

**ENGINEERING AND RELATED SERVICES  
MAY 23, 2014**

**CONTRACT NO. 4400004915  
RETAINER CONTRACT FOR  
DESIGN BUILD AND OTHER ALTERNATIVE  
DELIVERY SUPPORT SERVICES  
STATEWIDE**

**CONTRACT NO. 4400005030  
RETAINER CONTRACT FOR  
DESIGN BUILD AND OTHER ALTERNATIVE  
DELIVERY SUPPORT SERVICES  
STATEWIDE**

**DBE/WBE GOAL = 5%**

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.**

**Only one (1) DOTD Form 24-102 submittal is required for this advertisement, and it represents the Prime-Consultant's qualifications and submittal for each of the two (2) referenced projects. Both identifying contract numbers must be listed on the submittals cover page.**

**Note that only one (1) Prime-Consultant will be selected for each of these contracts. No Prime-Consultant will be selected for more than one contract.**

**Project Manager – Mr. Jeffrey Burst**

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

**PROJECT DESCRIPTION**

The selected Consultant will perform engineering and administration services for project initiation, procurement, design and construction contract administration, Project Oversight and Acceptance, and document control of Alternative Delivery projects covered by a Retainer Contract under separate Task Orders. The project manager will execute individual Task Orders which will specify the scope of services, contract time, and compensation for each service to be provided within a Design-Build or other Alternative Delivery project under this Retainer Contract. Each Task Order will

become a part of the Retainer Contract.

## **SCOPE OF SERVICES**

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

**I. DB Procurement Services:** The selected Consultant will assist the DOTD Project Manager and procurement team during the initial advertisement, the Statement of Qualifications (SOQ) Phase, the draft and final Request for Proposals (RFP) preparation and evaluation, the Contract Award and Execution, and the Notice to Proceed (NTP) for design-build projects. The services to be provided during the design-build project procurements may include: providing orientation presentations to new participants in the design-build process, preparing for and/or participating in workshops and meetings with prospective design-build teams regarding prospective design-build projects, drafting and/or organizing and writing performance specifications and design criteria, drafting/editing procurement documents, participating in informational meetings with the prospective design-build teams, providing support activities during the evaluation and selection process, providing support services/activities required for the preparation of all of the procurement documents (conceptual layouts, cost estimating, etc.), as well as any other engineering support activities deemed necessary by the DOTD Project Manager during the Procurement process. The Consultant will become intimately familiar with the DOTD's Quality Assurance Program (QAP) for Design-Build projects in Construction, as well as 23 CFR 637.209, FHWA Publication No. FHWA-HRT-12-039, and all other federal design-build requirements.

**II. Alternative Delivery (non-DB) Support Services:** The selected Consultant will assist the DOTD Project Manager during the initial advertisement and the Statement of Qualifications (SOQ) Phases for both design and construction related services. Support services that the Consultant shall provide may include: providing orientation presentations to new participants in alternative delivery processes, preparing for and/or participating in workshops and meetings with prospective design and construction teams, drafting performance specifications and design criteria, drafting/editing procurement documents, participating in informational meetings with the prospective design and construction teams, providing support activities during the evaluation and selection process, providing support services/activities required for the preparation of any procurement documents, and assist DOTD with cost estimating. The Consultant shall also provide coordination and oversight of both the design and construction entities of the Alternative Delivery Team (including scheduling, independent cost estimating, design and constructability reviews, etc. of milestones and deliverables), as well as any other engineering support activities deemed necessary by the DOTD Project Manager.

**III. Contract Administration:** The selected Consultant will be 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 meetings related to the project, review and approval of required critical path method (CPM) schedule updates, review and approval of periodic payment requests from the Design-Builder, ensure the Design-Builder's adherence to the Contract, and any other activities deemed necessary by the DOTD Project Manager to assure that the Contract requirements are being met.

**IV. Project Oversight and Acceptance (Design):** The selected Consultant will be responsible for Design 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.

