

**ENGINEERING AND RELATED SERVICES
FEBRUARY 21, 2014**

**CONTRACT NO. 4400004550
CONTRACT FOR BICYCLE GOALS MAP
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. Brian Parsons

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

PROJECT DESCRIPTION

The selected Consultant will evaluate the current state highway system conditions and identify priority bicycle routes across the state to provide intra-state travel and inter-state travel in conjunction with National Bicycle Routes and surrounding state routes. This will include a program of necessary improvements so the Level of Service of those routes commensurate with the importance for cycling purposes. This project will emphasize identification of projects located on these routes scheduled for programmed improvements. It will focus on key regional and cross-state routes, major city connections and linkages to the bicycle routes of the adjacent states. The proposed project will result in both tabular and graphic products intended for use primarily within the Department, but also available for stakeholders and other interested parties to better understand the timeline and process of furthering the goal of a statewide bicycle network

SCOPE OF SERVICES

The selected Consultant will conduct sufficient research to make presentations, create reports, and provide DOTD with a complete statewide "Louisiana Bicycle Network Plan" including a statewide 'goals map' developed in ArcGIS format. The Consultant will create a file geodatabase with a statewide georeferenced and topologically correct proposed bicycle network polyline_m feature in ESRI ArcMap 10.0 or current version to be utilized in the preparation of the map. The DOTD Office of Multimodal Planning will supply any existing GIS data sets available to the Consultant for use in this project. The Consultant will obtain any other required data sets to complete the tasks of this project. Among the deliverables DOTD desires the development of a "goals" map consisting of

proposed bicycle network routes and their general priority for future installation of bicycle "friendly" improvements in conjunction with planned highway construction and improvements. This distinct work product will rely upon the DOTD Surface Type Log (STL), the DOTD Highway Needs Analysis (Needs), the latest Average Annual Daily Traffic (AADT) count data and the current Letting List for upcoming projects as well as data the Consultant shall gather and incorporate, to the extent possible. Consideration of other factors such as route desirability, linkage to existing and planned bicycle facilities within metropolitan areas, and general construction costs should be evaluated. The following tasks are anticipated in this project.

TASK 1. ESTABLISH BASE PRIORITY BICYCLE NETWORK

In this first task, the selected Consultant, with input from DOTD, will establish the portion of the state highway system to be used as a priority bicycle network. The Consultant will deliver a technical memorandum detailing the recommended approach for evaluating the bicycling conditions within the study network and portrayal thereof. This report shall also include the extent of the study network, the criteria for evaluation, the method for identification, the evaluation data format and the creation of a file geodatabase and GIS feature. Further, the Consultant shall identify the base mileage for the project study. Through the following subtasks a priority bicycle network will be determined.

Subtask 1.1. The Consultant shall identify and evaluate the relative bicycle friendliness (bicycling suitability) of state highway routes in Louisiana using the data collected in a previous contract to determine bicycle suitability. These routes will include but not be limited to previously identified routes of inter-state and statewide significance, including "suggested routes" as identified on the state *Bicycle Suitability Map*. During this step the DOTD District/MPO TIPs, DOTD STIP, bicycle route maps and plans from adjacent states and other appropriate sources will also be reviewed.

Subtask 1.2. The Consultant shall identify additional mileage for inclusion in the priority bicycle network based on known geographic constraints, modal considerations (transit, ferry operations), and community and stakeholder involvement including consideration of other existing bicycle "routes" as determined by local governments, bicycle clubs, regional planning commissions, etc. The Consultant shall also consider adopted bicycle network plans of the metropolitan areas and bicycle route planning in neighboring states to coordinate interface and accommodations for future bicycle routes traversing the state of Louisiana during this initial network development process. Other state agencies such as the Office of Culture, Recreation, and Tourism who cater to tourist as well as locals both of which may be bicyclist.

Subtask 1.3. Though not part of the state highway system, the Consultant shall identify, to the extent possible, where Class 1 facilities exist as critical components to complete or supplement the state bicycle route network.

Subtask 1.4. Following the establishment of this initial “Priority Bicycle Network”, the Consultant shall create a file geodatabase statewide polyline_m feature of the priority bicycle network. DOTD will supply base map data for the development of the Bicycle Goals Map in an ESRI ArcGIS map document. This includes/but not limited to the following GIS features: Public Roads, Cities and Communities, Public Management Areas (Federal & State), Parish Boundaries, Louisiana State Boundary, Airports, Ports, Welcome Centers, Rest Areas, State Museums, State Historic Sites, Recreational Areas, Points of Interest, State Parks, National Preserves, Scenic Byways, Water Streams, Water Bodies. It is the responsibility of the Consultant to obtain all other necessary information not supplied through DOTD. The Consultant will compile an initial *Bicycle Goals Map* with this network for subsequent discussion and planning.

