

**ENGINEERING AND RELATED SERVICES  
FEBRUARY 8, 2013**

**CONTRACT NO. 4400003591  
RETAINER CONTRACT FOR TRUST INDENTURE SERVICES  
AND ENGINEERING SERVICES FOR LA 1 TOLL FACILITIES  
LAFORCHE 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) (Consultant/Team) will be selected for this Contract.

**Project Manager – Mr. Stephen Glascock, ITS Director**

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

**PROJECT DESCRIPTION**

The selected Consultant/Team shall provide Trust Indenture Services and Engineering Services for the LA 1 Toll Facilities. 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**

**TRUST INDENTURE SERVICES LA 1**

The selected Consultant/Team will provide Trust Indenture Services to the DOTD as follows:

1. Deliver a report with the Consultant's findings as to whether the Project has been maintained in good repair, working order and condition.
2. The Consultant will provide advice and recommendations as to the proper maintenance and repair of the Project during each Fiscal Year and an estimate of the amount of money necessary for such purposes.
3. The Consultant will provide a determination as to the amount necessary for purposes of renewal and replacement for each fiscal year, all of which shall be funded by DOTD as provided in the DOTD Cooperative Endeavor Agreement.

4. Provide support, advice, and recommendations on the toll system, toll collection operation and system maintenance, call center, customer service, toll plaza configuration, toll tag lane designations, plaza configuration, toll tag lane designations, traffic channelization, etc., to maximize toll collection efficiency.
5. Supplement accounting functions to ensure all monies are accounted for.
6. Provide contract employees to fill vacant positions. These positions include but are not limited to accountants and accountant specialists.
7. Provide support and assistance for requests for information, presentation material, and meeting general business support.
8. Perform due diligence research and make recommendations on pertinent financial documents, matters, and performance. Perform quantitative and coverage ratio analysis along with loan restructuring strategies.

### **ENGINEERING SERVICES FOR SPECIFIC PROJECTS**

The selected Consultant/Team will provide engineering services for specific individual projects identified and assigned by the DOTD, including the following:

1. Conduct detailed studies, analysis, or surveys necessary to detail the work to be accomplished for maintenance, repair, modification, or improvement projects to DOTD facilities.
2. Prepare construction contract plans, special provisions, cost estimates, and bidding documents for maintenance, repair, modification, or improvement to projects to DOTD facilities. Contract plans will be stamped by a Registered Professional Engineer in the State of Louisiana.  
Some projects will require the Consultant to prepare a complete bid package while other projects will only involve the preparation of plans and technical specifications to be incorporated into a bid package prepared by the DOTD Staff Engineer.
3. Check construction contractor shop drawings as may be required for a specific project. Construction administration and resident engineer services may be furnished by DOTD personnel, but construction advisory services may also be required.
4. Conduct investigation and conceptual development of repair projects and/or new projects sufficient to advise DOTD as to the scope and nature of the proposed work, approximate estimate of construction cost, engineering effort and cost, procedures, time frame, constraints, etc.
5. Review, as may be required by the DOTD, of plans that have been prepared by other engineers, engaged by the DOTD for repair or improvement projects.
6. Provide construction inspection services on specific projects with a DOTD Staff Engineer serving as the Project Engineer. This inspection will include monitoring work in progress, performing and/or monitoring sampling and testing procedures required by the project specifications, maintaining required construction records such as field books and daily diaries, verifying all pay quantities by measurement and/or calculation.
7. Provide system and project management services for the development of an RFP and implementation of a new integrated electronic toll collection system.
8. Provide engineering support and tolling expertise for LA 1 tolling operations.

## 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 this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$4,000,000**. 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.

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**

This Retainer Contract shall be in effect for the duration of **4 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.

### **ELECTRONIC DELIVERABLES**

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

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

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

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

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)

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

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

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; 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.

### **ITEMS TO BE PROVIDED BY DOTD**

The DOTD will provide the Consultant without charge the following:

1. All information which it has in its files as to facility details, traffic counts, soil data, future plan and studies, and assistance in securing similar data from others to the extent available
2. Core Borings and Soil Surveys, if required
3. As-Built Plans, if available
4. Standards Plans, as needed

### **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 Civil Engineer registered in the State of Louisiana.
2. At least one Principal or responsible member of the Prime Consultant must be a Professional Civil Engineer with a minimum of ten years experience in tolling systems, toll system maintenance and operations, and toll collections.
3. The Prime Consultant must employ on a full time basis a minimum of four Registered Professional Civil Engineers, each with corresponding support staff. One Engineer with a minimum of five years experience in the design and repair of

complex structures, such as ferry landings, dolphins, fenders, cantilever trusses, curved steel girders, prestressed concrete girders, etc. One Engineer with a minimum of ten years experience in the evaluation and repair of damaged and/or deteriorated bridge components. The corresponding support staff for the engineers shall include one Engineer with a minimum of seven years in the toll industry, one Engineer with a minimum of ten years in traffic engineering and a minimum of two CAD Drafters with three years experience with DOTD CAD Standards.

4. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Registered Professional Land Surveyor and a three man crew.
  - b. Two Registered Professional Electrical Engineers and a corresponding support staff with three years experience in Intelligence Transportation systems.
  - c. One Registered Professional Mechanical Engineer and a corresponding support staff.
  - d. One Architect and a corresponding support staff.
  - e. One Naval Architect or Marine Engineer and a corresponding support staff.
  - f. One Landscape Architect.
  - g. Trained field personnel to respond to emergency incidents within four hours after notification is received by the Consultant.
  - h. One Professional Traffic Operations Engineer and DOTD approved Traffic Control Supervisor.
  - i. One IT professional with three years experience in toll collection and accounting systems operation and maintenance.
  - j. Two Certified Public Accountants with three years experience in businesses with large numbers of daily cash and electronic transactions.
  - k. Four FHWA certified bridge inspectors with a minimum of one inspector with three years experience in underwater inspections and commercial diving operations.
  - l. Two PMP certified Project Managers.
  - m. One Financial Advisory with a minimum of ten years in government financing, bonds, and tolling industry.

**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.

Complexity level (**moderate**)

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

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

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. Stephen Glascock – Project Manager
3. Rhett Desselle
4. David Tippet
5. David Miller
6. Michael Bridges

#### 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 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](http://www.dotd.louisiana.gov)), will not be considered for this project.

### SUBMITTAL REQUIREMENTS

One original (stamped “original”) and five copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400003591**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 26, 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.