

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 20, 2013**

**CONTRACT NO. 4400003965
RETAINER CONTRACT FOR TRAFFIC DATA COLLECTION/MONITORING
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. Joshua Albritton

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 traffic data collection services for monitoring 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 compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

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

General Notes

- 1) Traffic counts shall not be conducted during holidays or other abnormal traffic conditions. School traffic factors into the count data; therefore, the counts shall take place when school is in session. Permission may be granted by the Project Manager to perform work during these traffic conditions.
- 2) Volume counts shall be taken on the same week. Permission may be granted by the Project Manager to take counts not within the same week.

Compatible File Formats and Method of File Transmission

- 1) The data shall be submitted electronically in an approved database format at the discretion of the Project Manager. The Consultant may utilize a raw traffic data file format that has been certified as compatible with the version of Transmetric Traffic Server operated by the DOTD. The DOTD may require the Consultant to use the Windows-based "Uplink" software program to transmit raw traffic data files to the DOTD. The data file format certification process and Uplink software is provided by Transmetric to the Consultant free of charge.

The services to be rendered for this Project shall consist of the following:

- 1) **Conduct specified blanket volume monitoring sessions:** These monitoring sessions are short, 48-hour sessions that shall be performed at specific sites designated by DOTD. This work will be assigned by Task Order with location maps and monitoring site information provided. The data provided shall include the nominal traffic volume, and the latitude and longitude coordinates of the site obtained by global positioning system technology and recorded during the monitoring session at each site designated and identified by number. The nominal traffic volume shall be based on the number of axles recorded assuming 2 axles per vehicle. The data shall be submitted regularly as the work is completed such that in general the monitoring sessions reported in a submittal are no more than approximately one month old. The total **estimated** number of blanket traffic monitoring sites statewide to be assigned during the contract period follows:

Blanket volume monitoring sessions statewide: 14,550 (4,850/year)

- 2) **Conduct on-demand, site-specific traffic monitoring sessions:** These on-demand, site-specific traffic monitoring sessions shall be conducted between Monday and Friday excluding holidays or during other abnormal traffic conditions. They shall include individual 24-hour, 48-hour, 7-day, or turning movement traffic monitoring sessions at specific locations designated by DOTD. The 7-day sessions will include weekend collection as determined by the Project Manager. Below is a list of possible traffic counts that may be requested by the Project Manager.

24-Hour Traffic Counts

- 1) A 24-hour traffic volume count session shall be conducted at the specified location and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 24-hour vehicle classification/speed monitoring session shall be collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the percent of each vehicle type as defined by FHWA.

48-Hour Traffic Counts

- 1) A 48-hour traffic volume count session shall be conducted at the specified location and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 48-hour vehicle classification/speed monitoring session shall be collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the count and percentage of each vehicle type as defined by FHWA.

7-day Counts

- 1) A 7-day, 24-hour traffic volume count session shall be conducted at the specified location and the data collected in 15 minute intervals and submitted in an approved electronic format.
- 2) A 7-day, 24-hour vehicle classification/speed monitoring session shall be collected in 15 minute intervals and submitted in an approved electronic format. Classification counts shall include the count and percentage of each vehicle type as defined by FHWA.

Turning Movement Counts

- 1) Turning movement count sessions up to 8 hours shall cover the morning, the midday, and the evening peak hours such that each session includes a 45 minute period minimum either side of the anticipated peak hour. The peak hours are determined by the LADOTD and are provided to the Consultant. All turning movement counts for an intersection shall take place on the same day.
- 2) The peak am, peak pm, and peak lunch turning movement count sessions shall be conducted during the work week on Tuesday, Wednesday and/or Thursday.
- 3) During each 15 minute period of the turning movement count the queue shall be estimated in feet. The queue is a line of vehicles, bicycles, or persons waiting to be served by a phase in which the flow rate from the front of the queue determines the average speed within the queue. Slow moving vehicles or people joining the rear of the queue are usually considered part of the queue. The internal queue dynamics can involve starts and stops. A faster-moving line of vehicles is often referred to as a moving queue or a platoon.
- 4) The data shall be reported in 15 minute intervals.
- 5) The turning movement count data shall include pedestrians.
- 6) The turning movement count data shall separate passenger vehicles, school buses and commercial vehicles. Turning Movement Counts shall include percentage of vehicle type as defined by FHWA
- 7) An electronic copy of all of the count data shall be submitted in Excel format.
- 8) The manual count diagrams showing all vehicle movements entering the intersection and their direction in 15-minute intervals. The traffic shall be

separated into passenger vehicles, school buses, pedestrians, and commercial vehicles.

- 9) The summary of the manual counts for all vehicle movements in 15 minute intervals which include the peak hour factor and a diagram of the sum of the peak hour traffic along with the turning movements and the queue lengths (ft).

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>

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based cost per unit of work and non-negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

Blanket Counts (off-state system) – approximately 4,850 locations per year

DESCRIPTION	COST
48-Hour Volume Counts	\$38.50

Non-Interstate (state system, 2-Lane Undivided)

DESCRIPTION	COST
24-Hour Volume	\$45
24-Hour Classification	\$180
24-Hour Speed	\$180
48-Hour Volume	\$55
48-Hour Classification	\$300
48-Hour Speed	\$300
7-Day Volume	\$350
7-Day Classification	\$840
7-Day Speed	\$840

Non-Interstate (state system, >2-Lane Divided/Undivided)

DESCRIPTION	COST
24-Hour Volume	\$65
24-Hour Classification	\$240
24-Hour Speed	\$240
48-Hour Volume	\$75
48-Hour Classification	\$384
48-Hour Speed	\$384
7-Day Volume	\$450
7-Day Classification	\$940
7-Day Speed	\$940

Interstate (4 lanes)

DESCRIPTION	COST
24-Hour Volume	\$130
24-Hour Classification	\$300
24-Hour Speed	\$300
48-Hour Volume	\$110
48-Hour Classification	\$487
48-Hour Speed	\$487
7-Day Volume	\$600
7-Day Classification	\$2,500
7-Day Speed	\$2,500

Interstate (6 lanes)

DESCRIPTION	COST
24-Hour Volume	\$195
24-Hour Classification	\$450
24-Hour Speed	\$300
48-Hour Volume	\$165
48-Hour Classification	\$730
48-Hour Speed	\$730
7-Day Volume	\$900
7-Day Classification	\$3,750
7-Day Speed	\$3,750

Turning Movements for 2-Lane intersection

DESCRIPTION	COST
Turning Movement Requiring one Technician (Camera) up to 8 hours	\$500

Turning Movements for multilane intersection

DESCRIPTION	COST
Turning Movement Requiring two Technicians (Cameras) up to 8 hours	\$900

The amount payable under this Retainer Contract for services to be performed under the various TOs shall not exceed a maximum of **\$850,000**. Each To shall be payable under their respective TO project number which shall be obtained by the Project Manager

All direct expenses are included in the cost of the traffic counts.

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 **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.

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

List of locations for monitoring sessions Maps displaying station locations.

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principle or a responsible member of the Prime-Consultant must have a minimum of five years experience in managing projects for collecting and providing traffic monitoring data.
2. At least one individual assigned to the project must have a minimum of one year experience in all of the traffic monitoring data collection required.

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 Baton Rouge, Louisiana.

**The Traffic Analysis (TR) and Traffic Engineering-Development (TD) performance ratings 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. 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. Joshua Albritton– Project Manager
3. Carl Deville
4. Jason Chapman
5. John Fu
6. Hong Zhang

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), 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. 4400003965**, and will be submitted **prior to 3:00 p.m. CST on Monday, October 07, 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.