ENGINEERING AND RELATED SERVICES
February 9, 2007

STATE PROJECT NO. 700-99-0411
F.A.P. NO. ITS-9906(549)
RETAINER CONTRACT FOR
INTELLIGENT TRANSPORTATION SYSTEMS (ITS)
DESIGN AND IMPLEMENTATION SERVICES
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 prior to the execution of the contract.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Program Manager – Mr. Stephen Glascock, P.E., PTOE, he may be reached at (225) 379-2516
Project Manager – Mr. Kevin Blunck, P.E., he may be reached at (225) 379-2519.

PROJECT DESCRIPTION

The selected Consultant/Team shall perform statewide engineering and related services for the Intelligent Transportation Systems (ITS) Design and Implementation Program. The Consultant/Team shall be required to execute a Task Order (TO) for each designated project which will specify the scope of services, contract time, and compensation. Each TO will become part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant/Team shall perform program and project management, conduct traffic and systems engineering analyses and reports, develop engineering plans, specifications, and construction estimates (PS&E), assist in preparing bid packages for projects, and perform construction engineering and inspection (CE&I) services for the DOTD's ITS program. Limits of the proposed engineering contract will be statewide and include ITS programs/initiatives statewide and deployment projects planned in the New Orleans, Baton Rouge, Shreveport/Bossier, Lafayette, Houma, Monroe, and Lake Charles transportation management areas.

The tasks necessary to satisfy the contract requirements for the Statewide ITS Design and Implementation Program are outlined as follows:

TASK 1.0 PROJECT MANAGEMENT AND PROGRAM ASSISTANCE

Depending on the nature and scope of work being performed, Project Management may be continuous throughout a TO and is detailed in the three subtasks listed below:

Subtask 1.1 INITIAL SCOPING MEETING & INFORMATION GATHERING

A meeting with the DOTD's ITS Section, the Consultant, and any third party applicable to a particular project, shall be held at the beginning of the project. The purpose of this meeting is to develop a detailed scope of services based on establishing a framework for continued coordination, developing a mutual understanding of the deliverables, identifying the execution of work, and agreeing on design procedures. Information, where applicable, such as Regional ITS Implementation Plans or traffic/systems engineering data shall be provided and/or requested at this meeting. Minutes shall be developed by the Consultant and distributed after this meeting.

Subtask 1.2 COORDINATION MEETINGS & PROJECT REPORTING

The Consultant shall conduct periodic coordination meetings as agreed to by the Project Manager for a particular project wherein project status and unresolved issues shall be discussed. Irrespective of the frequency of coordination meetings, written project status shall be prepared by the Consultant and submitted to the Project Manager throughout the duration of the project on a monthly basis.

Subtask 1.3 PROJECT SCHEDULING & RESOURCE ASSIGNMENT

The Consultant shall develop a progress schedule at the beginning of each project, to be approved by the Project Manager, and shall submit updated progress schedules and reports on a monthly basis to be submitted with invoices. The Consultant shall be responsible for making sure the project schedule is being kept. The progress schedule/report shall include at a minimum a discussion of the previous month's progress, problems that were encountered, unresolved issues, anticipated work for the next month, a progress chart and a record of comments.

Subtask 1.4 ITS AND TRAFFIC-INCIDENT MANAGEMENT (TIM) PROGRAM ASSISTANCE

The Consultant shall provide general administrative and management assistance for the DOTD's ITS Section at the request of the Project Manager. Such assistance may include establishing regional TIM teams and programs, generating reports on operational performance measurement of the ITS program, developing PowerPoint presentations, performing oral presentations, conducting technical research on promising ITS technologies and programs, reviewing engineering and/or contract scopes of work for other ITS projects and programs, and assisting the DOTD's ITS Section in implementing the various business functions of the DOTD's ITS program.

TASK 2.0 PRE-DESIGN ENGINEERING SERVICES

Subtask 2.1 DEVELOP REGIONAL OR STATEWIDE ITS ARCHITECTURES

The Consultant shall develop and/or update regional or statewide ITS Architectures in compliance with the federal ITS Architecture requirement 23 CFR 940, including ITS

project priority plans that accounts for maintenance requirements for all ITS components and available funding. Integral to the Architecture shall be for the Consultant to produce a project sequencing or phasing program that is fiscally constrained. The Architecture shall focus on what shall be realistically deployed in the next five to seven years with a strategy developed to update the Architecture as needed.

The Consultant shall use or incorporate all industry-accepted tools or standards for developing the Architecture. Such tools/standards include TurboAchitecture software, assessments of the regional ITS architecture, and all related documents provided by the FHWA on ITS Architecture development.

