ENGINEERING AND RELATED SERVICES
MARCH 22, 2013

STATE PROJECT NO. H.010150.5 (OSBR)
F.A.P. NO. H010150
OFF-SYSTEM HIGHWAY BRIDGE PROGRAM
ACADIA PARISH

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. Maps of the project limits for the proposed work are included.

Project Manager – Mr. Gary Pentek

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

PROJECT DESCRIPTION

The Consultant/Team will be required to provide all necessary engineering and related services required for developing plans for the replacement of two bridges in Acadia Parish, which is off the State Highway System. All structures will be designed to AASHTO LRFD requirements. The project number and modules required are as follows:

CONST. PROJECT NUMBER	PROJECT NAME	STRUCTURE NO.	MODULES REQUIRED		
			SURVEY	HYDRAULICS	PRELIM. PLANS
H.010150.6	S. Avenue F & Napp Street Bridges	P01-30120-92222-1 P01-30239-92139-1	X	X	X

TOPOGRAPHIC SURVEY (STAGE 3, PART Ia)

This part of the contract shall consist of all land surveying services required to make a complete topographic survey for the proper design and layout of the project. The DOTD requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual subject to the Off-System Highway Bridge Program Survey procedures.

PRELIMINARY PLANS (STAGE 3, PART III)

The hydraulic design of these sites shall include viable drainage alternates for each site. These hydraulic designs shall be reviewed and approved by the DOTD Hydraulics Section. The DOTD requirements which govern these designs are specified in the current edition of the DOTD Hydraulics Manual as modified by the Hydraulics Guidelines for Off-System Bridges.

The approximate numbers of plan sheets required are as follows:

DESCRIPTION	**NO. OF SHEETS**
Title Sheet	1
Typical Section	1
Plan/Profile Sheets: (Rural - 1"=50') (Urban - 1"=20')	2
Drainage Map	2
Construction Signing Sheet	2
General Bridge Plan Sheet	2
Cross-Section ERWK (Mainline) (Stream)	 10 2

DOTD will furnish pH and resistivity reports and channel probings (if needed) to the Consultant. The Parish will acquire all required rights-of-way, relocate utilities and obtain all required permits. Permit applications will be prepared by the Parish.

SOLICITATION OF VIEWS AND CATEGORICAL EXCLUSION

The Consultant is responsible for sending out the necessary solicitation of views and categorical exclusion clearance documentation required for environmental clearance for each project. The fee for these services is included in the direct expenses. Solicitation of Views are to begin after the approval of replacement structures have been received.

WETLAND STUDIES

Wetlands within the project area will be identified and delineated using the latest Corps of Engineers (COE) guidelines. The Consultant shall conduct a ground level investigation of the right-of-way to locate wetlands and verify the aerial base mapping. Wetlands will be classified by type. Each wetland area will be located on a quadrangle sheet as well as a layout map with the station numbers noted. Impacted wetland acreage will be calculated and will be marked on exhibits for wetland report. Color photographs of each soil sample with the appropriate Munsell soil chart in the same photograph will be taken and included in the report. Field data sheets will be prepared in the field and will be neat and legible. The Wetland Determination Data Form (Atlantic and Gulf Coastal Plain Region) will be

used to document the wetlands delineation/identification effort. GPS sampling point locations will be included.

✱ Preparation of Wetland Findings Report

A Wetlands Finding Report using the latest FHWA criteria will be written and submitted to the DOTD Environmental Section with SOV packet and their responses.

The Wetland Findings Report to be prepared will include discussions of existing wetlands, vegetation communities and soils based on published soil surveys and soil sampling. The data sheets, photos, and wetland mapping prepared by the Consultant during the field investigations will be included in the Findings Report. Wetland impact areas quantified by type will be reported.

This report shall include color photographs and a plan sheet indicating impacted wetlands. Photographs will be taken of the existing project area and the proposed project site with location referenced on a plan sheet. All photographs will be sharply focused, with accurate color and high resolution. High resolution digital technology shall be used and the image shall be comparable in quality to a good 35mm photographic image.

Report Submittals

All reports will be submitted with the SOV responses and Environmental Checklist to the DOTD Program Manager.

Report Standards

All reports submitted to the DOTD shall be prepared in publishable format according to current organizational and illustrative standards of professional biological journals. Reports shall be typed single space, on letter size white bond paper with top, bottom and side margins not less than one inch wide. All pages shall be numbered and there will be no hand written parts with the exception of field data entry sheets. The Consultant's name will not appear on each page of the text. Photographs, plans, maps, drawings and text shall be clear and clean with typed or mechanically lettered captions. It is understood that all reports produced or resulting from these investigations will become property of the DOTD and no portions of the reports maybe released to any outside party or otherwise published in any form without prior written consent of the DOTD, including conclusions, recommendations, drawings, renderings, perspectives, sketches, photographs, specifications, cost estimates, etc.

