ENGINEERING AND RELATED SERVICES
July 6, 2007

STATE PROJECT NO. 700-99-0429
F.A.P. NO. STP-9907(509)
RETAINER CONTRACT FOR
BRIDGE PRESERVATION (ON-SYSTEM)
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/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Kian Yap may be reached at (225) 379-1330.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services to perform roadway design, roadway lighting design, fixed and movable bridge design, mechanical and electrical design of movable bridges, permit sketches, drafting, and construction related services, 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):

Stage 3: Design
- Part III: Preliminary Plans
- Part IV: Final Plans

Stage 5: Construction
- Part I: Construction Support
- Part II: Shop Drawings

In addition, the following services shall be performed:

Non-Destructive Load Testing

a) List of scope, instrumentation plan, and required equipment and materials.

b) One hard copy and one electronic copy, in PDF format, of report containing results, conclusions, and a comparison of measured data with theoretical results calculated using a three dimensional analysis model.

Load Rating

a) Two hard copies and one electronic copy, in PDF format, of the bridge rating report. The report should document all analysis methods, assumptions, and results.

b) A CD with all computer data files.

Design Software Requirement

The following is a list of pre-approved software. If any other software is used, a synopsis of the software shall be submitted for approval prior to use.

STAAD
ANSYS
Mathcad
CON-Span
MDX
RC-Pier
FB-Multipier
PCA Column
L-Pile
Virtis
Opis

A synopsis of electronic data processing applications for the design of bridges, if not contained in the pre-approved list above, shall be submitted to the DOTD's Bridge Design Engineer for approval prior to use. The synopsis shall include the following:

a. A general explanation of each electronic data processing application to be used, and certification by the Consultant that it is maintained in accordance with the latest AASHTO Standard Specifications for Highways and Bridges.

b. The name of the developer or the name of the company providing services to the Consultant for each electronic data processing application.

c. An account of the Consultant's experience and the experience of other organizations or agencies that use each electronic data processing application.

ITEMS TO BE PROVIDED BY DOTD

The Consultant will be provided the following:

- Survey in standard DOTD format (InRoads file)
- Right of Way Maps, including Title Research Reports, Updates, Take-Offs, and Property Survey (as required)
- General Bridge Plans or Type Size and Location of Structure
- Plans at an intermediate stage (Electronic files will be provided by DOTD if the project is to be initiated during a phase of development.)
- Geotechnical Design
- Borings
- Pavement design
- Hydraulic data
- Traffic Data
- Standard Plans
- As-built plans if available
- Available design information and details – The Consultant will be required to work with General Files to view and copy plans.
- Access to Virtis input tables for the On-System Bridges
- DOTD rating guidelines

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 LRFD Design Specifications
2. AASHTO LRFD Movable Highway Bridge Design Specifications
3. AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
4. ASTM Standards or DOTD Test Procedures
5. DOTD Location and Survey Manual
6. DOTD Roadway Design Procedures and Details
7. DOTD Hydraulics Manual
8. Louisiana Standard Specifications for Roads and Bridges
9. Manual of Uniform Traffic Control Devices (MUTCD)
10. DOTD Traffic Signal Design Manual
11. National Environmental Policy Act (NEPA)
12. National Electric Safety Code

13. National Electric Code (NFPA 70)
14. DOTD Environmental Impact Procedures (Vols. I-III)
15. Policy on Geometric Design of Highways and Streets
16. Construction Contract Administration Manual
17. Materials Sampling Manual
18. DOTD Bridge Design Manual and LRFD Bridge Design Manual
19. Consultant Contract Services Manual
20. Geotechnical Engineering Services Document
21. Bridge Inspectors Reference Manual
22. DOTD "A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems"

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be made based on non-negotiated work-hours and billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of $2,000,000. 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/travelguide.pdf. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

This Retainer Contract shall be in effect for the duration of four 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 four year contract time, no new TOs will be executed; however, the Consultant will complete any work in progress.

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 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 Civil Engineer registered in the State of Louisiana, with at least 5 years experience in the use of the Louisiana Standard Specifications for Roads

and Bridges and the Louisiana DOTD Bridge Design Manual, and have a corresponding support staff with the following minimum experience:

a. One Professional Civil Engineer registered in the State of Louisiana, with 10 years of experience in reinforced concrete and pre-stressed concrete bridges, steel plate girders, fender and pier protection systems, bridge scour repairs, bridge bearings, and bridge expansion joint repairs.

b. One Professional Civil Engineer registered in the State of Louisiana, with 2 years of bridge rating experience.

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) One Professional Mechanical Engineer (and support staff) registered in the State of Louisiana, with at least 10 years experience designing Mechanical Systems for movable bridges.

b) One Professional Electrical Engineer (and support staff) registered in the State of Louisiana, with at least 10 years experience designing Electrical Systems for movable bridges.

c) One Professional Electrical Engineer (and support staff) registered in the State of Louisiana, with at least 5 years experience designing Roadway Lighting for the Louisiana DOTD, which was performed within the last 5 years.

d) One Professional Structural Engineer (and support staff) registered in the State of Louisiana, with 10 years of experience in the design of movable bridges.

e) One Professional Civil Engineer registered in the State of Louisiana, with 5 years of experience in Roadway Design.

f) One Professional Engineer with a Masters degree in Civil Engineering registered in the State of Louisiana, with 2 years of experience in non-destructive load testing of bridge structures.

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.

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 4 in this category

Note: The Bridge Design (Moderate) (BB) 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. 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 one copy 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. 700-99-0429 and will be submitted **prior to 3:00 p.m. CST** on **Monday, July 30, 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.