

**ENGINEERING AND RELATED SERVICES
JANUARY 4, 2013**

**STATE PROJECT NO. H.008145.2
F.A.P. NO. H008145
LEEVILLE TO GOLDEN MEADOW (PHASE 2)
ROUTE LA 1
LAFOURCHE PARISH**

DBE/WBE GOAL = 2%

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Timothy Nickel, P.E.

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

PROJECT DESCRIPTION

The selected Consultant will coordinate with the DOTD Project Manager regarding project permitting and environmental clearance services.

SCOPE OF SERVICES

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

Stage 1: Planning/Environmental

Part III: Environmental Evaluation

- (a) Categorical Exclusion
- (b) Environmental Assessment (EA)
- (c) Environmental Impact Statement (EIS)

The LA1 Improvements Project includes an 18 mile corridor on new alignment in lower Lafourche Parish. This Scope of Services is to retain a Consultant for permitting and environmental clearance services:

1. Complete Permit acquisition, from all regulating agencies, i.e. federal state and local, as required for the entire project corridor
2. Continue and complete to fruition all Permitting processing currently underway
3. Coordinate additional Permitting as needed
4. Coordinate Permit modifications as needed/required
5. Coordinate Permit extensions as needed/required
6. Continue Regulating Agency coordination as needed/required
7. Provide DOTD Permitting consultation and coordination as needed/required

TASK 1: PROJECT CONTROL AND ADMINISTRATION

The Project Manager shall be the Consultant's point of Contact with the DOTD and other involved parties. This individual shall lead the Consultant's project team.

The Consultant will coordinate with the DOTD Project Manager regarding project permitting requirements. Progress meetings with the DOTD and other Consultants will take place as needed. Progress reports will be sent to the DOTD Project Manager along with any meeting minutes.

Since the design of the LA1 Improvements Project will be handled by others, the Consultant will need to attend various project meetings with the design team and DOTD to maintain knowledge of the project and to advise the team on permitting restrictions. It is anticipated that the Consultant will attend monthly project status meetings with the project team and one additional meeting per month.

TASK 2: PERMITTING

Due to the expiration of existing permits and revisions to the originally permitted alignment of Phase 2, the LA1 Improvements project will require a new permit application. The Phase 2 Compensatory Mitigation Plan will be developed based on revised Phase 2 impacts in order to complete the mitigation requirements of Phase 2. Also, Coast Guard permits for the 7 canals identified in the Line and Grade Study are necessary. The Consultant will provide project management and coordination for this work.

2.1 Construction Permit Modifications

The Corps of Engineers and LaDNR construction permits reflecting the revised Phase 2 geometry and impacts, and incomplete Phase 1 work will be prepared. It is expected that the new permit application will be assigned a new CMD Permit number.

Work associated with this task will include:

- Update dredge/fill quantities for revised construction canal limits, Bollinger Canal and Project Access Canal dredging
- Update Wetland Impacts calculations
- Revise Plan Profiles to reflect new End-On / Conventional Construction Limits

- Revise Plan Profiles for revised Bollinger Canal Crossing Location
- Revise Narrative for Navigation Impacts
- Revise Navigable Crossings Figure
- Revise Canal Cross Sections for modified limits

2.2 Compensatory Mitigation Plan

A permit application for the Compensatory Mitigation Plan of Phase 2 impacts is necessary. This task includes determining adequate mitigation sites that utilize beneficial use of spoil material generated by the canal dredging in Leeville, LA. Interagency meetings are required to ensure that the concerns of all regulatory agencies are met prior to submitting the permit application. Also, coordination with the major landowners is necessary in order to comply with the landowner rights as stated in the Joint Permit Application. The Consultant will develop the Compensatory Mitigation Plan and submit the applicable permit applications.

2.3 Coast Guard Permit

A Coast Guard Permit is necessary for the seven (7) identified navigable crossings shown in the Line and Grade Study. Coordination with the landowner is also necessary for this process. A Coast Guard Permit Application will be prepared showing minimum horizontal and vertical clearances at each crossing. The Consultant will prepare the permit application and associated figures for this task. Additional information may be required once the span arrangement and structure types are determined during final design, which is not part of this contract.

