

ENGINEERING AND RELATED SERVICES

December 22, 2006

STATE PROJECT NO. 977-99-0119 PAVEMENT CONDITION INDEX (PCI) STUDY FOR VARIOUS AIRPORTS 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 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 prior to the execution of the contract.** One Prime-Consultant will be selected for this Contract.

Project Manager – Mr. Maurice Songy, he may be reached at (225) 274-4136.

SCOPE OF SERVICES

The Consultant shall evaluate and inspect airport runways, taxiways, and aprons through visual inspection in accordance with the American Society for Testing and Materials (ASTM) manual D5340-98, to determine the Pavement Condition Index (PCI) number at 48 general aviation airports in Louisiana. The Consultant shall prepare a detailed report that includes a minimum of the PCI number of each airport, an overall PCI value of the airports surveyed, and a summary of the surfaces inspected at each airport.

The Consultant must provide DOTD with copies of all materials used in the generation of the detailed report (scoring, grid information, etc.).

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 (2003 Edition)
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, October 2002
19. American Society for Testing and Materials (ASTM)
20. National Plan of Integrated Airport Systems (NPIAS)
21. American Society for Testing and Materials
22. Federal Aviation Administration Advisory Circular (AC) 150/5370-2E,
Operational Safety on Airports During Construction

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be negotiated billable rates for the actual time spent on the project, with a maximum limitation. Reimbursable expenses will be paid at the prevailing state rates.

The selected Consultant will be required to submit a proposal within 14 calendar days following the notification of selection. All negotiations must be completed within 30 calendar days following the notification of selection.

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 estimated contract time is 180 calendar days.

The contract time shall expire upon the completion and acceptance of all services by the DOTD.

The delivery schedule for all project deliverables shall 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 Civil Engineer registered in the State of Louisiana.

2. At least one Principal or other responsible member of the firm must have at least five years experience in the evaluation of pavement surfaces using ASTM D5340-98 and the preparation of PCI studies, with a corresponding support staff.
3. The Prime-Consultant must also employ on a full-time basis two individuals trained in the standards of ASTM D5340-98 and the execution of a PCI (Pavement Condition Index) study.

The appropriate personnel must be familiar with airport operations in accordance with Federal Aviation Administration Advisory Circular (AC) 150/5370-2E, *Operational Safety on Airports During Construction*.

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 for this category.

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 Committee 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), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four 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. 977-99-0119, and will be submitted **prior to 3:00 p.m. CST on Tuesday, January 16, 2007**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, 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.