

STATE OF LOUISIANA

US 90 (FUTURE I-49)
LA 318 INTERCHANGE
DESIGN-BUILD PROJECT

ST. MARY PARISH

STATE PROJECT NO. H.004932
FEDERAL PROJECT NO. H004932

REQUEST FOR QUALIFICATIONS

AUGUST 19, 2014



TABLE OF CONTENTS

1.0 INTRODUCTION AND GENERAL INFORMATION 1

1.1 ABBREVIATIONS AND DEFINITIONS 1

 1.1.1 Abbreviations 1

 1.1.2 Definitions 1

1.2 PROJECT GOALS 4

1.3 ROLE OF THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT 5

1.4 PROJECT DESCRIPTION, DESIGN-BUILDER RESPONSIBILITIES, AND PROJECT STATUS 5

1.5 PROJECT SCHEDULE 5

1.6 CONTRACT TYPE 5

1.7 PAYMENT AND STIPULATED AND/OR GENERAL DAMAGES 6

1.8 GOVERNING LAW 6

1.9 INSURANCE, BONDING, LICENSING, AND SECURITIES 6

1.10 RULES OF CONTACT 7

1.11 PROPOSER QUESTIONS 8

1.12 REQUEST FOR QUALIFICATIONS ADDENDA 8

1.13 NOTIFICATION OF FIRMS ON THE SHORT-LIST 8

1.14 COSTS 8

1.15 INELIGIBLE FIRMS 8

1.16 ORGANIZATIONAL AND CONFIDENTIALITY REQUIREMENTS 9

1.17 PROPOSAL STIPEND 10

1.18 FEDERAL REQUIREMENTS 10

2.0 PROCUREMENT PROCESS 10

2.1 OVERALL PROCUREMENT PROCESS 10

 2.1.1 Request for Qualifications Phase 11

 2.1.2 Request for Proposals Phase 11

2.2 PROCUREMENT SCHEDULE 12

3.0 EVALUATION PROCESS FOR THE STATEMENT OF QUALIFICATIONS 12

3.1 EVALUATION OBJECTIVE 12

3.2 REVIEW AND EVALUATION OF THE STATEMENT OF QUALIFICATIONS 13

3.3 EVALUATION FACTORS FOR THE REQUEST FOR QUALIFICATIONS/STATEMENT OF QUALIFICATIONS 13

 3.3.1 Statement of Qualifications Responsiveness 13

 3.3.2 Pass/Fail Evaluation Factors 13

 3.3.3 Technical Evaluation Factors 13

3.4 REQUESTS FOR CLARIFICATION 14

3.5 DETERMINATION OF THE SHORT-LIST 15

3.6 CHALLENGE 15

4.0 STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS 15

4.1 DATE AND TIME OF RECEIPT 15

Louisiana Department of Transportation and Development

4.2	SUBMITTAL ADDRESS	16
4.3	PAGE LIMIT, FORMAT, AND QUANTITIES	16
4.4	CONTENT OF THE STATEMENT OF QUALIFICATIONS	16
4.4.1	Cover Letter	17
4.4.2	Executive Summary	18
4.4.3	Evaluation Factor Objectives and Requirements	18
4.4.3.1	Legal	18
4.4.3.2	Financial.....	19
4.4.3.3	Organization and Key Managers	20
4.4.3.4	Proposer Experience	20
4.4.3.5	Past Performance	21
5.0	PROTESTS	23
5.1	WRITTEN PROTESTS ONLY	23
5.2	PROTEST CONTENTS	24
5.3	PROTEST PRIOR TO THE STATEMENT OF QUALIFICATIONS DUE DATE	24
5.4	PROTEST PRIOR TO ANNOUNCING THE SHORT-LIST	25
5.5	PROTEST REGARDING SHORT-LIST DECISION	25
5.6	RIGHT OF APPEAL	25
6.0	LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT RIGHTS AND DISCLAIMERS	26
6.1	LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT RIGHTS	26
6.2	LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT DISCLAIMERS	27
7.0	COMPLIANCE WITH APPLICABLE LAWS.....	28

APPENDICES

APPENDIX A -	PROJECT DESCRIPTION, DESIGN-BUILDER RESPONSIBILITIES, AND PROJECT STATUS
APPENDIX B -	FORMAT AND ORGANIZATION FOR STATEMENT OF QUALIFICATIONS
APPENDIX C -	STATEMENT OF QUALIFICATIONS FORMS

1.0 INTRODUCTION AND GENERAL INFORMATION

The purpose of this Request for Qualifications (RFQ) is to seek Statements of Qualifications (SOQ) from a limited number of qualified Proposers for the design, construction, and other identified activities for the US 90 (Future I-49) LA 318 Interchange Design-Build (DB) Project (Project).

Statements of Qualifications will only be accepted from Proposers intending to provide services required under the Contract. Responses from individual engineering, construction, or consultant firms not offering to provide all required services will not be accepted.

1.1 ABBREVIATIONS AND DEFINITIONS

This Request for Qualifications includes abbreviations and specific defined terms as indicated below.

1.1.1 Abbreviations

CQAP	Construction Quality Assurance Program
DB	Design-Build
DBE	Disadvantaged Business Enterprise
EA	Environmental Assessment
FONSI	Finding of No Significant Impact
ITP	Instructions to Proposers
JV	Joint Venture
LA DOTD	Louisiana Department of Transportation and Development
LLC	Limited Liability Company
NEPA	National Environmental Policy Act
NOI	Notice of Intent
NTP	Notice to Proceed
RFQ	Request for Qualifications
SOQ	Statement of Qualifications
US	United States

1.1.2 Definitions

“Addenda/Addendum” means supplemental additions, deletions, and modifications to the provisions of the RFQ after the Advertisement date of the RFQ.

“Advertisement” means a public announcement in the form of the Notice of Intent (NOI) inviting prospective Proposers to obtain an RFQ and submit an SOQ. The Advertisement includes a brief description of the Work proposed to be the subject of the procurement with an announcement where the RFQ may be obtained, the terms and conditions under which SOQs will be received, and such other matters as the LA DOTD may deem advisable to include therein. The Advertisement for this Project was published on July 7, 2014.

Louisiana Department of Transportation and Development

“Affiliate” means any of the following:

- A) A Person which directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with the following:
 - 1) The Proposer; or
 - 2) Any other Principal Participant; or
- B) An Affiliate may also be any Person for which ten percent or more of the equity interest in such Person is held directly or indirectly, beneficially or of record, by the following:
 - 1) The Proposer;
 - 2) Any Principal Participant; or
 - 3) Any Affiliate of the Proposer under part (A) of this definition.

For purposes of this definition, the term “control” means the possession, directly or indirectly, of the power to cause the direction of the management of a Person, whether through voting securities, by contract, by family relationship, or otherwise.

“Clarification” means a written exchange of information that takes place between a Proposer and the LA DOTD after the receipt of all SOQs during the evaluation process. The purpose of Clarifications is to address ambiguities, omissions, errors or mistakes, and clerical revisions in an SOQ.

“Construction Quality Assurance Program” means the overall quality program and associated activities including the LA DOTD’s verification, the Design-Builder’s internal Quality Control and Construction Quality Acceptance Firm’s QA, the Contract quality requirements, and the Design-Builder’s Construction Quality Management Plan.

“Construction Subcontractor” means a subcontractor retained by the Proposer that will be involved in the actual construction of the Project.

