

ENGINEERING AND RELATED SERVICES

April 13, 2007

STATE PROJECT NO. 700-99-0428

F.A.P. NO. STP-9907(508)

RETAINER CONTRACT FOR

CRITICAL PATH METHOD (CPM) ANALYSIS

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 Consultant will be selected for the captioned project. Sub-Consultants will not be allowed.

Project Manager – Mr. Danny Smith, P.E., he may be reached at (225) 379-1568.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for statewide construction 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 perform Construction Time Analysis (CTA) services using the Critical Path Method (CPM) of analysis and will be required to provide some or all of the following services for each Task Order (TO):

Prior to Letting the Project for Construction - The selected Consultant will compute the contract time, review quantities, check for plan errors, provide a cost estimate, provide opinions and options to the sequence of construction, and provide any value engineering or construction proposal concepts related to the design of the project.

After Letting the Project for Construction – The selected Consultant will provide a full CPM analysis throughout the life of the project, including the review of activity description, estimated duration of activities including early starting dates, late finishing dates, free float and other activities required in DOTD's Specifications. The CPM review will also cover construction schedules and updates, schedule earnings, preliminary submittals, final submittals, and CPM approvals. Additionally, the Consultant will provide training for DOTD's Project and District personnel in both CPM and the use of

Primavera software on an as needed basis. The selected Consultant may be required to attend and participate in monthly construction progress meetings on an as needed basis. The selected Consultant may be required to defend his opinions and advice in court or arbitration panels.

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. Construction Planning and Scheduling, AGC
3. DOTD Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
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
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. Policy on Geometric Design of Highways and Streets
14. Construction Contract Administration Manual
15. Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be made based on negotiated work-hours and billable rates for the actual work performed on the Task Order. Reimbursable expenses will be paid at the prevailing state rates.

The total 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.

CONTRACT TIME

This Retainer Contract will be in effect for the duration of three years. The services to be performed for each TO will be determined upon activation 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.

Upon expiration of the three year contract time, no new TOs will be executed; however, the Consultant will complete any work in progress.

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_disclaimer.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.

MINIMUM PERSONNEL REQUIREMENTS

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

1. At least one Principal of the Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other responsible member of the Consultant must be a Professional Civil Engineer registered in the State of Louisiana.
3. In addition to the above, the Consultant must employ as the Project Manager on a full-time basis, a minimum of one Professional Civil Engineer, registered in Louisiana, with at least five years of experience in responsible charge of

managing road and bridge construction projects and at least five years of experience in the use of Primavera software for the preparation, review, and monitoring of CPM's for construction of roads and bridges.

The Project Manager must have a record of at least two appearances as an expert witness in Louisiana District Court or equal. The expert witness qualification must be in the field of road and bridge construction and must be in either Construction Management, or Scheduling and Planning Construction Projects. The Consultant must employ a corresponding support staff.

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 Engineering Services (CS) performance rating will be used for this project.

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.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting 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. 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.

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 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.

Name(s) of the Consultant 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. **700-99-0428** and will be submitted **prior to 3:00 p.m. on Monday, May 7, 2007**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Mr. Edward 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.