

**ENGINEERING AND RELATED SERVICES
MAY 21, 2014**

**CONTRACT NO. 4400004729 (CE&I)
RETAINER CONTRACT FOR CONSTRUCTION ENGINEERING
MANAGEMENT AND STAFF AUGEMENTATION SERVICES
FOR DISTRICT 03
ACADIA, EVANGELINE, IBERIA, LAFAYETTE, ST. LANDRY, ST. MARTIN,
ST. MARY & VERMILION PARISHES**

DBE/WBE GOAL = 4%

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.**

Project Manager- Steve R. Draughon

One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this contract. No More than two contracts for District Construction Engineering Management and Staff Augmentation Services Contracts will be selected to any one Prime-Consultant firm.

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

PROJECT DESCRIPTION

The selected Consultant will be required to provide construction contract administration and construction inspection services for District 03, covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each 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 5: CONSTRUCTION

PART III: Construction Engineering and Inspection

The selected Consultant will be assigned to a DOTD Construction Coordinator or designee. The Consultant will accept work directions, guidance, and instructions from the DOTD Construction

Coordinator or his assigned DOTD representative. The DOTD Construction Coordinator or designee will determine work starting time, work hours, pre-approved overtime, work assignments, and project assignments. The Consultant provided personnel shall conduct his work within these instructions and directions using the most cost effective methods. The Consultant shall not be engaged in any other work assignments during the working times assigned by the DOTD Construction Coordinator or designee.

The Consultant shall timely and neatly complete all documentation assigned by the DOTD Construction Coordinator or designee. Additionally, at the beginning of the next work day, the Consultant shall provide a daily status report of the previous day's work to the DOTD Project Manager or designee detailing all working hours, work tasks and accomplishments, and resource utilization.

All work will be performed in accordance with the DOTD's Standards and Procedures.

Some of the various tasks to be performed by the Consultant provided personnel under this contract are described more specifically as follows:

1. Maintain all field records; make daily entries in the project diary to indicate the Consultant's personnel and Contractor's personnel present on the job site, the contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
2. Inspect the contractor's operations (daily) to ensure that all work is performed in accordance with the specified plans, specifications, and using approved materials.
3. Keep clear and concise records of the contractual operations, prepare daily, weekly, monthly quantity summaries and breakdowns as well as daily progress reports in conformance with DOTD requirements.

Each Consultant shall be equipped with a reliable and dependable vehicle for use each day in the contract monitoring activities.

The Consultant shall be equipped with a cell phone (standard equipment as per Direct Expenses) and be available for DOTD business calls at all times while working for DOTD. The Consultant shall provide other contact information as necessary to ensure adequate and timely means of communication.

The Consultant inspectors shall be familiar with the area of work and will be able to easily and quickly navigate to and from multiple work locations, DOTD facilities, Contractors' facilities, etc.

The Consultant shall be equipped with all necessary Personal Protective Equipment (PPE) (standard equipment as per Direct Expenses) needed for the working conditions as required by the DOTD Safety Manual and as approved by DOTD Safety Section. At a minimum, the Consultant shall provide:

hard hat, reflectorized safety vest, hearing protection, safety glasses. The Consultant will need to provide the following as needed: rubber boots, rain suit, gloves, climbing harness with lanyard, and life vest.

As a minimum, the Consultant shall be equipped with the following equipment (standard equipment as per Direct Expenses): calculator(s), measuring tape(s), clipboards, and writing instruments. The Consultant Office Support and Supervisor/Coordinator shall be equipped with a laptop computer (standard equipment per Direct Expenses) with Microsoft Office Suite and remote wireless internet access. Payment to be determined during the development of each Task Order (TO).

The DOTD will provide copies of necessary construction contracts, copies of construction plans, and copies of project sampling plans. The Consultant provided personnel will be responsible for obtaining all DOTD forms, manuals, documents, and procedures which are available on the DOTD's Internet site. The DOTD will provide copies or make available all necessary manuals, documents, forms and procedures not available on its Internet site. The DOTD may provide office space and field office space as available.

Part III: Construction Engineering and Inspection (CE&I)

The selected Consultant will perform engineering and administration services and document control for District 03 Construction projects, and will also be required to provide some or all of the following services for each individual Task Order (TO). These services will be performed in accordance with DOTD's Standard and Procedures (see References). Copies of these documents will be made available through DOTD upon request.

The DOTD will assign a project engineer from its District 03 Office to serve as a Construction Coordinator for DOTD during project construction.

