

**ENGINEERING AND RELATED SERVICES**  
**October 27, 2006**

**STATE PROJECT NO. 700-99-0408**  
**F.A.P. NO. STP-9906(533)**  
**RETAINER CONTRACT FOR**  
**BRIDGE REPAIR AND REHABILITATION 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.

1. **Project Manager** – Mr. Kian Yap, P.E., will be the Project Manager, he may be reached at (225) 379-1330.

**CONTRACT DESCRIPTION**

The Consultant shall perform statewide bridge repair and rehabilitation services for proposed projects covered by this Retainer Contract under separate Task Orders (TO's). The Consultant shall be required to execute a TO for each designated project, which shall specify the scope of services, contract time, and compensation. Each executed TO shall become a part of the Retainer Contract.

**SCOPE OF SERVICES**

The complexity of services performed for each TO can vary. Project types may involve repair or rehabilitation for movable bridges, steel girder bridges, steel truss bridges, reinforced concrete bridges, prestressed concrete girder bridges, marine vessel collision analysis, fender and pier protection systems, bridge scour and bridge joints.

1. Research availability of plans and project information, provide initial inspection and evaluation of structural damage, and prepare a preliminary report containing conceptual plans, repair procedures and a preliminary cost estimate.
2. Provide all necessary engineering, final plan details, quantities, special provisions and a final cost estimate to bid the project. Provide any needed permit drawings for the project.

3. Provide review of all fabrication drawings, erection, shoring proposals and general engineering field support during construction when needed.
4. Provide geotechnical soil borings and geotechnical design if required.

### **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

### **ITEMS TO BE PROVIDED BY DOTD**

The DOTD will provide the Consultant without charge the following:

- Access Equipment and traffic control for inspection as required for each TO
- Access to DOTD's archived microfilm or CD records to obtain as-built bridge drawings for each TO. Consultant to perform work to obtain drawings.
- Environmental Clearance, utility relocation and right-of-way if needed.

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be made on the basis of a negotiated lump sum compensation, 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 of **\$500,000**. Each TO shall be payable under the respective TO project number, which shall be obtained by the Project Manager.

## **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.

## **MINIMUM PERSONNEL REQUIREMENTS**

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

1. At least one Principal of the Prime Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
2. The Prime Consultant must employ on a full time basis a minimum of two Professional Civil Engineers, and a corresponding support staff, with the following minimum requirements.
  - a. Ten years of experience in design of fixed and movable bridges, reinforced concrete and prestressed concrete bridges, steel plate girders, fender and pier protections systems, pile bent and column bent substructures, bridge scour repairs, bridge bearings and bridge expansion joint repairs.
  - b. Five years experience in the inspection of and evaluation of damaged bridge members.
  - c. Five years experience in the use of the Louisiana Standard Specifications for Roads and Bridges and the Louisiana DOTD Bridge Design Manual.
3. 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 complete corresponding geotechnical engineering support staff, including office, laboratory testing and field personnel, and equipment needed to perform the geotechnical services, if required.

## 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.

\*\* Past performance ratings for bridge inspection and bridge design (complex) will be used in the selection process.

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](http://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. 700-99-0408**, and will be submitted **prior to 3:00 p.m. CST on Monday, November 20, 2006**, 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.