Subtask 2.2 PERFORM SYSTEMS ENGINEERING (SE) ANALYSIS AND DOCUMENTATION

The consultant shall perform a systems engineering analysis specific to projects listed herein, necessary to satisfy FHWA Final Rule on ITS projects (23 CFR Part 940) and in support of the ***Regional ITS Architectures*** developed for the applicable transportation management areas. Approval by DOTD and FHWA shall be required prior any additional design work being performed.

The systems engineering analysis shall include:

1. Modification and/or update of existing Regional ITS Architecture as required to comply with the federal rule or based on final project design, if applicable.
2. Identification of the portions of the Regional ITS Architecture to be implemented.
3. Identification of participating agencies roles and responsibilities.
4. Definitions of Functional requirements.
5. Analysis of alternative system configurations and technology options to meet requirements.
6. Procurement options for acquiring ITS.
7. Identification of applicable ITS standards and testing procedures.
8. Procedures and resources necessary for operations and management of the ITS system.

Subtask 2.3 DEVELOP AERIAL GIS BASE MAP AND ESTABLISH PROJECT LIMITS

If applicable, aerial base maps in standard geographical information system format shall be provided by DOTD to the Consultant so engineering plan layouts can be generated to determine the preliminary location of all ITS field devices that collect or provide traffic information as identified in the Regional Architectures. If aerial base maps are not available, as-built drawings of the roadway may be used to generate engineering plans. The Consultant shall be responsible for obtaining all aerial base maps and as-built drawings from the appropriate DOTD Sections/Districts. Aerial base maps and/or as-built drawings shall be generated in CAD using Microstation or other applicable GIS

software approved by the DOTD, and developed into plan sheets in accordance with the DOTD Roadway Plan Preparation Manual and other applicable DOTD standards.

Subtask 2.4 DEVELOP AND REFINE DESIGN OF THE ITS COMMUNICATIONS SYSTEM AND NETWORK

The Consultant shall develop and/or refine the design of wireline and/or wireless communications links and networks that permit transmission of traffic signal control data, traffic video images, traffic data information sites, dynamic message signs (DMS), and other ITS field devices to or from the roadside to a Traffic Management Center and/or network. The Consultant shall be responsible for developing statewide or regional communications system plans and networks that comply with the latest version of the Statewide ITS Telecommunication Plan, and designing a systems network using the most cost effective alternative as determined by DOTD while capitalizing on existing or planned DOTD communications assets.

The Consultant shall be responsible for developing alternative conceptual telecommunication and wide-area network design proposals including the potential use of public and/or private infrastructure and services. An alternative analysis shall be performed for each design which includes but not limited to link and end-to-end reliability analysis, life-cycle cost, economic analysis, overall fault analysis and other organizational considerations such as maintenance, operations, standards and inter-agency integration.

Subtask 2.5 PERFORM ITS/TRAFFIC ENGINEERING ANALYSES

The Consultant shall perform various ITS and/or traffic engineering analyses, studies, evaluations, and reports as directed by the Project Manager. Such work includes: performing traffic signal studies (i.e., warrant analyses, timing and phasing optimization, and progression analyses), ramp metering studies, traffic simulation modeling analyses using DOTD-standard software, and engineering alternative analyses and feasibility studies.

TASK 3.0 PRELIMINARY ENGINEERING DESIGN SERVICES

Subsequent to deployment projects being defined and approved through the project-level SE documentation, a preliminary layout of the ITS design shall be completed by the Consultant. The preliminary layout task shall involve the following subtasks and should be conducted prior to the plan-in-hand or field inspection.

Subtask 3.1 LAYOUT OF ITS DESIGN

A preliminary layout of the ITS design, field devices, and communications equipment shall be prepared prior to the field inspection. This layout shall be the basis for conducting the field inspection. Design layout shall be in accordance with current DOTD design practice, engineering rules of thumb used on previous related design efforts, and regional ITS plans. Physical constraints, such as right-of-way, utilities, sight obstruction, etc. shall be denoted and called out in the design.

Subtask 3.2 CONCEPTUAL ITS DESIGN

The Consultant shall perform conceptual engineering design on innovative ITS alternatives that improve the operational efficiency of the transportation system under this subtask as directed by the Project Manager. Such innovative designs include, but are not limited to, continuous flow intersections, divergent diamond interchanges, reversible lanes, contraflow lanes, managed lanes, high-occupancy vehicle lanes, transit priority, and single-point interchanges.

