

ENGINEERING AND RELATED SERVICES

March 16, 2007

STATE PROJECT NO. 700-99-0405

CRESCENT CITY CONNECTION DIVISION

TRUST INDENTURED PHYSICAL INSPECTION

AND CONSULTING SERVICES

ORLEANS, JEFFERSON, AND ST. BERNARD 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. The Consultant will be an engineering firm having a wide and favorable reputation for skill and experience in the inspection of bridges comparable to the CCCD Bridges. (Ref. Section 7.02 of Indenture and Deed of Trust, November 1, 1954). A map of the project limits for the proposed work is available upon request.

Project Manager – Mr. Rick Skoien, P.E., may be reached at (504) 376-8100.

PROJECT DESCRIPTION

The CCCD funds, operates and maintains toll crossings of the Mississippi River in New Orleans consisting of two parallel high-level cantilever truss bridges with approaches forming a couplet, as well as three ferry crossings. These toll crossings were funded partially by revenue bonds which were issued under the terms of an Indenture and Deed of Trust of November 1, 1954 and Supplemental Indentures. Article 7 of the Trust Indenture requires that the CCCD retain a Consulting Engineer firm to perform a physical condition inspection of certain facilities owned by or in the domain of the CCCD, as well as to provide certain other services required by the CCCD, all as more specifically described in the Scope of Services Section. Physical condition inspection shall conform to the standards established by the National Bridge Inspection Standards (NBIS), latest edition. The CCCD owns or operates that portion of US 90B from a point near the Broad Street Overpass in New Orleans to the junction of US 90B with US 90 on the Westbank, and also operates six ferry landings and terminal facilities. The inspection under this project will annually include approximately one-half of the CCCD structures inspected under established biennial requirements and the remaining half receiving a maintenance type inspection. The following year the levels of inspection are reversed such that all structures receive a biennial inspection within a two year period. Ferries and other marine vessels owned by the CCCD are excluded from this project.

SCOPE OF SERVICES

The selected Consultant/Team will provide engineering related services to make a physical condition inspection of Segment No. 1 and a maintenance inspection of Segments 2 and 3 during the first year of the project, constituting one-half of a regular biennial inspection cycle. A physical condition inspection of Segments 2 and 3 and a maintenance inspection of Segment 1, constituting the remaining half of a regular biennial inspection cycle, will be accomplished during the second year of the project. Segment 4 will receive a physical condition inspection annually.

- Segment 1 The Main Bridge couplet (east and westbound structures) over the Mississippi River between Piers I and IV, along with all elevated structures between Camp Street on the Eastbank and the ground-level toll plaza area on the Westbank, and all HOV-2 structures and ramps. Included are all frontage roads and rights-of-way between Camp Street on the Eastbank and General DeGaulle Boulevard on the Westbank.
- Segment 2 Eastbank Approach including the elevated structures and ramps from Camp Street to the Abutment north of S. Claiborne Avenue, except for the HOV-2 transit structures. Eastbank ground level roadways extend from Camp Street to Loyola Avenue.
- Segment 3 The Westbank Approach including the elevated expressways, ramps, and two frontage roads from the abutment near General DeGaulle Boulevard to the interchange of Routes US 90 and US 90B. Culverts are also included. HOV-2 transit structures are included with Main Bridge.
- Segment 4 Ferry facilities including bridges, pontoons, moorings and buildings at the six ferry facilities (Canal, Algiers, Gretna, Jackson, lower Algiers, and Chalmette) and the maintenance facility. Also included in this Segment is the inspection of the Administration, Maintenance and Police, Fueling and Vehicle Maintenance Facilities; pump station, and the toll plaza and toll booths.

The physical condition of components forming the structures will be inspected in accordance with NBIS standards, including Fracture Critical Member Inspections where applicable. Items such as roadway surface, roadway striping, roadway lighting, signing, drainage, drainage structures, etc., will be included in the inspection. The Consultant will assume no responsibility for adequacy of the design or proper construction of the structures or any of the appurtenant systems such as striping, lighting, signing, drainage, etc., included in the inspection.

The Consultant/Team will provide whatever equipment is needed for access, such as a snooper, ladders, or man-lift machines, to properly carry out the inspections, and will provide traffic control measures as necessary for the protection of traffic.

Underwater inspections are not included in this project.

Single lane ramps: no work on roadway or shoulder between the hours of 6:00 a.m. and 9:00 a.m. or 3:00 p.m. and 7:00 p.m. weekdays. The lane may be restricted but not closed between 9:00 a.m. and 3:00 p.m. weekdays, or anytime Saturday and Sunday. The ramp may be completely closed only between 7:00 p.m. and 6:00 a.m. Monday through Saturday or anytime Sunday. The Consultant will not be permitted to close more than one off-ramp or more than one on-ramp in the same direction at the same time. A variable message sign shall be placed at least one ramp prior to the closed ramp to alert motorist of the closure.

