

## **ENGINEERING AND RELATED SERVICES**

**JUNE 21, 2013**

**CONTRACT NO. 4400003872**

### **RETAINER CONTRACT FOR ENVIRONMENTAL PERMITTING 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/Sub-Consultant(s) will be selected for this Contract.

**Project Manager – Mr. Robert Lott**

All inquiries concerning this advertisement should be sent in writing to [Alan.Dale@LA.gov](mailto:Alan.Dale@LA.gov).

### **PROJECT DESCRIPTION**

The selected Consultant will perform engineering and related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and the compensation. Each Task Order will become a part of the Retainer Contract.

### **SCOPE OF SERVICES**

The Consultant will be required to provide some or all of the following services for each Task Order (TO):

#### **PERMITS**

The Consultant will provide all services necessary to obtain permits for DOTD projects. All items necessary to obtain the permits will be provided by the Consultant. The types of permits and certifications covered by this Retainer Contract are:

- Coastal Use Permits (CUP) from the LA Department of Natural Resources
- Wetland permits (404 and Nationwide) and Section 10 permits from the US Army Corps of Engineers
- Water Quality Certification from the LA Department of Environmental Quality

- Scenic Streams permits from the LA Department of Wildlife and Fisheries
- Bridge permits from the US Coast Guard
- Levee permits from various levee boards

To apply for these permits, agency coordination is required with the permitting agencies and their commenting agencies. The Consultant will coordinate with the appropriate agencies to acquire the necessary information needed to complete the permitting process. Coordination may include site visits, attendance at meetings, or supplying additional information. Examples of coordination with non-permitting agencies may include obtaining statements of no objections. All coordination will be done with prior DOTD approval.

All forms required for the permit applications will be completed by the Consultant along with all required attachments. (Examples of forms include, but are not limited to, on-line permit application for Coastal Use Permit (CUP); the Preconstruction Notice (PCN), Engineer Form 4345, or Request for a Wetland Determination for Corps permits; bridge permit application for US Coast Guard; etc.) The DOTD will provide the necessary documentation, if applicable, indicating the Consultant's authority to act on the DOTD's behalf for the permit application. For wetland permits, the wetland delineations may be performed by the DOTD staff, performed by the Consultant as part of the task, or provided by the DOTD if prepared by others for a specific project. Permit sketches may be required and may be obtained from the DOTD or prepared by the Consultant. All requirements to obtain the permit, including preparation and publication of public notices, acquisition of the addresses of adjacent landowners, direct mailings, or any other work requested by the permitting agencies, may be performed by the Consultant. The Consultant may be required to research and investigate mitigation options and develop a mitigation plan for the project as part of the permit process. The mitigation plan must be approved by the DOTD prior to submission to the permitting agencies. For permits placed on public notice, the Consultant will prepare responses to the comments. The responses will be reviewed by the DOTD prior to submission to permitting agency.

The Consultant will report to the DOTD's Environmental Section weekly as to their progress and status of permit process.

## **WETLAND ANALYSIS**

Wetland analysis may be required to update an older wetland analysis previously completed for a project. If an update is needed, wetlands within the project area will be identified and delineated using the latest Corps of Engineers (COE) guidelines. A Wetlands Finding using the latest Federal Highway Administration (FHWA) criteria will be written and submitted to the DOTD. Information referenced may include aerial photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. Impacted wetland acreage and other waters will be calculated. Impacted wetlands and other waters will be marked on engineering plans and/or other exhibits provided by the DOTD or prepared by the Consultant. An on-site field delineation will be made; referenced information will not substitute for an on-site delineation. Field sheets will

be prepared in the field and will be neat and legible. Color photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be included in the report. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers and coordinates (longitude and latitude) noted.

All reports must include color photographs and a plan sheet indicating impacted wetlands. Photographs will be taken of the existing site with locations referenced on a plan sheet or exhibit. All photographs will be sharply focused, with accurate color. No film size smaller than 35mm may be utilized. If digital technology is used, the image shall be high resolution, comparable in quality to a good 35 mm photographic image. The number of reports required will be specified in the individual task order and will be dependent on the types of permits required.

