

## **ENGINEERING AND RELATED SERVICES**

**May 11, 2007**

### **STATE PROJECT NO. 750-99-0139**

### **RETAINER CONTRACT FOR LAND SURVEYING, GIS PROFESSIONAL SERVICES AND CONTRACT SERVICES FOR DIGITAL TOPOGRAPHIC MAPPING 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 Consultant will be selected for the captioned project. Sub-Consultants will not be allowed.

**Project Manager** – Mr. D.J. Webre, Jr., P.E., may be reached at (225) 274-4339.

### **PROJECT DESCRIPTION**

The selected Consultant will perform GIS Professional Services and Contract Services for digital mapping for projects covered by a Retainer Contract under separate Task Orders (TO). The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and the compensation. Each Task Order will become a part of the Retainer Contract.

### **SCOPE OF SERVICES**

The selected Consultant will perform topographic surveys, GIS data development services and GIS mapping services pertaining to the construction and maintenance of roads, bridges, flood control, aviation and public works projects entered into by the DOTD. The Consultant will also be expected to assist DOTD in designing, developing, and implementing a statewide GIS database that supports analysis, modeling, planning, and digital cartography.

Tasks will be based on a scope of work involving GIS database development and mapping requirements, including:

1. GIS database feature modeling (DBFM) and design, including:

- Entity-attribute relationships

- UNETRANS data model

- Linear Referencing Models (point\_m, polyline\_m, and polygon\_m)

- Three-dimensional features (point\_z, polyline\_z, and polygon\_z)

Multiple feature editing using geodatabase topology rules

2. Digital map production based on established DBFM standards, including:

NED - National Elevation Dataset

NHD - National Hydrography Dataset

USGS Topographic Quadrangle Maps

NFIP - National Flood Insurance Program

3. GIS database management using ESRI's ArcGIS suite of products to support enterprise map production, data distribution, and ArcGIS server application development.
4. Development of tools for the maintenance and further development of database elements

## 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. USGS – National Map Accuracy Standards at the 1:24,000 scale
2. USGS – Standards for Digital Elevation Models
3. USGS – Standards for Digital Line Graphs (DLG-3)
4. USGS – Standards for Digital Raster Graphics
5. USGS – Template Development and Use, Standards for 1:24,000 scale Digital Line Graphs and Quadrangle Maps (DLG-F/Quadrangle Maps) – Part 1 to Part 10
6. USGS – Standards National Hydrography Dataset – High Resolution
7. USGS – Standards for Revised Primary Series Quadrangle maps
8. USGS – USDA – Standards for USGS and USDA Forest Service Single Edition Quadrangle Maps – Part 1 to Part 10
9. USGS – Standards for the Preparation of Digital Geospatial Metadata – Parts 1, 2, 5, and 7
10. FGDC – Base Content Standard for Digital Geospatial Metadata (version 2.0)
11. USGS – Miscellaneous Instructions for Technical Criteria for Digital Revision and Product Generation: 1:24,000-Scale Digital Line Graphs and Quadrangle Maps
12. USGS – Supplemental Technical Instructions
13. FGDC – National Vegetation Classification Standard
14. FGDC – Geographic Information Framework Data Content Standard

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours and billable rates for the actual work performed on the Task Order. Reimbursable expenses will be compensated at the prevailing state rates.

The amount payable under this Retainer Contract for services to be performed under the various Task Orders shall not exceed a maximum of **\$200,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

## **CONTRACT TIME**

This Retainer Contract will 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. Upon expiration of the three year contract time, no new Task Orders will be executed; however, the Consultant will complete any work in progress.

## **MINIMUM PERSONNEL REQUIREMENTS**

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

The Prime-Consultant must have the following capabilities and experience:

1. At least one Principal or responsible member shall be a Professional Land Surveyor registered in the State of Louisiana, with at least five years experience in preparing topographic maps.
2. The Prime Consultant must employ on a full time basis a minimum of one Professional Land Surveyor, registered in Louisiana, with a corresponding support staff. The Professional Land Surveyor must have at least five years successful experience as a United States Geological Survey (USGS) contractor in the development of digital topographic maps for hydrography, topography, transportation, boundaries, vegetation, and other features useful for national resources and transportation planning.
3. The Corresponding Support Staff must meet the following qualifications:
  - a. Certification in USGS Digital Line Graph
  - b. Photo-revised at least 4,000 USGS 7.5 minute quadrangle sheets
  - c. Completed High-resolution National Hydrographic Dataset development for at least 50 Hydrologic Unit Code Cataloging Units (as developed by the Water Resources Council).

## **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, 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. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting 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. 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 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 will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant 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 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 failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Name(s) of the Consultant 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. **750-99-0139** and will be submitted **prior to 3:00 p.m. on Monday, May 28, 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.