

# GREATER NEW ORLEANS EXPRESSWAY COMMISSION

3939 N Causeway Blvd #400, Metairie, LA 70002  
(504) 835-3118  
[www.thecauseway.us](http://www.thecauseway.us)



REQUEST FOR QUALIFICATIONS  
FOR  
CONSTRUCTION INSPECTION SERVICES FOR  
THE GREATER NEW ORLEANS EXPRESSWAY COMMISSION  
SAFETY RAIL IMPROVEMENTS

R.F.Q. No. 433-CIS-01



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**SECTION A  
PUBLIC NOTICE  
FOR  
CONSTRUCTION INSPECTION SERVICES**

To be published  
October 17, 2018 & October 24, 2018

Publication  
Jefferson, Louisiana

**PUBLIC NOTICE  
FOR  
CONSTRUCTION INSPECTION SERVICES  
SAFETY RAIL IMPROVEMENTS**

The Greater New Orleans Expressway Commission (hereinafter referred to as the “GNOEC”) is seeking Statements of Qualifications from qualified firms (hereinafter referred to as “firm, respondent, and/or consultant”) interested in providing construction inspection services for the GNOEC Safety Rail Improvements whereby the GNOEC will utilize the traditional design-bid-build delivery method pursuant to La. R.S. 38:2211, et seq.

Responses to this RFQ will be evaluated by GNOEC Evaluation Committee to establish the firm’s qualifications.

Statement of Qualifications shall be submitted within the guidelines established in the Request for Qualifications package. Interested firms shall obtain a hard copy of the official Request for Qualifications (RFQ) package from the GNOEC at 3939 N. Causeway Blvd, Ste. 400, Metairie, Louisiana 70002 or electronic copy from the GNOEC website (thecauseway.us). Additionally, the firm selected for this project will be required to execute a contract with GNOEC. Any questions or problems related to the download of the RFQ package shall be directed by email to Melissa Phillipott at melissa@gnoec.org.

Respondents must deliver an original and seven copies of the Statements of Qualifications and an electronic copy on a CD-ROM in PDF on or before October 29, 5 PM. CST in a sealed container plainly marked as follows:

Greater New Orleans Expressway Commission  
ATTN: Melissa Phillipott  
3939 N Causeway Blvd #400  
Metairie, LA 70002

Statement of Qualifications that have not been received by the aforementioned date and time will be rejected. Additionally, failure to submit all of the information requested shall be considered non-responsive and may result in the Qualification Statement being rejected.

The GNOEC is an Equal Opportunity Employer. Therefore, all respondents are encouraged to utilize minority participation to the extent possible through the use of small, disadvantaged, and women-owned businesses as suppliers or sub-contractors.

Respondents, subcontractors, contractors, vendors or others involved with this project shall not contact any elected or appointed official of the GNOEC, GNOEC's employees, contractors or the Selection Committee concerning this project during the selection process period. Questions concerning this RFQ shall be submitted via email to Melissa Phillpott no later than October 22, noon. All inquiries together with responses thereto will be posted by GNOEC at [www.thecauseway.us](http://www.thecauseway.us) on or before October 24.

Additionally, the members of the GNOEC request that the Respondents submit requested information only. Unless otherwise stated or required by the instructions, all other attachments or embellishments shall be excluded.

The GNOEC will tentatively meet Nov 21, to select a firm to provide construction inspection services for the Safety Rail Improvement Project.

In accordance with the Americans with Disabilities Act, if you need special assistance, please call the GNOEC at 504-835-3118, describing the assistance that is necessary.

The GNOEC reserves the right to reject all of the submittals in response to this Request For Qualifications.

**GREATER NEW ORLEANS EXPRESSWAY COMMISSION  
CARLTON DUFRECHOU  
GENERAL MANAGER**

**SECTION B**  
**REQUEST FOR QUALIFICATIONS**

**GREATER NEW ORLEANS EXPRESSWAY COMMISSION  
REQUEST FOR QUALIFICATIONS FOR  
CONSTRUCTION INSPECTION SERVICES**

**1.0 Introduction**

This Request for Qualifications ("RFQ") is issued by the Greater New Orleans Expressway Commission (hereinafter referred to as the "GNOEC").

