

ENGINEERING AND RELATED SERVICES

August 3, 2007

STATE PROJECT NO. 700-99-0440

F.A.P. NO. STP-9907(527)

RETAINER CONTRACT FOR

STAGE 0 STUDIES

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.

Project Manager – Ms. Tanya Bankston may be reached at (225) 379-1297.

PROJECT DESCRIPTION

The selected Consultant/Team will perform engineering and related services for proposed statewide projects covered by a Retainer Contract under separate Task Orders (TO's). The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each executed Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 0: Feasibility Studies

Part I: Feasibility Study and Scoping Studies

Part II: Environmental Inventory

The selected Consultant should have a comprehensive professional engineering knowledge of the transportation system across all modes, as well as an in-depth knowledge of the DOTD's planning, programming, and environmental processes, federal funding mechanisms, design standards, and knowledge of project management techniques.

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

1. Prepare Stage 0, Part I: Feasibility Studies as requested by the DOTD's Scoping Unit. The Stage 0 studies/checklists must be prepared in accordance with the DOTD's, Stage 0: Manual of Standard Practice, found at: <http://www.dotd.louisiana.gov/doclist.asp?ID=63>.
2. Discuss and explain the purpose and need for the project in detail in the feasibility study and/or checklist.
3. Obtain, organize, and review the engineering data required to prepare the studies/checklists. It may include, but is not limited to the following:
 - Existing traffic data
 - Accident data
 - Existing highway plans (As-Builts)
 - Utility information
 - Previous studies and reports
 - Unit cost data
 - Map to identify project site
 - Aerial photography
4. Provide geometric layouts of reasonable alternatives using aerial photography and the DOTD's design standards.
5. Establish approximate right-of-way limits and area based on a standard template. Depict both the apparent right-of-way and the required right-of-way on the geometric layouts.
6. Develop preliminary cost estimates for each alternative based on unit cost data. The estimates will include the costs associated with engineering, environmental, construction, right-of-way acquisition, utility relocation, and contingencies.
7. Complete the DOTD's Environmental Checklist and include it in the feasibility study. Analysis of each alternative, including the no build, will be made to the extent practicable. Items to be considered include, but are not limited to: social, economic, historic, cultural, recreational, archaeological, noise, air, wetlands, flood plains, endangered or threatened species and/or their habitat and farmland. Identify and define the apparent environmentally sensitive areas, hazardous material sites, and natural or man-made constraints to project development within the project's limits, using field reconnaissance and aerial photography. This task includes the use of publicly available data sets and field review to locate community resources, utilities, etc. In some cases, a complete environmental inventory will be necessary.
8. Recommend an alternative based on purpose and need, traffic analysis, alignment, cost estimates, environmental impacts, etc.

9. Review the alignment of the apparent and recommended alternative configuration with the DOTD to discuss the workability and development of each alternative configuration.

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. Construction Planning and Scheduling, AGC
3. DOTD Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. Policy on Geometric Design of Highways and Streets
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Stage 0: Manual of Standard Practice

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.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$600,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD 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 TOs will be executed; however, the Consultant will complete any work in progress.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables as instructed by the Project Manager. Prior to proceeding with the Stage 0 Feasibility Studies, 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.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables as instructed by the project manager.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all Stage 0 Feasibility Studies 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.

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 Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. The Prime-Consultant must also employ on a full time basis, a minimum of two Professional Civil Engineers registered in the State of Louisiana, one with at least five years experience in roadway design, and one with at least five years experience in bridge design, and a corresponding support staff.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a) One Environmental Professional with a minimum of three years experience.
 - b) One Wetlands Biologist with a degree in Biology or a related field, and three years experience in wetland delineations.

- c) One Principal Investigator for the archaeological work must meet Archaeological Qualifications as published in the Louisiana Register on April 20, 1994.

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.

** The Planning and Feasibility Studies (PL) 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. 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) 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. **700-99-0440**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 27, 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.