“Contract” means the written agreement between the LA DOTD and the successful Proposer setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the Work, the furnishing of labor and material, and the basis of payment. The Contract includes the Contract Documents identified in the Request for Proposals (RFP); the successful Proposer’s Technical Proposal; the successful Proposer’s Price Proposal; the Notice to Proceed (NTP); and any amendments, supplemental agreements, and change orders that are required to complete the design and construction of the Work in an acceptable manner, including authorized extensions thereof, all of which constitute one instrument.

“Contract Documents” means the DB Agreement, DB Sections 100s, Design Requirements and Performance Specifications, any RFP Plans, any identified Engineering Data, the successful Proposer’s Technical Proposal, the successful Proposer’s Price Proposal, and all provisions required by law to be inserted in the Contract whether actually inserted or not. Whenever separate publications and the LA DOTD’s Standard Specifications are referenced in the Contract

Louisiana Department of Transportation and Development

Documents, it is understood to mean the publication and Standard Specifications, as amended, which are current on the date of Advertisement, unless otherwise noted.

“Design-Build” means a project delivery methodology by which the LA DOTD contracts with a Person that has responsibility for the design and construction of a project under a single contract with the LA DOTD.

“Design-Builder” means the Person selected pursuant to the RFP that enters into the Contract with the LA DOTD to design and construct the Project.

“Designer” means a Principal Participant, Specialty Subcontractor, or in-house designer that leads the team furnishing or performing the design of the Project.

“Instructions to Proposers” means those documents containing directions for the preparation and submittal of information by the Proposers in response to the RFP.

“Lead Principal Participant” means the Principal Participant that is designated by the Proposer as having the lead responsibility for managing the Proposer’s organization.

“Louisiana Department of Transportation and Development” means the Department or its representatives.

“Person” means any individual, firm, corporation, company, Joint Venture (JV), Limited Liability Company (LLC), or partnership.

“Principal Participant” means any of the following entities:

- A) The Proposer;
- B) Individual firms, all general partners, or JV or LLC members of the Proposer; and/or
- C) All Persons and legal entities holding (directly or indirectly) a 15% or greater interest in the Proposer.

“Project” means the improvements to be designed and constructed by the Design-Builder and all other Work product to be provided by the Design-Builder in accordance with the Contract Documents.

“Proposal” means the offer (in response to the RFP) of the Proposer for the Work, when executed and submitted in the prescribed format and on the prescribed forms.

“Proposer” means a Person submitting an SOQ for the Project in response to this RFQ, and, if selected for the Short-List, an entity submitting a Proposal.

“Reference Documents” means the documents provided with and so designated in the RFP. The Reference Documents, including plans contained therein and/or so designated, are not

Louisiana Department of Transportation and Development

Contract Documents and are provided to the Proposers for informational purposes and for use in the Proposer's Proposal preparation, at the Proposer's discretion.

“Request for Proposals” means a written solicitation issued by the LA DOTD seeking Proposals to be used to identify the Proposer offering the best value to the LA DOTD. The RFP includes the Instructions to Proposers (ITP), Contract Documents, and Reference Documents. This document is issued only to Proposers that are on the Short-List.

“Request for Qualifications” means the written solicitation issued by the LA DOTD seeking SOQs to be used to identify and short-list the most highly qualified Proposers to receive the RFP for the Project.

“Secretary” means the Secretary of the Louisiana Department of Transportation and Development.

“Short-List” means the list of those Proposers that have submitted SOQs that the LA DOTD determines, through evaluation of the SOQs, are the most highly qualified Proposers and that will be invited to submit Proposals in response to an RFP.

“Specialty Subcontractor” means those consultants or subcontractors identified by the Proposer to perform Work critical to the success of the Project, such as, the Designer, or any subcontractors for bridges, structures, pavement, or other specialty Work.

“Statement of Qualifications” means the information prepared and submitted by a Proposer in response to this RFQ.

“Weakness” means a flaw in the SOQ that increases the risk of unsuccessful Contract performance. A significant Weakness in the SOQ is a flaw that appreciably increases the risk of unsuccessful Contract performance.

“Work” means the furnishing of all labor, material, equipment, and other incidentals necessary or convenient to the successful completion of the Project and the carrying out of all the duties and obligations imposed by the Contract.

1.2 PROJECT GOALS

The Louisiana Department of Transportation and Development's goals for the Project are as follows:

- A) A Project within or under budget;
- B) A four-lane I-49 Corridor up-graded to interstate standards;
- C) A functional interchange at LA 318 and functional frontage road system;
- D) Contract execution no later than June 15, 2015;
- E) Maintenance of traffic during hurricane season and sugar cane harvest season;

Louisiana Department of Transportation and Development

- F) Maintenance of traffic on LA 318 during construction to provide unobstructed access to the sugar mill and to port facilities throughout construction;
- G) A high-quality facility that is safe, durable, and maintainable;
- H) A Project with no claims;
- I) A Project that is responsive to Stakeholders, including but not limited to, the community, utilities, LA DOTD, and FHWA;
- J) A Project that includes innovative means and methods of construction while remaining within the corridor established by the National Environmental Policy Act (NEPA) document that has community support; and
- K) Improved connectivity and system linkage for industrial and commodities transport to the sugar mill and port-related industries.

1.3 ROLE OF THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

In the context of the Project, the Louisiana Department of Transportation and Development is responsible for the following activities:

- A) Obtain environmental clearances and permits except those specifically assigned to the Design-Builder;
- B) Prepare the RFQ and RFP, evaluate the SOQs and Proposals, determine the Short-List, and select the Design-Builder;
- C) Procure and administer the Contract;
- D) Carry out all activities associated with the Construction Quality Assurance Program (CQAP);
- E) Provide due diligence information and data included in the Request for Proposals; and
- F) Approve and accept Work and payment for Work.

1.4 PROJECT DESCRIPTION, DESIGN-BUILDER RESPONSIBILITIES, AND PROJECT STATUS

See Appendix A.

1.5 PROJECT SCHEDULE

The anticipated time of Contract execution is no later than June 15, 2015.

See Section 2.2 for the procurement schedule.

1.6 CONTRACT TYPE

The Contract will be a fixed price, lump sum Design-Build Contract.

1.7 PAYMENT AND STIPULATED AND/OR GENERAL DAMAGES

The Design-Builder may provide a retainage bond in the amount of five percent of the Contract amount. *See Louisiana Revised Statutes 48:256.1* for further information regarding retainage.

The Contract will provide for stipulated damages relating to failure to meet the specified completion dates.

1.8 GOVERNING LAW

The laws of the State of Louisiana will govern the Request for Qualifications, Request for Proposals, and Contract.

1.9 INSURANCE, BONDING, LICENSING, AND SECURITIES

The Design-Builder shall provide specified insurance, including, but not necessarily limited to, professional liability insurance covering design as well as Commercial General Liability (CGL), property (including builder's risk), umbrella/excess liability, environmental liability, public liability, automobile liability, owner's protective liability, employer's liability, and workers' compensation. The Design-Builder may use multiple insurance providers to provide the various types of insurance identified in the RFP; however, the Design-Builder shall use one single insurance provider for each type of insurance (i.e., the Design-Builder may have one insurance provider for professional liability and a different insurance provider for CGL, but the Design-Builder may not have two different insurance providers for professional liability insurance). The types of insurance, insurance limits, and named insured will be commensurate with this Project and its level of risk. Details of the insurance requirements will be provided in the RFP.