A. **Construction Engineering and Inspection (CE&I):** If specified in the particular task order, the selected Consultant will be responsible for the engineering and inspection services (CE&I) as required for the construction of specific projects. The Consultant shall perform the various tasks under this contract which include, but are not limited to the following:

1. Act as Project Engineer for project and coordinate with the DOTD District personnel, Contractor, and other parties to schedule and attend the Pre-construction Meeting. The Consultant will be required to conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time utilizing the site manager system.
3. Coordinate with the DOTD and appropriate utility representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel, equipment, and materials; such as cylinder

- molds, density gauges, etc. to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Collect and submit sampled materials to be tested to DOTD District 03 Testing Laboratory located in Lafayette, Louisiana in accordance with the stipulated Sampling Manual.
 6. Provide all necessary personnel, equipment, and materials needed to inspect the Contractor's construction operations (daily) to ensure that all work performed is in accordance with the specified plans and specifications.
 7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make weekly progress reports consisting of percent complete and time elapsed, approved change order amounts, and number of change orders to the DOTD Area Engineer. Inspection of construction will not include shop and mill inspections and their approval.
 8. Review and coordinate with the DOTD District Lab the entire final estimate package, including all document submittals from the Contractor in conformance with DOTD requirements.
 9. The Consultant will be responsible for submittal approvals required of the Project Engineer as stated in the Standard Specifications.
 10. All construction activities shall be coordinated between the Consultant, the assigned representative of the DOTD, and the FHWA. All work standards, methods of reporting, and documentation will be in accordance with the policies and procedures of the DOTD. Submit all partial and final construction estimates, and other information on forms approved by the DOTD.
 11. The Consultant shall perform all documentation, as prescribed by the DOTD, on the DOTD's construction software, SiteManager, and any future Content Manager procedures. The Consultant shall provide computer hardware, i.e., computers, printers, internet connections, scanners, etc. deemed necessary to the inspection services.
 12. The Consultant will be required to provide appropriately trained staff. **All hours and costs for the consultant's staff training are not billable hours or directly reimbursable.** For example, the consultant's staff may be required to participate in training sessions to receive instructions into the use of SiteManager (approximately four hours). DOTD will provide a qualified instructor for the SiteManager training.
 13. The Consultant shall be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
 14. When stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, follow DOTD policies for obtaining such approval.
 15. The Consultant shall be required to submit "As-Built" plans with the final estimate, "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made in red. "As-built" plans shall be full sized unless the project was let with letter sized plans. In addition to submitting a copy of the "As-Built" plans with the final estimate an additional copy shall be provided to the district.
 16. All construction inspection personnel utilized by the Consultant must meet and

retain the same qualification and certification requirements as required of DOTD construction personnel.

17. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
18. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
19. Change Orders throughout the life of the project will also have to be written by the Consultant and approved through the Department's process.
20. The Consultant shall monitor and document all construction claims in accordance with the appropriate EDSM, and provide recommendations on disposition of claims.
21. The Consultant shall manage the RFI (Request for Information) process as defined on the DOTD internet site, <http://www.dotd.la.gov/construction/rfi/>.
22. The Consultant shall be responsible for performing and documenting inspections of erosion control measures as well as ensuring compliance with the Storm Water Pollution Prevention Plan (SWPPP) and all other DEQ, Army Corp of Engineers, and U.S. Coast Guard Permits.
23. DOTD requires that the consultant assign a fulltime-consultant project engineer to this project. The assigned project engineer must be knowledgeable of all facets of the Contractor's operations. The project engineer shall have electronic linkage capability via cell phone, fax machine, and Internet for transmitting and receiving relevant contractual information and arranging for onsite operations. The project engineer must be physically capable of responding to the DOTD Area Engineer within (30) minutes.
24. The Consultant is required to perform any other duties normally required by DOTD Project Engineer's Office as directed by the DOTD Area Engineer.
25. The Consultant is required to disseminate press releases to the local media outlets pertaining to project status and any anticipated traffic pattern changes on a timely basis. The DOTD Area Engineer will approve all press releases prior to dissemination by the consultant.
26. The Consultant is required to review and approve the Contractor's Critical Path Method (CPM) for Construction Progress Scheduling submissions for the project in compliance with the Special Provisions of the Construction Proposal.
27. The Consultant shall become intimately familiar with the Contractor's Contract in order to assist the Department in administering the Contract which is different from the standard current edition of the Standard Specifications for Roads & Bridges.