- **Design Acceptance:** The selected Consultant will assist DOTD with the following:
  - i. **Informal Design Acceptance**
    - “Over the Shoulder” in-progress design reviews and audits.
  - ii. **Formal Design Acceptance**
    - Type, Size, and Location Approval
    - Design Unit milestones and Ready for Construction (RFC) plan approvals
  - iii. **Design assistance may include, but is not limited to:**
    - Provide support to the DOTD Bridge, Road and Geotechnical Design sections as needed throughout the duration of the DB project
    - Audits of the DB's Quality Control (QC), design policies and procedures
    - Review of the DB's design and plan development
    - Review of RFIs and Change Order requests
    - Design reviews associated with construction policies or procedures

**V. Project Oversight and Acceptance (Construction):** The selected Consultant will be responsible for 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

- **Construction Acceptance:** The selected Consultant will assist DOTD with the following:
  - i. Acceptance Inspection
  - ii. Acceptance Verification Sampling and Testing
  - iii. Monitor/Audit the Design-Builder's Construction Quality Assurance Program (CQAP) and Quality Control (QC) activities related to Construction and Fabrication. Services include, but are not limited to:
    - Ensure the Design-Builder's adherence to the Quality Assurance

Program (QAP) requirements, and verify compliance with the DB's Quality Management Plan (QMP) and QC plans.

- Maintain a daily log of QC activities and provide audit reports for work to date. This should be a detailed account of personnel, locations, observations, comments, actions and any other information necessary to validate audit reports.
- Provide field verification testing and sampling, as required by the Project's 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.
- Maintain records to initiate, substantiate, investigate, track, recommend remedial procedures and verify actions taken with regard to RFIs, Change Orders, and NCR's.
- Monitor the Design-Builder's coordination with the Parish Engineers/Representatives for all relocations/adjustments of utility facilities.
- Monitor the shipping and handling of all materials and fabricated products on the construction worksite.
- Monitor the collection, submission, and test results of sampled materials.
- Inspect the Design-Builder's construction and fabrication operations to ensure that all work is performed in accordance with the DB plans and specifications.
- Keep clear and concise records of the contractual operations of the DB Team.
- Audit the development and correctness of pay requests, both partial and final.
- The Consultant will be available for meetings/conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
- The Consultant will be required to review and audit the Design-Builder's "As-Built" plans and final estimate.
- The Consultant will monitor and document all construction claims, and disposition of claims.
- Review the logic used within the Design-Builder's CPM schedule (including all updates/changes) and document any dispute of logic for use in possible future owner directed scope changes.

## **VI. Public Information Support:**

The Consultant will perform the following Public Information and Outreach activities if deemed necessary by the LA DOTD Project Manager:

- Develop and maintain a Project Website that will serve as a central

repository for all project related news and information.

- Proactively providing accurate and timely information to the Public on construction activities and possible traffic impacts.
- Coordinate with the DOTD Communications Section to assist in preparing press releases and responding to the public and Media regarding construction activities, traffic impacts, lane closures, night work, etc.
- Help to identify, prevent, and/or resolve problems (real or perceived) that arise with all stakeholders.
- Enhance the Public image of DOTD and its consultants, contractors, etc. during this Project.

**VII. Department Liaison:** At the direction of the DOTD Project Manager, the selected Consultant will serve as the liaison between the DOTD and others. This may include, but is not limited to, the Design-Builder, public entities, utilities and any other stakeholders. This will also include assisting the DOTD Project Manager to coordinate with the DOTD Communication and Public Information Consultant 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 its consultants, Design-Builders, etc. during this Project.

**VIII. 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.

**IX. 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.

The DOTD will assign a project coordinator from its District offices to serve as a construction coordinator for the DOTD during project construction and to work in conjunction with the DOTD Project Manager and the selected Consultant.

## **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 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 work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under these Retainer Contracts for services to be performed under the various TO's shall not exceed a maximum of **\$10,000,000 for each Retainer Contract**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses (except those expenses for **Task IV: Project Oversight and Acceptance (Design)** and **Task V: Project Oversight and Acceptance (Construction)** in the Scope of Services section of this Advertisement) will be compensated under direct expenses, and will be in accordance with the Louisiana Office of State Travel regulations found at:

<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>

However, Direct Expenses for **Task IV: Project Oversight and Acceptance (Design)** and **Task V: Project Oversight and Acceptance (Construction)** shall be negotiated prior to that specific Task Order's execution.

## **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 AND NOTICE TO PROCEED**

These Retainer Contracts shall be in effect for a duration of **five (5) years** each. 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 DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

## **MINIMUM PERSONNEL REQUIREMENTS**

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

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years of experience in performance-based specification writing and interpretation; conflict evaluation, research, resolution, contract administration, and an in-depth knowledge of Design-Build and other alternative delivery processes and terminology.

