

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

**STATE PROJECT NO. 700-36-0184
F.A.P. NO. STP-3605(534)
HOWARD AVENUE EXTENSION
(LOYOLA AVENUE – LASALLE STREET)
ORLEANS PARISH**

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.

DOTD Project Manager – Mr. Brent Waguespack, P.E., he may be reached at (225) 379-1525.

City of New Orleans Project Manager – Mr. Richard Scheirman, P.E., he may be reached at (504) 658-8042.

PROJECT DESCRIPTION

This is an Urban System project. The Consultant/Team shall be required to provide engineering and related services to extend Howard Avenue from its existing terminus at Loyola Avenue to LaSalle Street. The roadway shall consist of two lanes of PCC pavement, with curb and gutter, sidewalk, and a pedestrian cross walk. Left-turn lanes shall be constructed at each intersection, which shall require signal modification at the Howard/Loyola Intersection. The contract shall be between the Consultant and the City of New Orleans.

SCOPE OF SERVICES

The Consultant shall be required to provide the following services.

STAGE 3, DESIGN

PART I: Surveying Services

(a) Topographic Survey

The consultant shall prepare a complete topographic survey of the proposed Howard Avenue extension from LaSalle Street to Loyola Avenue including the intersections. The

width of the survey will be approximately 100' and the length will be approximately 1200'. An existing Drainage Map will be required.

STAGE 3, DESIGN

PART III: Preliminary Plans

The Consultant shall prepare preliminary plans to extend Howard Avenue from its existing terminus at Loyola Avenue to LaSalle Street, a distance of approximately 1200'. The location of this new roadway is immediately behind the Louisiana Superdome and the New Orleans Sports Arena. The roadway will include concrete pavement with curb and gutter, and will have two 12' striped lanes. Additionally, left-turn lanes will be included at each intersection. A 14' sidewalk will be constructed to allow pedestrian access between the Superdome/Arena complex and the New Orleans Union Passenger Terminal (NOUPT), and a pedestrian crosswalk will be located approximately at the midpoint of the project.

Following are the minimum required preliminary plan sheets:

- Title Sheet
- Typical Section & Details Sheets
- Summary of Estimated Quantities Sheets
- 1"=20' Plan/Profile Sheets with Drainage
- Existing Drainage Map
- Design Drainage Map
- Geometric Layout Sheets
- Sequence of Construction & Construction Signing Sheets.

STAGE 3, DESIGN

PART VIII: Phase II Environmental Site Assessment

PROJECT SITE DESCRIPTION

The project site is located at the New Orleans Union Passenger Terminal (NOUPT) in New Orleans, Louisiana, where the proposed extension of the north end of Howard Avenue takes a portion of the NOUPT. The project site is part of a larger highway improvement project of Howard Avenue and includes the proposed acquisition and demolition of the baggage building, and a canopy in the passenger boarding area of the NOUPT. The project site also includes an area just west of the baggage building where there exists a closed 1000 gallon gasoline Underground Storage Tank (UST).

In light of the proposed demolition of structures and the UST as referenced above, certain precautionary measures and environmental regulations must be observed prior to commencement of project activities. Therefore, the scope of services under this contract,

as defined in greater details below, will include a site visit, and a Phase II Environmental Site Assessment.

PHASE II ESA SCOPE OF SERVICES

The Consultant shall conduct a site visit, develop a site work plan for the Site Assessment, conduct a Site Assessment and provide an Environmental Site Assessment Report. All work shall be performed in accordance with the Louisiana Department of Environmental Quality (LDEQ) rules and regulations and as directed by the Project Manager. The Consultant shall be responsible for securing and providing all necessary materials, equipment, tools, and transportation to complete the required site work, including, but not limited to the following:

a) Record Review

A review of the LDEQ Underground Storage Tank (UST) database and other files is necessary to confirm the closure status of the 1000 gallon gasoline UST located within the project site. The following tasks shall be conducted:

- Review of available computerized data, and etc. maintained by the LDEQ and determine/secure a copy of the closure status of the 1000 gallon gasoline UST;
- Review and document the contemporaneous closure standards for the UST when and if the UST was closed.

b) Site Inspection

A review of current site conditions shall be performed during an on-site inspection of the baggage building, the canopy in the passenger boarding area, the area of the UST, and the HVAC system located in the baggage area to identify and ascertain necessary information for the development of appropriate work plan(s). The site inspection will focus on the following issues where applicable:

- Determine square footage of baggage area and the canopy, so as to determine the appropriate number of asbestos and lead base paint samples to be collected.
- Evaluate the area of the UST to determine accessibility for mobilization/demobilization of drilling equipment.
- Evaluate the area of the UST to determine the appropriate number and location of soil borings for the purpose of collecting soil and groundwater samples.
- Evaluate the HVAC system to determine the appropriate sampling strategy for possible asbestos and mold.

Note: The following parts of the Environmental Site Assessment will be performed under a Supplemental Agreement to the Contract.

c) Soil Borings and Sample Collection

Based on the findings of the Record Review and the Site Inspection, the Consultant shall determine the location for the placement of borings to collect UST soil samples and the appropriate samples for the determination of asbestos, lead, and mold. The Consultant shall develop a sampling and analysis plan (SAP) that will include boring locations, test parameters, sampling and laboratory cost, and turnaround times. The sampling and laboratory cost shall include the cost for equipment, materials, testing, personnel, and etc. and shall be provided as “per unit cost”. The SAP should be included as part of the Consultant’s work plan, and shall be developed in conjunction with DOTD to ensure that it meets the Department’s needs for information while balancing costs.