Field work and reports will be completed within a time frame to be specified in the individual task order. The Consultant shall notify the DOTD when the fieldwork begins and ends. All coordination with the Corps of Engineers, U. S. Fish and Wildlife Service and any other agency will be through or with the express approval of the DOTD's Environmental Section.

The Consultant will report weekly to the DOTD's Environmental Section as to the status of the wetland analyses and will include the estimated and actual dates of completion.

**(THREATENED AND ENDANGERED (T&E) SPECIES SURVEY UPDATES)** - T&E surveys may be required for a project. If an update is needed, the survey will be updated by reviewing previous surveys done in the area and coordinating the resource agencies to determine changes regarding species of interest. The work might also include obtaining entry rights to property for surveys and performing the field surveys to determine the presence or lack thereof for a species or its habitat in the project area. A report or technical memorandum will be completed that outlines the survey methods, findings, and conclusions. These reports will be submitted to DOTD for review and submittal to the resource agencies.

### **REPORT STANDARDS**

Reports must be prepared in publishable format according to current organizational and illustrative standards of professional biological journals. Reports must be typed, single spaced, on letter size (8 1/2 x 11") white bond paper with top, bottom and side margins not less than 1" wide. All pages must be numbered and no hand written parts will be accepted with the sole exception of the field data entry sheets. The Consultant is strictly forbidden to print the firm's name on each page of the text. Photographs, plans, maps, drawings, exhibits, and text must be clear and clean with typed or mechanically lettered captions. All reports produced or resulting from these investigations will become the property of the DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of the DOTD. This includes: conclusions, recommendations, drawings, rendering, perspectives, sketches, photographs, specifications, and cost estimates, etc.

The Consultant will complete the appropriate forms required by the permitting agencies. The forms will be typed and include all necessary attachments. Color copies of all submittals to

permitting agencies shall be submitted to the DOTD's Environmental Section for their files. The number of copies will be established in the individual task order. The original permit and attachments will be submitted to the DOTD for the file.

## **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. Construction Planning and Scheduling, AGC
3. DOTD Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
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
11. National Electric Code (NFPA 70)
12. Stage 1 Manual of Standard Practice
13. Policy on Geometric Design of Highways and Streets
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document

## **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 **\$500,000**. 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/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

## **CONTRACT TIME**

This Retainer Contract will be in effect for the duration of **four years**. The services to be performed for each TO will be determined upon activation 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. Upon expiration of the four year contract time, no new TOs will be executed; however, the Consultant will complete any work in progress.

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

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's 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. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

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

The DOTD will provide copies of, or access to: maps, surveys, plans, right-of-way information, previous wetland findings and/or any other pertinent information available which may assist the Consultant in performing this work.

### **MINIMUM PERSONNEL REQUIREMENTS**

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

1. At least one Principal of the Prime-Consultant must be professionally competent in wetland and bridge permitting.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in obtaining wetland, coastal use, section 10, and bridge permits.
3. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant(s) a corresponding support staff with the following experience:
  - a. One Wetlands Delineator who must possess a degree in Natural Science or a related field. Have completed a Wetlands Delineation Training Course that meets the criteria of the Corps of Engineers with three years experience in performing Wetland Delineations.
  - b. One or more individuals knowledgeable in:
    - obtaining permits
    - preparing exhibits using ArcGIS
    - preparing permit sketches for the US Army Corps of Engineers and the US Coast Guard
    - preparing exhibits using Microstation

## 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;

\*\* The Environmental (EV) performance rating will be used for this project.

### Complexity Level- **Simple**

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. 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. Robert Lott – Project Manager
3. Traci Johnson
4. Naretta Wade
5. Tiffinee Brown
6. Cynthia Bowman

### 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.

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. 4400003872**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, July 9, 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.