction Impacts** The Consultant will discuss the construction related impacts associated with the project. This includes impacts on adjacent properties, roadways, traffic, utilities, emergency vehicles, environment, and related items. Potential air quality and noise impacts will be discussed qualitatively.

For the Middle Belt alternative, the Consultant will address the impacts associated with the reconstruction of the Carrollton Overpass including implementation and sequencing of construction.

**Task 10.15 Aesthetic and Visual Quality Impacts** The Consultant will discuss the visual impacts associated with the relocation of the rail line and other improvements.

**Task 10.16 Hazardous Wastes and Underground Storage Tanks** A Phase I Environmental Site Assessment will be performed on the site in accordance with the latest version of ASTM Standards E 1527. The Phase I Environmental Site Assessment has four components: Records Review, Site Reconnaissance, Interviews and Report. If any sites of concern are found, the Consultant will meet with the Technical Advisory Committee and/or Lead Agencies to discuss what measures should be taken to avoid or minimize impact.

The Consultant will include a discussion of the risk associated with the release of hazardous materials for each alternative. Procedures to deal with these risks or possible occurrence will be addressed to extent possible.

**Task 10.17 Energy** The Consultant will discuss in general terms the construction and operational energy requirements and conservation potential of each of the alternatives.

**Task 10.18 Joint Development** The Consultant will discuss the community and economic development initiatives to preserve or enhance the affected community's social, economic, environmental, and visual values.

**Task 10.19 Cumulative and Secondary Impacts** The Consultant will discuss the secondary social, economic and environmental impacts of any substantial and foreseeable induced development for each alternative. The discussion will distinguish between anticipated impacts due to the project and changes that would have occurred irrespective of the project. It will include discussion of the anticipated cumulative impacts on the existing roadway system, as well as changes in transportation patterns that may result from the project. The Consultant will review existing land use and zoning data to determine the kinds of development likely to occur in proximity to the rail line in the foreseeable future. The Consultant will assemble information relating to existing business and industry in the study area and make determination regarding the type of economic activities that would likely occur in the area following project execution. The Consultant will take into consideration the probable availability of highway access to sites that might be developed or redeveloped along the new rail line, since development would be most likely to occur in those areas where both rail and road access was available.

The Consultant will also determine what may be required for future expansion/connectivity to the Baton Rouge line currently being investigated and discuss any foreseeable connectivity impacts in the project area.

**Task 10.20 Relationship between Local Short-term Uses of Man’s Environment and the Maintenance and Enhancement of Long-term Productivity** The Consultant will discuss in general terms the proposed action’s relationship between local short-term impacts and use of resources and the maintenance and enhancement of long-term productivity.

**Task 10.21 Any Irreversible Commitment of Natural Resources** The Consultant will discuss in general terms the proposed action’s irreversible and irretrievable commitment of natural resources.

**Task 10.22 Safety and Security** The Consultant will coordinate with the railroads and local emergency officials to determine what measures, if any; will be implemented to address safety and security issues. The Consultant will discuss the emergency procedures in place to address releases of hazardous materials.

Regarding the safety of passenger service, the Consultant will coordinate with Amtrak, the freight railroads, and others to determine the appropriate capacity requirements to minimize interference with current and future freight and passenger service.

**Task 10.23 Estimated Project Costs** The Consultant will develop project cost estimates for design, right-of-way (acquisition and relocations); construction (all aspects), utility relocation, permits, and mitigation. The cost estimate shall be reported in year of expenditure and include increases due to inflation

## **11.0 Additional Impacts, Permits and Mitigation**

The Consultant will address additional impacts, permit, and mitigation requirements applicable to the proposed action.

**Task 11.1 Section 4(f) and Section 6(f)** The Consultant will present the potential impacts to 4(f) and 6(f) properties in a separate evaluation within the EIS. All public recreational and public park land will be identified and delineated within the logical termini. Any wildlife refuges in the project area will also be identified. The Consultant will consult with resource managers and prepare all documentation necessary to comply with Section 4(f). Use of Land and Water Conservation Funds will be identified by the Consultant. If such funds are present, the Consultant will prepare all documentation for coordination with the appropriate agencies.