Proposers on the Short-List submitting a Proposal shall provide Proposal bonds in the amount shown on Table 4.4. The Design-Builder shall provide performance and payment bonds in the amount of 100% and 100%, respectively, of the Contract amount.

Prior to award of the Contract, all Persons participating in this procurement and/or the Contract must obtain all licenses and permits and take all necessary steps to conduct business in the State of Louisiana and perform the Work required under the Contract, including proposing and carrying out contracts consistent with the laws of the State of Louisiana.

Please note that under Louisiana state law, all of the Principal Participants of the Proposer with which the LA DOTD will contract for services must be licensed, as appropriate, with either the Louisiana Professional Engineering and Land Surveying Board and the State Licensing Board for Contractors prior to award of the Contract. Interested firms are advised that the licensing application processes for the Louisiana Professional Engineering and Land Surveying Board and the State Licensing Board for Contractors will take a minimum of 75 days. Interested firms are further advised that award of the Contract is anticipated to occur expeditiously after determination of the lowest adjusted score.

Please note that in accordance with the laws of the State of Louisiana, if a Proposer is not licensed appropriately prior to award of the Contract, the Contract will not be executed with that

Louisiana Department of Transportation and Development

Proposer and the LA DOTD reserves the right to award the Contract to the Proposer with the next lowest adjusted score.

The Design-Builder may be required to provide a number of other commitments including the following, where applicable:

- A) Parent company and other guaranties;
- B) Statements of joint and several liability by Principal Participants [*see* Section 4.4.3.1(B)(5)(c)];
- C) Parent company securities; and
- D) Warranties.

1.10 RULES OF CONTACT

The following rules of contact shall apply during Contract procurement for the Project. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications.

The rules are designed to promote a fair, unbiased, legally defensible procurement process. The LA DOTD is the single source of information regarding the Contract procurement.

The selection process began on July 7, 2014, with the publication of the NOI, and is anticipated to be completed with the award of the Contract. These rules of contact are now in effect. The specific rules are as follows:

- A) After submittal of SOQs, no Proposer or any of its members may communicate with another Proposer or members of another Proposer with regard to the Project or the SOQs, except that a Proposer may communicate with a subcontractor that is on both its team and another Proposer's team, so long as those Proposers establish a protocol to ensure that the subcontractor will not act as a conduit of information between the Proposers. (Communications among Proposers and their members is allowed during LA DOTD sponsored workshops and meetings);
- B) Contact between the Proposers and the LA DOTD (questions and responses to questions) must only be through the process identified in Section 1.11;
- C) The Proposers shall not contact LA DOTD employees, including, department heads, members of the DB Qualifications Evaluation Committee, members of the Proposal Review Committee, and any official regarding the Project except through the process identified in Section 1.11;
- D) The Proposers shall not contact stakeholder staff regarding the Project;
- E) Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in disqualification;
- F) Any official contact regarding the Project will be disseminated from the LA DOTD on LA DOTD letterhead. Any official contact will be in writing and signed by the LA DOTD's designated representative; and

- G) The LA DOTD will not be responsible for any verbal communication or any other information or contact that occurs outside the official communication process specified herein.

1.11 PROPOSER QUESTIONS

The LA DOTD will only consider questions submitted in writing by Proposers regarding the RFQ, including requests for clarification and requests to correct errors. All such requests must be submitted in writing in the format shown on Form Q (Appendix C) to the LA DOTD's Project Manager, Timothy Nickel, P.E., at DBI-49South@la.gov.

No questions of any nature pertaining to this Project to any other LA DOTD office, consultant, or employee will be considered. All responses shall be in writing and shall be delivered without attribution to all Proposers.

Only questions received by 2:00 p.m. (Central Time) on the date specified in Section 2.2 will be addressed. Questions will not be accepted by telephone. Only E-mailed inquiries will be accepted.

Questions must include the requestor's name, address, E-mail address, and telephone and facsimile numbers and the Proposer he/she represents.

A response to questions will be issued without attribution and sent to all recipients of this RFQ not later than the date specified in Section 2.2.

1.12 REQUEST FOR QUALIFICATIONS ADDENDA

If necessary, the LA DOTD will issue Addenda to modify conditions or requirements of this RFQ to recipients of this RFQ not later than the date identified in Section 2.2.

1.13 NOTIFICATION OF FIRMS ON THE SHORT-LIST

Each Proposer will be notified in writing whether or not it has been selected for the Short-List. Notifications may be expected not later than the date specified in Section 2.2.

1.14 COSTS

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFQ, attending briefing(s), providing supplemental information, and all subsequent costs and expenses (if selected for the Short-List).

1.15 INELIGIBLE FIRMS

The Proposer is responsible to disclose all potential organizational conflicts of interest in its SOQ. A potential organizational conflict of interest may occur where consultants and/or subcontractors that assisted the LA DOTD in the preparations of this RFQ or the RFP, including Nossaman LLP and URS Corporation will not be allowed to participate as a Proposer or a

Louisiana Department of Transportation and Development

member of a Proposer in response to that RFQ/RFP. However, the LA DOTD may determine that there is not an organizational conflict of interest for a consultant or subcontractor under the following circumstances:

- A) Where the role of the consultant or subcontractor was limited to provision of preliminary design, reports, or similar “low level” documents that will be incorporated into the RFP and did not include assistance in the development of the ITP or evaluation criteria at either the RFQ or RFP phase; or
- B) Where all documents and reports that were delivered to LA DOTD by the consultant or subcontractor are made available to all the Proposers through the RFQ or the RFP.

The Proposer is required to provide information concerning potential organizational conflicts of interest in its Proposal. The successful Proposer and its Principal Participants must disclose all relevant facts concerning any past, present, or currently planned interests which may present an organizational conflict of interest. The successful Proposer and its Principal Participants must state how their interests, or those of their chief executives, directors, key Project personnel, or any proposed subcontractor may result, or could be viewed as, an organizational conflict of interest.

In addition, any firm that is rendered ineligible through any state or federal action is ineligible to participate with any Proposer/Proposal. A Proposer must not submit an SOQ or Proposal, nor will an SOQ or Proposal be considered, if the Proposer or any Principal Participant, including those entities identified in Section 1.16(A) through (D), is on the LA DOTD's list of Disqualified Contractors or Consultants or is debarred by the LA DOTD, any other agency of the State of Louisiana, or the federal government on the date of submission of the SOQ; submission or the Proposal; opening of the Price Proposal; or award.

1.16 ORGANIZATIONAL AND CONFIDENTIALITY REQUIREMENTS

Only prospective Proposers that are capable of completing this Project in its entirety will be eligible for the Short-List.

Each of the following circumstances shall be deemed an organizational conflict of interest disqualifying the affected Proposers.

Participation by any of the following Persons on more than one Proposer's team:

- A) A Principal Participant;
- B) A Designer;
- C) A subcontractor responsible for performing more than 15% of the design or subcontractor responsible for performing more than 20% of the construction; or
- D) An Affiliate of any Person identified in Section 1.16(A) through (C) on another Proposer's team.

Louisiana Department of Transportation and Development

All Proposers affected by the conflict of interest will be disqualified, even if the Person or Affiliate causing the conflict is intended to have a different or lesser role than that described above. Firms serving solely as an environmental coordinator, public involvement/community relation's coordinator, or real estate acquisition services consultant may be on multiple teams.

