ENGINEERING AND RELATED SERVICES
July 4, 2008

STATE PROJECT NO. 700-99-0471
RETAINER CONTRACT FOR PAVEMENT PRESERVATION
DISTRICTS 02, 03, 07, 61, AND 62

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. Mark Chenevert may be reached at (225) 379-1591.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services for projects in Districts 02 (Bridge City), 03 (Lafayette), 07 (Lake Charles), 61 (Baton Rouge) and 62 (Hammond) 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 services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 3: Design
- Part I: Surveying Services
  - (a) Topographic Survey
- Part III: Preliminary Plans
- Part IV: Final Plans
- Part VII: Construction Proposal

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

STAGE 3: DESIGN

The services to be performed are described more specifically as follows:

Part I (a) Topographic Survey

If required, the Consultant may be tasked to perform all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the project. The DOTD requirements which shall govern this survey are specified in the current edition of the DOTD Location and Survey Manual. Deviations to the manual shall be approved by the Program Manager. The survey shall include, but is not limited to, one or more of the following:

1) Station the project centerline every 100'. Paint stations on paved shoulder, or where no paved shoulder exists, paint stations on travel lanes outside of apparent wheel paths.
2) Station reference points along the project in the event the painted centerline stations fade.
3) Station and inspect all drainage structures. Note condition, cover, size, type, thickness, length and other information required in EDSM I.1.1.11. Cross-section the roadway and ditches at cross drain locations.
4) Cross-section the roadway and ditches at a minimum of every 1000' but not less than 3 representative sections. Cross-section the roadway at the PC, PT, and apex of curves to determine superelevation rates, and at visible changes in cross slopes. Station and cross section intersecting roads or driveways within curve and note radii, if applicable. Cross section 0’, 25’, 50’ and 100’ from bridge ends.
5) Station and measure travel lanes and shoulder widths at transition points or changes in material type. Station and measure turn lanes, acceleration and deceleration lanes, and parking lanes. Locate all roads and driveways within 200’ of bridge end.
6) Determine the degree of curves, note directions, and locate the stations of the observed PCs and PTs.
7) Count existing mailboxes within project limits. Count number of single, double, and multiple mailbox supports. Record the length and width of any existing mailbox pads.
8) Measure the length, draw up the attachment, and cross-section the guard rails on all bridges. Record the bridge number and type of end treatments on the bridge and other information required in EDSM I.1.1.11.
9) Station and describe with approximate quantities, the type of striping, symbols, school crossings, railroad crossings, turn arrows, legends, and posted speed limit signs.
10) Count all driveways. Note type of material, whether residential, field, or commercial. Measure the width of concrete driveways at or near the edge of the shoulder. Measure the width of asphaltic driveways at a point approximately 8’ from the near edge of the travel lane.
11) Station all railway grade crossings within project limits. Measure and record crossing length, including existing pads.
12) Measure the area to be overlayed on parish and state turnouts.
13) Station any exceptions, such as a new bridge replacement that does not need overlaying and concrete bridge decks that need no work.
14) Station and offset all manholes, water valves, gas valves, and any other utilities that need to be adjusted during construction.
15) Locate utilities within limits of construction.

16) Station and measure the depth of any rutting if project requires cold planing and base is not reworked.
17) Note any existing loop detectors and locate by cross road names.
18) Station and provide offset and description of any fixed appurtenances within 15' of the edge of the travel lane.
19) Station and measure the size of existing roadway patches.
20) Stations are to be correlated with Control Section Log Miles (CSLM) at the begin and end of the project, drainage structures, railway crossings, and as directed by the District Project Manager.

Part III: Preliminary Plans

Preliminary plans shall consist of all engineering services required for the completion of preliminary plans and initial cost estimates for the project. Schedule for completion shall conform to the contract time specified in the contract or as established by supplemental agreement or task order.

The services to be performed under this Part consist of the following:

1) Assembly and study of existing data, As-Built plans, improvement studies, boring information, traffic data, and field reconnaissance. A copy of the relevant information used for plan development is to be sent to the District Project Manager with the preliminary plan submittal.
2) If sub-grade soil borings are required the Consultant may be tasked to perform one or more of the following:
    a. Prepare location plans for the borings and any subsequent plans for additional locations as deemed required by DOTD. At a minimum, sampling locations and reporting shall be in accordance with EDSM I.1.1.11. Location plans shall be approved by the District Project Manager and District Laboratory Engineer.
    b. Perform the sampling and/or testing and reporting of the borings. The Consultant shall utilize an AASHTO accredited laboratory for soils sampling and testing. Qualified laboratories can be found on the website www.amrl.net. Information regarding sampling and testing shall be in accordance with the DOTD Materials Sampling Manual and DOTD Testing Procedures Manual.
    c. Perform the sampling and/or testing and reporting of the pH and resistivity. At a minimum, the locations shall be in accordance with EDSM II.2.1.6.
    d. Testing schedules and reports shall be approved by the District Laboratory Engineer.
3) The design and preparation of preliminary plans shall be in accordance with the requirements outlined in the latest AASHTO Standard Specifications for Highways and Bridges and in the current editions of DOTD's Roadway Plan Preparation Manual, Bridge Design Manual, Hydraulics Manual, Pavement Preservation Program Standard Operating Procedures, EDSM I.1.1.11, 3R

Standards, and Design Standards for Overlay or Widening and Overlay or Rural Highways and Roads, and in accordance with the District Project Manager and the Program Manager.