TASK 4.0 FIELD INSPECTION

Upon completion of the mapping and the preliminary design, a field inspection of each route in the project shall be performed by the Consultant. The Consultant shall furnish the appropriate information to the DOTD's ITS Section, the District Traffic Operations Engineer, and the FHWA ITS Engineer. A representative from the DOTD's ITS Section, the District, FHWA and the Consultant shall attend the field inspection. Unless otherwise determined through correspondence, the purpose of the inspection shall include, but is not limited to, specific determinations in the following areas:

1. Location of ITS devices and design elements
2. Identification of physical constraints that influence the design
3. Location of the communications plant and associated equipment

Minutes shall be developed by the Consultant and distributed to all affected parties after this meeting. The Consultant shall make changes to the preliminary design that is agreed upon by DOTD.

TASK 5.0 PRELIMINARY CONSTRUCTION PLANS AND SPECIFICATIONS

Upon completion of Task 4.0, preparation of preliminary engineering design plans and specifications shall be completed by the Consultant. Typically, ITS design plans shall consist of the following sheets and follow the outline.

GENERAL PLAN SHEETS

Sheet	Description
Title Sheet	conform to the latest DOTD Plan Preparation Manual
Index to Drawings	conform to the latest DOTD Plan Preparation Manual
Summary of Estimated Quantities	conform to the latest DOTD Plan Preparation Manual
General Notes and Symbols	conform to the latest DOTD Plan Preparation Manual
System Information Tables	table for each type of device with item number, drawing designation, location, approximate mile post, type, electrical service, communications, and sheet number

MAPPING AND ITS LAYOUT CIVIL PLAN SHEETS

Sheet	Description
Enlarged Location Plan	aerial, to include the reduced location plan sheets
Reduced Location Plan	aerial-scale 1”=100’, to include communication layout and devices
Equipment Location Key	equipment list, to include sheet number
Cable and Conduit Schedule	to include run number, sheet number, conduit- type, quantity, and installation, power conductor- quantity, AWG, type, voltage and ground, optical cable- type, fibers and quantity, approximate length of run, casing and description

ELECTRICAL/COMMUNICATIONS/CIVIL/STRUCTURAL/INTERSECTION PLAN AND DETAIL SHEETS

Sheet	Description
Fiber Optic Communications Diagrams	line diagrams illustrating the device communications installation
Optical Fiber Allocation Diagrams	fiber optic splicing and terminations
ITS Hub Location Plan	scale 1/16” = 1’, proposed project site, communications, drainage system, utilities, vicinity map
ITS Hub Site Plan	scale: 3/16” = 1’, building, grounding, drainage, driveway, communications
ITS Hub Details	all elevations, foundation plan, foundation sections, floor plan, building sections, door schedule, riser diagram, internal rack layout, fencing details, electrical service, one line diagrams, schematic wiring
CCTV Camera Details	component operational diagrams, one line diagrams, schematic wiring diagram, controller cabinet details, configuration diagram and foundation design
Wireless Communications Details	(if applicable)
Highway Advisory Radio Details	(if applicable)
Vehicle Detector Details	operational diagrams, one line diagrams, power block diagram, schematic wiring diagram, site configuration, mounting details, grounding details, pole details, and foundation design
DMS Details	component operational diagrams, one line diagrams, schematic wiring diagrams, controller cabinet details, configuration diagram, foundation design, guardrail and embankment layout, construction signing,

	location plan, cabinet to sign detail, and utility to sign detail
Conduit Installation Details	structural mounting details, underground conduit details, pull box and fiber optic cabinet details, conduit fastening, conduit splicing, trenching details,
Miscellaneous Details	compression crimp details, bus bar details, cable to ground rod cadweld, grid conductor bending radius, grounding rod installation, cable to cable tee connection weld, cutting bare stranded copper conductors, typical ground shall installation, cable to ground rod exothermic weld connection
Miscellaneous ITS Devices	details, electrical service operational diagrams, schematic wiring diagram, cabinet details, configuration diagram, foundation, grounding details, power block diagram, service points, hardware layout

TASK 6.0 ACP & SPECIAL PROVISIONS

This task shall involve the Consultant preparing Advance Check Prints (ACP's) for construction plan, specifications, and estimates (P, S & E) development. These check prints shall include all required revisions made by DOTD on the plan sheets developed under Task 5.0. Summary of estimated quantities and preliminary estimated construction costs shall be included in the ACP plans. Special provisions to the DOTD Standard Specifications shall also be developed (if deemed applicable) under this task.