TASK 2. COMPILE STANDARD PLANS OF BICYCLE FACILITIES

The selected Consultant shall recommend facilities and improvements for future bicycle route network expansion and compile standard plans needed for this activity.

Subtask 2.1. The Consultant will work with the DOTD to identify a set of optional bicycle facilities for inclusion in the DOTD standard plans, to be selected for individual projects as appropriate, using the AASHTO Guide to the Development of Bicycle Facilities, 4th edition (2012), the Manual on Uniform Traffic Devices (MUTCD) and other appropriate resource publications.

Subtask 2.2. The Consultant shall establish order of magnitude cost estimates on a per mile or per feature basis for each of the identified facilities and improvements.

TASK 3. STAKEHOLDER AND COMMUNITY PARTICIPATION

In this task, the selected Consultant shall prepare materials and hold regional meetings with interested citizens, cyclists, planning officials etc.

Subtask 3.1. The Consultant shall coordinate, host and prepare all materials for eight (8) regional meetings (one in each planning district) hosting citizens, cyclists, planning officials, agencies and elected officials as well as DOTD District representatives. The purpose of the meetings will be to present the initial priority network and identify additional portions of the state highway network to be included.

Subtask 3.2. The Consultant shall coordinate, host and prepare all materials for two (2) additional meetings with interested citizens, cyclists, planning officials, agencies and elected officials as well as DOTD District representatives, as needed, to present DRAFT results following the analysis and implementation planning.

Subtask 3.3. The Consultant shall coordinate, host and prepare all materials for up to three (3) advisory committee meetings.

TASK 4. FACILITY ANALYSIS/PROCESS INTEGRATION

In this task, the selected Consultant shall evaluate and process all data pertaining to the Priority Bicycle Network.

Subtask 4.1. Once the base priority bicycle network is established, the Consultant will identify appropriate additions to facilities which will improve the Bicycle LOS and priority route connectivity for the network using the *State Bicycle Suitability Map* findings and the Bicycle LOS algorithm, amongst other methods.

Subtask 4.2. The Consultant, with input from DOTD, will develop a tiered implementation system for those miles of the state highway system based on the following characteristics:

- a.) **Tier 1:** Segments of the Priority Bicycle Network which are co-located on roadways included in any STIP, TIPs, long-range plans, DOTD district planning documents. For these projects, the Consultant will develop recommendations (or alternatives) for facility types to include, order of magnitude cost estimates, a tiered cost evaluation. Recommended facility types will be grouped by project type: i.e., new road projects, overlays, etc.
- b.) **Tier 2:** Segments of the Priority Bicycle Network which are not on any foreseeable schedule or maintenance plan. The project team will develop general recommended facility type for each segment based on LOS improvement, roadway context, and other determining factors. The purpose is to establish preference and complete the priority network.

TASK 5. GOALS DATABASE AND MAP FOR BICYCLE ROUTES WITHIN THE STATE HIGHWAY SYSTEM

In this task, the selected Consultant shall identify improvement needs, assess potential bicycling demand and produce the *Bicycle Goals Database and Map* for internal use in DOTD. Several activities within this task may actually occur coincident with earlier Tasks. The primary deliverables are a tabular or database format and a GIS format. These can be used to produce spreadsheets, database tables, and GIS maps as well as enable the function of GIS analysis with other GIS data. These products can be easily managed and updated periodically by either the Department or a selected Consultant.

Subtask 5.1. Establish goals methodology and bicycling improvement recommendation process. The Consultant shall review the results of the bicycling conditions evaluation within the state highway system and develop the methodology for proposing routes to be designated for installation of bicycle friendly improvements as an adjunct to future highway construction. The Consultant shall also investigate the prioritization of the goals. The Consultant shall develop a bicycle facility type selection (and cost estimate) "decision tree" based on compiled data of earlier Tasks to guide in the identification of general bicycling improvements for the routes considered. The Consultant shall not

proceed with the subsequent subtasks without DOTD's review and approval of a bicycle improvement recommendation "decision tree".

Subtask 5.2. Determine improvement needs, opportunities and potential transportation/recreational travel demand. Following the DOTD's approval of Subtask 5.1 items, the Consultant shall identify the bicycle improvement goals and opportunities within the state highway system while keeping with the approved methodology. This shall be done considering the results of the bicycling suitability evaluation and considering the collected and/or compiled roadway cross sectional suitability data, both derived from previous Task activities.