Each borehole shall be advanced to the appropriate depth, field screened for volatile organics, and the appropriate samples submitted for laboratory analysis. A minimum number of groundwater samples shall also be collected and submitted for analysis if field screening of soil samples indicate possible groundwater contamination. The appropriate number of samples shall be collected from the floors, walls, ceiling, and HVAC system, and submitted for the analysis of asbestos, lead, and mold as provided in the SAP. The collection and laboratory analyses of all samples including soil, groundwater, asbestos containing material, lead base paint chips, and mold shall be in accordance with the appropriate LDEQ sampling and testing protocol.

d) Report Preparation

The Consultant shall prepare and submit a final report (with sufficient copies) detailing the findings of the Phase II Environmental Site Assessment. The report shall be consistent with industry standards and supported by tables, figures, photographs and appendices as required. The results of the Phase II Environmental Site Assessment along with specific recommendations relative to corrective actions may be in the same document.

Project Initiation

The selected Consultant must be ready for implementation upon receipt of Notice to Proceed. The Consultant must have adequate office and field personnel available for immediate deployment upon the award of this Contract. Prior to initiating work, the Consultant shall:

- Secure all permits, licenses, notices, and filing necessary for the prosecution of the work. The Consultant shall give all notices and comply with all laws, ordinances, rules and regulations during the conduct of the work. This may include registering the UST with LDEQ on behalf of the City of New Orleans and notifying LDEQ of the intent to remove the UST.

Project Coordination

Coordination of the work required under this Contract shall be maintained at all times between the Consultant and the City's Project Manager. Coordination of site activity shall also be maintained between the Consultant and the property owner and/or his Project Manager when applicable. This point of contact shall be established by the Consultant upon the award of this Contract and documented accordingly. Coordination between the Consultant and the LDEQ shall also be maintained.

Miscellaneous Requirements

The Consultant may be required to meet with representatives of City of New Orleans Department of Public Works and/or DOTD to:

- Confirm the scope of work required
- Review results of traffic classification counts and shallow borings provided by New Orleans Department of Public works
- Attend one pre-design meeting and one plan-in-hand meeting

ITEMS TO BE PROVIDED BY THE CITY OF NEW ORLEANS

- Traffic classification counts
- Roadway Soil Borings
- Environmental Clearance (Cleared 10/7/04)

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering and related services to provide Stage 3 Design, Part I: Surveying Services (b) Title Work, (c) Property Survey, (d) Title Updates, (e) Right-of-Way (R/W) Maps and (f) Title Take-Offs, Part II Right-of-Way Acquisition and Utility Relocation, Part IV: Final Plans, Part VIII: Phase II Environmental Site Assessment (c) Soil Borings and Sample Collection and (d) Report Preparation, and Stage 5 Construction, Part I: Construction Support will be established by Supplemental Agreement(s).

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 on 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. Standards Manual for Accommodating Utilities, Driveways and Other Facilities on Highway Right-of-Way.
20. LDEQ Cost Control Guidance Document

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a maximum compensation of **\$77,586**, subdivided as follows:

Preliminary Plans	\$57,872	non-negotiated lump sum
Topographic Survey	\$17,414	non-negotiated lump sum
Phase II Environmental Site Assessment Parts (a) and (b)	\$ 2,300	non-negotiated unit cost

The approved Non-negotiated Unit Costs are as follows:

Records Review	\$300	per review
Site Visit/Inspection (UST Site)	\$500	per site
Site Visit Inspection (HVAC System)	\$500	per site
Mobilization/Demobilization	\$500	per site
Investigative Site work Plan	\$500	per site

CONTRACT TIME

The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the City of New Orleans. The duration of each activity is as follows unless otherwise modified by the City of New Orleans' Project Manager:

- Environmental Site Assessment Phase II Parts (a) & (b) – 45 calendar days
- Environmental Site Assessment Phase II Parts (c) & (d) – 75 calendar days
- Topographic Survey – 45 calendar days
- Preliminary Plans – 180 calendar days
- Right-of-Way Maps and Property Surveys – 60 calendar days

Final Plans – 180 calendar days
Preliminary Utility Relocation Services – 365 calendar days
Right-of-Way Appraisal, Negotiation
And Acquisition – 180 calendar days

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 Civil Engineer, registered in the State of Louisiana.
2. In addition to the above, the Prime-Consultant must employ on a full time basis, a minimum of two Professional Engineers, registered in the State of Louisiana, one with at least five years experience in roadway design, and a corresponding support staff.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Land Surveyor registered in the State of Louisiana, with a support staff.
 - b. One senior level engineering technician with knowledge of general utility relocation procedures and the Department's Utility Relocation Processes and Requirements.
 - c. One individual certified in LDEQ Response Action.
 - d. One individual certified in LDEQ Asbestos and Mold Abatement.

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 6

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.

The following estimates of work categories will be used in the Consultant Evaluation Process. These percentages are based on the overall project:

Environmental Services—	7%
Surveying Services –	13%
Roadway Design –	59%
Utility Relocation Services -	12%
R/W Appraisal, Negotiation and Acquisition -	9%

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. 700-36-0184, 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 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.