3. The Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), the following inspectors (number and classification of inspectors to be determined for each Task Order). Note: A construction inspector can be substituted for a Certified Inspector when a required certification is held by another inspector with multiple certifications.
  - a) DOTD Certified Structural Concrete Inspectors with a minimum of five years of inspection experience in the construction of roads and bridges.
  - b) DOTD Certified Asphalt Paving Inspectors with a minimum of five years of inspection experience in construction of roads and bridges.
  - c) DOTD Certified Embankment and Base Course Inspectors with a minimum of five years of inspection experience in road and bridge construction.
  - d) Asphalt Plant Inspectors with a minimum of five years of inspection experience in Asphalt Plants.
  - e) Construction Inspectors. (8)

4. The Prime-Consultant must employ on a full-time basis for Construction Quality Assurance:
  - a) One Professional Civil Engineer registered in the State of Louisiana with at least ten years of experience in the construction of roads and bridges, including major bridge structures and substructures to serve as the Consultant's Resident Engineer.
  - b) One Professional Civil Engineer registered in the State of Louisiana with at least five years of experience in the construction of roads and bridges, including major bridge structure and substructure to serve as the Consultant's Assistant Resident Engineer.

**NOTE:** All field inspectors performing work in the construction work zone **MUST** have completed the Work Zone Traffic Control Technician and Flagger course. All field senior technicians and engineers must have completed the Traffic Control Supervisor course.

5. 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 ten years of experience in the design and construction of roads and bridges, including major bridge structure and substructure,
  - b) 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.
  - 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 Construction services can also serve for Design Review activities for which they are equally qualified.

6. The Prime-Consultant must have available on staff, or through the use of a Sub-Consultant(s) for Fabrication Inspection (if a TO is issued for these services):
  - a) The Prime-Consultant must employ on a full-time basis, one Engineer registered in the State of Louisiana with five years of experience in the design of or fabrication and repair of prestress components.



- b) The Prime-Consultant must employ on a full-time basis a Senior Fabrication Inspector meeting the following requirements:
- i. PCI (precast/prestressed concrete institute) Level III and minimum 5 years of prestress supervisory experience<sup>1</sup> or
  - ii. PCI II and 10 years of prestress experience of which a minimum of 5 years must be supervisory experience<sup>1</sup> or
  - iii. Independent state certification and 15 years of prestress experience of which a minimum of 5 years must be supervisory experience<sup>1</sup> or
  - iv. Individual application approved by the DOTD Fabrication Engineer.

**NOTE:** For post tensioned operations or fabrication, additional requirements will be needed.

Supervisory Experience consists of the following:

- 1) Responsible charge for the daily inspection, material sampling and personnel scheduling of a prestress fabrication yard.
  - 2) Capacity to read, interpret and enforce specifications, plans, associated shop drawings and other pertinent requirements for complicated pieces.
  - 3) Familiarity with normal industry repair procedures and an ability to provide recommendations when appropriate
7. For Construction Quality Assurance and administering the CQAP, the Prime-Consultant Must have the access to, directly or through the use of a Sub-Consultants(s), a qualified Independent testing laboratory, per 23 CFR 637.209 (to be used only if a TO (Task Order) is issued for these services.

**All DOTD Certified Inspector Training Certifications and/or Certificates of Compliance are not required at time of the 24-102 submittal; however, they MUST be submitted prior to the determination of the Short List for presentation to the Secretary.**

## **WORK ZONE TRAINING REQUIREMENTS**

All project personnel (Engineers, Engineer Interns and Field Personnel, Excluding \* Asphalt Plant Inspector) listed in the staffing plan for the project (as shown below) 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:

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

**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, weighting factor of 5;\*\*
6. Location where the work will be performed, weighting factor of 4. \*

\* Location will be based from Baton Rouge, Louisiana.

\*\*All respondents will receive a 4 in this category.

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

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. Jeffrey Burst – Project Manager
3. John Eggers
4. Chris Guidry
5. Chris Nickel
6. Masood Rasoulilian

#### 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 by 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. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

**DBE/WBE** - The selected Consultant Team will have a DBE/WBE goal of 5% 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 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.

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. 4400004915 and 4400005030**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, June 10, 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  
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.