

## **ENGINEERING AND RELATED SERVICES**

**August 28, 2009**

### **STATE PROJECT NO. 700-99-0519**

### **AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) PROGRAM MANAGEMENT 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 Standard Form 24-102 (SF 24-102), “Professional Engineering and Related Services”, revised January 2003, 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** – Ms. Robin Matthews

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

### **PROJECT DESCRIPTION**

The DOTD is seeking a Consultant/Team to provide program management services for the American Recovery and Reinvestment Act (ARRA) program and its resulting projects to ensure compliance with the federal government’s oversight, transparency, and accountability requirements. This is inclusive of management with “real time” financial tracking, analysis, reporting and auditing services. These services may include (but are not limited to) accounting reviews, systems development, compliance reviews, deadline and reporting monitoring, performance evaluation, and performance measures. This project should result in the types of data collection and reporting that will ultimately provide post-audit entities, the federal government, the State, and the public with useful information regarding ARRA projects in Louisiana. Further, this project requires “real time” financial analysis and tracking assistance to project managers throughout the state. The responsibilities will include financial tracking, analysis, reporting of ARRA funded DOTD, MPO, Enhancement, Transit Projects and all competitive funding allocations.

The diverse assortment of projects, processes, and stakeholders will require:

- Establishing clear lines of authority and responsibility among funding recipients (including agencies, consultants, and contractors);
- Implementing a robust, user friendly, and efficient information management system to insure transparency and accurate, “real-time” reporting in accordance with ARRA requirements to interested parties;

- Public information and outreach to report progress and milestone accomplishments as necessary and appropriate as directed by DOTD. Most communication will be through the DOTD's ARRA website.
- A transition period will occur between the consultant and DOTD. The Consultant will have a maximum of two months from the time of contract execution for this transition. After that time, the consultant will be responsible for all data collection, tracking, analysis, and reporting of ARRA projects.

The reporting needs and tracking management are dynamic and subject to change. The Consultant Program Manager must be flexible as necessary to meet the changing needs of the federal and state government.

### **SCOPE OF SERVICES**

The scope of services may include, but is not limited to, the following:

#### **Program Management**

- Monitoring and comprehension of any and all federal and/or state requirements for ARRA legislation, reporting, guidance, tracking, analysis, etc. and providing updates and feedback to DOTD.
- Responsible for designing, developing, monitoring and updating the DOTD website.
- Develop a process for responding to requests/questions from Federal and State officials or others as directed by the DOTD Program Manager.
- Development of a master program and schedule to be updated monthly inclusive of real time and continuous analysis of actual projects costs with comparison to the authorized and/or budget for each of the ARRA funding categories: \$299 million DOTD discretion, \$118 million MPO funding split among the 10 MPOs, \$13 million enhancements, transit projects and all competitive grant allocations. Analyses will reveal any potential or apparent conflicts, coordination issues, logistics, concerns, or other perceived risks to the overall program. Cost overruns and under-run tabulations will be made and communicated to the DOTD program manager, standby "ready-to-go" projects as determined by DOTD could be used as substitutes or additions to the DOTD's current program.
- The master program budget and schedule will roll down project-level information from a variety of sources. The Consultant will be responsible for deploying a system of information that relies on the routine monthly data inputs. The system will include information such as the project's scope, schedule, budget, percent complete, and other metrics as appropriate to feed the master budget and schedule and meeting all the reporting requirements. System will enable disaggregation of data along specific reporting parameters (ARRA requirements), the FHWA

RADS system, congressional/legislative districts, the Transportation and Infrastructure (T&I) report, the State, and the Office of Management and Finance. The system will be capable of meeting all ARRA and other reporting requirements. It will be efficient and will be able to deploy quickly. The system will be user-friendly to allow authorized agencies and officials interested in the Program to monitor in real-time and upload project data.

- Coordinating internal and external stakeholders to streamline communication and maintain focus of ARRA expectations and requirements.
- Develop, enhance and maintain an enterprise-wide database system to track expenditures, compliance, and reporting. Ensure that developed systems are compliant with audit requirements of the Federal and State government. Any database system that is developed shall comply with DOTD's development standards and adhere to DOTD's Policy and Procedure Memorandum No. 42..

