

**ENGINEERING AND RELATED SERVICES  
OCTOBER 21, 2013**

**CONTRACT NO. 4400004488  
STATE PROJECT NO. H.010037  
F.A.P. NO. H010037  
NEW FERRY BOAT CONSTRUCTION  
CAMERON FERRY CROSSING  
CAMERON 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 DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, 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. Kevin Reed**

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

**PROJECT DESCRIPTION**

The selected Consultant will furnish Naval Architecture and Marine Engineering Services as required for the design for a new ferry vessel for the Cameron Ferry Crossing in Cameron Parish.

**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

Stage 5: Construction

Part I: Construction Support

**Design**

The Consultant shall furnish Naval Architecture and Marine Engineering Services as required for the design for a new ferry vessel for the Cameron Ferry Crossing in Cameron Parish.

The existing plans for the M/V Cameron II will be provided to the Consultant and shall be utilized as the basis for design for the new vessel. The consultant shall modify the plans as necessary to comply with all current applicable ABS and USCG standards. The final constructed vessel shall be a certifiable passenger carrying vessel capable of carrying no less than fifty (50) automobiles (mid-sized cars and trucks) which fully complies with all requirements under 46 CFR, Subchapter H.

The Consultant shall also consult with Department personnel to consider proposed alterations to the existing design for better functionality of the vessel and implement the modifications into the final design. The Consultant shall further propose for the Department's consideration any alterations to the existing design which they believe may enhance the final design or that may provide savings to either the final construction cost or costs to operate the new vessel.

### **Preliminary Plans**

The Consultant shall draft and provide a set of preliminary plans, specifications, and estimate (PS&E) for consideration by the Department. The intent of this phase is to provide a conceptual set of drawings for the purpose of establishing a more accurate cost estimate for construction of the new vessel. The consultant shall provide a set of preliminary plans and specifications, construction cost estimate, estimated time for construction and a summary letter detailing all of this and any other considerations the Department should be aware of. The consultant shall also provide an estimate of the time and cost required to finalize the vessel design with the preliminary plan submission.

### **Final Plans**

If the Department proceeds with construction of the new vessel, the scope of work for final plans will be agreed upon by supplemental agreement.

### **Specific Software and/or Equipment Requirements**

Preliminary and final plans shall be delivered electronically in both PDF and Microstation V8.5 (DGN) file formats.

All written specifications shall be delivered electronically in Microsoft Word 2010 (DOC) file format.

### **Construction Administration**

If the Department proceeds with construction of the new vessel, the scope of work for construction administration will be agreed upon by supplemental agreement.

Once the design work is completed, the Consultant shall assist with the construction administration portion of the project. The Consultant shall recommend and provide a cost estimate for construction of a final scope of work which can be bid within the available budget. The consultant will provide the specifications necessary for the bidding and advertisement of the project. During the construction phase of the project, the consultant shall coordinate with the contractor, Department representatives, USCG

representatives, and all others as necessary to deliver a fully constructed, operational vessel in full compliance with all current applicable USCG and ABS requirements. These activities will include, but may not be limited to the following:

1. Review and approve all shop drawings as required.
2. Provide general supervision of the construction activities conducted by the awarded contractor
3. Coordinate with the USCG and ABS to ensure compliance of the new vessel
4. Provide a weekly progress report based on field observations and man-hours charged
5. Attend all final commissioning activities of the vessel to provide their approval.

### **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they 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 project-specific requirements.

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.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools

- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

### **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.

### **SERVICES TO BE PERFORMED BY DOTD**

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. All plans sheets it has in its files related to the construction of the M/V Cameron II.
2. Any other information it has in its files related to the M/V Cameron II that may facilitate modifications of the design.

### **ADDITIONAL SERVICES**

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

Stage 3: Design

Part IV: Final Plans

Stage 5: Construction

Part I: Construction Support

The Consultant will be responsible for supplying a construction cost estimate with both the preliminary and final plans.

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

### **CONTRACT TIME**

The overall contract time is estimated to be **27 months**. Contract time for Topographic Survey and Preliminary Plans, including DOTD review, is 3 months. The Consultant's duration for additional services is as follows unless otherwise modified by the Project Manager.

Final Plans- 6 months

Stage 5- Construction Engineering Services: 18 months.

### **COMPENSATION**

Compensation for the required services rendered in connection with this Contract will be Negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation.