TASK 7.0 ITS STANDARDS AND SPECIFICATIONS

Development and revisions to the DOTD's ITS Standards and Specifications shall be updated by the Consultant under this task as required by the Project Manager and shall involve one or all the following subtasks:

Subtask 7.1 IDENTIFYING PARAMETERS OF NEW EQUIPMENT

The DOTD shall assign to the Consultant new ITS equipment and/or designs for technical evaluation. This equipment shall be evaluated for usability and functionality in two categories, (1) as new equipment without being substituted for existing ITS equipment or (2) as new equipment with a comparison to existing equipment it is intended to replace. Evaluation parameters shall be listed and submitted to DOTD for approval prior to beginning the evaluation. New equipment that does not replace existing ITS equipment shall require description of the ITS parameters. New equipment that shall replace existing equipment shall include as part of its evaluation, a one to one comparison between the equipment's functionality.

Subtask 7.2 DEVELOP DESIGN INSTALLATION DETAIL

An installation detail shall be developed by the Consultant to be added to the DOTD's ITS Standard Details. If existing equipment is being replaced then the detail shall show retrofitting the existing mount and/or cabling. An associated icon shall be devised identifying the new equipment on plan sheets.

Subtask 7.3 ANALYZE AND DESIGN COMMUNICATIONS SPECIFICATIONS

An evaluation of communication alternatives and specifications to service the ITS system shall be completed by the Consultant under this task. This task consists of coordinating and/or determining necessary frequency for radio transmissions, connecting with existing copper, coaxial or fiber media, or designing/specifying a communications path for ITS devices. Designs may be required for connecting to existing communication media owned by franchised companies located within our right-of-way under permit.

Subtask 7.4 DEVELOP SPECIFICATIONS

Technical Specifications shall be prepared by the Consultant for all ITS equipment to be used on a respective project at the direction of the Project Manager. The Consultant shall follow DOTD standard procedures for developing specifications and pay items for the work to be completed under the project.

TASK 8.0 PLAN-IN-HAND (IN-OFFICE REVIEW)

The Plan-In-Hand task shall involve an in-office review of the ACP plans and technical specifications, to be held at the DOTD's ITS Section. The plans shall be delivered to the Project Manager for review before the meeting. The Consultant shall furnish the necessary number of copies at the direction of the Project Manager. The meeting shall involve representatives from DOTD's ITS Section, the District, FHWA and the Consultant. Minutes shall be developed by the Consultant and distributed after this meeting. The changes that are suggested and agreed upon by DOTD shall be made by the Consultant.

TASK 9.0 FINAL CONSTRUCTION PLANS

Preparation of final Construction Plans and Specifications shall be prepared by the Consultant under this task and involve the following three subtasks and conform to the latest DOTD Plan Preparation Manual.

Subtask 9.1 ADDRESS ACP AND PIH COMMENTS

Comments obtained from the advance check print review and plan-in hand review shall be addressed in this subtask by the Consultant. Outstanding details and items included in the estimated quantities shall also be completed in this subtask.

Subtask 9.2 DEVELOP PLANS, SPECIFICATIONS & ESTIMATES (PS&E) PACKAGE

The Consultant shall assist the DOTD's Project Control Section and/or the DOTD's ITS Section in preparing Bid Documents for letting and assist the DOTD's ITS Section in

obtaining necessary permits and clearances for federal authorization (R/R, utility, R/W, Environmental and Federal (if applicable) permits to satisfy the DOTD's PS&E delivery as directed by the Project Manager.

Subtask 9.3 ADDRESS PROSPECTIVE BIDDER'S COMMENTS

Comments obtained from the prospective bidder at the time of the bid shall be answered by the Consultant. These questions shall be fielded via telephone calls, writing and at a pre-bid conference. These questions may require changes to be made to the plan set in the form of an addendum. Written responses by the Consultant shall be required.

TASK 10.0 FIBER ALLOCATION DIAGRAM AND ITS NETWORK DIAGRAM

The Consultant shall develop a Fiber Allocation Diagram and ITS Network Diagram, either new or adding to an existing design diagram. Diagrams shall be developed in Micro Station, GIS, and/or Visio according to the newly designed and/or expanded ITS system as directed by the Project Manager. The ITS field network and infrastructure shall be established by the Consultant in DOTD-accepted GIS format that details connectivity of the network infrastructure and geographic location of all ITS components.

TASK 11.0 ENGINEERING DESIGN & GIS DATA DELIVERABLES

The necessary copies of Architectures, SE Analyses, final design plans, estimate of quantities and cost, studies/evaluations, reports, fiber allocation diagrams, ITS network diagrams, and all other applicable work performed under this Contract shall be delivered from the Consultant to the DOTD's ITS Section in electronic format and/or hard copy format as directed by the Project Manager. Plan sheets shall be full-size on reproducible media and ½-size on bond paper as directed by the Project Manager. The electronic data shall be in the original software format (preferably Micro Station and Microsoft Office).

