

ENGINEERING AND RELATED SERVICES

October 5, 2007

**STATE PROJECT NO. 700-03-0001 (LEAD NO.)
STAGE 0 FEASIBILITY STUDY AND
ENVIRONMENTAL INVENTORY
ROUTE I-10 AT LA HWY 74 NEW INTERCHANGE
ASCENSION PARISH**

**STATE PROJECT NO. 700-96-0007
STAGE 0 FEASIBILITY STUDY AND
ENVIRONMENTAL INVENTORY
WIDEN I-10 TO 6 LANES FROM SIEGEN LANE TO LA HWY 22
ASCENSION AND EAST BATON ROUGE 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 prior to the execution of the contract.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract. A map of the project limits for the proposed work is attached in a pdf format.

Project Manager – Mr. Mike Aghayan, P.E. may be reached at (225) 379-1808.

PROJECT DESCRIPTION

The Consultant/Team shall perform Stage 0: Feasibility Study/Environmental Inventory for widening approximately 19 miles of Interstate Highway 10, from 4 lanes to 6 lanes, from Siegen Lane to LA Hwy 22 and for construction of a new interchange at I-10 and LA Hwy. 74.

SCOPE OF SERVICES

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

Stage 0: Feasibility Studies

Part I: Feasibility Study

Part II: Environmental Inventory

The Consultant must have a comprehensive professional engineering knowledge of the transportation system across all modes, as well as in-depth knowledge of the DOTD's planning, programming, and environmental processes, federal funding mechanisms,

design standards, and knowledge of project management techniques. The tasks to be performed by the Consultant include, but are not limited to, the following:

1. **Project Kickoff Meeting** – The Consultant shall conduct an initial meeting with elected officials and other local leaders to determine a course of action in the implementation of the project, and shall meet with them as needed during the course of the project.
2. **Site Investigation** – Data to be collected during the site visit shall include, but not be limited to, land use, structure type and vacancy status for structures within the vicinity of each project concept; environmental conditions; utilities types and vendor; and cultural resources.
3. **Public Meeting** – Upon completion of general research, the Consultant shall be responsible for the coordination of a public meeting for the purpose of obtaining public comment and opinions relative to the purpose and need of this project.
4. **Traffic Study** – The Consultant shall prepare and coordinate a formal traffic study for the purpose of obtaining both existing and projected future traffic variables in accordance with standard operating procedures typically performed in these types of analyses.
5. **Design Criteria** – The Consultant shall prepare a table of design criteria to be included in the report documenting the design criteria that will be used in developing all geometrics.
6. **Concept Development and Evaluation** – The Consultant shall research, review, and develop several project concepts considered to be reasonable and technically feasible for achieving the project goals.
7. **Typical Sections** – The Consultant shall prepare typical road and bridge sections where appropriate for each of the proposed concepts.
8. **Environmental Inventory** – The Consultant shall research all potential environmental constraints or issues that influence early determinations of the project's feasibility, timing, and impact to both the natural and human environment.
9. **Opinion of Probable Cost** – The Consultant shall develop a preliminary cost estimate for each proposed project concepts.
10. **Final Report** – The Consultant shall submit a total of ten bounded copies of the final report. In addition, the Consultant shall submit one (1) electronic copy (Adobe Portable Format), and one (1) un-bounded original for future reproduction by DOTD.

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 0 Manual of Standard Practice

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.

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.

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.

CONTRACT TIME

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

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.

2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, 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.
4. 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 experience in the preparation of documents in accordance with the National Environmental Policy act (NEPA) for DOTD and/or Federal Highway Administration (FHWA).
 - b) One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in traffic engineering, and a corresponding support staff.

QUALITY CONTROL/QUALITY ASSURANCE

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

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

** The Planning and Feasibility Studies (PL) performance rating will be used for this project.

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 Projects No. 700-03-0001 and 700-96-0007, and will be submitted **prior to 3:00 p.m. CST on Monday, October 29, 2007**, by hand delivery or mail, addressed to:

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

REVISIONS TO THE RFQ

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