It is a requirement of the LA DOTD that the Proposer's organization, including, Principal Participants, Specialty Subcontractors, and key management personnel, identified in the SOQ remain intact for the duration of the procurement process including the subsequent Contract. A Proposer may propose substitutions for participants after the SOQ submittal. However, such changes will require written approval by the LA DOTD, which approval may be granted or withheld in the LA DOTD's sole discretion. Requests for changes must be made in writing no later than 30 working days prior to the due date for submittal of the Proposals. Requests for changes in any of the key personnel, Principal Participants, the Designer, other firms meeting criteria listed in Section 1.16, or Specialty Subcontractors will be particularly scrutinized.

The Proposer may be given access to records which are confidential under state laws solely for the purpose of performing the required services under the Contract. The Proposer shall be required to sign a nondisclosure statement prior to its receipt of such documents obligating each employee, agent, or subcontractor of the Proposer not to make inappropriate use of or improperly disclose any of the contents of such documents.

1.17 PROPOSAL STIPEND

The LA DOTD will provide a stipend to Proposers on the Short-List. The stipend amount will be disclosed in the RFP, and shall be paid to each Proposer not chosen as the successful Proposer and which provides a responsive Proposal that receives a rating of pass on all pass/fail evaluation factors and an overall technical rating of at least acceptable- for each technical evaluation factor. The LA DOTD has the authority to use the concepts contained in the Proposal of any Proposer that accepts a stipend.

1.18 FEDERAL REQUIREMENTS

It is anticipated that the Project will be funded using federal-aid funds. Therefore, the procurement documents and the Contract must conform to requirements of applicable federal law, regulations, and policies, including, but not limited to, Buy America, Davis-Bacon wage rates, and Disadvantaged Business Enterprise (DBE) requirements. The RFP will include DBE requirements, including DBE participation goals for the Project.

2.0 PROCUREMENT PROCESS

2.1 OVERALL PROCUREMENT PROCESS

The process for procurement of the Contract will be in accordance with Louisiana Revised Statutes Title 48 Sections 250.2 and 250.3. An adjusted score approach will be used by the LA DOTD. The adjusted score will be determined using the methodology as provided in Louisiana Revised Statutes Title 48 Section 250.3.

The procurement process will include the following two phases:

- A) Request for Qualifications (determination of the Short-List); and
- B) Request for Proposals (selection of the Design-Builder from the Proposers on the Short-List that submit Proposals).

Evaluation of the SOQs and Proposals will be based on information submitted in the SOQs and Proposals or otherwise available to the LA DOTD.

Pass/fail and technical evaluation factors will be present in both the Request for Qualifications and Request for Proposals phases.

The selection of the Design-Builder for the Contract will be based on both pass/fail evaluation factors and a combined evaluation of technical evaluation factors and price.

2.1.1 Request for Qualifications Phase

Statements of Qualifications submitted in response to this RFQ must include a response to each pass/fail and technical evaluation factor. The Short-List of Proposers that will be invited to submit Proposals will be determined based on evaluation of the pass/fail and technical evaluation factors set forth herein. This RFQ sets forth what is required to be included in the SOQ (*see* Section 4.0 for SOQ submittal requirements).

At the end of the SOQ evaluations, the LA DOTD will determine the Short-List. Proposers on the Short-List will then be invited to provide Proposals.

2.1.2 Request for Proposals Phase

The RFP will provide further specific instructions on what to submit, the evaluation factors, the objectives and requirements for evaluation, and the evaluation rating and scoring guidelines for the RFP phase of the procurement.

In addition to a responsiveness review of the Proposal, the evaluation factors for the RFP will include, but not be limited to, the following:

- A) Legal Pass/Fail Evaluation Factor;
- B) Financial Pass/Fail Evaluation Factor;
- C) Management Approach Technical Evaluation Factor;
- D) Key Personnel Technical Evaluation Factor; and
- E) Technical Solutions Technical Evaluation Factor.

While price is an important factor in the RFP phase of the procurement, technical evaluation factors are also significant in determining the success of the Project. The LA DOTD will

Louisiana Department of Transportation and Development

perform an assessment of the technical evaluation factors and, once combined with price and days, select the Design-Builder with the lowest adjusted score.

The weighting of technical evaluation factors in the selection will be set forth in the Request for Proposals.

2.2 PROCUREMENT SCHEDULE

The following represents the current schedule for the procurement. The schedule is subject to change at the discretion of the LA DOTD.

Activity	Due Date
Issue Request for Qualifications	August 19, 2014
Final Date for Receipt of Proposer's Questions	2:00 p.m. (Central) September 2, 2014
Issue Date for Final Addendum and/or Answers to Proposer's Questions	September 9, 2014
Statement of Qualifications Due Date	2:00 p.m. (Central) September 16, 2014
Short-List Announced	October 10, 2014
Issue Draft Request for Proposals	October 21, 2014
Issue Final Request for Proposals	January 7, 2015
Proposal Due Date	March 24, 2015
Open Price Proposals	April 24, 2015
Award	May 18, 2015
Contract Execution and Notice to Proceed	June 15, 2015

3.0 EVALUATION PROCESS FOR THE STATEMENT OF QUALIFICATIONS

3.1 EVALUATION OBJECTIVE

The objective of the RFQ phase of the procurement is to create a Short-List not to exceed five of the highest rated Proposers with the general capability (technical, financial, and management), capacity, and experience necessary to successfully undertake and complete the Work. The Design-Builder will have primary responsibility to plan, design, manage, and control the Project and to complete the Project on or ahead of schedule. The LA DOTD has set high responsibility standards for the Design-Builder that are reflected in the technical evaluation factors of this RFQ and will be reflected in the RFP and the Contract. Specific objectives relating to each of the technical evaluation factors listed in Section 3.3 are included in Sections 4.4.3.1 through 4.4.3.5 of this RFQ.

3.2 REVIEW AND EVALUATION OF THE STATEMENT OF QUALIFICATIONS

The information submitted in accordance with Section 4.0 will be evaluated in accordance with both the pass/fail evaluation factors listed in Section 3.3.2 and the technical evaluation factors provided in Section 3.3.3.

3.3 EVALUATION FACTORS FOR THE REQUEST FOR QUALIFICATIONS/STATEMENT OF QUALIFICATIONS

This Section 3.3 outlines the evaluation factors for the RFQ phase of the procurement. The tentative evaluation factors for the RFP phase of the procurement are listed in Section 2.1.2.

The LA DOTD has identified for this Project the following evaluation factors that are of particular importance to the LA DOTD. This information is provided here to assist Proposers in organizing their teams and preparing their SOQs.

3.3.1 Statement of Qualifications Responsiveness

An initial responsiveness review of the SOQ will be performed prior to any evaluation in order to determine that all information requested in this RFQ is provided and in the format specified in Appendix B.

3.3.2 Pass/Fail Evaluation Factors

The pass/fail evaluation factors are as follows:

- A) Legal; and
- B) Financial.

If a Proposer passes all pass/fail evaluation factors, its SOQ will be further evaluated using the factors for technical rating in Section 3.3.3. If a Proposer fails any single pass/fail evaluation factor, the SOQ will be rated a fail and the Proposer will not be included on the Short-List.

3.3.3 Technical Evaluation Factors

The technical evaluation factors are as follows:

- A) Organization and Key Managers;
- B) Proposer Experience; and
- C) Past Performance.