GIS layers of final plans shall be submitted by the Consultant in layer format compatible with DOTD-accepted GIS software and shall be submitted with FGDC compliant metadata. All features shall be spatially correct, preferably by use of GPS coordinate data. GIS data features shall include all items specified in the Mapping and ITS Layout Civil Plan Sheets, and Electrical/Communications/Civil/Structural/Intersection Plan Detail Sheets and shall link to tables of descriptive data.

TASK 12.0 CONSTRUCTION ENGINEERING & INSPECTION (CE&I)

Subtask 12.1 REVIEW OF SHOP DRAWINGS & EQUIPMENT SUBMITTALS

Effort in this subtask by the Consultant shall include engineering shop drawing and equipment submittal review, comment, and approval for all ITS and communications design, devices, buildings, components, and infrastructure. Also included are review, comment, approval, and participation by the Consultant of all hardware and systems testing procedures and plans.

Subtask 12.2 PERFORM CONSTRUCTION ENGINEERING AND INSPECTION (C, E & I) SERVICES

Effort in this subtask shall include the Consultant assisting DOTD District Project Engineers and the DOTD's ITS Section during the construction phase of an ITS project by providing construction engineering and technical inspection services for all ITS and communications devices, buildings, components, and infrastructure as directed by the Project Engineer. Project administration, record keeping, and inspection of non-specialized items (such as foundations, structural, soils, etc.) may be required. The Consultant shall also be responsible for performing tests on any new equipment furnished to the Contractor by DOTD. A report of findings shall be developed for each technical inspection performed and transmitted to the DOTD Project Engineer and Project Manager. Also, software integration performance and systems acceptance testing including terrain analysis and communications acceptance of the completed ITS system shall be performed and/overseen by the Consultant under this subtask.

ITEMS TO BE PROVIDED BY DOTD

1. List of all DOTD owned bridges on which element level inspections are to be made.
2. An electronic copy of the DOTD 2003 NBI inspection data.
3. Access to all available, previous bridge inspection reports on the Interstate highway bridges that are to receive element level inspections.
4. Access to those as-built plans of bridges that are available in the DOTD Headquarters and District offices.
5. The latest version of the PONTIS software and the DOTD PONTIS database.
6. PONTIS inspection software and users manual for the handhelds.
7. LADOTD PONTIS Inspection Manual and Inspector's Pocket Guide.

CONTRACT TIME

This Retainer Contract shall be in effect for the duration of three years. The services to be performed for each TO, will be determined upon activation of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be made on the basis of actual cost plus a negotiated fixed fee, prior to each TO being issued. Reimbursable expenses will be paid at the prevailing state rates.

The total amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum limitation of **$2,000,000**. Each TO shall be payable under the respective TO project number, which shall be obtained by the Project Manager.

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.

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 (2003 Edition)
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, October 2002
19. AASHTO Guide Specification and Commentary for Vessel Collision Design of Highway Bridges
20. AASHTO Standard Specifications for Highway Bridges, latest edition
21. AASHTO LRFD Bridge Design Specifications, latest edition

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of a firm under consideration shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the firm shall be currently registered in Louisiana as a Professional Civil Engineer
3. In addition to the above, the Prime Consultant must employ on a full time basis a minimum of two Registered Professional Civil Engineers with at least five years experience in Traffic Engineering and/or ITS Systems Engineering and with knowledge of applied intelligent transportation systems design.
4. The Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
    a. One licensed Electrical Engineer and/or Systems Engineer with a minimum of two years of design experience in ITS systems engineering.

b. One licensed Engineer with a minimum of four years experience in Information Systems and/or Network design with a minimum of two years specialized design in Intelligent Transportation Systems.

c. One GIS Specialist with formal instruction and training in DOTD accepted GIS software and a minimum of 2 years experience in applied GIS implementation and Geodatabase creation.

d. One Information Technology Specialist with formal instruction and training in developing database and web applications.

e. One Telecommunications Analyst with formal instruction and training in telecommunications and wide-area networking, and a minimum of 2 years experience in the analysis and design of a wide-range of telecommunication systems (voice/data networks, communications infrastructure, video surveillance/sensor systems, wide-area networks, etc.) which included at a minimum cost analysis, engineering-based performance measures, client operation and maintenance capabilities, alternative analysis and recommendations.

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.*****

*All respondents will receive a 4 for this category.

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. 700-99-0411**, and will be submitted **prior to 3:00 p.m. CST** on **Monday, March 5, 2007**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward Wedge, III, 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.