All reports shall include color photographs and a plan sheet indicating impacted wetlands, and species and/or habitat, as applicable. Photographs will be taken of the existing project area and the proposed project site with locations referenced on the plan sheet. All photographs will be sharply focused, with accurate color and high resolution. High resolution digital technology shall be used and the image shall be comparable in quality to a good 35 mm photographic image.

ENVIRONMENTAL CLEARANCE

The Consultant will be responsible for providing information to the Parish or the LA DOTD to be used in the Environmental Clearance process. This information shall include, but not limited to, permit drawings required to obtain COE permits; Permit drawing format is as shown in the Off-System Highway Bridge Program Guidelines. The Consultant will receive additional compensation for USCG permit drawings, if applicable.

RIGHT-OF-WAY AGREEMENT / SKETCH

The Consultant shall furnish to the DOTD Program Manager the necessary right-of-way agreements and right-of-way sketches for each site to facilitate right-of-way acquisition. The right-of-way agreements and sketches will be prepared after the plan-in-hand inspection. A sample will be provided to the Consultant. The R/W agreements and sketches are for information only as per the Off-System Highway Bridge Program Guidelines.

BORINGS (STAGE 3, PART III)

If required, the Consultant shall obtain borings during the preliminary plan development; this is dependent upon soil boring contracting policy.

FINAL PLANS (STAGE 3, PART IV)

Final plans will be determined upon satisfactory completion of preliminary plans.

CONSTRUCTION SERVICES (STAGE 5, PARTS 1 AND II)

If required, the Consultant will provide construction support and structural shop drawing review during construction.

ITEMS TO BE PROVIDED BY THE PARISH OR DOTD

DOTD will furnish pH and resistivity reports, and channel probings (if needed) to the Consultant. The Parish will acquire all required rights-of-way, relocate utilities and obtain all required permits. Permit applications will be prepared by the Parish.

ADDITIONAL SERVICES

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

- Borings (Stage 3: Design, Part III: Preliminary Plans)
- Final Plans (Stage 3: Design, Part IV: Final Plans)

- If required, Construction Support (Stage 5: Construction, Part I: Construction Support, Part II Shop Drawing Review)

REFERENCES

All designs and engineering 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 Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code (NESC)
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. A Policy on Geometric Design of Highways and Streets (AASHTO)
13. DOTD Construction Contract Administration Manual
14. DOTD Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual/90
19. Federal Aid Off-System Highway Bridge Program Guidelines
20. 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

The total estimated compensation to the Consultant for all services rendered in connection with this Contract will be a non-negotiated lump sum of **$160,500.**

The compensation to the Consultant for Stage 3, Parts I & III is a lump sum of **$79,104,** which is subdivided as follows:

Stage 3: Part I (a) – Topographic Survey	**$21,571**
Stage 3: Part III – Preliminary Plans	**$57,533**

CONTRACT TIME

The overall contract time is estimated to be **4 years**. Contract time for Topographic Survey and Preliminary Plans, including DOTD review, is 365 calendar days. The Consultant's duration for each activity performed under preliminary plans is as follows unless otherwise modified by the Project Manager:

Topographic Survey – due 30 calendar days from "Notice to Proceed" date
Hydraulic Study – 45 calendar days
Preliminary plan-in-hand prints – 45 calendar days
Plan-in-hand prints – 30 calendar days
Revised post plan-in-hand – 30 calendar days
Right-of-way and environmental submittal – 30 calendar days
Borings – 70 calendar days

The delivery schedule for all project deliverables will be established by the Project Manager.

QUAILTY CONTROL/QUALITY ASSURANCE

The Prime Consultant shall submit a QC/QA plan document specifically developed for this project as part of SF 24-102. The QC/QA plan document must comply with the minimum requirements set in the "Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)" (FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policies. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA policies can be downloaded from LADOTD Bridge Design Section website. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of a firm under consideration must be a Professional Engineer registered in the State of Louisiana.
2. The Prime-Consultant must employ on a full time basis, a minimum of one Professional Civil Engineer, registered in the State of Louisiana, with five years experience in bridge design, and a corresponding support staff.
3. 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.

b. One Environmental Professional with a minimum of five years experience in wetland delineation.

c. One Professional Engineer with a minimum of five years experience in geotechnical engineering with a corresponding support staff.

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 **2**;
6. Location where the work will be performed, weighting factor of 4;

**The Bridge Design All (BZ) 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. Gary Pentek – Project Manager
3. Patti Morgan
4. Holly Thomas
5. Hubert Almeida
6. Jenan Nakhleh

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 with 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), 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 provide 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.010150.5 (OSBR)**, and will be submitted **prior to 3:00 p.m. CST** on **Tuesday, April 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.