The technical evaluation factors of Organization and Key Managers, Proposer Experience, and Past Performance are of equal importance.

The ratings assigned to the technical evaluation factors will be compiled to determine an overall technical rating for the SOQ. Numerical scores will not be assigned. Ratings for each technical

Louisiana Department of Transportation and Development

evaluation factor and the overall technical rating for the SOQ will be based on the following adjectival rating criteria:

EXCEPTIONAL: The Proposer has provided information relative to its qualifications which is considered to significantly exceed stated objectives/requirements in a beneficial way and indicates a consistently outstanding level of quality. There are essentially no Weaknesses.

GOOD: The Proposer has presented information relative to its qualifications which is considered to exceed stated objectives/requirements and offers a generally better than acceptable quality. Weaknesses, if any, are very minor and no correction is necessary.

ACCEPTABLE: The Proposer has presented information relative to its qualifications which is considered to meet the stated objectives/requirements and has an acceptable level of quality. Weaknesses are minor and can be readily corrected.

UNACCEPTABLE: The Proposer has presented information relative to its qualifications that contains significant Weaknesses and/or unacceptable quality. The SOQ fails to meet the stated objectives and/or requirements and/or lacks essential information and is conflicting and/or unproductive. Weaknesses are so major and/or extensive that a major revision to the SOQ would be necessary and/or are not correctable.

The evaluators may also use a plus (+) or minus (-) suffix to further differentiate the strengths or limitations within a technical rating.

Any SOQ that receives a rating of unacceptable in one or more technical evaluation factor shall receive an overall SOQ technical rating of unacceptable and shall not be included on the Short-List.

3.4 REQUESTS FOR CLARIFICATION

The Proposer shall provide accurate and complete information to the LA DOTD. If information is not complete, the LA DOTD shall either declare the SOQ non-responsive or notify the Proposer through a request for Clarification that it will not be allowed to participate further in the procurement of this Project until all information required is provided. Any insufficient statements or incomplete affidavits will be identified by the LA DOTD with a request for Clarification, which may include a request for submittal of corrected, supplemental, or missing documents. If a Clarification is not provided prior to the deadline for submission of the Clarification, the SOQ may be declared non-responsive. Proposers should take special notice of the fact that the LA DOTD is not obligated to request any Clarifications from any Proposer not submitting accurate and complete information, nor is the LA DOTD obligated to conduct multiple rounds of requests for Clarifications with any Proposer.

The LA DOTD may waive technical irregularities in an SOQ of the Proposer that do not alter the quality or quantity of the information provided.

Louisiana Department of Transportation and Development

The LA DOTD may, at its sole discretion, request Clarifications and/or supplemental information from Proposers during the SOQ evaluation and Short-List process.

All requests for Clarifications and responses thereto must be in writing via E-mail. Clarifications are limited to answering the specific information requested by the LA DOTD.

The LA DOTD does not anticipate conducting interviews during the RFQ phase, but reserves the right to do so. If the LA DOTD elects to conduct interviews, the Proposers shall be notified in writing.

In the event a material error is discovered in the RFQ during the SOQ evaluation process, the LA DOTD will issue an Addendum to all Proposers that have submitted SOQs requesting revised SOQs based upon the corrected RFQ.

3.5 DETERMINATION OF THE SHORT-LIST

The LA DOTD will establish a Short-List not to exceed five of the highest rated Proposers in order to ensure adequate competition. The Short-List will be created by eliminating the lowest rated Proposers until an appropriate number of acceptable Proposers remain. Neither the overall technical ratings nor the ranking of the Proposers on the Short-List will be disclosed to Proposers during the procurement process.

3.6 CHALLENGE

The decision of the LA DOTD on the Short-List and the subsequent award of the Contract shall be final and shall not be appealable, reviewable, or reopened in any way, except as provided in Section 5.0 of this RFQ (for challenges to the Short-List) or as provided in the RFP (for the award of the Contract). Parties participating in the RFQ phase of this procurement shall be deemed to have accepted this condition and the other requirements of this RFQ.

Subject to applicable Louisiana state law, contents of SOQs, less proprietary information, to the extent protected under applicable Louisiana state law, will remain confidential until execution of the Contract.

4.0 STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

4.1 DATE AND TIME OF RECEIPT

All SOQs must be received no later than 2:00 p.m. (Central Time) on the SOQ due date specified in Section 2.2. The SOQs must be clearly identified as such and be enclosed in sealed containers. Late submittals will not be considered and will be returned unopened to the address indicated on the cover of the package.

Louisiana Department of Transportation and Development

4.2 SUBMITTAL ADDRESS

The Statements of Qualifications shall be submitted to the following address:

Louisiana Department of Transportation & Development
Attention: Timothy Nickel, P.E.
Project Manager

<u>Courier</u>	<u>Mail</u>
Room 303-B	P.O. Box 94245
Executive Counsel's Office	Baton Rouge, LA
1201 Capitol Access Road	70802-9245
Baton Rouge, LA 70802-4438.	

Each Proposer shall be responsible for obtaining a written receipt appropriate to the means of delivery from the LA DOTD office specified in this Section 4.2 at time of delivery of its SOQ. It is the Proposer's sole responsibility to ensure delivery of its SOQ to the LA DOTD at the time and place specified herein and the LA DOTD will have no liability or responsibility therefore.

4.3 PAGE LIMIT, FORMAT, AND QUANTITIES

The SOQ must be limited to no more than 60 pages in Sections 1 through 5 of the SOQ (*see* Appendix B), including required forms but exclusive of the cover letter, Executive Summary, dividers, and appendices. One original and ten copies of the SOQs and appendices shall be provided. The signed original copy must be identified as the original on the cover(s) and all subsequent copies must be marked as "Copy ____ of 10 Copies," starting with "Copy 1 of 10 Copies." All copies shall be provided in loose-leaf binders. Bound copies will not be accepted. The document must be organized to correspond with the outline presented in Appendix B.

4.4 CONTENT OF THE STATEMENT OF QUALIFICATIONS

This section describes the specific information that must be included in the SOQ. An outline of the required format for the SOQ is provided in Appendix B. Required forms for the SOQ are contained in Appendix C. **Any material modification to the forms may result in the SOQ being declared non-responsive.**

Proposers should provide brief, concise information that addresses the objectives and the requirements of the Project consistent with the evaluation factors described in Section 4.4.3. Lengthy narratives containing extraneous information are discouraged.

The LA DOTD will maintain a confidential process for the duration of this procurement. In accordance with Louisiana Revised Statutes 48:255.1, the LA DOTD may require each Proposer to furnish sufficient information that shall indicate the financial and other capacities of the Proposer to perform the proposed Work. This information shall be subject to audit and shall be submitted by the Proposer in a format clearly marked "confidential," and the information contained therein will be treated as confidential and will be exempted from the provisions of Louisiana Revised Statutes 44:1 through 37.

Louisiana Department of Transportation and Development

Further, if the Proposer submits information in its SOQ that it wishes to protect from disclosure, the Proposer must do the following:

- A) Clearly mark all proprietary or trade secret information as such in its SOQ at the time the SOQ is submitted and include a cover sheet stating "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION" and identifying each section and page which has been so marked;
- B) Include a statement with its SOQ justifying the Proposer's determination that certain records are proprietary or trade secret information for each record so defined;
- C) Submit one full copy of the SOQ that has all the proprietary or trade secret information deleted from the SOQ and label such copy of the SOQ "Public Copy"; and
- D) Defend any action seeking release of the records it believes to be proprietary or trade secret information and indemnify, defend, and hold harmless the LA DOTD and the State of Louisiana and its agents and employees from any judgments awarded against the LA DOTD and its agents and employees in favor of the party requesting the records, including any and all costs connected with that defense. This indemnification survives the LA DOTD's cancellation or termination of this procurement or award and subsequent execution of a Contract. In submitting an SOQ, the Proposer agrees that this indemnification survives as long as the confidential business information is in possession of the State.