- B. **Staff Augmentation Services (SAS):** The selected Consultant will provide the required equipment and level of staffing with hours and contractual terms negotiated for each TO. The Consultant's staff will augment and provide similar functions to those that exist in the DOTD's Project Engineer's staff rather than act as the Project Engineer. Staff augmentation may be during the design stage of a project, for the duration of a project, or on an "on call" basis for one or multiple projects and can range from one person to several support staff members in one or more of the following areas: Consultant Resident

Engineer (RE), Consultant Assistant Resident Engineer (ARE), Consultant Certified Inspector, Consultant Construction Inspector, and/or Consultant Office Manager (COM).

The Consultant will provide staff augmentation to the DOTD Project Engineer and will confer with the Contractor, as appropriate to the position filled, on behalf of DOTD during construction of the project.

The Consultant, as appropriate to the position, shall have administrative authority to enforce all contract provisions, specifications and plans, and perform engineering and inspection duties, material testing, and functions for DOTD as required under current DOTD and Federal Highway Administration (FHWA) construction policies and procedures.

The DOTD Project Engineer has the ultimate authority on all questions regarding the quality and acceptability of construction materials furnished, work performed, rate of work progress, interpretation of the construction contract documents, and the acceptable fulfillment of the construction contract. If during the construction phase of the project, there are instances where the requirements of the construction contract may be unclear or need further clarification DOTD has final authority in interpreting and enforcing the contract.

The Consultant, as appropriate to the position, shall perform the various tasks under this contract which include, but are not limited to the following:

1. **Consultant Resident Engineer (RE) and/or Consultant Assistant Resident Engineer (ARE)**

- a. Consultant Resident Engineer and/or Consultant Assistant Resident Engineer will be responsible for but not limited to the following activities:
 - Plan quality review
 - Bid-ability review
 - Constructability review
 - Writing and circulating change orders
 - Utility coordination
 - Site Inspection
 - Traffic control plan review
 - Drafting correspondence
 - Engineering analysis
 - Negotiations with contractors
 - Auditing crew records
 - Public involvement assistance
 - Schedule review
 - Environmental oversight
 - Preparation of As-Built plans
 - Preparing and submitting Final Estimates

- b. The RE or ARE will prepare and justify change orders; process claims; review and update schedules; prepare over-run/under-run statements; provide informal meetings for claims; and keep complete and accurate documentation using accepted DOTD forms, information systems, and procedures. The RE or ARE will obtain approval prior to beginning work covered by a change order.
- c. The RE or ARE will administer the coordination and relocation of utilities. This coordination will include inviting the utility companies to the preconstruction conference, and being familiar with the required utility relocation plans and the terms of the corresponding utility relocation agreements.
- d. The RE or ARE will protect the safety of workers and the traveling public by assuring the Contractor's traffic control follows MUTCD and DOTD TC-standard plans and policies. This includes reviewing the traffic control plans for compliance with DOTD standards. The RE or ARE will assure the Contractor adheres to all safety and health laws and ordinances and obtains any necessary permits. The RE or ARE will forward to the DOTD Project Engineer any complaints involving the project.
- e. The RE or ARE will be required to make frequent visits to the job site. On these visits the RE or ARE will confer with the project inspectors on any relevant project specifications and spot check to ensure acceptance and documentation standards are met.
- f. The RE or ARE will attend weekly coordination meetings with the Contractor.

2. **Consultant Construction Inspector and Consultant Certified Inspector**

- a. The Consultant Construction Inspector and/or Consultant Certified Inspector will act either as the lead inspector or as support of the lead inspector for the assigned project. One or more DOTD Engineering Technicians may be assigned to the lead inspector. The lead inspector is expected to provide continuous training for the DOTD Engineering Technician throughout the life of the project or task assigned.
- b. The Consultant Construction Inspector and/or Consultant Certified Inspector will provide current, thorough, and complete documentation. The inspector will be physically present on the job site at all times during significant construction activities. The inspector will not knowingly accept work for payment that does not meet plans and specifications.
- c. The Consultant Construction Inspector and/or Consultant Certified Inspector will monitor the Contractor's work so that lines and grades meet the plan lines and grades within allowable limits as specified.
- d. The Consultant Construction Inspector and/or the Consultant Certified Inspector will be responsible for completing and maintaining daily records and assessing time charges. The inspector shall review and comment on the initial and updated construction schedules provided by the Contractor

to help ensure timely completion of the work. Any contract time suspensions will be documented by memorandum to DOTD.