**Task 11.2 Environmental Permitting** The Consultant will identify all potential permits and their requirements. Each permit will be described. The Consultant will coordinate with permitting authorities to ensure permit ability of the proposed project. Those permits to be identified include, but are not limited to: Corps of Engineers (Wetland permit); Water Quality Certification; and Storm Water Permit

**Task 11.3 Mitigation** The Consultant will prepare a Mitigation Plan documenting committed measures that will be taken to mitigate the documented, adverse, significant effects of the action alternatives. Types of mitigation measures proposed will be considered and discussed with the appropriate agencies and other stakeholders. Draft mitigation measures will be discussed in the Draft EIS, after review by RPC, DOTD, and railroads where applicable.

## **12.0 Develop Phased Implementation Plan and Financial Strategy**

The Consultant will develop alternative project implementation scenarios, evaluate phased project implementation, and define a preferred phased implementation schedule along with construction cost estimates in year of implementation. Such a plan should show phases in timeline and establish priorities for each phase. The Consultant will prepare a financial strategy and plan for project delivery for each project phase that comprises the preferred alternative.

If project is expected to cost \$500,000,000 or more, the Consultant will need to develop a Project Management Plan (PMP) in accordance with FHWA guidance.

**13.0 Draft Environmental Impact Statement Review & Approval** The Consultant will conduct Independent Technical Reviews of the Preliminary Draft EIS. The Draft EIS should demonstrate compliance, to the extent possible, with all applicable federal, state, and local regulations. It should incorporate the findings of the public involvement process and coordination with all stakeholders.

**Task 13.1 Review of Preliminary Draft EIS** The Consultant will submit preliminary Draft EIS documents to DOTD and FRA for review and comment. Copies of the review documents may be provided to others as determined by FRA and DOTD as applicable for their review and comment. For each revision, additional copies will be required. Incorporate comments from preliminary Draft EIS document.

**Task 13.2 Obtain Approval of Draft EIS** The Consultant will submit revised Draft EIS document for Review and Approval. All comments will be addressed by the consultant prior to FRA issuing approval to print.

**Task 13.3 Publish and Distribute Draft EIS** The Consultant will print and distribute the Draft EIS document, including a separate Executive Summary and Technical Supplements. Up to 200 copies of the Draft EIS and up to 100 copies of the Executive Summary will be circulated to the public and agencies. The Consultant will address and mail all copies of the documents with transmittal letters and/or instruction for display for the public at libraries. The Consultant may be asked to publish a Notice of Availability of Draft EIS in local newspapers.

**Task 13.4 Create Electronic Version (Adobe Acrobat) of Draft EIS** Once the FRA has approved the Draft EIS for distribution to the public, the entire document will be converted to PDF files. Appendices not available electronically will be scanned for this effort including all graphics that cannot be “written” to the Adobe Acrobat version. To enable expeditious downloading, the report will be parsed into sections with the graphics separate from the main text. The resulting directory for the EIS will be provided to FRA, RPC, AAR, and DOTD for website upload or copying / distribution as deemed necessary.

## 14.0 Public Hearing

After approval by the FRA, the Draft EIS will be made available to the public and a Public Hearing will be scheduled. All arrangements for the Public Hearing, including location, time, preparation of public notice, preparation of appropriate exhibits, preparation of the technical presentation, and handouts will be made by the Consultant, subject to DOTD Environmental Section's approval. The Consultant will advertise the notice of the Public Hearing in the newspaper. The Consultant will do additional outreach to the community by use of flyers, public service announcements, etc. The text of the notice should include the project vicinity map. Public Hearing exhibits and the Public Hearing technical presentation will be supplied to DOTD and FRA for review prior to issuing approval of the Public Hearing date and authorizing the advertisement. The scale ratio of the exhibits for the Public Hearing must be approved.

The Consultant will conduct the hearing, make the presentation and have knowledgeable informed staff present at the Public Hearing to address the queries of the public, in regard to environmental, engineering and other project related issues. The Consultant will tape, or use a court reporter, and prepare a verbatim transcript of the Public Hearing. The Consultant will distribute the transcript as required.

## 15.0 Final EIS

The objectives of this task are to incorporate all public and agency comments received on the Draft EIS, document selection of the Preferred Alternative, and develop and circulate a Final EIS that is legally defensible and which leads to a Record of Decision (ROD). In addition to responding to comments, a mitigation plan will be finalized. Completion of this task will include the following activities:

**Task 15.1 Technical Re-evaluation and Results Documentation** The response to Draft EIS comments may entail a re-evaluation of technical analyses in order to address certain comments in a sufficient manner. Given a project of this magnitude combined with the urban setting, the re-evaluation of technical issues could consist of drainage, noise, and geometry.