The purpose of this RFQ is to select a qualified firm with the most advantageous proposal to perform construction inspection services for the Safety Rail Improvement Project whereby the GNOEC will utilize the traditional design-bid-build delivery method pursuant to La. R.S. 38:2211, et seq.

If Respondent meets the minimum requirements set forth herein, the responses to this RFQ will be evaluated by GNOEC Evaluation Committee to establish the firm's qualifications. Based upon the submittals, the GNOEC will then select a qualified firm presenting the proposal that is most advantageous to the GNOEC.

If selected, Respondents will be responsible for providing all software, equipment, materials and labor necessary to complete Scope of Services, Exhibit A. Qualified Respondents will be required to execute a contract with the GNOEC for the services.

GNOEC reserves the right to modify or discontinue this RFQ at any time without any obligation to any Respondent. All costs of preparation of responses shall be borne by Respondents. The GNOEC will not reimburse any expense incurred by any Respondent.

Respondents must deliver an original and seven copies of Statements of Qualifications ("responses") and an electronic copy on a CD-ROM in PDF on or before October 29, 5 PM, CST in a sealed container plainly marked as follows:

Greater New Orleans Expressway Commission  
ATTN: Melissa Phillipott  
3939 N Causeway Blvd #400  
Metairie, LA 70002

**RESPONSES RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED  
RESPONSIVE AND WILL NOT BE REVIEWED.**

## 2.0 Background

The GNOEC manages the Lake Pontchartrain Causeway Bridge, which connects the north and south shores of Lake Pontchartrain. The Causeway Bridge spans 23.87 miles and is the longest bridge over water in the world. The Bridge has parallel spans made of monolithically cast precast prestressed concrete spans supported by over 9,000 prestressed concrete pilings. The south span opened to the public in 1956, and the north span opened in 1969. Each Causeway span is two lanes and provides drivers with one-way driving on straight, railed surfaces. The two spans are 84 feet apart and are connected by seven crossovers that function as pull-over areas for auto emergencies. The bascule bridge at the north marine crossing is the only movable bridge on the Causeway and allows passage of marine traffic with unlimited height. The Causeway has an automated toll collection system at the North Toll Plaza. The bridge electrical system components consist of a high voltage electric transmission system serviced from both the north and south shores, transformer and switch-gear units, SCADA, fiber optic communication, marine radar tracking, DMS system, pull boxes, and CCTV Surveillance Cameras.

The GNOEC seeks to retain a qualified firm with the most advantageous proposal to perform construction inspection services for the Safety Rail Improvement Project as more fully described in Exhibit A. The GNOEC will utilize the traditional design-bid-build delivery method pursuant to La. R.S. 38:2211, et seq for the Safety Rail Improvement Project.

Responses to this RFQ will be evaluated by GNOEC Evaluation Committee to establish the firm's qualifications. Based upon the submittals, the GNOEC will then select a qualified firm presenting the proposal that is most advantageous to the GNOEC.

## 3.0 Anticipated Schedule

<b>Activity</b>	<b>Description</b>	<b>Date</b>
Issuance of RFQ	RFQ advertised on GNOEC's website and other publications	October 12
RFQ Inquiry Deadline	Respondents submit questions through GNOEC's designated email address	October 22
GNOEC's Deadline to Respond to Inquiries	GNOEC posts all inquiries and responses on GNOEC's website	October 24



<b>RESPONSES DUE</b>	<b>Respondents submit RESPONSES</b>	<b>October 29</b>
<b>Evaluation of RESPONSES</b>	<b>Evaluation Committee Reviews RESPONSES</b>	<b>November 5 - 14</b>
<b>Interviews</b>	<b>If necessary to make a selection</b>	<b>November 16 - 17</b>
<b>SELECTION by the Commission of the most advantageous proposal</b>	<b>Contract negotiation</b>	<b>November 21</b>
<b>Contract Begins</b>	<b>Contract Begins</b>	<b>With 45 days of Selection</b>

#### 4.0 Questions and Communications

Respondents SHALL NOT initiate contact or communication with any elected or appointed official of the GNOEC, GNOEC’s employees, contractors or the Selection Committee regarding this RFQ until after the award of contract(s) or until cancellation of this RFQ.