Further, the improvement needs identification shall be made considering potential bicycle usage. The Consultant shall consider daily traffic volume, travel speed and bicycle demand/usage for the purpose of establishing general priorities to incorporate features needed to improve bicycle accommodation of selected state highway when future roadway improvements are designed and constructed.

Subtask 5.3 Establish general goals priority; produce *Bicycle Goals Map*. Using the approved methodology from Subtask 5.1, the Consultant shall evaluate the routes within the study network and portray them with a GIS layer using the same GIS map as used in Task 2.

The Consultant shall create the *Bicycle Goals Map* in ArcGIS 10.0 or current version. The map size will be thirty-two inches in width (West to East) and twenty-six inches in height (North to South). This will be the print production trim size. Tables, charts, and graphs located in the *Bicycle Goals Map* are to be created within ArcMap and have the ability to be updated for future changes. Image files for tables, charts, or graphs if displayed in the “goals” maps are not acceptable.

The Consultant shall create labels and annotation as a feature class within the geodatabase. All labels will be categorized within one annotation feature class using subclasses. It is the Consultant's responsibility to check subclass data for accuracy and verify correct labels are located in the correct subclass. The data in each annotation subclass will be of uniform size, width, font, color, etc. Changes for individual labels can be made for placement issues.

The Consultant shall define feature colors on the map using the Pantone 4 color process guide/coated (CMYK). Documentation of the defined Pantone (CMYK) colors shall be in an Excel spreadsheet or Word document describing the feature, color, and CMYK values.

The Consultant shall create thorough Metadata using the US Federal Metadata Standard (FGDC STD-001-1998) for all GIS models, file geodatabase and features. This data will include source data reference, processes to develop the feature, and any additional pertinent information.

Subtask 5.4 The Consultant shall produce the draft plan of the Louisiana *Bicycle Goals Map* for public presentation at two locations within the State. Response from public presentation and the website posting of the *Bicycle Goals Map* will be documented and presented for DOTD review. Upon receipt of review comments from DOTD, the Consultant shall be authorized to prepare a final draft of the Louisiana *Bicycle Goals Map* for review and approval by the department.

Subtask 5.5 Produce final report and goals map. The *Bicycle Goals Map* will serve as a guide for designers planning future highway improvements to the state system. The Consultant shall provide DOTD with final full color map drafts available in Adobe Acrobat (pdf) format as well as an ESRI ArcMap document (mxd). All data collected by the Consultant: GIS models, geodatabase and features, documents, notes, drawings, tracings, and files collected or prepared in connection with this work, except the Consultants personnel and admin files, shall become the property of DOTD. The Consultant shall make the DOTD-directed revisions to the map and produce one final Client review copy and, after final approval, an ESRI ArcMap (mxd) with all setting and layers that meets our specifications, and two final electronic (pdf) file versions: one (uneditable) version for (optional) web posting by DOTD and the other (editable) for printing by contract through DOA State Purchasing. DOTD shall produce printing specifications and review and modify printer proofs (if needed). DOTD has the right to exercise their privilege to print any number of maps from the electronic files and subsequently distribute the maps to cities and town governments in Louisiana Municipal Association (LAMA), Parish governments, State Planning agencies, Metropolitan Planning Organizations (MPO), state elected officials, legislators, DOTD official and design personnel, USDOT, FHWA and other appropriate agencies of the federal government.

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.

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

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be no more than **360 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be non-negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation of **\$125,000**.

DIRECT EXPENSES

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

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.

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant shall be a Professional Civil Engineer, registered in the State of Louisiana, with at least five years experience in the planning and design of bicycle facilities.
3. The Prime-Consultant must employ on a full-time basis one individual having a minimum of three years experience in Geographic Information Systems (GIS).
4. The Prime-Consultant must also employ on a full-time basis, one individual having a minimum of five years experience in the planning and design of bicycle facilities and knowledge of AASHTO recommended guidelines for the planning, design and operation of bicycle facilities.

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; *

* All respondents will receive a 4 in this category

** The Planning and Feasibility Studies (PL) 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, 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. Brian Parsons – Project Manager
3. Brian Reigh
4. Byron Becnel
5. Terri Monaghan
6. Autumn Thompson

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. The Consultant, nor any other party on behalf of the Consultant, shall not 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 has not met 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 SF 24-102, or providing inaccurate information on the SF 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 SF 24-102 must be firmly bound to the Consultant's 24-102. In Section 9, the Consultant's SF 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. 4400004550**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, March 12, 2014**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1733

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.