

**ENGINEERING AND RELATED SERVICES
JULY 11, 2008**

**STATE PROJECT NO. 750-99-0155
INSPECTIONS OF STATE-REGULATED DAMS
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. Zahir "Bo" Bolourchi, P.E. may be reached at (225) 274-4172 or BoBolourchi@dotd.la.gov

PROJECT DESCRIPTION

The DOTD Dam Safety and Water Resources Unit is charged with the responsibility for regulating and enforcing the Louisiana Dam Safety program, to ensure that public safety is not compromised by the presence of dams, and to minimize potential hazards to downstream life and property in the event of a dam failure (R.S. 38:21-28). DOTD operates and maintains 20 state constructed reservoirs and is responsible for inspecting over 520 publicly and privately owned dams to the extent deemed necessary to ensure that the man-made impoundment structure and the attendant water-control devices are functioning to design capabilities.

The selected Consultant will perform 175 dam safety inspections, evaluations and reports per year throughout the state, as determined by DOTD.

SCOPE OF SERVICES

The basic services to be performed include dam safety inspections, evaluation and reporting of 175 state regulated dams. The selected Consultant will be required to provide the following services:

Inspection of Dams

As part of the on-going implementation of the Louisiana Dam Safety Program, the DOTD is proposing to have the dams inspected under its jurisdiction by a qualified independent consultant. Representative experience submitted to qualify for selection will include the experience of the independent consultant and any other staff that may be required.

The scope of work consists of performing consulting engineering services which include notifying the dam owner, other interested parties and DOTD of impending inspections, reviewing available plans, reviewing previous DOTD Dam Evaluation Reports and documents, performing safety inspections of 25 high hazard category dams, 65 significant hazard category dams and 85 low hazard category dams, and preparing and submitting Dam Evaluation Reports to DOTD for review, using DOTD's electronic template (see Attachment).

Project Scheduling and Notifications

DOTD will provide a list of dams to be inspected by the consultant. The consultant will be responsible for scheduling all inspections, optimizing the field work schedule, and obtaining DOTD's approval. Consultant will provide written notification of each inspection to the dam owner, other interested parties, and to DOTD no later than 15 days prior to the scheduled inspection.

Field Inspections

All available DOTD-maintained inspection reports, construction as-built drawings, instrumentation records, project modifications, drawings, and other available information will be reviewed by the consultant prior to each field inspection.

A safety inspection for all 25 high and 65 significant hazard category dams will be conducted by at least one professional engineer (see Qualifications). All low hazard category dams may be inspected by an engineering technician (see Qualifications), under the direction and supervision of the consulting engineer.

The inspection will include all accessible features of the project, including embankments, concrete sections, spillways, galleries, intakes, outlet works, and discharge, channels. Particular attention should be given to detecting evidence of leakage, erosion, seepage, instability, undue settlement, displacement, tilting, cracking, deterioration, and improper function of drains and relief wells. The adequacy and quality of maintenance and operating procedures as they pertain to the safety of the dam and operation of the control facilities should also be assessed. Digital photographs and drawings should be freely used to record conditions in order to supplement and support written descriptions.

The field inspection should include review of the following:

- Concrete structures including concrete surfaces, structural cracking, movement – horizontal and vertical alignment, junctions and tie-ins with abutments and/or embankments, drains – foundation, joint, and face drains, water passages, seepage or leakage, monolith joints, construction joints, foundations, etc.
- Embankment structures including settlement, slope stability, seepage, drainage systems, slope protection, etc.

- Spillway structures including control gates and operating machinery, unlined spillways, approach and outlet channels, stilling basin and energy dissipation, etc.
- Outlet works including intake structure, operating and emergency control gates, conduits, water passages, etc.
- Drawdown facilities including safety and performance instrumentation, reservoir, downstream channel, operation and maintenance features, etc.

Dam Evaluation Reports and Deliverables

Consultant will submit a draft Dam Inspection and Evaluation Report, using DOTD’s electronic template (see ATTACHMENT “A”), to the DOTD for review and comments within 15 working days after the completion of each dam inspection. The final report will be submitted to the DOTD within 10 working days after receipt of comments.

