

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 20, 2013**

**CONTRACT NO. 4400004127
RETAINER CONTRACT FOR
ENVIRONMENTAL SERVICES
STATEWIDE**

DBE/WBE GOAL = 4%

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.

Project Manager – Ms. Jan Grenfell

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

PROJECT DESCRIPTION

The selected Consultant will perform environmental and related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

WETLAND DELINEATIONS/FINDINGS - Wetlands and Other Waters within the existing and proposed right-way for the project will be identified and delineated using the latest Corps of Engineers (COE) guidelines. A Wetlands Finding using the latest Federal Highway Administration (FHWA) criteria will be submitted for review/approval to the DOTD Environmental Section.

Information referenced may include aerial photography, National Wetlands Inventory (NWI) maps, quadrangle maps, soil maps, etc. An on-site field delineation will be made; referenced information will not substitute for an on-site delineation. Field sheets will be prepared in the field and will be neat and legible.

All reports will include: project description; project location shown on a quadrangle or comparable map; color photographs of each soil sample with the appropriate Munsell soil chart in the same photograph; impacted wetland and other waters calculated and indicated on plan sheets and/or other exhibits; and latitude/longitude coordinates in decimal degrees for each wetland and other waters site with station numbers noted.

BIOLOGICAL SURVEY/ASSESSMENT – Threatened and Endangered species and their habitats within the project area will be identified and delineated using the latest US Fish and Wildlife Service guidelines. Survey and Biological Assessment reports will be written and submitted to the DOTD Environmental Section. Information referenced may include aerial photography, maps, quadrangle maps, soil maps, etc. Impacts to species and their habitats will be identified and exhibits suitable for reproduction will be used to show the locations of species and limits of habitats. An on-site field survey will be made; referenced information will not substitute for an on-site survey. Field sheets will be prepared in the field and will be neat and legible. Color photographs of each sample site will be included in the report. Each species and habitat area will be located on a quadrangle sheet as well as a layout map with the station numbers noted.

Diving – Threatened and Endangered Species surveys requiring underwater surveys will be conducted by staff meeting the qualifications for biological survey/assessments and who are Certified Divers. The underwater surveys will be conducted according to US Fish and Wildlife Service guidelines.

FIELDWORK AND REPORTS

Fieldwork and reports will be completed within the timeframe specified in each task order. When the draft report is reviewed by DOTD and comments addressed by the Consultant, the Consultant shall submit one complete, unbound original report including color photographs and exhibits, five bound color copies comparable to the original in reproduction quality, and an electronic version of the report in Word and PDF formats on a CD which includes separate field notes and any other supporting material.

The Consultant/Team shall notify the DOTD Environmental Section when fieldwork begins and ends. If Threatened/Endangered Species and/or their habitat are identified in the project area, the Consultant/Team will immediately notify the DOTD Environmental Section. The Consultant/Team will also update the DOTD Environmental Section weekly as to their progress. All coordination with the Corps of Engineers, U.S. Fish and Wildlife Service, and any other agency will be through or with the consent of DOTD's Environmental Section.

REPORT STANDARDS

Reports must be prepared in publishable format according to current organizational and illustrative standards of professional biological journals. Reports must be typed, single spaced, on letter size (8 1/2 x 11") white bond paper with top, bottom and side margins not less than 1" wide. All pages must be numbered and no hand written parts will be accepted with the sole exception of the field data entry sheets. The Consultant is strictly

forbidden to print the firm's name on each page of the text. Photographs, plans, maps, drawings and text must be clear and clean with typed or mechanically lettered captions. All reports produced or resulting from these investigations will become the property of DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of DOTD. This includes conclusions, recommendations, drawings, renderings, perspectives, sketches, photographs, specifications, cost estimates, etc.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus negotiated fixed fee, with a maximum compensation limitation of **\$500,000**.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$500,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

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.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **five years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they

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 project-specific requirements.

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.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed 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.

ITEMS TO BE PROVIDED BY DOTD

The DOTD shall provide copies of or access to maps, surveys, plans, r/w information and/or any other pertinent information if available, which may assist the Consultant in performing this work.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in performing Wetland Delineations and preparing Wetland Finding reports, possess a degree in a Biological Science or a related field, and have completed a Wetlands Delineation Training Course that meets the criteria of the Corps of Engineers.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have a minimum of five years experience in performing Biological Surveys and Assessments and preparation of associated reports, and possess a degree in a Biological Science or a related field.
3. At least **two Certified Divers, at least one of whom meets ~~staff meeting~~ requirement #2 above. ~~who are also Certified Divers.~~**
4. The Consultant must have sufficient biological support staff.

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

*Location will be based from Marksville, Louisiana.

**The Environmental (EW) and Environmental (EV) 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. 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. Jan Grenfell – Project Manager
3. Carl Winter
4. Cyndi Bowman
5. Tiffinee Brown
6. Maria Reid

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 (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. 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 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 will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant 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.

DBE/WBE - The selected Consultant Team will have a DBE/WBE goal of 4% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD UCP DBE Directory which can be found at the following link: <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the Consultant has failed to meet the goal and no good faith efforts have been made, the DOTD Project Manager shall notify the Compliance Section, and at that time the DBE/WBE portion of the Contract fee will be withheld from the Prime Consultant.

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. 4400004127**, and will be submitted **prior to 3:00 p.m. CST on Monday, October 07, 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.