All records pertaining to this procurement will become public information after execution of the Contract, unless such records are proprietary or trade secret information.

4.4.1 Cover Letter

The Proposer shall provide a one-page letter indicating its desire to be considered for the Project and stating the official names and roles of all Principal Participants and the Designer, subconsultants and subcontractors meeting the criteria in Section 1.16, and Specialty Subcontractors. Authorized representatives of the Proposer's organization must sign the letter. If the Proposer is not yet a legal entity or is a JV, LLC, or general partnership, authorized representatives of all proposed Principal Participants shall sign the letter. "Authorized representatives" are those representatives that possess notarized Powers of Attorney as set forth in Section 4.4.3.1(B)(6) and (7).

The Proposer shall identify a single point of contact for the Proposer and the address, E-mail address, and telephone and facsimile numbers where questions should be directed. The single point of contact identified in the cover letter shall be the same person identified on Form L-1 (*see* Section 4.4.3.1(B)(1)). All communication regarding the procurement process and Project shall be conducted with the Proposer's single point of contact.

The Proposer shall attach the Acknowledgment of Receipt (Appendix C) acknowledging receipt of the RFQ and any Addenda and/or responses to questions issued by the LA DOTD.

4.4.2 Executive Summary

An Executive Summary, not to exceed two pages, highlighting the positive elements of the Proposer's SOQ must be included with its submission. While there is no specific format for the Executive Summary beyond the page limit identified in this Section 4.4.2, the Executive Summary should emphasize the strengths of the Proposer's qualifications that it wishes to stress. The Executive Summary will not be considered confidential and, as such, should not contain any confidential proprietary or trade secret information. The Executive Summary of any or all Proposers may be made public, at the sole discretion of the LA DOTD, prior to the execution of the Contract.

4.4.3 Evaluation Factor Objectives and Requirements

In providing the SOQ, Proposers should be guided by the Project goals in Section 1.2 and the objectives listed in Sections 4.4.3.1 through 4.4.3.5. An objective is stated for each evaluation factor to provide Proposers the expectations of the LA DOTD. The requirements for each evaluation factor and the information to be submitted are listed and described in detail. The SOQ evaluation ratings will be based on how well the SOQ responds to the requirements and meets or exceeds the Project goals and the objectives for each of the evaluation factors.

4.4.3.1 Legal

A) Objective

To identify legally constituted Proposers able to submit Proposals and enter into the Contract and complete the Work and that have obtained all required registrations.

B) Requirements and information to be provided in Section 1 of the SOQ (*see* Appendix B to this RFQ for SOQ section organization)

- 1) Form L-1 (Appendix C), Proposer's Organization Information, for the Proposer's organization. The Proposer shall identify a single point of contact for the Proposer and the address, E-mail address, and telephone and facsimile numbers where questions should be directed on Form L-1. The single point of contact identified on Form L-1 shall be the same person identified in the cover letter (*see* Section 4.4.1). All communication regarding the procurement process and Project shall be conducted with the Proposer's single point of contact;
- 2) Form L-2 (Appendix C), Principal Participant and Designer Certification, for each Principal Participant and the Designer covering the last five years;
- 3) Evidence of the Proposer's registration with the Louisiana Secretary of State indicating that the Proposer is registered to do business in the State

Louisiana Department of Transportation and Development

- of Louisiana, or a commitment to become registered prior to award of the Contract;
- 4) Evidence that one or more Principal Participants of the Proposer, or the Proposer itself, holds the appropriate licenses from the Louisiana Professional Engineering and Land Surveying Board and the State Licensing Board for Contractors or a commitment signed by authorized representatives of the Proposer and its Principal Participants, if relevant, to become licensed prior to award of the Contract. "Authorized representatives" are those representatives that possess notarized Powers of Attorney as set forth in Section 4.4.3.1(B)(6) and (7);
 - 5) If a Joint Venture, Limited Liability Company, or partnership, include the following:
 - a) Identity of the Lead Principal Participant of the entity, if any (Form L-1, Appendix C);
 - b) Percent equity share held by each member (Lead Principal Participant column of Form L-1, Appendix C). Each member of a JV, LLC, or partnership must be an equity partner in the organization; and
 - c) An express statement from each of the equity members of the entity as to their joint and several liability in accordance with Section 1.9(B);
 - 6) Notarized Power(s) of Attorney for each Principal Participant indicating the authority of the Principal Participant's representative to sign for that Principal Participant; and
 - 7) Notarized Power(s) of Attorney from each Principal Participant indicating the authority of the Proposer's designated point of contact to sign documents for and on behalf of the Proposer's organization.

4.4.3.2 Financial

A) Objective

To identify Proposers with demonstrated capability to undertake the bonding requirements associated with the Project.

B) Requirements and information to be submitted in Section 2 of the SOQ (*see* Appendix B to this RFQ for SOQ section organization)

The Proposer shall submit a letter from a surety(ies) indicating that the Proposer is capable of obtaining Proposal, performance, and payment bonds covering the Contract. The bonding/security capacity levels in Table 4.4 represent minimum levels. The Proposer shall submit a letter from a qualified surety as provided by Louisiana Revised Statutes 48:255(D). The letter must specifically state that the surety/insurance company has evaluated the Proposer's and each Principal

Louisiana Department of Transportation and Development

Participant’s backlog and work-in-progress in determining its bonding capacity. If the letter is submitted by co-sureties or a joint venture of sureties, the letter must clearly state that the sureties making up the co-surety or the joint venture are bound in solido for the full amount of the bond. **Letters indicating “unlimited” bonding/security capability are not acceptable.**

Table 4.4

Proposal Bond/Security	Payment Bond/Security	Performance Bond/Security
Five Percent of Proposal Amount (<i>see Louisiana Revised Statutes 48:253</i>)	100% of Contract Amount (<i>see Louisiana Revised Statutes 48:256.3</i>)	100% of Contract Amount

The Contract amount is not anticipated to exceed a range of \$55 million to \$65 million.

4.4.3.3 Organization and Key Managers

- A) Objective
 - 1) To identify Proposers that will effectively manage all aspects of the Contract in a quality, timely, and effective manner and will integrate the different parts of its organization collectively and with the LA DOTD in a cohesive and seamless manner; and
 - 2) To identify the best personnel for key management positions with demonstrated experience and expertise in and record of producing quality work on projects of a similar nature to this Project. The key manager positions for the purposes of this RFQ are the Principal-in-Charge, the Design-Builder’s Project Manager, the Construction Manager, the Design Manager, and the Real Estate Acquisition Manager.
- B) Requirements and information to be submitted in Section 3 of the SOQ (*see Appendix B to this RFQ for SOQ section organization*)
 - 1) Organization and communication structure among the Proposer, its Principal Participants, and its Designer; and
 - 2) Resumes of key managers.

