

## **ENGINEERING AND RELATED SERVICES**

**December 7, 2007**

### **STATE PROJECT NO. 737-99-0897**

### **CORRECTIVE ACTIONS ON DOTD'S UNDERGROUND STORAGE TANKS 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 at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

**Project Manager** – Mr. Joubert Harris may be reached at (225)-248-4141.

### **PROJECT DESCRIPTION**

The selected Consultant/Team will provide all necessary environmental services required for the performance of corrective action(s) of DOTD Underground Storage Tank (UST) facilities at proposed sites throughout the State. The corrective action(s) may be performed at both active and/or non-active UST facilities as necessary. The sites covered under this contract are identified as facilities that are owned and operated, or previously owned and operated, by the DOTD and are predominately located at various DOTD Maintenance Yards. These facilities are distinguished from UST sites associated with DOTD highway construction projects.

The proposed facilities covered under this contract have been identified and inspected in accordance with the Louisiana Department of Environmental Quality (LDEQ) standards for regulatory compliance. All deficiencies noted at the time of inspection, along with additional site specific information, have been compiled into a report for further use. This report, along with any supplements, will be used to develop and implement the appropriate corrective action necessary to bring each identified facility into regulatory compliance. Additional sites or corrective actions determined to be necessary for compliance and not identified in this report, or supplement(s) thereof, may be addressed through supplemental agreement(s). The report and supplement(s) thereof are available for review and copy upon request to the DOTD Project Manager.

### **SCOPE OF SERVICES**

The Consultant will perform environmental services at proposed sites throughout the State in accordance with the terms of this contract under the direct supervision of the DOTD Project Manager and more specifically as follows:

## **Corrective Action**

Upon approval of the above referenced report by the DOTD, the Consultant or its Contractor will initiate the implementation of corrective actions identified in the report as follows:

### Active Systems:

1. The Consultant will give proper and ample notification to the appropriate entity of jurisdiction and the DOTD of planned activities consistent with regulatory guidelines, and/or when operational services of UST systems may be interrupted by the corrective action.
2. The Consultant will use industry standards relative to materials, repairs, upgrades, disposal of wastes, and etc. during the performance of upgrades and/or repairs.
3. Upon completion of corrective actions, the Consultant will ensure proper operation and/or performance, and will secure and transfer to the DOTD all appropriate certifications and/or documents relative to completion of work, correctness, and performance. All documents, or copies thereof, which are required to remain at the site will remain accordingly. However, a bound compilation of all documents, per site, will be prepared and submitted to the Project Manager at the conclusion of corrective actions, or as mutually agreed to by both parties.

### Abandoned Systems:

#### UST Removal and Additional Site Work

1. The Consultant will give proper and ample notification to the appropriate entity of jurisdiction and the DOTD of planned activities consistent with regulatory guidelines and/or when on-going operational services at the facility may be interrupted by the corrective action. The Project Manager will at all times be notified of planned activities.
2. The Consultant will develop and submit to the Project Manager for review and approval, a brief work plan for each site. At a minimum, the work plan will include a scope of service describing proposed sampling and testing, the handling of soil boring filings and other site generated waste, a site diagram showing the layout of the UST system along with the proposed location of sample points, and etc.
3. All underground fuel tank systems, or parts thereof, will be removed and the site closed per applicable portions of the latest version of the LDEQ UST Closure Guidance Document.
4. Sampling and testing relative to the number and depth of samples, test parameters, and etc. will be consistent with the LDEQ UST Closure Guidance Document, per each site. One additional sample for Synthetic Precipitation Leaching Procedure (SPLP) analysis will be collected from

each tank bed and from each pump island (which requires routine sampling) at the sample point which displaces the highest PID reading, or as directed by the DOTD Project Manager. Samples for SPLP analysis will be held by the laboratory and analyzed when appropriate and after analysis of the routine samples for the site.

5. Screening tools, such as, PIDs or FIDs, will be used to help determine vertical and horizontal migration of contaminants and selection of laboratory sample points when appropriate (including samples for SPLP analysis).
6. For sites where a release of petroleum product has occurred, every effort will be made to resolve the issue while the site is still within the jurisdiction of the Surveillance Division of the LDEQ. This may include additional sampling and testing, and the excavation and disposal of contaminated materials.
7. All closure documents including amended registration forms, NOIs, Closure Assessment Forms, manifests, site sketches, test results, and etc will be compiled into a closure report and submitted to the Project Manager for approval and further transmittal to the LDEQ.

### **Phase II Site Assessment**

1. Sites referred to the Remediation Division of the LDEQ for further assessment will be investigated by the Consultant utilizing the latest version of the LDEQ RECAP standards for Phase II site Assessments. All proposed work plans, site assessment reports, and etc., which are developed under the guidelines of the RECAP standards, will be coordinated with the Project Manager and ultimately submitted to the LDEQ as directed by the Project Manager.
2. All events relative to sample collection and testing, backfilling of bore holes, the installation of monitoring wells, work plans, report preparation, and etc. will be performed in accordance with the appropriate and applicable guidance document and/or state regulations. Examples of the aforementioned are the State of Louisiana Water Well Rules and Regulations and Standards and Appendix I (B) of the RECAP Document.
3. Payment for mobilization, sample collection, coring of surface layer (concrete or asphalt concrete), monitoring well installation, analytical test, and other required site work will be made in accordance with the schedule of the latest version of the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document.
4. All reports for assessments will be paid for according to the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document
5. Where the installation of monitor wells are necessary for the assessment of groundwater, the wells, as with all other borings, will be installed and subsequently abandoned (when appropriate) per the guidelines of the

LDEQ and DOTD guidance document for the Construction of Geotechnical Boreholes and Groundwater Monitoring Systems.