4) The plan submittals are as follows:

    a. 1 set of preliminary plans (8 ½" x 11") to the Environmental Section and 1 set to the Pavement Design Section. The Consultant will be responsible for providing information to the DOTD to be used in the Environmental Clearance process. This information shall include, but not limited to, drawings required to obtain permits.
    b. One set of letter size 8 ½" x 11" plans, needed for site inspection, shall be submitted to the District Project Manager for review. The Consultant shall be required to correct the plans, if applicable, and distribute copies to the appropriate DOTD personnel as directed by the District Project Manager prior to scheduling the site inspection. The Consultant shall coordinate the site inspection with the District Project Manager and appropriate DOTD staff. After completion of site inspection and incorporation of comments into the plans, the Consultant shall then submit one copy of the plans and EDSM I.1.1.11 attachments to the Program Manager and the District Project Manager. The revised plans are to be dated and stamped "Preliminary". Following review of the preliminary plans, the Consultant shall incorporate the comments accordingly.

5) Specifications for the project shall be in accordance with the latest edition of Louisiana Standard Specifications for Roads and Bridges, and with the current practices of the DOTD.
6) Preparation of initial cost estimates based on the preliminary plans.
7) Preparation of all special specifications, specialty item descriptions, and details for the project.
8) The design standards for this improvement shall comply with the criteria prescribed in 23 CFR 625, Design Standards for Highways and the current DOTD Design Guidelines for Preservation Projects. The format of the plans shall conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character.
9) Design of preliminary plans shall be done in English units of measurement.

Part IV: FINAL PLANS

Final plans shall consist of all services required for the completion of final plans, specifications, construction proposal, and cost estimate for the project. The final plan phase will be initiated following completion of the preliminary plans.
The services to be performed under this Part consist of the following:

1) Design and preparation of completed detailed final plans shall be in accordance with requirements as listed in Part III. The final plans are to include detailed final drawings for specialty items, layouts, utility locations, if applicable, or any other special details.

2) Preparation and submittal of construction cost estimates based on the final plans.
3) Written justification of estimated costs following the construction bid if estimate is not in conformance with actual bid costs.
4) Distribution of the final plans for review, as directed by the District Project Manager. Disposition of preliminary plan review comments to the District Project Manager.
5) Submittal of the completed Pavement Preservation Constructability /Biddability Review document to the District Project Manager and Program Manager.
6) After reviews have been received and comments incorporated, final plans shall be stamped and signed. A copy of the plans shall be sent to the District Project Manager along with copies of any comments received from the review.
7) Submittal of stamped, signed final plans to the Program Manager. The plans are to be accompanied by a CD containing PDF's of the plan sheets and CAD files in .dgn format. The CD shall be properly indexed, neatly arranged and contain a copy of all design computations used in developing the pay quantities and the drainage design data for culverts and storm sewers, as applicable. The submittal shall be accompanied by a written certification from the Consultant that a detailed check of such computations by qualified personnel has been made prior to submission. At any stage of the plan development process, the District Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository. More information may be found at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp
8) Plan sheets shall be letter size, 8 ½" x 11 ½". Top, bottom, and right hand margins shall be at least ¼ inch, and left-hand margin shall be at least ¾ inch.
9) All plans submitted by the Consultant shall conform to the quality standards adopted by the DOTD and the DOTD's Chief Engineer may reject any plans not conforming to these standards.

Part VII: Construction Proposal

Construction Proposal services shall consist of the following:

1) The Consultant shall prepare the construction proposal documents in accordance with DOTD's standard practices.
2) The Consultant shall determine the estimated contract time for the project in accordance with acceptable industry practices.
3) The Consultant shall deliver the construction proposal, in electronic format (MS Word) to the District Project Manager and the Program Manager in conjunction with the delivery of final plans or as directed by the District Project Manager.
4) The Consultant shall review the documents for completeness and proper coordination of plans, specification, construction items and quantities prior to delivery of these documents to the DOTD. Any corrections required shall be the responsibility of the Consultant.
5) The DOTD shall be responsible for reproduction of plans/proposal and letting and award of the project.

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 (DOTD Test Procedures govern)
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. National Environmental Policy Act (NEPA)
8. National Electric Safety Code
9. National Electric Code (NFPA 70)
10. DOTD Environmental Impact Procedures (Vols. I-III)
11. Policy on Geometric Design of Highways and Streets
12. Construction Contract Administration Manual
13. DOTD Materials Sampling Manual
14. DOTD Materials Testing Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. DOTD Engineering Directives and Standards
18. Pavement Preservation Design Guidelines
19. Design Standards for Overlay and Widening and Overlay

ITEMS TO BE PROVIDED BY DOTD

The Consultant will be provided with the following:

a) Scope and Budget
b) Project Numbers
c) Traffic Data
d) Pavement Design
e) Standard Plans

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be determined on the basis of a non-negotiated lump sum amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **$300,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three 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 "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.

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 as.
3. The Prime-Consultant must also employ on a full time basis, a minimum of one Registered Professional Civil Engineer with at least five years experience in roadway design, and a corresponding support staff.
4. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
    a) One Registered Professional Land Surveyor

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 Opelousas**,** Louisiana
The Road Design Rural (RR) performance rating will be used for this project.

The complexity level of this Project is 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, 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.

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. **700-99-0471,** 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.