4.4.3.4 Proposer Experience

- A) Objective
 - 1) To identify the best design and construction firms available with demonstrated experience, expertise, and capacity in and record of producing quality Work on projects similar in nature to the Project.

Louisiana Department of Transportation and Development

- 2) To identify Proposers which have the following attributes:
 - a) A superior record of completing contracts on time and within budget;
 - b) A superior record of managing contracts to minimize delays, claims, dispute proceedings, litigation, and arbitration;
 - c) A superior record of managing construction that minimizes disruption to the traveling public; and
 - d) Good safety records.
 - 3) To identify Proposers that have the technical and management experience and expertise to plan, organize, and execute the design and construction and assure the quality and safety of the Project.
- B) Requirements and information to be submitted in Section 4 of the SOQ (*see* Appendix B to this RFQ for SOQ section organization)
- 1) Using Form E-1 (Appendix C), Past Project Description, the Proposer shall provide no more than ten and a minimum of two descriptions of past projects per each Principal Participant, Designer, other team members meeting the criteria listed in Section 1.16, and Specialty Subcontractors highlighting experience in the last five years relevant to the Project. The Proposer shall describe those projects having a scope comparable to that anticipated for the Project, any challenges presented during those projects, and how resolution was achieved to those challenges; and
 - 2) Using Form E-2 (Appendix C), Subcontractor Information, except for the designated Designer (which has already been included in Forms L-1 and E-1, Appendix C), the Proposer shall identify subcontractors (including consultants) the Proposer plans to use, to the extent they are known, indicating what portion of the Work such subcontractor is anticipated to undertake. **The Proposer shall submit a summary not-to-exceed one page of experience for each listed subcontractor, including consultants.**

4.4.3.5 Past Performance

- A) Objective
- 1) To avoid Proposers with firms or personnel with a history of legal and financial problems that could adversely impact the Project generally; and
 - 2) To obtain the commitment of the Proposer, Principal Participants, and Designer regarding representations made in the SOQ.
- B) Requirements and information to be submitted in Section 5 of the SOQ (*see* Appendix B to this RFQ for SOQ section organization)
- 1) Using Form PP (Appendix C), Past Performance, the Proposer shall provide the information requested in Section 4.4.3.5(B)(1) (a) through (c). If a Proposer has no record of relevant past performance or if the

Louisiana Department of Transportation and Development

information relative to a category is not available the Proposer shall enter a declarative statement to that effect on Form PP. If the record of relevant past performance does not exist and/or is not available, the Proposer shall receive a technical rating of acceptable- for this factor. The Proposer shall attach additional sheets to Form PP as necessary. For each instance of litigation, arbitration, or termination for cause or default, the Proposer shall provide the owner's name and the name of its current representative (and current telephone number and E-mail address) who can be contacted for additional information. With respect to the information solicited in this Section 4.4.3.5, failure to provide this information, conditional or qualified submissions to requests or questions posed (i.e., "to our knowledge," "to the extent of available information," "such information is not readily available," or "such information is not maintained in the manner requested,"), incomplete or inaccurate submissions, or non-responsive submissions may, in the sole discretion of the LA DOTD, lead to a lower evaluation rating for this technical evaluation factor or may cause the LA DOTD to declare the SOQ non-responsive.

a) Litigation and Arbitration Proceedings

The Proposer shall provide a list of all litigation and arbitration proceedings involving amounts in excess of \$1 million and related to performance in which any Principal Participant, Designer, or other firms meeting criteria in Section 1.16(A) through (D) has been involved during the past five years. The Proposer shall include all litigation and arbitration proceedings initiated by owners and federal, state, and local regulatory agencies against the Proposer and all litigation and arbitration proceedings initiated against owners and federal, state, and local regulatory agencies by the Proposer or by third parties and in which the Proposer was involved. The Proposer shall indicate whether the litigation or arbitration proceeding was resolved against the participant(s) or its insurers/sureties or resulted in reduction in compensation to the participant. The Proposer shall indicate any unresolved, outstanding litigation and arbitration proceedings;

b) Termination for Cause or Default

The Proposer shall describe the conditions surrounding any contract (or portion thereof) entered into by the Proposer or by any Principal Participant, Designer, or other firm meeting criteria listed in Section 1.16(A) through (D) over the past five years that has been terminated for cause or default or which required completion by another party. The Proposer shall describe the reasons for termination and the amounts involved; and

c) Disciplinary Action

The Proposer shall indicate any disciplinary action taken against the Proposer or any Principal Participant, Designer, or other firm meeting the criteria in Section 1.16(A) through (D) within the past five years by any governmental agency or licensing board, including suspension from the right to propose/bid or removal from any Proposer/bid list; and

2) Safety

Submit Form S (Appendix C), Safety Questionnaire, for each Principal Participant and Construction Subcontractor meeting criteria listed in Section 1.16(A) through (D).

5.0 PROTESTS

This Section 5.0 sets forth the exclusive protest remedies available with respect to this RFQ. Each Proposer, by submitting its SOQ, expressly recognizes the limitation on its rights to protest contained herein, expressly waives all other rights and remedies, and agrees that the decision on any protest, as provided herein, will be final and conclusive. These provisions are included in this RFQ expressly in consideration for such waiver and agreement by the Proposers. If a Proposer disregards, disputes, or does not follow the exclusive protest remedies set forth in this RFQ, it shall indemnify, defend, and hold the LA DOTD and its directors, officers, officials, employees, agents, representatives, and consultants harmless from and against all liabilities, expenses, costs (including attorneys' fees and costs), fees, and damages incurred or suffered as a result of such Proposer's actions. The submission of an SOQ by a Proposer shall be deemed the Proposer's irrevocable and unconditional agreement with such indemnification obligation.

5.1 WRITTEN PROTESTS ONLY

All protests must be in writing. Protests shall be submitted to Dr. Eric Kalivoda (Protest Official) at DBI-49South@la.gov. Any protest not set forth in writing within the time limits specified in these procedures is null and void and shall not be considered. Protests regarding this RFQ shall be filed only after the Proposer has informally discussed the nature and basis of the protest with the LA DOTD in an effort to remove the grounds for protest.

The Protest Official may, in his discretion, discuss the protest with the protestor prior to issuance of the Protest Official's written decision. The protestor shall have the burden of proving its protest by clear and convincing evidence. No hearing will be held on the protest, but it shall be decided on the basis of the written submissions by the Protest Official or his designee whose decision shall be final and conclusive. The Protest Official or his designee shall issue a written decision regarding any protest to each Proposer.

5.2 PROTEST CONTENTS

All Protests must include the following information:

- A) The name and address of the Proposer;
- B) The State Project number(s);
- C) A detailed statement of the nature of the protest and the grounds on which the protest is made; and
- D) All factual and legal documentation in sufficient detail to establish the merits of the protest. Evidentiary statements must be provided under penalty of perjury.

The protestor must demonstrate or establish a clear violation of a specific law or regulation.

The Protest Official will not be obligated to postpone the SOQ due date or Short-List announcement in order to allow a protestor an opportunity to correct a deficient protest or appeal unless otherwise required by law or regulation.

If the protest is denied, the protestor shall be liable for the LA DOTD's costs reasonably incurred in any action to defend against or resolve the protest, including legal and consultant fees and costs, and any unavoidable damages sustained by the LA DOTD as a consequence of the protest. If the protest is granted, the LA DOTD shall not be liable for payment of the protestor's costs.