Multilane structures (two or more lanes of traffic):

No work on roadway or shoulder between the hours of 6:00 a.m. and 9:00 a.m. or 3:00 p.m. and 7:00 p.m. weekdays. One lane may be closed between 9:00 a.m. and 3:00 p.m. weekdays, or anytime Saturday and Sunday. Two lanes may be closed only between 7:00 p.m. and 6:00 a.m. Monday through Saturday or anytime Sunday. The Contractor will not be permitted to close more than two adjacent lanes at any time.

The Consultant will submit traffic control plans and all requests for lane and shoulder closures to the project engineer a minimum of 5 working days prior to the date of intended implementation. Each request will be subject to the approval of the engineer and the CCCD. The CCCD reserves the right to deny certain lane closures or to suspend work due to special events such as sporting events and festivals or other special traffic circumstances.

All traffic control plans shall meet the requirements of the 2006 DOTD Standards Specifications for Roads and Bridges, Section 713 and DOTD standard details TC-00 through TC-16.

All work will be performed in English Units.

An inspection report will be prepared each year in four separate, loose-leaf, three-ring binders for each Segment in six copies. The report will include text describing general and specific findings of the inspection augmented with color photographs, recommendations for repair or maintenance, a detailed listing of all defects extending the current established defect listing, completed State Bridge Inspection Report Forms No. 3097, and Inspection Plans.

A meeting shall be arranged following each annual field inspection and prior to submission of the reports, with CCCD staff to review the inspection findings.

Upon request the project manager will show the facilities to be inspected. To schedule a walkthrough of the facilities, contact Mr. Rick Skoien at (504) 376-8100.

ITEMS TO BE PROVIDED BY DOTD

1. All information available as to facility details, traffic counts, soil data, future plan and studies, and assistance in securing similar data from others.
2. Copies of past Inspection Reports.

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, latest edition

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be made on the basis of actual cost plus a non-negotiated fixed fee, with a maximum compensation limitation of **\$520,000**.

Compensation for all inspectors/technicians shall be based on the Consultant's audited field overhead rate or a statewide field overhead rate. Compensation for Engineering and Related Services shall be based on the Consultant's office overhead rate or a self-imposed overhead rate.

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

The first biennial inspections will begin in **June 2007** with completed reports due **December 21, 2007**. The second biennial inspection will begin in **June 2008** with completed reports due **December 20, 2008**.

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. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

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

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

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

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

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

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide

limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

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 under consideration shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant shall be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must employ on a full time basis a minimum of two Professional Civil Engineers registered in the State of Louisiana, including one with at least five years experience in bridge design/structural inspection of river crossing structures comparable to the CCCD Bridges 1 and 2, and a corresponding support staff.
4. 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. A minimum of one qualified Structural Bridge Inspector Team Leader. The team leader must meet one of the following requirements:
 - (1) Be a registered professional engineer, and have successfully completed a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course, or;
 - (2) Have five years experience in major bridge inspection/evaluation of damaged bridge members, and have successfully completed an FHWA approved comprehensive bridge inspection training course, or;
 - (3) Be certified as a Level III or IV Bridge Safety Inspector under the National Society of Professional Engineer's program for National Certification in Engineering Technologies (NICET) and have successfully completed an FHWA approved comprehensive bridge inspection training course, or;
 - (4) Have a bachelor's degree in engineering from a college or university accredited by or determined as substantially equivalent by the Accreditation Board for Engineering and Technology; and have successfully passed the National Council of Examiners for Engineering and Surveying Fundamentals of Engineering examination; and have two years of bridge inspection experience; and have successfully completed an FHWA approved comprehensive bridge inspection training course, or;
 - (5) Have an associate's degree in engineering or engineering technology from a college or university accredited by or determined as substantially equivalent by the Accreditation Board

for Engineering and Technology; and have four years of bridge inspection experience; and have successfully completed an FHWA approved comprehensive bridge inspection training course.

- b. A minimum of one qualified Structural Bridge Inspector who has successfully completed an FHWA approved comprehensive bridge inspection training course.
- c. Two DOTD Certified Inspectors who must have completed the Work Zone Traffic Control Technician and Flagger course.

Note: One inspector or engineer must have completed the Traffic Control Supervisor course.

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 Bridge Inspection (BI) 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.

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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. **Inspector’s certification (if applicable), must be included in the SF 24-102.** 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. 700-99-0405, and will be submitted **prior to 3:00 p.m. CST on Monday, April 9, 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.