

**ENGINEERING AND RELATED SERVICES  
JANUARY 11, 2013**

**CONTRACT NO. 4400003533  
RETAINER CONTRACT FOR  
UNDERWATER BRIDGE INSPECTION 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) (Consultant/Team) will be selected for this Contract.

**Project Manager – Ms. Haylye Brown**

All inquiries concerning this advertisement should be sent in writing to 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 majority of the work will be located in Districts 03, 07, and 61.** 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**

This is an advertisement for Underwater Bridge Inspection for the Southwest Louisiana Districts 03, 07 and 61. The selected Consultant/Team will perform the following activities for each bridge (approximately 400) indicated by the project manager. The Consultant/Team will notify the DOTD District personnel of any significant structural impact, anomalies, and deficiency encountered. The DOTD District personnel will evaluate findings that appear to have a significant structural effect on the bridge following normal DOTD bridge inspection procedures. Corrective or monitoring work of any findings will not be part of this Retainer Contract. The Consultant will designate a point of contract for each task order.

The Consultant will provide the following services:

A Level I inspection (visual, tactile inspection) for all bridges indicated by the project manager requiring underwater inspection (bridges in water deeper than 4 feet), any deficiencies may be further evaluated by a Level II inspection at the authorization of the project manager.

A Level II inspection (detailed inspection with partial cleaning) will be performed on all steel elements indicated by the project manager, any deficiencies identified during a Level II inspection may be further evaluated by a Level III inspection at the authorization of the project manager.

A Level III inspection (highly detailed inspection with non-destructive testing (NDT) or partially destructive testing (PDT)) will be conducted when the project manager authorized the work.

Underwater Acoustic Imaging (UAI) may be used to augment dive inspections on major waterway bridges when dive conditions are hazardous and authorized by the project manager.

#### UAI Equipment

- Acoustic Imaging & Profiling system (inclusive of RTK positioning system and attitude and heading reference sensor)
- Deployment Mechanism
- Deployment – work platform (inclusive of maneuvering tug if platform needs to be a barge)
- Transport-survey vessel (boat)
- Transit and mobilization (acoustic field team and equipment)
- Transit and mobilization (work platform)
- The Consultant/Team will provide communication equipment suitable for the inspection team on the site.

### **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>

The inspection services shall be performed in accordance with the following publications covering bridge inspection standards of practice:

1. Manual for Condition Evaluation of Bridges, American Association of State Highway & Transportation Officials.
2. Bridge Inspector's Reference Manual, October 2002, United States Department of Transportation / Federal Highway Administration.
3. Inspection of Fracture Critical Bridge Members United States Department of Transportation / Federal Highway Administration.
4. National Bridge Inspection Standard, Code of Federal Regulations 23 - Highways, Part 650, Subpart C.
5. Manual for Maintenance Inspection of Bridge, American Association of State Highway & Transportation Officials.
6. Louisiana Department of Transportation and Development Bridge Inspection Report, A Guide to Reporting and Rating.

Manuals listed above may be purchased from the vendors listed below:

AASHTO Publications

American Association of State Highway and Transportation Officials  
444 N. Capitol Street, NW, Suite 225  
Washington, D.C. 20001  
Telephone 1-888-227-4860

FHWA Manuals

U.S. Government Printing Office  
Washington, D.C. 20402  
Telephone (301) 577-0818

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be based on non-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 **\$2,600,000**. 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 **5 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.

## **DELIVERABLES**

Inspection reports will be submitted in electronic and hard copy formats. The inspections will be element level based (AASHTOW are Bridge Management/PONTIS) and the condition states shall be those defined for submerged elements defined in the LADOTD PONTIS Inspection Manual (2007 version). The Consultant shall use the LADOTD Underwater Inspection form (Form 3097\_UW) to assign elements ratings and an NBI Substructure rating.

A paper report is to be prepared that will include as a minimum the following data:

- a. Structure Number
- b. Crossing Description
- c. Recall Number
- d. Inspection Staff (Team Leader/Inspectors)
- e. Date of Inspection
- f. Depth
- g. Flow Rate

- h. Elements & Conditions
- i. Comments/field notes
- j. Sketches and/or photographs that depict any significant deviations from as-built conditions and/or findings.

**Note: The following are to be provided in addition to the above when UAI is used.**

- a. The results of the field survey and location of all anomalies.
- b. A set of drawings including a plan view showing all survey lines and transects anomalies and table listing coordinates of each anomaly.
- c. Sheets showing all cross sectional diagrams.
- d. A hard copy of the data sets.
- e. A copy of the field notebook records.
- f. Mosaic of scan for each pier/pier-wall for each pier-face as well as both upstream and downstream noses of the piers
- g. Close-up mosaic/scan of Anomalies
- h. The Consultant shall provide two copies of the Survey report describing the survey methodology employed in the field, including but not limited to, control, any calibrations, equipment used, a summary of all anomalies located, etc.

The Consultant shall submit a pdf format copy of the Underwater Inspection draft report within 30 calendar days and the final report in an electronic and paper format shall be submitted to DOTD within 60 calendar days after completion of field operations for each bridge.

The Consultant shall provide two digital copies of the following electronic files (on separate CD/DVD):

- Complete final underwater inspection (UWI) report in a Portable Document Format (pdf) for each individual bridge. Each bridge UWI report electronic file will use the file naming convention as directed by the project manager.

**Note: The following are to be provided in addition to the above when UAI is used.**

- One full set of all survey drawings in pdf formats.
- All data sets listing all points with horizontal coordinates (northings, eastings), corresponding elevations including all stations, PI's survey transects and break lines and feature codes. Features shall be shown as break lines or cells and labeled in the drawing. This file listing shall be stored in a comma delimited ASCII format.

### **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 shall provide bridge inspection reports, underwater inspection reports, hydrographic surveys, plans and/or any other pertinent information if available. It shall be the responsibility of the Consultant to review these documents and collect any required information at the applicable DOTD offices.

### **MINIMUM PERSONNEL REQUIREMENTS**

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

1. The Prime Consultant must employ on a full-time basis, one Inspection Team Leader Project Manager who must have at least five years experience in managing underwater inspection projects and meet the minimum qualification of the National Bridge Inspection Standards (NBIS) for a team leader. Documentation to support compliance of meeting the minimum NBIS qualification as a team leader must be submitted at the time of submittal.
2. The underwater bridge inspection diver and dive team must meet the minimum NBIS training requirements for Underwater Bridge Inspection and meet the Association of Diving Contractors (ADC) Consensus. Documentation to support compliance of meeting the minimum NBIS underwater inspection training requirement must be submitted to the project manager at the time of submittal.
3. Standards for Commercial Diving Operations which consist of two divers and a tender, one of the divers being the job site diver supervisor. All divers and tenders will be ADC certified as demonstrated through appropriate ADC Certification Cards.
4. Office staff capable of preparing electronic and paper reports as specified.
5. One Surveyor licensed in the State of Louisiana.
6. In addition to the above requirements, **the following are to be provided in addition to the above when UAI is used.** The Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. Acoustic field team, consisting of at least two technicians capable of working the equipment.
  - b. One underwater acoustic imaging project manager with at least five years experience in underwater acoustic imaging inspection projects.

**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. \*

\*Location will be based from **Lafayette Winnfield**, Louisiana, weighting factor of 4.

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

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

### 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. 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. Haylye Brown – Project Manager
3. Steven Sibley
4. William Metcalf
5. Mitra Hashemieh
6. Scott Choate

## 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](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. 4400003533**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, January 29, 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.