

ENGINEERING AND RELATED SERVICES
July 10, 2009

STATE PROJECT NO. 737-99-1006
F.A.P. NO. ENH-9909(512)
ADA SELF-EVALUATION AND TRANSITION PLAN
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 contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Tanya St. Angelo, Title VI/ADA Program Manager, may be reached at (225) 379-1361.

PROJECT DESCRIPTION

The selected Consultant will provide the services required to perform a Statewide Self-Evaluation on approximately 750 miles of statewide Pedestrian Rights-of-Way including Pedestrian/Bike Trails, Tunnels, and Overpasses and provide a Transition Plan in accordance with the Americans with Disability Act (ADA), Title II/Section 504 for Public Rights-of-Way, using the Department of Justice (DOJ), ADA, and Public Rights-of-Way Accessibility Advisory Committee (PROWAAC), Guidelines.

SCOPE OF SERVICES

The selected Consultant will perform and/or provide the following tasks and deliverables:

1. Physically inspect all pedestrian public rights-of-way provided by the DOTD, for accessibility evaluation, information and data collection using DOJ, ADA, and PROWAAC Guidelines.
2. Determine existing conditions and barriers to access with the exact non-compliant location by specifying the control section (identifying the road where the barrier is located), followed by a starting and ending point for the non-compliant conditions, showing direction of control left or right. Using global positioning system (GPS) location coordinates in latitude and longitude in the decimal degrees, N.A.D. 1983. This information will be used to generate the Transition Plan.
3. Develop a comprehensive Transition Plan using the ADA Title II Section 504 Guidelines. This report will be posted on the Department's website.

4. Deliverable of the Self-Evaluation will be a web application compatible with a GIS database and VisiWeb systems that will be able to link to a GIS database map using MS SQL as the backend database. Application and source code will become the property of the DOTD. Database will provide the information of the Self-Evaluation showing level of DOJ priority, name of segment, control section and control section log mile, estimated construction costs and construction duration times, GPS coordinates linked. Control Section log mile will be generated from DTOD conversion tables. The database will be capable of accepting data from sub-recipients such as City, Parishes, and MPO's. Application will generate excel reports that show current progress and overall status for responsible agents.
5. Review the existing standard plans, policies and procedures, and provide recommended updates/revisions for the development and implementation of the Transition Plan according to the DOJ, ADA, and the Public Rights-of-Way Accessibility Advisory Committee (PROWAAC) Guidelines.
6. Perform one public informational meeting in each of the nine DOTD Districts to gather input and data for the transition plan involving the ADA community, local transit agencies, local governments, and local advocacy groups. The Department will report information back to the communities via the Department's Website.

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 Standard Specifications for Roads and Bridges
5. Manual of Uniform Traffic Control Devices
6. DOTD Traffic Signal Design Manual
7. Policy on Geometric Design of Highways and Streets
8. Construction Contract Administration Manual
14. Materials Sampling Manual
15. Consultant Contract Services Manual
16. Code of Federal Regulations 29 CFR 1926 (OSHA)
17. Public Rights-of-Way Accessibility Advisory Committee (PROWAAC) Guidelines.
18. The ADA Standards for Accessible Design (ADA Standards)
19. Title II/Section 504 for Public Rights-of-Way.
20. Department of Justice (DOJ)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be an actual cost plus a negotiated fixed fee, with a maximum compensation limitation of **\$1,000,000**.

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

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in road design, with a strong knowledge of ADAAG, PROWAAC Guideline Implementation.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Registered Professional Land Surveyor or Cartographic Mapper.
 - b. One Programmer with ASP.NET and SQL experience.

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 Tier II Presentation

** The Firm's Composite performance rating will be used for this project.

* All respondents will receive a 4 in this category.

The complexity level for this project is **moderate**.

Consultants will be evaluated as indicated in Items 1- 7. 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 II Evaluation: Consultants/Teams on the TIER I short-list of the five (if five are qualified) highest rated Consultant/Teams will be asked to attend an Interview/Presentation (Item 7) in the DOTD Headquarters 3rd floor classroom (date and time to be announced). 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.
- Explain CPM timeline.
- Control of documentation.
- 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.

<u>Intensity/Rating</u>	<u>Adjunctive/Description</u>
E	Excellent – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
G	Good – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
A	Acceptable – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
W	Weak – Weaknesses outbalance the strengths.
U	Unacceptable – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

Once each board member completes evaluations for all factors, the process moves to group consensus. In consensus, members of the evaluation committee seek a mutually agreeable outcome that all members can support. All members will meet as a group, under the direction of the chairperson to arrive at a consensus evaluation for each presentation.

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 **five** 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. **737-99-1006**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 3, 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.