5.3 PROTEST PRIOR TO THE STATEMENT OF QUALIFICATIONS DUE DATE

Not less than seven calendar days prior to the SOQ due date, all protests, including protests based upon alleged restrictive specifications or alleged improprieties in the solicitation, must be filed with the Protest Official.

The Protest Official will promptly make a determination in writing regarding the validity of the protest and whether or not the RFQ process should be delayed beyond the scheduled SOQ due date. If the Protest Official determines that the scheduled SOQ due date should be delayed, all Proposers will be notified by written Addendum of the delay and the reason thereof.

If the protest is determined to be valid, the Protest Official will respond in writing to the protestor to each material issue raised in the protest in a timely manner prior to the LA DOTD proceeding further with the RFQ. Should a protestor wish to appeal the decision of the Protest Official, the protestor shall follow the procedures as outlined in Section 5.6.

The failure of a Proposer to file a basis for a protest regarding this RFQ will preclude consideration of that ground in any protest regarding the Short-List decision unless such ground was not and could not have been known to the Proposer in time to protest prior to the final date for such protests.

5.4 PROTEST PRIOR TO ANNOUNCING THE SHORT-LIST

When a protest or appeal has been timely filed with the Protest Official prior to announcing the Short-List, the LA DOTD will not announce the Short-List, except in the case of emergency as determined by the Secretary, until after the resolution of the protest or appeal.

5.5 PROTEST REGARDING SHORT-LIST DECISION

If the Short-List decision is being protested, a protestor shall protest in writing to the Protest Official as soon as practical, but not later than seven calendar days after the protestor knew or should have known it was not included on the Short-List. If the protest has been timely filed, the Protest Official will promptly make a determination in writing regarding the validity of the protest and whether or not the procurement should be delayed or the Short-List considered for revision.

If the procurement is delayed, all Proposers will be notified of the delay. The Protest Official will respond in writing to the protestor to each material issue raised in the protest in a timely manner prior to proceeding further with the procurement.

The LA DOTD will not proceed with the procurement for seven calendar days after the decision is rendered by the Protest Official unless the protestor waives in writing its right to appeal to the Protest Official.

Should a protestor wish to appeal the decision of the Protest Official concerning any Short-List decision, a protestor shall follow the procedures as outlined in Section 5.6.

5.6 RIGHT OF APPEAL

In the event that a protestor receives an unfavorable decision from the Protest Official to its protest, the protestor shall have the right to appeal the decision of the Protest Official by submitting a written appeal to the Chief Engineer or designee within seven calendar days after receipt of the decision of the Protest Official.

The Chief Engineer will notify the protester in writing in a prompt manner of his decision regarding the protest and the appeal. If the protest and appeal were filed prior to the release of the Short-List, the LA DOTD will not announce the Short-List for seven calendar days after the decision of the Chief Engineer, unless an emergency is determined to exist, in the sole opinion of the Secretary.

If the matter is not resolved after the appeal, the protestor may continue the protest only by appeal to judicial authority.

6.0 LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT RIGHTS AND DISCLAIMERS

6.1 LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT RIGHTS

The LA DOTD may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the Work described in this RFQ. The LA DOTD reserves the right, in its sole and absolute discretion, to any of the following:

- A) Rejection of any or all Statements of Qualifications;
- B) Issuance of a new Request for Qualifications;
- C) Cancellation, modification, or withdrawal of the Request for Qualifications;
- D) Issuance of Addenda, supplements, and modifications to this Request for Qualifications;
- E) Modification of the Request for Qualifications process (with appropriate notice to Proposers);
- F) Appointment of the DB Qualifications Evaluation Committee and evaluation teams to review SOQs and seek the assistance of outside technical experts in the SOQ evaluation;
- G) Approval or disapproval of the use of particular subcontractors and/or substitutions and/or changes in SOQs;
- H) Revision and modification, at any time before the SOQ due date, of the factors it will consider in evaluating SOQs and to otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the LA DOTD will circulate an Addendum setting forth the changes to the evaluation criteria or methodology. The LA DOTD may extend the SOQ due date if such changes are deemed by the LA DOTD, in its sole discretion, to be material and substantive;
- I) Correspondence with the Proposers responding to this SOQ, including holding meetings, to seek Clarifications and an improved understanding and evaluation of the SOQs;
- J) Seeking or obtaining data from any source that has the potential to improve the understanding and evaluation of the SOQs;
- K) Disqualification of any team that changes its SOQ without LA DOTD written approval; and/or
- L) Refusal to issue an RFQ to a prospective Proposer and to refuse to receive or open an SOQ, once submitted, or reject an SOQ if such refusal or rejection is based upon, but not limited to, the following:
 - 1) Failure on the part of the Proposer or a Principal Participant to pay, satisfactorily settle, or provide security for the payment of claims for

Louisiana Department of Transportation and Development

- labor, equipment, material, supplies, or services legally due on previous or ongoing contracts with the LA DOTD (or the State of Louisiana);
- 2) Default (wherein a surety has been notified to assume performance of the contract) on the part of the Proposer, a Principal Participant, or a Designer under previous contracts with the LA DOTD (or the State of Louisiana);
 - 3) Unsatisfactory performance by the Proposer, a Principal Participant, and/or a Designer under previous contracts with the LA DOTD (or the State of Louisiana);
 - 4) Issuance of a notice of disqualification, debarment, or suspension to the Proposer, a Principal Participant, and/or a Designer;
 - 5) Submittal by the Proposer of more than one SOQ for the same Work under the Proposer's own name or under a different name;
 - 6) Existence of an organizational conflict of interest under Section 1.16 or evidence of collusion between a prospective Proposer (or any Principal Participant or Designer) and other Proposer(s) (or Principal Participants or Designers) in the preparation of an SOQ, proposal, or bid for any LA DOTD construction project; and/or
 - 7) Uncompleted work or default on a contract in another jurisdiction for which the prospective Proposer or a Principal Participant is responsible which, in the judgment of the LA DOTD, might reasonably be expected to hinder or prevent the prompt completion of additional work if awarded.

The RFQ does not commit the LA DOTD to enter into a Contract nor does it obligate the LA DOTD to pay for any costs incurred in preparation and submission of the SOQs or in anticipation of a Contract. By submitting an SOQ, a Proposer disclaims any right to be paid for such costs.

The execution and performance of a Contract pursuant to this RFQ and any subsequent RFP is contingent upon sufficient appropriations and authorizations being made by the Louisiana State Legislature for performance of a Contract between the successful Proposer and the LA DOTD.

In no event shall the LA DOTD be bound by or be liable for any obligations with respect to the Work or the Project until such time (if at all) as the Contract, in form and substance satisfactory to the LA DOTD, has been executed and authorized by the LA DOTD and approved by all required parties and then only to the extent set forth therein.

6.2 LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT DISCLAIMERS

In issuing this RFQ and undertaking the procurement process contemplated hereby, the LA DOTD specifically disclaims the following:

- A) Any obligation to award or execute a Contract pursuant to this Request for Qualifications; and

Louisiana Department of Transportation and Development

- B) Any obligation to reimburse a Proposer for any costs it incurs under this procurement.

In submitting an SOQ in response to this RFQ, the Proposer is specifically acknowledging these disclaimers.

7.0 COMPLIANCE WITH APPLICABLE LAWS

In connection with this RFQ and the Contract, Proposers shall comply with all applicable laws in all aspects in connection with the procurement process of this Project and the performance of the Contract.