- e. The DOTD Project Engineer must be notified of any and all potential changed conditions, overruns, or anything on the project that could potentially affect the project budget or schedule.
- f. The Consultant Construction Inspector and/or the Consultant Certified Inspector will inspect work performed by the utility companies for compliance with the individual agreements and the Manual for the Accommodation of Utilities and the Control and Protection of State Highway Rights of Way. For those companies whose relocation costs require reimbursement by DOTD, the inspector will maintain daily Force Account Records of all work performed by the utility companies. Monitor and document utility relocation schedules and progress to allow evaluation and determination of impacts to the project schedule.
- g. The Consultant Construction Inspector and/or the Consultant Certified Inspector will inspect, test, accept, and document for payment any utility installation or relocation work performed by the Contractor as required by the project specifications.
- h. The Consultant Construction Inspector and/or the Consultant Certified Inspector will attend weekly coordination meetings with the Contractor. The inspector will also attend weekly crew meetings.

3. **Consultant Office Manager**

- a. The Consultant Office Manager will be responsible for, but not limited to the following activities:
 - Preparing meeting agendas
 - Preparing meeting minutes
 - Scheduling appointments
 - Providing accurate and complete project filing and documentation of records for the project
 - Preparing partial estimates using Site Manager
 - Tracking materials certifications, Buy America requirements, EEO documentation
- b. File all inspection and engineering reports including the following:
 - Diary records compiled by inspectors and engineers bound in field books
 - Weekly progress reports
 - Change orders
- c. Ensure all contractors provide the following:
 - Materials and testing results
 - Final payment documentation
 - Buy America Certificates

- Materials Certificates
- EEO documents

4. **All Consultant Staff**

- a. All Consultant Staff will ensure that materials and work performed on the project are properly documented according to DOTD standards and procedures. The Consultant Staff will keep records showing that the documentation, appropriate to their position, is current. These records will be audited on a monthly basis.
- b. No material shall be incorporated in the project, or paid for, without certification testing that assures materials meet DOTD specifications. The consultant will collect material Certificates of Compliance and assure adequate materials certificates are collected for materials placed.
- c. The Consultant Staff will contact the DOTD Project Engineer for interpretation, clarification of any technical questions concerning the construction project.
- d. Project filing, documentation, monthly progress reports, progress payments, change orders, and final payment will be done according with DOTD policies and procedures.
- e. The Consultant Staff will keep all notations in ink in diaries or an acceptable alternate for survey checks, and pay quantities will be documented daily. The Consultant shall furnish all computers and/or laptops or any other equipment needed to meet the contract requirements.
- f. The Consultant Staff shall keep the DOTD Project Engineer informed of project overruns. All direction of orders to the Contractor shall be documented in writing.
- g. The Consultant Staff must stay current in documenting pay a quantities. The monthly estimates will be submitted to DOTD and the Contractor for review and acceptance of paid quantities before payment. Estimates will be reconciled with the contractor and the DOTD Project Engineer and submitted for payment within one week of the estimate closing date.
- h. The Consultant Staff will perform all work under this Contract in accordance with the Standards, Specifications and Policies and Procedures established by DOTD. During the course of construction, the Consultant shall accept work on behalf of DOTD as appropriate for the position filled; however, Final Owner Acceptance will be granted by DOTD.
- i. The Consultant will be liable for negligent or fraudulent action, inaction or negligent direction resulting in a claim. The Consultant will document in writing all direction of orders to the Contractor.
- j. Upon substantial completion of the project the COM if included in the PO will coordinate and notify in writing all interested parties to attend a final inspection. Minutes of the final inspection will be provided to all attendees.
- k. A punch list will be generated by the final inspection and the Consultant Construction Inspector and/or Consultant Certified Inspector will monitor

the progress of completion of the punch list items.

- l. The Consultant's key staff members will remain under contract and attached to the project until the Contractor's final estimate is approved. The Consultant will assist in assembling materials books and other project documents as appropriate to the position.
- m. The Consultant will attend a Post Construction Conference. This may not be held at the same time as final inspection.