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.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 60 calendar days following the notification of selection.

### **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. 46 CFR, Subchapter H
2. American Bureau of Shipbuilding (ABS)

### **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 Engineer registered in the state of Louisiana.
2. The Principal of the Prime Consultant must be a graduate Naval Architect or Marine Engineer, from a recognized university or college, having at least 10 years experience in the marine industry.
3. The Consultant must also employ a technical and clerical support staff sufficient to provide the required services included in the scope of services. The technical staff is to possess familiarity with the USCG rules and regulations of large passenger vessels (Title 46 of the Code of Federal Regulations, Subchapter H and W).

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD 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 4;\*
7. Consultant's Interview/Presentation.

\* All respondents will receive a 4 in this category

\*\*A firm with a ratio of 5 or greater as per the Departments Firm Size Chart will receive a rating of 2.

**TIER 1 Evaluation:** All Consultants/Team members 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 Tier 1 Evaluation will be based off the information provided in the Consultant/Team's SF 24-102 submittal. If during the course of the evaluation the Project Evaluation Team has questions or requires clarification of the information provided, the Project Evaluation Team may send request to the Consultant/Team for additional information through the Consultant Contract Services Administrator.

Complexity Level: **complex**

**TIER II Evaluation:** The Consultants/Teams on the TIER I short-list of the three to five highest rated Program Manager/Teams will be asked to attend an Interview/Presentation

(Item 7) within three weeks of the announcement of the alphabetical TIER I short-list. The presentation will be made in Power-Point format, and the power point presentation of the selected Program Manager/Team will, at DOTD's discretion, become part of the contract. During the presentations each Program Manager/Team will be given up to one hour for their presentation followed by a question and answer period. The schedule of presentations will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Program Manager/Team's Interviews/Presentations (Item 7) will be used, along with the results of the Tier I evaluation, to develop the ranked TIER II short-list. The Interview/Presentation score will account for 70% of the Tier II score. The TIER I evaluation will account for 30% of the Tier II score. A ranked TIER II short-list of the three highest rated Program Manager/Teams will be submitted to the Secretary of the DOTD. The Secretary will make the final selection. DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

The presentation will include/outline the following points (Each item's weight to the overall presentation is shown in parentheses):

- 1) Proposer's knowledge and understanding of the task (3).
- 2) Proposer's demonstrate experience, knowledge, and expertise to perform the work (3).
- 3) Concepts & methods to control/manage project costs and schedule (2).
- 4) Concepts & methods to control administrative and management costs (2).
- 5) Concept to manage construction (2).
- 6) Proposers team qualities and attributes to be brought to bear on the task (1).
- 7) Proposers force requirements throughout the task (1).
- 8) Other points that the Proposers wishes to be considered in the evaluation (1).

The Interview/Presentation evaluation will be based on a numerical rating process (0-10). Each member of the evaluation team will individually rate each evaluation criterion listed above as weighted and assign numerical ratings as defined below:

To receive a rating of 8-10, the Program Manager/Team's presentation and proposal must *significantly exceed* the stated objectives/requirements and demonstrate an exceptional understanding of the goals and objectives of the Program with an outstanding level of quality and no weaknesses.

To receive a rating of 5-7, the Program Manager/Team's presentation and proposal must *exceed* the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. Strengths outbalance any minor weaknesses that may exist.

To receive a rating of 1-4, the Program Manager/Team's presentation and proposal must *meet* the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. There are minor weaknesses that can be overcome.

The Program Manager/Team will receive a rating of 0 on any of the individual evaluation criterion for failing to meet the stated objectives/requirements and demonstrate an understanding of the goals and objectives of the Program. There are excessive and significant weaknesses.

Once each DOTD Project Evaluation Team member completes evaluations for all factors, the scores will be averaged to arrive at a final score. The corresponding value will then be multiplied by the item's weight then totaled for the final interview/presentation score for that Program Manager/Team.

#### 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. Kevin Reed – Project Manager
3. Leslie Mix
4. Alfred Terry
5. Walter Millet
6. Vince Latino

#### 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 (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall 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 failed to meet 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 **five** copies of the DOTD Form 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 24-102, or providing inaccurate information on the 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 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 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 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 DOTD Form 24-102 will be identified with **Contract No. 4400004488, (State Project No. H.010037)**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, November 06, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Alan Dale, P.E.  
Consultant Contracts Services 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.