

**ENGINEERING AND RELATED SERVICES
DECEMBER 18, 2012**

**CONTRACT NO. 4400003590
RETAINER CONTRACT FOR DESIGN-BUILD SUPPORT SERVICES
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on 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 will be selected for the captioned project.

Project Manager – Mr. Jeffrey Burst, P.E.

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

PROJECT DESCRIPTION

The selected Consultant will act as an administrative assistant to the DOTD Project Manager and will perform engineering and administrative services for statewide Design-Build (DB) projects covered by a Retainer Contract under separate Purchase Orders. The Project manager will execute individual Purchase Orders which will specify the scope of services, contract time, and compensation for each service to be tasked within a Design-Build project under this Retainer Contract. Each Purchase Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant will perform engineering and administration services for project initiation, procurement, design and construction contract administration, Project Oversight and Acceptance or CE&I, and document control of Design-Build projects, and will also be required to provide some or all of the following services for individual Purchase Orders:

I. 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, as well as any other engineering support activities deemed necessary by the DOTD Project Manager during the Procurement process. The Consultant will also assist in the development of a Quality Assurance Program (QAP) in coordination with FHWA and DOTD's Construction, Fabrication, Materials, and Design Engineers. If DOTD decides to use the Contractor's Quality Control (QC) test results as part of the agency's acceptance decision, the consultant will provide assistance in the development of a Construction Quality Assurance Program (CQAP) that will meet 23 CFR 637.209 and all federal requirements. The CQAP is to be developed and completed prior to the issuance of the RFP.

II. 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 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.

III. 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 LA 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 Change Order requests
- Design reviews associated with construction policies or procedures

IV. 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 LA 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) (to be developed) with testing requirements and frequencies based on the Design-Build Contract and the Design-Builder's approved Sampling & Testing plan. The Consultant will 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.

V. Construction Engineering and Inspection (CE&I):

The selected Consultant will be responsible for the engineering and inspection services (CE&I) as required for the construction of the Design-Build project. The Consultant shall perform the various tasks under this contract which include, but are not limited to the following:

1. Coordinate with DOTD District personnel, Design-Builder, and other parties to schedule and attend the Pre-construction Meeting. 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 Design-Builder's personnel present on the job site, the Design-Builder'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 all sampled materials in accordance with the DOTD Sampling and Testing Manual. The Consultant will contract with a qualified independent testing laboratory (per 23 CFR 637.209) to perform these services.

6. Inspect the Design-Builder's construction and 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 (as appropriate for DB payment structure), approved change order amounts, and number of change orders to the DOTD Project Manager. Inspection of construction will not include shop and mill inspections and their approval.
8. Review and coordinate with the appropriate DOTD District Lab the entire final estimate package, including all document submittals from the Design-Builder 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 Department, on the Department'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 may be required to conduct **non-reimbursable** training sessions for his personnel to receive instructions into the use of SiteManager (approximately four hours). DOTD will provide a qualified instructor for this training.
13. The Consultant shall be available for conferences, visits to jobsites, and/or inspections by DOTD and other authorized representatives.
14. The Consultant shall be required to review submitted "As-Built" plans.
15. 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.
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 Design-Builder 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. The consultant shall Plan changes 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 Design-Builder'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 Project Manager 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 Coordinator.
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 Coordinator will approve all press releases prior to dissemination by the consultant.
26. The Consultant is required to review and approve the Design-Builder'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 Design-Build 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 "Blue Book" projects.

VI. LA DOTD Design-Build Manual Support: The selected Consultant shall provide the services necessary to develop a Standard Performance Specifications Template, a Standard Design Criteria Template and Standard Quality Control/Quality Assurance Procedures to be incorporated into the Department's Design Build Manual Draft. The services include but not limited to reviews, meetings, drafts and final manual templates and procedures.

Activities and Deliverables

1. Develop Standard Performance Specifications Template
 - a. Client Meetings
 - b. Identify, develop and draft SPS
 - c. Draft SPS
 - d. Final SPS
2. Develop Standard Design Criteria Template
 - a. Client Meetings
 - b. Identify, develop and draft SDC
 - c. Draft Standard SDC
 - d. Final SDC
3. Develop Standard Quality Control and Quality Assurance Procedures
 - a. Client Meetings
 - b. Summarize QC and QA approaches
 - c. Develop “track changes” version of the DB 111, 112, and 113 (including updates to the relevant definitions in DB 101).
 - d. Assist with drafting QC/QA sections of the *LA DOTD DB Construction Administration Manual*

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 LA 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 Purchase Order (PO) shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Purchase Order.

The amount payable under this Retainer Contract for services to be performed under the various PO's shall not exceed a maximum of **\$8,000,000**. Each PO shall be payable under the respective PO project number which shall be obtained by the Project Manager.

All travel related expenses (except those expenses for *Task III Quality Assurance Audit/Coordination (Design and Construction)* or *Task IV. Construction Engineering and Inspection (CE&I)* 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>

Direct Expenses for *Task III Quality Assurance Audit/Coordination (Design and Construction)* and *Task IV. Construction Engineering and Inspection (CE&I)* will be negotiated prior to that specific Purchase Order's execution.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **five years**. The services to be performed for each Purchase Order (PO) will be determined prior to the execution of the PO. The Consultant will proceed with the services required in the PO upon issuance of the Notice to Proceed from the DOTD. The contract time for each PO, will be specified in the executed PO. 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 to allow for systematic and consistent review of its performance. Initial evaluation criteria shall be developed and a method for revision and updating performance requirements provided. 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 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 Purchase 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.
4. ~~The Prime Consultant must employ on a full time basis:~~ **The Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s):**
- a) One Professional Civil Engineer registered in the State of Louisiana with at least 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, as the Design-Build Quality Assurance Manager (DBQAM).
 - 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, 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.

6. The Prime-Consultant must have available on staff, or through the use of a Sub-Consultant(s) for Fabrication Inspection (if a PO 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 Level III and minimum 5 years of prestress supervisory experience¹ or
 - ii. PCI II and 10 years of prestress experience of which a minimum of 5 years must be supervisory experience¹ or
 - iii. Independent state certification and 15 years of prestress experience of which a minimum of 5 years must be supervisory experience¹ or
 - iv. Individual application approved by the DOTD Fabrication Engineer.

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

¹ 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

Training Certifications/Certificates of Compliance shall be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

^Δ All required DOTD/Louisiana certifications MUST be obtained and submitted prior to Notice to Proceed being issued for each Purchase Order.

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 **5**;
2. Consultant's personnel experience on similar projects, weighting factor of **6**;

3. Consultant's firm size as related to the estimated project cost, weighting factor of 2;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; *
5. Consultant's current work load, weighting factor of 5; *
6. Location where the work will be performed, weighting factor of 4. **

* All respondents will receive a 4 in the category.

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

Complexity level (**complex**)

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. Peggy Paine
4. Cheryl Duvieilh
5. Masood Rasoulia
6. Edward Wedge

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.

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), 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. 4400003590**, and will be submitted **prior to 3:00 p.m. CST on Monday, January 7, 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.