

**ENGINEERING AND RELATED SERVICES
DECEMBER 2, 2011**

**STATE PROJECT NO. H.009069
F.A.P. NO. H009069
TRI-CENTENNIAL PLACE PARKING – CITY PARK
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 at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Curtis Fletcher, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will perform Engineering and Related Services for design of a variety of infrastructure improvements to the future Tri-Centennial Place, including but not limited to the Peristyle, Storyland, amusement area, C.T. Parker, Great Lawn, and the new Miniature golf course, as well as Victory and Dreyfous.

The Contract will be between the Consultant and the Entity, hereinafter referred to as the “Entity”.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part III: Preliminary Plans

Part IV: Final Plans

- Tri-Centennial Place Sidewalk Improvements – Demolition of certain sections of broken sidewalk and construction of new sidewalks along Victory, Dreyfous, Irby roadways and a section of side walk between Stadium Drive and Victory Drive

- Lighting Improvements – Installation of approximately 15 roadway lighting fixtures along Victory Drive and Dreyfous.
- Utility Improvements – A number of sections of drainage pipe along Victory Drive will have to be replaced as a result of being broken or undermined by tree roots.
- Botanical Garden Entrance Improvements – This work includes replacement of the entrance to the Botanical Garden, construction of a deck at the Garden entrance and plaza and pedestrian improvements adjacent to and across Victory Drive from the Great Lawn.
- Peristyle Plaza Improvements – this involves concrete replacement with a brick plaza and landscape improvements in the front of the Peristyle.
- Parking at Miniature Golf Course and construction of a plaza adjacent to this course – This involves overlaying existing (but removed from service) tennis courts to create an approximately 80-car parking lot and construction of a brick on concrete base plaza adjacent to the miniature golf complex and the parking lot.
- Parking at the Clay Tennis Court Lot – This involves demolition of the existing 10 clay tennis courts between Victory Drive and Dreyfous Drive and preparing the site as a grass field capable of accommodating cars during overflow from special events.
- Traffic Control Gates at Victory and Dreyfous – This involves two manual gates at Victory and Dreyfous to help better manage traffic on these busy Park streets.
- Protection of existing trees.
- ADA requirements must be met.

The consultant shall prepare a preliminary cost estimate at the time of preliminary design. If the preliminary cost estimate exceeds the amount of allocated funds for project construction and construction administration, the consultant will meet with the New Orleans City Park Improvement Association Project Manager to determine which elements will be eliminated.

In March, 2011, in support of an earlier phase of park improvements, a geotechnical investigation was performed by Eustis Engineering Services, LLC, for New Orleans City Park's paving improvements to the tennis courts located on the northeastern and northwestern corners of Dreyfous Drive and Anseman Avenue. A copy of the report will be furnished to the consultant. It is possible that some additional geotechnical investigation may be necessary for this phase of the park improvements.

As a part of the work, the Consultant shall perform research into the location and condition of utilities at the site. Though a topographic survey is being provided by the New Orleans City Park Improvement Association, the utility information will need to be updated. The consultant shall be responsible for obtaining any additional borings of sufficient number and depth, as well as type of soil testing, to provide significant information about the existing soil profile to properly design the pavement. Testing may include the following: Atterburg Limits, moisture contents, soil classifications, unconfined undrained triaxial tests and CBR tests.

The following are the minimum required preliminary plan sheets:

- Title Sheet
- Typical Section Sheets
- Miscellaneous Details & General Notes Sheet
- Summary of Estimated Quantities Sheet
- Plan view (including spot elevations for drainage)
- Joint Layout for Parking Lot (if warranted)
- Striping Layout Sheet
- Lighting Layout Sheet
- Lighting Detail Sheet
- Landscaping Detail Sheets

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.

ITEMS TO BE PROVIDED BY THE DOTD

- Standard Plans (as needed)

ITEMS TO BE PROVIDED BY THE ENTITY

- Right-of-way information
- Existing topographic survey (utilities not included)

CONTRACT TIME

The overall contract time to complete this project is estimated to be **180 calendar days**. The Consultant will proceed with the services upon issuance of the Notice to Proceed from the Entity.

COMPENSATION

The total compensation to the Consultant for all services rendered in connection with this Contract is estimated to be a non-negotiated lump sum of **\$162,153**.

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. DOTD Guide to Constructing, Operating and Maintaining Highway Lighting Systems

7. Manual on Uniform Traffic Control Devices
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. Consultant Contract Services Manual
16. Geotechnical Engineering Services Document
17. New Orleans City Park Master Plan

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 shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in urban/commercial parking facility design, and a corresponding support staff.
3. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in design of urban pedestrian improvements and/or park design, and a corresponding support staff.
4. 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. One Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in geotechnical engineering and a corresponding support staff.
 - b. One Professional Electrical Engineer, registered in the State of Louisiana, with at least five years experience in lighting design and a corresponding support staff.
 - c. One Professional Landscape Architect, registered in the State of Louisiana, with at least five years experience in landscape design and a corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

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;

** The Road Design Urban (RU) performance rating will be used for this project.

Complexity Level – (simple)

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, the Prime Consultant must perform a minimum of 51% of the work for the overall project. 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.

Communication Protocol

DOTD's Project Evaluation Team 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. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Curtis Fletcher – Project Manager
3. Valerie Horton
4. Steven Meek
5. Melanie Giardina
6. Jarred Ray

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

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 **five** 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. H.009069**, and will be submitted **prior to 3:00 p.m. CST on Monday, December 19, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

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.