

## **ENGINEERING AND RELATED SERVICES**

**August 14, 2009**

**STATE PROJECT NO. 700-10-0162**

**F.A.P. NO. IM-TCSP-1009(511)**

**FRONTAGE ROAD CONSTRUCTION IN LAKE CHARLES  
CALASIEU 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 Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, 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. Joe Umeozulu, P.E., may be reached at (225) 379-1386.

### **PROJECT DESCRIPTION**

This project, involves the construction of deceleration lanes and U-turns along the existing north and south Frontage Roads between Kirkman Street and Enterprise Boulevard in Calasieu Parish. The deceleration lanes will be located adjacent to the existing Frontage Roads on the north and south sides of I-10, and will have one 12' wide travel lane with a 4' inside shoulder. The U-turns will be located under the existing overpass structures at Kirkman Street and Enterprise Boulevard. The U-turn travel lanes will vary in width and 4' inside and varying width outside shoulders will be provided.

### **SCOPE OF SERVICES**

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

#### **Stage 3: Design**

#### **Part III: Preliminary Plans**

The Consultant/Team will be responsible for producing the Preliminary Plans required to provide Stage 3, Part III: Preliminary Roadway Plans and Part IV: Final Roadway Plans for the provision of frontage road U-turns adjacent to I-10 at the Kirkman Street and Enterprise Boulevard overpasses in Lake Charles. The project has already received environmental clearance.

The following will also be required:

1. Sequence of construction and construction signing in accordance with MUTCD.
2. Preliminary earthwork calculations.
3. Preliminary cost estimate with required items and preliminary quantity estimate

The approximate number of plans sheets required are as follows:

<b>DESCRIPTION</b>	<b>No. of Sheets*</b>
Title Sheet	1
Typical Sections	2
Miscellaneous Details and General Notes	1
Summary of Estimated Quantities	1
Design Drainage Map	1
Temporary Construction Signing/Sequence of Construction	2
Cross-sections	6
Miscellaneous (estimate, P/H, conferences, field inspection, etc.)	1
1"=20' plan/profile sheets	4

\*Sheet count based on approximate work effort- actual sheet count may vary

### **ITEMS TO BE PROVIDED BY DOTD**

The Consultant will be provided with the following:

- Stage 0 Feasibility Study
- Topographical Survey in English units of measurement. The survey will be provided in Intergraph inroads format (.dgn, .alg, .dtm file extensions)
- Traffic data
- Pavement design
- Standard Plans (as needed)
- Roadway borings.
- **Geotechnical design for soil nailed walls to accommodate the U-turns under the Kirkman Street and Enterprise Boulevard structures.**

### **ADDITIONAL SERVICES**

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

**Stage 3: Design,  
Part IV: Final Roadway Plans**

**Stage 5: Construction  
Part I: Construction Support, if required.**

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.

### **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 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
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$75,426**.

### **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 contract time to complete preliminary plans for this project is estimated to be **180 calendar days**, which includes **60 calendar days** review time. The delivery schedule for all project deliverables will be established by the 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 must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with a minimum of five years experience in Roadway Design and a corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

## ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with “DOTD Software and Deliverable Standards for Electronic Plans” as outlined at [http://www.dotd.louisiana.gov/highways/project\\_devel/design/electronic\\_standards\\_discclaimer.asp](http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_discclaimer.asp). The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number  
“Final Plans Submittal”, “60% ACP Submittal” (or other milestone)  
“Electronic Deliverables”  
Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable “hash” code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

The prime Consultant is responsible for ensuring that Sub-Consultants are prepared to produce electronic deliverables in conformance with DOTD electronic standards for plans.

## QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's 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. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

## 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 6;\*

\* All respondents will receive a 4 in this category

\*\* The Road Urban (RU) performance rating will be used for this project.

The complexity level for this project is **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.

DOTD's Consultant 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.

## 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](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped original**) and five copies of the SF 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 SF 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 SF 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 SF 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 SF 24-102 will be identified with State Project No. **700-10-0162**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 31, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Edward R. Wedge, III, P.E.  
Consultant Contract Services Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Post Office Box 94245  
Baton Rouge, Louisiana 70804-9245  
Telephone: (225) 379-1989

### **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.