In addition to re-evaluation, additional small group meetings with stakeholder are anticipated in order to ensure that all comments are clearly understood. Results will be documented for summary in the Final EIS as appropriate.

**Task 15.2 Submit Draft Comment Responses for Approval** Following the Draft EIS official 45-day review and comment period, all public and agency comments will be summarized. The Consultant will address in a comment-response fashion all comments received on the Draft EIS during the official comment period, including those comments received during the Public Hearing. The comments will be summarized by topic. The Consultant will submit responses to comments to FRA and DOTD for review and approval. Following the approval of responses, the Consultant will incorporate approved responses into the text of the preliminary Final EIS.

**Task 15.3 Mitigation Plan** Draft mitigation measures will be discussed in the Draft EIS, with these measures compiled into a single Mitigation Plan that will be presented to cooperating agencies and interested resource agencies prior to the publishing and circulation of the Final EIS.

This package will contain a summary of mitigation elements that will be completed with the proposed action. Details of type, location, estimated benefits, and costs will be presented with graphics and tabular data as needed.

Once the Mitigation Plan review has been prepared, it will be submitted to the FRA and DOTD. A draft Mitigation Plan will be incorporated into the Final EIS. Following release of the Final EIS, the Consultant will conduct a Mitigation Plan review meeting with Partnership members and cooperating agencies to discuss the measures that will be undertaken to mitigate any adverse effects of the project. Following the review meeting, the Consultant will work with DOTD and FRA to finalize the Mitigation Plan.

**Task 15.4 Final EIS** The Consultant will conduct Independent Technical Reviews on the Final EIS. Upon incorporation of all internal and external comments, the Consultant will submit the preliminary Final EIS to FRA and DOTD for review and approval. Copies of the review document may be provided to others as determined by FRA and DOTD as applicable for their review and comment.

The Consultant will attend a review meeting with FRA and DOTD to obtain comments on the preliminary Final EIS. The Consultant will provide meeting minutes to all attendees. The Consultant will incorporate comments into the Final EIS. For each revision, additional copies will be required. In addition, an Executive Summary of the Final EIS will be developed for public circulation. The consultant will submit Final EIS and Executive Summary for review and approval.

**Task 15.5 Development of Adobe Acrobat (PDF version) of Final EIS** Once the DOTD and FRA have approved the Final EIS for distribution to the public, the entire document will be converted to PDF files. Appendices not available electronically will be scanned for this effort including all graphics that cannot be “written” to the Adobe Acrobat version. To enable expeditious downloading, the report will be parsed into sections with the graphics separate from the main text. The resulting directory for the EIS will be provided to FRA, RPC, AAR, and DOTD for website upload or copying / distribution as deemed necessary.

**Task 15.6 Develop Notice of Availability of Final EIS** This task will involve development of the Notice of Availability of the Final EIS for publication in the Federal Register. The Consultant will develop the Notice in standard Federal Register format. FRA will finalize the Notice and submit it for publication in the Federal Register.

**Task 15.7 Circulate Final EIS and/or Executive Summary** Up to 200 copies of the Final EIS and up to 100 copies of the Executive Summary will be circulated to the public and agencies. The Consultant will address and mail all copies of the documents with

transmittal letters and/or instruction for display for the public at libraries.

**16.0 Record of Decision** The Consultant will address in a comment-response fashion all remaining agency comments received on the Final EIS and incorporate within the Record of Decision (ROD). The Consultant will prepare and submit the Draft ROD to FRA and DOTD for review and approval.

The Consultant will distribute the signed ROD. Once the FRA has approved the ROD for distribution to the public, the entire document will be converted to a PDF file. To enable expeditious downloading, the report will be parsed into sections with the graphics separate from the main text. The resulting directory for the ROD will be provided to FRA, RPC and to DOTD for website upload or copying / distribution as deemed necessary.

#### Deliverables

All deliverables shall be in electronic format (file format .pdf) as well as hard copies.

