CE&I ENGINEERING AND RELATED SERVICES
APRIL 5, 2013

STATE PROJECT NO. H.006006.6 (CE&I)
OFF-SYSTEM HIGHWAY BRIDGE PROGRAM
HIGHWAY 400 BRIDGE OVER CANCIENNE CANAL
F.A.P. NO. BRO-0410(501)
ASSUMPTION 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 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) (Consultant/Team) will be selected for this Contract.

DOTD Coordinator – Mr. Aaron Elisar, P.E.

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

SCOPE OF SERVICES

STAGE 5: CONSTRUCTION

Part III: Construction Engineering and Inspection (CE&I)

The Consultant/Team will perform all construction engineering and inspection services typically performed by the DOTD Project Engineer and his staff for one Off-System Highway Bridge Program Project in Assumption Parish. The proposed construction projects consist in the removal of one timber bridge with metal guard rail, and installing a concrete slab span beam bridge with approach slabs, roadway transitioning, guard rail , drives, embankment, revetment, piling and asphaltic concrete pavement. These services will be performed in accordance with DOTD's Standards and Procedures (see References). Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project engineer from its District 61 Office to serve as a construction coordinator for the DOTD during project construction. The services to be performed will be under the direct supervision of the DOTD.

PROJECT NO.	STRUCTURE TYPES	STRUCTURE NUMBERS
H.006006.6	Tangent 24' Clear Roadway Concrete Slab Span Bridge w/Concrete Piling	P04-29520-91045-1

The Project's location, name, and estimated letting date are as follows:

PROJECT NO.	LOCATION/NAME	LETTING DATE
H.006006.6	Highway 400 Bridge over Cancienne Canal	June 12, 2012 **

** Start construction in the field after September 15, 2013

The various tasks to be performed by the Consultant under this contract for Stage 5, Part III, are described more specifically as follows:

1. Coordinate with the Parish and DOTD's District personnel to schedule and attend the Pre-construction Meeting. Consultant will be required to conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary (DWR) to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
3. Coordinate with the Parish Engineer/Representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel, equipment, and materials; such as cylinder molds, etc., to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Submit all sampled materials to be tested by the DOTD District 61 Testing Laboratory, in accordance with the stipulated Sampling Manual.
6. Inspect the contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make weekly progress reports consisting of percent complete, percent time elapsed, approved change order amounts, and number of change orders to the DOTD District 61 Coordinator. Inspection of construction will not include shop and mill inspections and their approval.
8. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with DOTD requirements.
9. The consultant will be responsible for submittal approvals required of the Project Engineer as stated in the Standard Specifications including form drawings.
10. All construction activities shall be coordinated between the Consultant, the Owner, the FHWA and an assigned representative of the DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by the DOTD.
11. The Consultant will perform all documentation, as prescribed by the Department, on the Department's construction software, Site Manager. The Consultant will provide computer hardware, i.e., computers, printers, internet connections, etc. deemed necessary to efficiently conduct the inspection services.

12. The Consultant may be required to conduct **non-reimbursable** training sessions for his personnel to receive instructions into the use of Site Manager (approximately four hours). DOTD will provide qualified instructor for this training.
13. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
14. The Consultant will be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made using a 746-1/2 Tuscan red pencil.
15. When it is stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
16. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel with noted exceptions.
17. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
18. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
19. Plan changes throughout the life of the project will also have to be written by the Consultant and approved through the Department's process.
20. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.
21. The Consultant will manage the RFI (Request for Information) process as defined on the DOTD internet site, http://www.dotd.la.gov/construction/rfi/.
22. The Consultant will coordinate and/or perform the inspection of the fabrication of pre-cast materials with DOTD and the owner.
23. The Consultant's inspector shall be responsible for performing and documenting inspections of erosion control devices, and reporting deficiencies to the contractor for correction.
24. Meet with the DOTD Statewide Sign Inspector to review the construction signing for compliance with the MUTCD and Traffic Control Standards. Documentation of corrections made by the contractor will be input into Site Manager by the Consultant's Project Engineer.
25. The Consultant is reminded that they are a representative of LA DOTD and that they shall conduct all of their business in the best interest of LA DOTD and its client.

FHWA FORM 1391

The Consultant shall be required to notify the contractor and forward to the DOTD Compliance Section and the DOTD Coordinator all information required for the Federal Aid Construction Contractor's Annual EEO Report.

SERVICES TO BE PERFORMED BY DOTD

The DOTD will furnish without charge, the following services and data:

1. Laboratory testing of materials. DOTD's District 61 Testing Laboratory will perform laboratory tests in conjunction with special testing performed at the DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured, and submitted by the Consultant, and/or his staff.
2. DOTD will provide access to project plans and contract proposals.
3. DOTD will provide sampling plan for the project.
4. Site Manager Instructor and technical support.

REFERENCES

All services 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

The total lump sum compensation is **$130,303** for all associated CE&I services for this project. The compensation was generated utilizing the field office overhead rate for the Inspector and Sr. Inspector classifications and the office overhead rate was utilized for the Project Engineer and Clerical classifications. This compensation amount includes hours for attending the OSHA 40 Hour HAZWOPER Training protocol for one Project Engineer and one Inspector/Sr. Inspector

CONTRACT TIME

The services to be performed under this Contract will commence promptly upon receipt of the (NTP) Notice to Proceed date from Consultant Contract Services. The delivery schedule for all project deliverables will be established by the DOTD.

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 construction policies, procedures, standards, and guidelines in the performance of inspection services. The DOTD shall provide limited input and technical assistance to the Consultant.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met 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. The Prime-Consultant must employ on a full-time basis, one Professional Civil Engineer, registered in the State of Louisiana, with at least five years of experience in responsible charge of managing road and bridge construction projects and a corresponding support staff.
3. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of one DOTD Certified Inspector with a minimum of five years experience in Road and Bridge Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. The major activities listed below require certified inspectors:
   a. Embankment and Base Course
   b. Structural Concrete
4. Due to the potential for having volatiles in the area due to natural gas leakage, the Project Engineer and Inspector are to have completed the OSHA 40 Hour HAZWOPER Training Protocol and receive certification prior to 24-102 submittal.

WORK ZONE TRAINING REQUIREMENTS

All project personnel (engineers, engineer interns, and field personnel) listed in the staffing plan for the project shall have completed the appropriate work zone training courses at the time of submittal. Certifications of compliance for this training shall be submitted with and made part of Consultant's DOTD Form 24-102. Specific requirements are:

Engineers (field and office):	Flagger Traffic Control Technician Traffic Control Supervisor
Engineer Interns:	Flagger Traffic Control Technician Traffic Control Supervisor
Field Inspectors:	Flagger Traffic Control Technician
Field Senior Technicians:	Flagger Traffic Control Technician Traffic Control Supervisor

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. The "DOTD Maintenance Basic Flagging Procedures Workshop" is <u>not</u> an acceptable substitute for the ATSSA and AGC flagging courses.

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Manpower 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.

**The Construction Services (CS) / CE&I (CC)) performance ratings will be used for this project.

The complexity level for this contract is (**Moderate**)

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. Aaron Elisar – Project Manager
3. Gary Pentek
4. Patti Morgan
5. Hubert Almeida
6. Mike Vosburg

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 (SF 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 SF 24-102 must be submitted to DOTD. **Inspector's certification card (indicating the date of expiration), must be included in the SF 24-102.** 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 provide inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprise (DBE) Sub-Consultants, in performance of this contract must also submit a SF 24-102, completely filled out and containing 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. H.006006.6** and will be submitted **prior to 3:00 p.m. CST** on **Monday, May 13, 2013** by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contract Services 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.