

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 contract execution.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Chris Guidry may be reached at (225) 379-1328.

PROJECT DESCRIPTION

The selected Consultant will perform engineering and related services which may include **roadway design, fixed and movable bridge design (including rehabilitation and/or repair)**, permit sketches, drafting, and construction related services for proposed projects covered by this Retainer Contract under separate Task Orders (TO's). The Consultant will be required to execute a TO for each designated project, which shall specify the scope of services, contract time, and compensation. Each executed TO shall become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

a) Topographic Survey

Part III: Preliminary Plans

Part IV: Final Plans

Part VII: Construction Proposals

Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

In addition, the following services may be required:

Load Rating

All bridges will be load rated in accordance with the AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges. Please see the “LADOTD LRFR Guidelines” for the rating and submittal requirements.

In addition to the above stated requirements, the final rating report package will include an electronic copy of the final and existing plans for reference.

Design Peer Review

This work will include, but is not limited to, the following:

- a) Provide peer review of developed plans and perform calculations as requested and deemed needed.
- b) Submit a report that describes the analysis and that provides conclusions and recommendations.

Design Software Requirement

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

STAAD
LUSAS
Mathcad
CONSPAN
MDX
RC-Pier
FB-Multiplier
PCA Column
L-Pile
Virtis

A synopsis of electronic data processing applications for the design of bridges, if not contained in the pre-approved list above, will be submitted to the DOTD’s Bridge Design Engineer for approval prior to use. The synopsis will 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 LRFD Bridge Design Specifications or Standard Specifications for Highways and Bridges, as applicable.
- 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.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of **contract execution**:

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 at least five 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 ten 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 two years of bridge rating experience.
3. In addition, the Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a) One Professional Civil Engineer registered in the State of Louisiana, with five years of experience in Roadway Design.
 - b) One Professional Mechanical Engineer registered in the State of Louisiana, with at least **five** years of experience designing Mechanical Systems for movable bridges, with a corresponding support staff.
 - c) One Professional Electrical Engineer registered in the State of Louisiana, with at least **five** years experience in designing Electrical Systems for movable bridges, with a corresponding support staff.
 - d) One Professional Civil Engineer registered in the State of Louisiana, with **five** years of experience in the design of movable bridges.

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.

DBE – The selected Consultant/Team will have a DBE/WBE goal of 10% of the contract fee. DBE participation will be limited to the firms listed on the LA DOTD approved certification list.

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 identified with **State Project Numbers 700-99-0485, 700-99-0486, 700-99-0487, and/or 700-99-0488. If submitting for more than one project, please only send one set (one stamped original and four copies) of the SF 24-102, clearly marked with the State Project Numbers you wish to be considered for.** 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. **700-99-0488**, and will be submitted **prior to 3:00 p.m. CST on Monday, February 16, 2009**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mrs. Dawn G. Picard, 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