Submittal	Copies
Project Work Plan	Up to 15
Public Involvement Plan	Up to 15
Public Meeting Transcripts	Up to 200
Public Hearing Transcripts	Up to 200
Small Group Meeting Notes	Up to 200
Preliminary Draft EIS	Up to 40
DEIS	Up to 200
Executive Summary for DEIS	Up to 100
Preliminary Final EIS	Up to 40
FEIS	Up to 200
Executive Summary for FEIS	Up to 100
ROD	Up to 200
Draft Purpose and Need	Up to 15
Final Purpose and Need	Up to 15
Alternatives Analysis Report	Up to 15
Matrix of Alternatives Evaluation Results	Up to 75
Design and Performance Criteria	Up to 15
Implementation Plan	Up to 15
Determination of National Register Eligibility Report	Up to 15
Phase I Cultural Resources Survey Report	Up to 15
Agreement Document for Historic and Archeological Resources (Memorandum of Agreement or a Programmatic Agreement dependent on the nature of the undertaking)	One (1)
Section 4(f) Evaluation (if required)	Up to 40
Phase I Environmental Site Assessment	Up to 15

Submittal	Copies
Wetlands Delineation Report (if required)	Up to 15 (If small can be in the appendix)
Coordination Letters with the U.S. Army Corps of Engineers (wetlands), U.S. Fish & Wildlife Service (endangered species)	One (1)/agency correspondence
Air Protocol	Up to 5
Air Quality Impact Assessment	Up to 15
Noise Protocol	Up to 5
Noise (and Vibration) Analysis	Up to 15
Transportation Impact Assessment Report	Up to 15
PMP	Up to 60
Financial analysis report	Up to 15

## 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 actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

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/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

The selected Consultant/Team will be required to submit a proposal within 45 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

### **CONTRACT TIME**

The overall contract time is estimated to be **three years**. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will 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 professionally competent in the preparation of NEPA documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in the preparation of NEPA documents in accordance with the National Environmental Policy Act (NEPA) for the FHWA, including Environmental Assessments and who has completed the “NHI course No. 142005, National Environmental Policy Act (NEPA) and Transportation Decision Making”, or an equivalent course.
3. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Environmental Professional with a minimum of three years of experience with rail traffic noise and air analyses.
  - b. One Wetlands Biologist with a degree in biology, or a related field, and a minimum of three years experience in wetlands delineation.
  - c. One Principal Investigator who meets the Archaeologist Qualifications as published in the Louisiana Register dated April 20, 1994, must have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council, or its equivalent training.
  - d. Ecological, Archaeological, and other environmental professionals are required for the performance of a significant portion of the work.
  - e. Two Professional Civil Engineers registered in the State of Louisiana, one with at least five years experience in roadway

- design and one with at least five years experience in bridge design, and a corresponding support staff for each.
- f. One Professional Engineer registered in the State of Louisiana with at least three years experience in rail traffic modeling and a corresponding support staff.
  - g. One Professional Engineer registered in the State of Louisiana with at least five years experience in rail design.
  - h. One Environmental Professional with at least three years experience with community impact assessments and public involvement.
  - i. Staff proficient in the use of ArcGIs.

### **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; 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 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.

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

\*\* The complexity level of this project is **complex**.

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.

**TIER I Evaluation:** All Consultants/Teams 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 total Consultant's rating.

**TIER II Evaluation:** Consultants/Teams on the TIER I short-list of the three (if three are qualified) highest rated Consultant/Teams will be asked to attend an Interview/Presentation (Item 7) scheduled for a later date in the DOTD Headquarters 3<sup>rd</sup> floor classroom. During the presentations each Consultant/Team will be given 40 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Consultant's Interviews/Presentations (Item 7) will be used to develop the ranked TIER II short-list. The TIER I ranking may be a part of the ranking for the TIER II short-list. A ranked TIER II short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

Items to be considered during the interview are:

- Experience/Training/Background of personnel for their positions of responsibility.
- Flexibility and resources available for accelerated activities.
- Approach to the auditing function.
- Control of documentation particularly with respect to administrative functions and possible claims.
- A discussion of the overall philosophical approach to managing the required work.

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation committee will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class.

**Intensity/Rating**

**Adjunctive/Description**

<b>E</b>	<b>Excellent</b> – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
<b>G</b>	<b>Good</b> – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
<b>A</b>	<b>Acceptable</b> – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.



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. **700-92-0021**, and will be submitted **prior to 3:00 p.m. CST on Monday, February 16, 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.