### **Project Management**

The Consultant/Team shall perform the following:

- Providing an industry standard based project methodology, including procedures, policies, tools, and templates for ARRA oversight, so projects will be managed, planned and executed consistently and in accordance with the DOTD/FHWA Stewardship Plan.
- Monitoring compliance with reporting, key metrics, milestones, and policies and procedures while establishing project control standards, milestone management, management reporting, financial analysis, tracking and performance indicators.
- Tracking and monitoring projects for timeliness and accuracy; keep projects on track and escalate critical risks and issues where necessary.
- Tracking and monitoring of all expenditures for each and every contract for which ARRA funds are being used (construction and consultant), including all change orders and inclusion in the real time and continuous analysis of the actual projects costs for all projects.. Continuous comparison of the expenditures versus the contract amount. This information should be documented in report format for so that it can be easily read and understood. Notification to the DOTD Program Manager of the following:
  - Consultant contracts: if a supplement is required to increase the contract amount and/or if the FHWA authorization requires modification.
  - Construction contracts: If the change order amounts appear to exceed the contingency amount thus requiring modification to the FHWA authorization.
- Upon completion of a construction project, the final project cost shall be calculated and verification that all contract amounts have been paid. The

Consultant must ensure that DOTD requests federal authorization be adjusted upward or downward depending on the final total project cost. Recommendation to the DOTD Program Manager as to what project should receive the overrun or underrun.

- The Consultant must ensure that the authorized amount in FMIS is adjusted within 90 days after a project is let.
- Develop the process and system to capture the data necessary to monitor, track and report of all DOTD staff charges to ARRA inclusive of salaries, incidentals for each specific contract. Quality assurance and assessment that appropriate staff are correctly charging to ARRA projects.
- Monitoring and tracking of all Indirect Costs (IDC).
- Responsible for the development of the ARRA required Section 1511 certification and updating as appropriate for posting on the website.
- Monitoring and notifying the DOTD Program Manager of any and all revisions that may be required to the Transportation Infrastructure Program (TIP) and State Transportation Infrastructure Program (STIP) for ARRA funded projects.
- In some cases, in order to meet the deadline for ARRA MPO authorizations, the ARRA funds may be substituted with regular federal funding. Consultant responsible for monitoring and keeping up with the financial aspects of the substituted projects.
- Attend meetings with DOTD personnel, MPOs and entities(parishes and/or cities) as directed in order to provide the financial management and tracking of the MPO projects.

## **Reporting**

- Reporting
  - All reporting required in the federal law for the ARRA funds.
  - Reporting as required by Transportation and Infrastructure Committee (T&I) of US Congress
  - Reporting as required by Federal Office of Management and Budget
  - Reporting as required by the State of Louisiana
  - Any other reporting as required.
- Maintaining precise and accurate records inclusive of back up documentation for all ARRA contract obligations and expenditures and all matters related to the contract. Transfer all systems for data collections, financial tracking, analysis and reporting and records of all kinds related to ARRA projects to the DOTD upon contract termination, and make such records available for inspection without notice at any time during the term of the project.

- For all reporting, tracking and analysis, consultant is responsible for extracting necessary data from DOTD's database systems. If the data is not available from DOTD database systems, the consultant is responsible for getting data from each appropriate DOTD section for the financial tracking, analysis, monitoring and reporting.
- The state is currently implementing a statewide Enterprise Resource System named LaGOV. The planned Go-Live date for the LaGOV project is October 2010. Once the system is capturing data for the ARRA projects, the Consultant will be responsible to extract the necessary data from the LaGOV system. The Consultant will be responsible to coordinate the all activities necessary to obtain the required data.
- Reporting monthly to the DOTD Program Manager and DOTD Oversight Team Members of the financial monitoring, tracking and analysis of the ARRA projects.
- Upon completion of the contract, the Consultant will be responsible for turning over all data and systems to DOTD, and provide training to Project Manager and other designated employees on the use, maintenance, and enhancement of the systems.

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

DOTD will make the following available upon request:

DOTD/FHWA Stewardship Agreement Amendment #1  
State Transportation Improvement Plan (STIP)

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be based on negotiated work hours using DOTD established billable rates, with a maximum compensation limitation of **\$2,500,000**.

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/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

The selected Consultant/Team will be required to submit a scope within 15 calendar days following the notification of selection. All negotiations must be completed within 30 calendar days following the notification of selection.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time

to complete this project is estimated to be 1460 calendar days. The delivery schedule for all project deliverables shall be established by the Project Manager.

