

**ENGINEERING AND RELATED SERVICES
MAY 29, 2013**

**CONTRACT NO. 4400003964
RETAINER CONTRACT FOR SITE ASSESSMENT
AND RECAP EVALUATION FOR DOTD
UNDERGROUND STORAGE TANK SITES
STATEWIDE**

Under authority granted by Title 48 of the Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard 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. Joubert Harris

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

PROJECT DESCRIPTION

The Consultant will perform statewide environmental services for proposed projects covered by this Contract under separate Task Orders (TO's). The Consultant will be required to execute each specific TO which will specify the scope of engineering and environmental services, performance time, and compensation. Each executed TO will become a part of the Contract.

The Project as covered by this Contract shall consist of providing all necessary engineering and environmental services required for the performance of Site Assessments and Risk Evaluation/Corrective Action Program (RECAP) Evaluations at DOTD Underground Storage Tank (UST) facilities located at proposed sites throughout the State. The site assessments and RECAP evaluations may be performed at both active and/or non-active UST facilities as necessary. The sites covered under this contract are identified as facilities that are owned and operated, previously owned and operated, or are proposed facilities of operation by the DOTD and are predominately located at various DOTD Maintenance Yards. These facilities are distinguished from UST sites associated with DOTD highway construction projects.

SCOPE OF SERVICES

Site Evaluation / Preliminary Phase II Site Assessment

The Consultant or its Contractor shall initiate the implementation of site assessment action as follows:

1. The Consultant shall give proper and ample notification to the appropriate entity of jurisdiction and the DOTD of planned work activities consistent with regulatory guidelines, or when operational services of UST systems may be interrupted by the site assessment action.
2. The Consultant shall use industry standards relative to materials, repairs, disposal of wastes, etc. during the performance of all work executed under this contract.
3. The Consultant shall develop a brief work plan for each site and submit to the Project Manager for review and approval. At a minimum, the work plan shall include a scope of service, a site diagram showing the layout of the UST system(s), and a cost estimate for proposed work.
4. All sampling and testing methods shall be consistent with the Louisiana Department of Environmental Quality (LDEQ) UST Closure Guidance Document. One additional sample for Synthetic Precipitation Leaching Procedure (SPLP) analysis shall be collected from each tank bed and from each pump island requiring routine sampling, at the sample point which displays the highest PID reading, or as directed by the DOTD Project Manager. Samples for SPLP analysis shall be held by the laboratory and analyzed after analysis of the routine samples for the site, as needed.
5. Screening tools such as Photo Ionization Detectors (PIDs) or Flame Ionization Detectors (FIDs) shall be used to help determine vertical and horizontal migration of contaminants and selection of laboratory sample points when appropriate (including samples for SPLP analysis).
6. For sites where a release of petroleum product has occurred, every effort shall be made to resolve the issue while the site is still within the jurisdiction of the Surveillance Division of the LDEQ. This may include additional sampling, testing, and the excavation and disposal of contaminated materials.

Phase II Site Assessment

1. Sites referred to the Remediation Division of the LDEQ for further assessment shall be investigated by the Consultant utilizing the latest version of the LDEQ RECAP standards for Phase II Site Assessments. All proposed work plans, site assessment reports, and other documents which are developed under the guidelines of the RECAP standards shall be coordinated with the Project

Manager and ultimately submitted to the LDEQ as directed by the Project Manager.

2. All events relative to the Phase II Site Assessment (including, but not limited to: sample collection, sample testing, backfilling of bore holes, installation of monitoring wells, work plans, and report preparation) shall be performed in accordance with the applicable guidance document(s) and state regulations. Examples of the aforementioned are the State of Louisiana Water Well Rules and Regulations and Standards and applicable sections of the RECAP Document.
3. Payment for mobilization, sample collection, coring of surface layer (concrete or asphalt concrete), monitoring well installation, analytical testing, and other required site work shall be made in accordance with the schedule of the latest version of the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document.
4. Where the installation of monitoring wells is necessary for the assessment of groundwater, the wells, in addition to all other borings, shall be installed and subsequently abandoned when appropriate per the guidelines of the LDEQ and DOTD guidance document entitled "Construction of Geotechnical Boreholes and Groundwater Monitoring Systems."

Risk Evaluation and Corrective Action Program (RECAP)

1. All analyses and modeling including, but not limited to: review of test data, exposure assessments, geology, hydrogeology, hydrology, screening options, and management options are to be in accordance with the latest version of the Louisiana Risk Evaluation and Corrective Action Program Document.

Report Preparation and Submittals

All environmental site reports shall be submitted by the date established in the work plans.

The reports shall include the following information, plus the requirements listed in the RECAP Document, Appendix I specifically, and other RECAP Document sections as applicable:

1. Site Characterization
 - a. Scaled site diagram showing tank, size and location. Scaled site diagram showing fixtures, piping, utilities, and all other relevant structures.
 - b. Scaled site diagram showing sample boring and monitoring well locations (test results and associated depths shall be placed on the diagram at each boring or well location).

- c. Scaled site diagram showing potentiometric lines.
 - d. Scaled site diagram showing the horizontal and vertical extent of contamination (soil, water, free phase).
 - e. Scaled site diagram showing the delineation of all contamination plumes that are present at site.
 - f. Information describing groundwater elevations flow direction and velocity.
2. Documentation generated during the assessment shall be included with the final report (boring logs, well diagrams, and etc.).
3. Copies of test results shall be included in the final report.
4. A statement of findings shall provide and interpret test results and other data.
5. The report shall contain plan and profile sheets showing location of UST(s) and the location, extent and amounts of contaminated soil required for removal or remediation. Clean overburden extent and amounts associated with tanks should also be shown.
6. The report shall contain written recommendations and conclusions as to the extent and findings of the assessment.
7. All reports for assessments shall be paid for according to the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document.

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>

CONTRACT TIME AND NOTICE TO PROCEED

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

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO will be based on billable rates and unit costs in accordance with the latest version of the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document. The current Cost Control Guidance Document can be found using the following link:
<http://www.deq.louisiana.gov/portal/Portals/0/financial/2002%20MF%20cost%20control%20guidance%20doc.pdf>. Billable rates and unit cost will be updated when the latest version of the Cost Control Guidance Document becomes available.

The total amount payable under this Contract for services to be performed under the various TO's shall not exceed a maximum of **\$200,000**. Each TO will be payable under the respective TO project number which will be obtained by the Project Manager.

All approved 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.

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

DOTD will provide copies of, or access to: maps, surveys, plans, right-of-way information and/or any other pertinent information if available. It will 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 by the Prime Consultant at the time of the submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. The Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Professional Geologist, with at least three years of experience.
 - b. One Certified Hazardous Waste Supervisor (with 40 hours 29 CFR 1910.120, Hazardous Worker Course, Levels B, C, &D.), with at least three years of experience.
 - c. One LDEQ Certified Worker for UST Installation, Repair and Closure, with at least three years of experience.

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

An evaluation process will be used in the selection of the Consultants. The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are:

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; *

* All respondents will receive a 4 in this category.

** All respondents will receive a 4 in this category. The performance rating of (other) 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.

All 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.

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. Chris Abadie
3. Joubert Harris
4. Janaye Tate
5. John Holdcraft
6. Abigail Marston

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 Consultants agree 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 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. 4400003964**, and will be submitted **prior to 3:00 p.m. CST on Thursday, June 13, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
1201 Capitol Access Road, **Room 405T**
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.