

**ENGINEERING AND RELATED SERVICES
JULY 26, 2013**

**CONTRACT NO. 4400003920
RETAINER CONTRACT FOR ENGINEERING
AND TECHNICAL ASSISTANCE
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 Consultant will be selected for this Contract.

Project Manager – Ms. Terri Monaghan

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

PROJECT DESCRIPTION

The selected Consultant shall provide technical support to the DOTD to improve the analysis and application of transportation, highway safety and related data in their efforts to improve the effectiveness of the transportation system and to reduce motor vehicle crashes and the results of these crashes.

SCOPE OF SERVICES

GOALS AND OBJECTIVES

The selected Consultant shall improve the analysis and application of transportation, highway safety and related data in their efforts to improve the effectiveness of the transportation system and to reduce motor vehicle crashes and the results of these crashes.

Specific tasks will include:

Task 1 – Automate the locating of vehicle crashes that occur on state highways

Assist in the development of user friendly software interface to allow non-technical personnel to be able to use the crash location software. Develop other tools to improve the vehicle crash location and crash analysis processes.

Task 2 – Automate the locating of vehicle crashes that occur on local roads and streets.

Task 3 – Conduct transportation studies, highway safety engineering studies, research and data analysis.

Task 4 – Develop data for input into MOBILE6 (EPA’s air quality model) that is used to analyze non-conforming urbanized areas in Louisiana. Also, data will be developed for the annual MOBILE6 statewide, parish modeling of air quality in Louisiana.

Task 5 – Conduct economic studies using the Regional Economic Models, Inc. (REMI) economic simulation model.

Task 6 – Conduct benefit-cost studies using the U.S. Department of Transportation Highway Economic Requirements System (HERS) simulation model that employs benefit-costs analysis to evaluate highway improvements.

Task 7 – Use the Statewide Travel Demand Model to develop transportation related data.

Task 8 – Assist the GIS Manager in the structured training of the DOTD personnel in the use of GIS software as related to the DOTD transportation data spatial layers.

Task 9 - Assist the DOTD GIS Manager in matters regarding GIS.

Task 10 – Offer DOTD personnel a source of technical expertise.

Task 11- Assist in the task of standardizing the data tables for Multimodal Planning (TAHI, TAND, HPMS, TATV). Analysis of data dictionaries/schema and making sure tables are kept in sync.

Task 12 – Assist in evaluation process of LRS management software (ESRI Roads & Highways, Agile Assets Network Manager).

Task 13 – Complete update functional classification system based on 2010 Census data. Pick up efforts from Highway Inventory and document process.

Task 14 – Create intersection feature on the new lines incorporating Geographic features to “replace” current Geographic feature file moving towards GIS edit solution.

Task 15 – Using intersection points, set up calibrations for polyline__ m “route” creation.

Task 16 – Assist in the carrying out the GIS implementation plan.

Task 17 – Implement procedures to translate non-GIS references (like distance from intersection, etc.) to GIS coordinates.

Task 18 – Implement a procedure to validate manual crash spotting against non-GIS references (like distance from intersection, etc.).

Task 19 – Implement a procedure to analyze crash patterns as related to roadway configurations and attributes.

Task 20 – Implement a procedure to validate manual crash spotting against local roads project maps and return suspect data for re-spotting.

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. AASHTO Highway Safety Manual
3. DOTD Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NESC)
12. National Electric Code (NFPA 70)
13. DOTD Environmental Impact Procedures (Vols. I-III)
14. A Policy on Geometric Design of Highways and Streets (AASHTO)
15. DOTD Construction Contract Administration Manual
16. DOTD Materials Sampling Manual
17. DOTD Bridge Design Manual
18. Consultant Contract Services Manual
19. Geotechnical Engineering Services Document
20. Bridge Inspectors Reference Manual/90
21. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
22. 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 for the required services rendered in connection with this Contract will be based on non-negotiated work-hours using a DOTD established billable rate of **\$88** per hour with an average of **1600 man-hours per year** for the actual time spent on the

project, with a maximum limitation of \$422,400, which includes any necessary direct expenses.

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, and will not exceed **three years**, including review time. The delivery schedule for all project deliverables will be established by the 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.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- DOTD Base Map and crash data.

ADDITIONAL SERVICES

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

- Identify any additional or unusual work that may be required of the Consultant by supplemental agreement such as (but not limited to) final plans, geotechnical, right-of-way acquisition, etc.

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.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal (single person preferred):

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer, registered in the State of Louisiana, having a minimum of ten-years of experience in transportation and or transportation planning and five years experience in transportation Based GIS solutions.

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 these categories

**The Other (OT) performance rating will be used for this project.

*** Location of work will be the DOTD Headquarters in Baton Rouge, Louisiana.

Complexity Level (**simple**)

Consultant 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.

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. Terri Monaghan – Project Manager
3. James Chapman
4. Dan Broussard
5. Jason Chapman
6. John Fu

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. 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 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. 4400003920**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 12, 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.