C. **Design-Build Contract Engineering and Administration:** The Consultant may also be required to perform contract engineering and administration services for Design-Build projects and will be required to provide some or all of the following services for each Task Order (TO) in addition to all other general requirements of this contract:

Contract Administration: The selected Consultant will be intimately familiar with the Final Request for Proposal (RFP) and the selected Design-Builder's Proposal, the combination of which will ultimately become the Contract Documents between the selected Design-Builder and the DOTD. The selected Consultant will provide assistance and support to the DOTD Project Manager to assure that the requirements of the Contract Documents are met. These activities may include acting as the designee of the DOTD Project Manager at regularly scheduled and called meetings related to the project, and any other activities deemed necessary by the DOTD Project Manager to assure that the Contract requirements are administered fairly and thoroughly.

Quality Assurance Coordination: The DOTD's Owner Verification (OV) Consultant will be responsible for administrative oversight of the Quality Assurance Plan. This program includes the Design Builder's construction QC and QA, as well as Design Reviews to confirm and verify that the Design-Builder's Quality Acceptance (QA) and Quality Control (QC) contract requirements are met. The selected Consultant will not assume responsibility for either of the Design Builder's QC or the QA programs, but will assist the DOTD Project Manager in coordinating, overseeing and implementing the sampling, testing, and data tracking activities of the DOTD's Owner Verification (OV) operations.

Partnering: The selected Consultant will participate in the Partnering efforts on the Project. This involvement will include preparing for Partnering meetings, following up with action items generated through the Partnering sessions, and working with all parties to foster working relationships to maintain forward progress of the Project.

Dispute Resolution: The selected Consultant will provide both engineering and administrative research, documentation, and records to assist the DOTD in any potential claim(s) or dispute resolution(s). The selected Consultant may be required to defend his opinions and advice in court or on arbitration panels.

Department Liaison

At the direction of the DOTD Area Engineer, the selected Consultant may serve as the liaison between the DOTD and others. This may include, but is not limited to, the Contractor, public entities, utilities and any other stakeholders. This will also include assisting the DOTD Area Engineer to coordinate with the DOTD Public Affairs Section for providing accurate and timely information to the public and Media on construction activities, traffic impacts to the travelling public (lane closures, night work, etc.), etc. This also includes helping to identify, prevent, and/or resolve problems (real or perceived) that arise with all stakeholders and enhancing the public image of DOTD and the Contractors, etc. during this Project.

SERVICES TO BE PERFORMED BY THE DOTD

The DOTD will furnish without charge, the following services and data:

1. All lab testing to be performed by the District, unless otherwise specified by a Task Order.
2. Access to project plans and contract proposals.
3. Sampling plan for the project.
4. Oversight of all shop fabrication Inspection to be performed by DOTD structural/marine fabrication engineer
5. Review and approval of any project shop drawings generated by the contractor.
6. Boring and CPT data, and pile order lengths.
7. Technical support for electrical and signal work, if required
8. Traffic data, if required.
9. Site Manager Instructor and technical support.

REFERENCES

All services 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 Design Guidelines
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 (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)

14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated or non-negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order or a negotiated or non-negotiated lump sum amount prior to each TO being issued.

Overtime, if needed, will be indicated in individual task orders. If billable rates are utilized, the payment will be based on the regular billable rate plus half of the hourly rate.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$15,000,000**. 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.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The Consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

The Consultant may request to have the initial billable rates updated on a yearly basis. However, any adjustment to the Contract billable rates shall not be cause for an increase in the maximum compensation limitation imposed herein.

CONTRACT TIME

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution 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. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The selected Consultant will be responsible for both Design and Construction Acceptance systems, which are to be part of the overall Design-Build project's Quality Assurance Program (QAP), in accordance with 23 CFR 637 and FHWA Publication No. FHWA-HRT-12-039.

The Consultant will also be responsible for the Construction Quality Assurance Program (CQAP) and Quality Control (QC) activities related to Construction and Fabrication, which will include, but not limited to, providing field verification testing and sampling, as required by LA DOTD's Design-Build Quality Assurance Program (QAP) with testing requirements and frequencies based on the Design-Build Contract and the Design-Builder's approved Sampling & Testing plan. The Consultant may possibly be required to contract with a qualified independent testing laboratory (per 23 CFR 637.209) to perform these services.

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. At least one Principal or Responsible Member of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana with a minimum of ten years of experience in responsible charge of CE&I projects.
3. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of one Consultant Resident Engineers satisfying the following requirements:
 - a. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in responsible charge of managing road construction projects
 - b. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of ten years of experience in responsible charge of managing bridge construction projects
 - c. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing

electrical construction projects (transportation projects – traffic signals and ITS projects)

- d. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing mechanical construction projects (transportation projects – movable bridge construction projects)
- e. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of Bid-ability and Constructability reviews on highway transportation plans.

