

**ENGINEERING AND RELATED SERVICES
DECEMBER 19, 2008**

**STATE PROJECT NO. 700-99-0482
DOTD BRIDGE DESIGN MANUAL DEVELOPMENT
STATEWIDE**

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

Project Manager – Mrs. Zhengzheng “Jenny” Fu, P.E. may be reached at (225) 379-1321.

PROJECT DESCRIPTION

The Consultant/Team shall develop a new edition of the DOTD Bridge Design Manual for compatibility with the AASHTO LRFD Bridge Design Specifications and AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges and AASHTO Manual for Bridge Evaluation.

SCOPE OF SERVICES

The Consultant shall perform the following Tasks which are sub-divided into two Phases:

Phase I

1. Organization and recording of regularly scheduled technical sessions with the DOTD Bridge Design staff. The Consultant/Team shall meet on a regularly scheduled basis with the DOTD Bridge Design staff to discuss the various subjects/chapters to be included in the manual. The Consultant shall have moderators and note keeps in attendance to document and record all sessions. The discussions and decisions reached during these sessions shall be incorporated into the assembly of the manual.
2. Submittals of written/electronic drafts of each chapter of the manual based on technical content included in all previous technical sessions for comment by the DOTD Bridge Design staff. Interim drafts shall be submitted for review and comment in accordance with the schedule to be determined by the Project Manager.

3. Coordination with the DOTD Bridge Rating Unit to develop the Bridge Rating Method in accordance with AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating of Highway Bridges to be incorporated into the Manual. Included in this work will be the development of design/rating vehicles (trucks) to represent the overweight (<254,000 lbs) permit trucks.
4. Independent research and recommendations on select subject matter.
5. Submittal of final DOTD Bridge Design Manual in written and electronic “smart document” format. DOTD owns the copy right of the manual. The Consultant should not distribute the manual to any other parties without the approval of DOTD Project Manager.

Phase II

1. Maintenance of the Manual for the duration of the Contract. This will include, but may not be limited to, periodic review, and incorporation if necessary, of AASHTO LRFD Bridge Specification revisions, attendance at technical meetings with Bridge Design to review and discuss revisions or updates to the Manual, and independent research as requested by DOTD Bridge Design on subjects to be added or updated within the Manual.

ITEMS TO BE PROVIDED BY DOTD

1. Current DOTD Bridge Design Manual
2. Latest version of DOTD LRFD Bridge Design Manual
3. Regularly scheduled meetings at DOTD Headquarters for bridge engineers input
4. Technical review of draft manual
5. LA Implementation Guidelines for Load and resistance Factor Rating (LRFR) of Highway Bridges
6. LA Overweight Truck Data by Vehicle Permit Office
7. Weigh-In-Motion Data per LA weigh stations
8. LSU Master Thesis on Pile Bent Design

ADDITIONAL SERVICES

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

- Phase II: Maintenance of DOTD Bridge Design Manual

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.

COMPENSATION

Compensation for the required services rendered in connection with this Contract for Phase I, will be negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum 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 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 **1460 calendar days** and completed as shown below:

Phase I: Preparation of DOTD Bridge Design Manual: 12 months
Phase II: Maintenance of DOTD Bridge Design Manual: 36 months

The delivery schedule for all project deliverables shall be established by the Project Manager.

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)

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana.
3. In addition, the Prime Consultant must employ on a full time basis a minimum of two (2) registered Professional Civil Engineers with a corresponding support staff.
4. At least one engineer should have a minimum of ten (10) years design experiences in the application of LRFD AASHTO Bridge Design Specifications in the following areas:
 - a. Superstructures: Prestress Girders, Steel Girders (Straight and Curve), Splice Prestressed Concrete Girders and Movable Bridges.
 - b. Substructures: Column Bents, Pile Bents, River Pier, Cofferdam Design, and Vessel Impact Design.
5. At least one engineer should have rating experiences in the application of AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges.
6. At least one engineer should have previous experiences performing committee assignments for AASHTO Subcommittee on Bridge and Structures, such as T-5 (Loads), T-10 (Concrete), T-14 (Steel) and T-18 (Bridge Management).
7. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. A minimum of two team members with experience in moderating technical sessions including note keepers.
 - b. A minimum of two team members with technical writing skills including a working knowledge of engineering terminology with a corresponding support staff capable of producing the document in both written, as well as, electronic "smart document" format.
 - c. At least one team member with experience in developing CAD drawings.

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; **

* Consultant's firm and personnel experience should be evaluated for the following areas:

- Design experiences in the application of LRFD AASHTO Bridge Design Specifications.
- Rating experiences in the application of AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges.
- Previous experiences performing committee assignments for AASHTO Subcommittee on Bridge and Structures, such as T-5 (Loads), T-10 (Concrete), T-14 (Steel) and T-18 (Bridge Management).

** All respondents will receive a 4 for these categories.

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), 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. **700-99-0482**, and will be submitted **prior to 3:00 p.m. CST on Monday, January 12, 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.