The report will encompass information obtained from the pre-inspection review and will report the results of the field inspection. The content of the report should include, but is not limited to, the following:

- Executive Summary (Significant Findings)
- Description of Project Features
- Summary of Construction History, Operations, and Modifications
- Geologic and Seismic Considerations
- Instrumentation
- Field Inspection
- Structural Stability
- Spillway Adequacy
- Adequacy of Maintenance and Methods of Operations
- Conclusions
- Recommendations
- Certification

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. DOTD Stage 1 Manual of Standard Practice
20. DOTD Training Series - Inspection of Embankment Dams
21. DOTD Training Series – Preparing to Conduct a Dam Safety Inspection
22. DOTD Training Series – Identification of Visual Dam Safety Deficiencies
23. DOTD Training Series – Documenting and Reporting Findings from a Dam Inspection
24. DOTD Training Series – Evaluation of Seepage Conditions
25. DOTD Training Series – Evaluation of Embankment Dam Stability and Deformation
26. DOTD Training Series – Inspection of Spillways and Outlet Works
27. DOTD Training Series – Inspection of Concrete and Masonry Dams
28. DOTD Training Series – Evaluation of Concrete Dam Stability
29. DOTD Training Series – Inspection of Foundation, Abutments and Reservoir Rim
30. Louisiana Dam Safety Program – Dam Safety Rules and Regulations, March 1997 (www.dotd.la.gov/intermodal/dams/home.asp)
31. Association of State Dam Safety Officials (ASDSO) Standards

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be based on negotiated work-hours using DOTD established billable rates and the Consultant's proposed, and DOTD approved, unit prices for the actual time spent on the project, with a maximum limitation.

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 AND NOTICE TO PROCEED

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 **365 calendar days**, renewable for up to three years. The delivery schedule for all project deliverables will be established by the DOTD 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 Principle or a Responsible Member of the Prime-Consultant must be a Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years experience in the design and inspection of dams, including earth, rockfill, concrete gravity, concrete buttress, and combinations.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - At least two qualified individuals experienced in the inspection of dams and/or levee systems, and familiar with State of Louisiana rules and regulations governing dam safety.

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. *

*All respondents will receive a 4 for this category.

This complexity level of this project is Specialty/Complex.

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, 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 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/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.

In Section 14 of the SF 24-102, the Consultant will demonstrate experience in working in the State of Louisiana and knowledge of the DOTD’s Dam Safety Rules and Regulations.

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. **750-99-0155**, and will be submitted **prior to 3:00 p.m. CST on Monday, July 28, 2008**, 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.

ATTACHMENT "A"

LADOTD DAM INSPECTION AND EVALUATION REPORT

Inspection Date:

Report Prepared by
Reviewed and Approved by

Name of Dam
Downstream Hazard
State ID No.
Parish
DOTD District
Design Engineer

■ OWNER INFORMATION

Name of Owner
Person to Contact (Name, Address, City, State, Phone, Fax)

Additional person to contact if applicable

Additional person to contact if applicable

■ DAM INFORMATION

Location of Dam

Brief Description of Condition of Dam

Description of Dam

History of Dam

Present Pool Elevation (ft)

Present Tailwater Elevation (ft)

Operation and Maintenance Procedures

■ EARTH EMBANKMENTS

Dimensions/Shape/Describe Overall Condition

Upstream Shore Protection

Upstream Slope

Crown

Downstream Slope

Downstream Berm

Downstream Slope (Below Berm)

Area at Embankment Toe and Beyond

Drains

Abutments

Embankment at Junction of Concrete Structures

Fence

Other

■ SPILLWAY

Type (Gated or Ungated)

Concrete Weir

Stilling Basin

Concrete Sill

Approach Channel

Discharge Channel

Gates and Operations

Drains

Other

■ OUTLET WORKS

Type and Description

Intake Structure

Outlet Structure

Outlet Channel

Gates and Related Devices

Other

■ IRRIGATION STRUCTURE

Type and Description

Intake Structure

Outlet Structure

Outlet Channel

Gates and Related Devices

Other

■ INSTRUMENTATION

Monumentation/Surveys

Observation Wells

Weirs

Piezometers

Stream Gage Recorder

Other

■ RESERVOIR

Slope

Bank

Sedimentation

Other

■ INSPECTION TEAM

Name

Title

Agency

■ OTHER

(Note: Attach supplemental Documentation – Pictures, Surveys, Interviews, Sketches, etc)

Form No. DOTD-DS3
July 1, 2000