A single engineer is allowed to fulfill a maximum of two of these requirements.

- 4. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of two Consultant Assistant Resident Engineers satisfying the following requirements:
 - a. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing road construction projects
 - b. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of five years of experience in responsible charge of managing bridge construction projects
 - c. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of three years of experience in responsible charge of managing electrical construction projects (transportation projects – traffic signals and ITS projects)
 - d. At least one Professional Engineer, registered in the State of Louisiana, with a minimum of three years of experience in responsible charge of managing mechanical construction projects (transportation projects – movable bridge construction projects)
 - e. At least one Professional Civil Engineer, registered in the State of Louisiana, with a minimum of three years of experience in responsible charge of Bid-ability and Constructability reviews on highway transportation plans.

A single engineer is allowed to fulfill a maximum of two of these requirements.

- 5. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of three DOTD Certified Inspectors, each with a minimum of ten years of experience in Road/Bridge Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities below require certified inspectors.
 - a) Asphaltic Concrete Plant
 - b) Asphaltic Concrete Paving
 - c) Embankment and Base Course
 - d) Portland Cement Concrete Paving

e) Structural Concrete

6. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of three DOTD Certified Inspectors, each with a minimum of five years of experience in Road/Bridge Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities below require certified inspectors.
 - a) Asphaltic Concrete Plant
 - b) Asphaltic Concrete Paving
 - c) Embankment and Base Course
 - d) Portland Cement Concrete Paving
 - e) Structural Concrete
7. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a Consultant Office Manager satisfying the following minimum requirements:
 - a. Training in Site Manager
 - b. Training in DOTD Construction Contract Administration
8. The Prime-Consultant must have available on staff, or through the use of a Sub-Consultant(s), for Design Quality Assurance:
 - a) One Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in the design and construction of roads and bridges, including major bridge structure and substructure, as the Design-Build Quality Assurance Manager (DBQAM).
 - b) One Professional Civil Engineer registered in the State of Louisiana with at least three years of experience in the design and construction of roads and bridges, including major bridge structure and substructure, as the Assistant Design-Build Quality Assurance Manager.
 - c) One Professional Civil Engineer registered in the State of Louisiana with at least five years of Geotechnical experience in the design and construction of roads and bridges, including major bridge structure and substructure.

NOTE: Engineers utilized for the QA and/or CE&I services can also serve for Design Review activities for which they are equally qualified.

9. In addition to the above requirements the Prime-Consultant must employ on full time basis, or through the use of a Sub-Consultant a minimum of two engineers with at least three years of experience in Design Build in the following areas:
 - a) Contract Administration
 - b) Quality Assurance
 - c) Acts as executor, liaison
 - d) Partnership leadership agent

e) Dispute resolution agent

WORK ZONE TRAINING REQUIREMENTS

All project personnel (engineers, engineer interns, and field personnel, *excluding Asphalt Plant Inspector and Office Manager) listed in the staffing plan for the project shall have completed the appropriate work zone training courses at the time of submittal. Current certifications of compliance for this training shall be submitted with and made part of Consultant's DOTD Form 24-102.

Specific requirements are:

Engineers (field and office): Flagger (mandatory beginning July 1, 2011)
 Traffic Control Technician
 Traffic Control Supervisor

Engineer Interns: Flagger (mandatory beginning July 1, 2011)
 Traffic Control Technician
 Traffic Control Supervisor

Field Inspectors: Flagger
 Traffic Control Technician

Field Senior Technicians: Flagger
 Traffic Control Technician
 Traffic Control Supervisor

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the DOTD Work Zone Task Force. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.

*Excluding Asphalt Plant Inspector and Office Manager

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. *

**The Construction Services (CS), CE&I (CC), and Final Audit (CF) performance ratings will be used for this project.

* Location will be based from Lafayette, Louisiana.

The complexity level for this contract is: **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. Steve Draughon
3. Hiro Alexandrian
4. Stacy L. White
5. John Eggers
6. Danny Smith

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 notice of selection as shown on the DOTD website. 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.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 4% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD

Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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 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 DOTD Form 24-102 must be submitted to DOTD. **Copies of the Inspector's certification card (indicating the date of expiration), must be included in the 24-102.** 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 provide 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.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.

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. 4400004729 (CE&I)** and will be submitted **prior to 3:00 p.m. CST on Thursday, June 12, 2014**, 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
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
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.