### **Risk Evaluation and Corrective Action Program (RECAP)**

1. All analyses and modeling, including review of test data, exposure assessments, geology, hydrogeology, hydrology, screening options, management options, and etc. are to be in accordance with the latest version of the Louisiana Risk Evaluation and Corrective Action Program Document.

### **Report Preparation and Submittals**

All environmental site reports will be submitted by the date established in the work plans.

The reports will include the following information plus the requirements listed in Appendix I (or as appropriate) of the RECAP Document, as applicable:

1. Site Characterization
  - a. Scaled site diagram showing tank, size and location. Scaled site diagram showing fixtures, piping, utilities, and etc.
  - b. Scaled site diagram showing sample boring and monitoring well locations (test results and associated depths will be placed on the diagram at each boring or well location).
  - c. Scaled site diagram showing potentiometric lines.
  - d. Scaled site diagram showing the horizontal and vertical extent of contamination (soil, water, free phase).
  - e. Scaled site diagram showing the delineation of contamination plumes (when present).
  - f. Information describing groundwater elevations flow direction and velocity.
2. Documentation generated during the assessment will be included with the final report (boring logs, well diagrams, and etc.).
3. Copies of test results will be included in the final report.
4. A statement of findings will provide and interpret test results and other data.
5. The report will contain written conclusions as to the extent and findings of the assessment.
6. The report will also contain a section providing remediation recommendations for the procedures, time, and cost of cleaning up to the site. Plan and profile drawings of the tank bed(s) will be included to show the location and volume amounts of contaminated soil and/or water to be excavated or removed.

All reports for assessments will be paid for according to the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document.

7. The report will contain plan and profile sheets showing location of UST(s) and the location, extent and amounts of contaminated soil required for removal or remediation. Clean overburden extent and amounts associated with tanks should also be shown.
8. Environmental Site reports will contain itemized and total cost estimates for all remediation cost, and for any additional Phase II assessment costs.

### **Corrective Action Plan (CAP)**

Upon the review of the site RECAP report by the LDEQ, and whereupon it is determined that corrective action for the site is warranted, the Consultant will develop and submit to the LDEQ a Corrective Action Plan (CAP) for review and approval. The preparation and submittal of the CAP will be coordinated with the Project Manager in a timely manner prior to its submittal to the LDEQ.

1. At a minimum, the CAP will consist of multiple remediation options with adequate discussion on each option. A recommendation of the option of choice for the site will be proposed by the Consultant. All options will be proven methods in the industry and no experimental methodologies will be considered. The projected cost for each option will be developed and included within the proposed CAP or as a separated document for review and approval by the DOTD.
2. Upon the approval of the CAP by the LDEQ and the DOTD, the Consultant will proceed with the implementation of the CAP as specified therein.
3. Upon completion of all tasks specified under the CAP, the Consultant shall submit all reports, and/or etc. to the LDEQ with copies of the reports also submitted to the DOTD Project Manager. The DOTD Project Manager will coordinate with the LDEQ to determine final approval of reports and completion of site work by the Consultant.

Work under this contract will be performed in accordance with applicable rules and regulations of the Louisiana Department of Environmental Quality, the U.S. Environmental Protection Agency, and the Louisiana Water Well Rules, Regulations and Standards. All certifications, licenses, and safety training will be met and maintained according to the requirements of the appropriate regulatory agencies for all personnel employed in the fulfillment of this contract.

### **ADDITIONAL SERVICES**

The scope of services, compensation, and contract time for any additional work (if required) will be established by Supplemental Agreement(s).

## ITEMS TO BE PROVIDED BY THE DOTD

The DOTD will provide copies of or access to maps, surveys, plans, right-of-way information, and/or any other pertinent information in its files which may assist the Consultant in performing this work.

## 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
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
19. LDEQ UST Closure Guidance Document
20. State of Louisiana Water Well Rules and Regulations and Standards
21. Appendix I of the RECAP Document
22. Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document
23. Construction of Geotechnical Boreholes and Groundwater Monitoring Systems
24. Louisiana risk Evaluation and Corrective Action Program Document
25. Louisiana Water Well Rules, Regulations and Standards

## COMPENSATION

Compensation for the required services rendered in connection with this Contract will be based on negotiated work hours and billable rates/unit costs in accordance with the latest version of the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document for the actual time spent on the project, with a maximum limitation of **\$300,000**.

**Compensation for all services not covered under the Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document will be made in accordance with current engineering standards.**

### **CONTRACT TIME**

The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **540 calendar days**. The delivery schedule for all project deliverables will be established by the Project Manager.

### **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. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Environmental Engineer, registered in the State of Louisiana, with at least five years experience in the performance of corrective action(s) of UST facilities.
3. The Prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. One Professional Geologist.
  - b. One Certified Hazardous Waste Supervisor (with 40 hours 29 CFR 1910.120, Hazardous Worker Course, Levels B, C, & D).
  - c. One LDEQ Certified Worker with experience in UST Installation, Repair and Closure.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's 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. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

### **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 6 in this category

\*\* Location will be based from Marksville, Louisiana

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](http://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. **Proof of Inspector's certification 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 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. **737-99-0897**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, January 2, 2008**, 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.