### **MINIMUM PERSONNEL REQUIREMENTS**

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

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana at the time of contract.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with ten years of experience and/or a working knowledge of financial management and tracking in regards to the funding of highway projects, highway project development, and data management.
3. The Consultant must also employ, on a full time basis or through the use of sub-consultants:
  - a. A minimum of one Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in responsible charge of management of highway projects.
  - b. A support staff of professionals required to perform or assist in performing accounting and bookkeeping activities related to tracking of funding, funding authorizations, amounts expended, and related expenditures in compliance with Federal Accounting requirements as well as Uniform Audit and Accounting Guidelines.

\*\* Resumes of key staff must be provided in the SF 24-102.

### **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.

### **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; \*
7. Consultant's Interview/Presentation.

\* Location will be based from the DOTD Headquarters project site.

\*\* The overall composite performance rating for each firm will be used for this project.

\*\*\* All respondents will receive a 4.

The complexity level for this project is **specialty/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. 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, 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.

The Evaluation team listed below will be responsible for performing the above described evaluation, and will present a short list of the five (if five are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

1. Robin Matthews – Project Manager
2. Michael Schiro
3. Kirt Clement
4. Kathy Devall
5. Danny Smith

**TIER I Evaluation:** All Consultants/Teams 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 total Consultant's rating.

**TIER II Evaluation:** Consultants/Teams on the TIER I short-list of the three (if three are qualified) highest rated Consultant/Teams will be asked to attend an Interview/Presentation (Item 7) scheduled for a later date in the DOTD Headquarters 3<sup>rd</sup> floor classroom. During the presentations each Consultant/Team will be given 40 minutes for the Presentation/Interviews and an additional 20 minutes to answer any questions. The schedule of Presentation/Interviews will be announced at the time of the announcement of the alphabetical TIER I short-list.

The Consultant's Interviews/Presentations (Item 7) will be used to develop the ranked TIER II short-list. The TIER I ranking may be a part of the ranking for the TIER II short-list. A ranked TIER II short-list of the three (if three are qualified) highest rated Consultant/Teams will be submitted to the Secretary of the DOTD. The Secretary will

make the final selection. DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and preparation of the TIER I and TIER II short-lists.

Items to be considered during the interview are:

- Project Understanding and Approach
  - Understanding of the Project
  - Potential Problems
  - Methods of Mitigation of Problems
  - Applicants areas of strength as they apply to this project
  - Applicants limitation as they would apply to this project
- Firm's project management approach and team organization during programming, design and implementation phases and how they would apply to this project.
- Describe systems used for planning, scheduling, estimating, and managing project oversight and accountability services.
- Describe approach to quality assurance and dispute resolution
- Describe quality assurance/quality control as it relates to data and other information gathering for this project. Include how that would be implemented on this project.
- Understanding of and the method that will be used to keep apprised of federal and state requirements for ARRA reporting.

The Tier II evaluation will be based on an adjectival rating process. Each member of the evaluation committee will individually rate each evaluation criterion and assign intensity ratings as defined in the Table below. Plus (+) and Minus (-) signs can also be used to further separate firms within a rating class.

#### **Intensity/Rating Adjective/Description**

- E Excellent** – Exceeds requirements and demonstrates exceptional understanding of the goals and objectives of the project. Significant strengths with no weaknesses.
- G Good** – Exceeds requirements and demonstrates understanding of the goals and objectives of the project. Strengths outbalance any weaknesses that exist.
- A Acceptable** – Proposal meets the requirements and demonstrates an understanding of the goals and objectives of the project. There are measurable strengths or weaknesses.
- W Weak** – Weaknesses outbalance the strengths.
- U Unacceptable** – Does not meet the requirements or demonstrate an understanding of the goals and objectives of the project.

Once each board member completes evaluations for all factors, the process moves to group consensus. In consensus, members of the evaluation committee seek a mutually agreeable outcome that all members can support. All members will meet as a group, under the direction of the chairperson to arrive at a consensus evaluation for each presentation.

## 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.

Any Consultant currently under contract with the DOTD and who has not met 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 SF 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 SF 24-102, or providing inaccurate information on the SF 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 SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 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 SF 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 SF 24-102 will be identified with State Project No. **700-99-0519**, and will be submitted **prior to 3:00 p.m. CST on Monday, September 21, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward R. Wedge, P.E.  
Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989

#### **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.