TASK 3: PERMITTING UPDATES / RENEWALS / COMPLIANCE

Once the permits stated in Task 2 are acquired, updates, renewals and compliance efforts will be required throughout the life of the project. The Consultant will maintain these permits and submit time extensions, modification requests, and/or new applications as necessary. The permits included in this Task include:

3.1 LDNR Coastal Use Permits / COE Sections 404 and 10 Permits

Permit applications covering construction of the entire 17 mile corridor will be submitted under Task 2. The scope of work for this subtask includes one (1) minor modification to this permit application. The Consultant will prepare the “Joint Permit Application For Work Within The Louisiana Coastal Zone” for modification of the project construction permit. This includes computations, figures, sketches and notification to adjacent land owners as required by the application. By copy of this application, a Water Quality Certification for Section 401 of the Clean Water Act will be pursued.

3.2 LDEQ Water Quality Certifications / NPDES Permits

The scope of services for this task includes time extensions necessary for maintaining these permits. It is the responsibility of the DOTD to secure any LPDES/NPDES permits for all phases of work for this project.

3.3 US Coast Guard Permits

Coast Guard permits for Phase 2 construction will be prepared under Task 2. This permit includes seven (7) navigable crossings of the LA1 mainline. The scope of services for this subtask includes one (1) minor modification to the permit application and a navigational lighting plan for the seven (7) crossings.

3.4 Mitigation Permits

Mitigation permits and a Compensatory Mitigation Plan for Phase 2 wetland impacts will be prepared under Task 2. The scope of services for this task includes one (1) minor modification to this permit. This includes documentation, computations and figures.

3.5 Wetland Technical Reports

A Wetland Technical Report will be submitted to the Corps of Engineers under Task 2. The scope of services for this task includes one (1) minor modification to the Wetland Technical Report. This includes text revisions, impact computations and figures.

3.6 General Correspondence

Due to the dynamic and complex nature of this project, general correspondence and coordination with the design consultant, DOTD, FHWA, regulatory agencies and contractors is required. The scope of this subtask includes corresponding with project stakeholders for information gathering and sharing throughout the project development process.

TASK 4: DREDGE CANAL PLAN REVISIONS

Construction plans were prepared for the dredging of construction canals associated with Phase 2A. These plans were completed through a separate contract. These plans must be closely coordinated with the Compensatory Mitigation Plan and Mitigation Permitting, as these plans also include the construction of the mitigation sites. This task is to maintain the dredge canal plans so they remain consistent with the final Compensatory Mitigation Plan.

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.

SERVICES TO BE PERFORMED BY DOTD

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

- Permitting application fees mandated by the regulatory agencies
- NEPA Documentation and ROD Revisions
- Base design drawings and files for permitting needs
- LPDES/NPDES permits for all phases of the project

ADDITIONAL SERVICES

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

Additional Engineering services, permitting modifications, applications, environmental clearance documentation, regulatory agency coordination, landowner coordination, permit compliance documentation and field investigations will be handled by supplement to this contract. This includes all permits required for the complete construction of the LA1 Improvements project, which may include but is not limited to a test pile program, pipeline relocations, pipeline removal, additional dredging, and contractor requested modifications and/or additions.

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

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-to-Proceed (NTP) from the DOTD and shall be completed within **three years**, which includes review time. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

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

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. 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:

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal or responsible member of the Prime-Consultant must have a minimum of five years experience in obtaining wetland, coastal use, section 10, levee, and bridge permits.
2. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant a corresponding support staff with the following experience:
 - a. One Wetlands Delineator who must possess a degree in Natural or Biological Science or a related field, with five years experience in performing Wetland Delineations.
 - b. One or more individuals knowledgeable in:
 - i. Preparing exhibits using ArcGIS
 - ii. Preparing permit sketches for the US Army Corps of Engineers and the US Coast Guard.
 - iii. The preparation of NEPA documents
 - iv. Preparing exhibits using Microstation
 - c. A minimum of five years experience in performing Wetland Delineations and Permitting for projects within the Coastal Zone requiring Environmental Coordination with regulatory agencies.
 - d. A minimum of one Professional Civil Engineer registered in the State of Louisiana with a minimum of ten years experience in bridge design.
 - e. A minimum of one Professional Civil Engineer registered in the State of Louisiana with a minimum of ten years experience in roadway design.

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;

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

** The following past performance work categories will be used in the Consultant Evaluation Process. These percentages are based on the overall project:

Environmental (EV) – 70 %

Rural Road (RR) – 10 %

Bridge Design (BZ) – 20 %

Complexity Level (**moderate**)

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. Timothy Nickel – Project Manager
3. Traci Johnson
4. Robert Lott
5. Chris Guidry
6. Noel Ardoin

Rules of Contact (Title 48 Engineering and Related Services)

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

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

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

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

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

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected

Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 2% 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), 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 **State Project No. H.008145.2**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, January 22, 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.