Questions concerning this RFQ shall be submitted via email to Melissa Phillpott no later than October 22, noon. All inquiries together with responses thereto will be posted by GNOEC at [www.thecauseway.us](http://www.thecauseway.us) on or before October 24.

Information regarding past engineering work performed for the GNOEC can be downloaded from the GNOEC website at [www.thecauseway.us/](http://www.thecauseway.us/)

#### 5.0 Procurement Process Objectives

- To engage a qualified firm based upon proposals to provide construction inspection services for the GNOEC Safety Rail Improvement Project as more fully described in Exhibit A.
- GNOEC specifically reserves the right to evaluate responses and/or proposals and request additional information to supplement or explain responses and/or proposals.
- GNOEC reserves the right to select the firm which is in the best interest of the GNOEC.
- GNOEC reserves the right to reject any or all responses and/or proposals.
- A proposal or response submitted to the GNOEC under this RFQ may be rejected if it contains misrepresentations or conceals any material facts, if it does not conform to this RFQ, or if it is deemed in the best interest of the GNOEC to reject the response or proposal.
- Issuance of this RFQ in no way constitutes a commitment by GNOEC to award a contract.

- All materials submitted in response to this RFQ become the property of the GNOEC. Selection or rejection of a proposal does not affect this right.
- Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- GNOEC shall not be responsible for any errors in proposals or responses. GNOEC reserves the right to make corrections or amendments to the RFQ due to errors identified in proposals by GNOEC or the Respondent. GNOEC, at its option, has the right to request clarification or additional information from the Respondent. If requested, such information shall be provided within fourteen (14) days of request.

## 6.0 Evaluation Criteria

Responses meeting the minimum requirements will be reviewed by the Evaluation Committee.

The Evaluation Committee shall consist of three to four professional engineers selected by the GNOEC. The Committee will review responses to the RFQ and present a list of qualified firms to the GNOEC for consideration.

Responses should contain information sufficient to enable the Evaluation Committee to properly evaluate Respondent's qualifications for achieving the project objectives.

The Evaluation Committee will rely on the qualitative information contained and presented in the responses and reference checks in evaluating the proposals to determine the qualifications of the firms. Evaluation criteria will be based on:

1. Firm's organization and experience.
2. Key staff experience, current workload of firm and availability of proposed core team.
3. Project approach and firm's understanding of project.
4. Local, minority-owned, small, woman-owned, veteran-owned or otherwise designated as a disadvantaged business participation and mentoring.
5. Other relevant items not covered above.

Based upon the proposals submitted, the GNOEC will then select the qualified firm presenting the proposal that is most advantageous to the GNOEC.

## 7.0 Requirements for Responses

- Responses must be bound and printed on 8.5" x 11" paper. Seven printed copies and an electronic copy on a CD-ROM in PDF must be submitted.
- All responses must be typed or written in ink. Any erasures, strikeover and/or changes shall be initialed by Respondent.
- All responses must be signed by an individual with authority to bind Respondent.
- Written addenda issued prior to opening which modifies the RFQ shall become a part of the RFQ and shall be incorporated within the contract. Only a written interpretation or correction by addendum shall be binding. Respondents shall not rely upon any interpretation or correction given by any other method.
- Respondent shall perform at least 75% of work in house and shall affirmatively state compliance with this requirement in its cover letter. The greater amount of work performed in house is desirable. If the Respondent intends to subcontract for remaining portions of the work, the Respondent shall provide a list of all Subcontractors who are retained or expected to perform work as a Subcontractor in connection with Respondent's work for the GNOEC in Exhibit D and shall include specific designations of the tasks to be performed by the Subcontractor. and. Performance required of the Respondent under the terms of this RFQ is also required for each Subcontractor. Unless specifically disclosed in Exhibit D or provided for in the contract with GNOEC, the Respondent shall not contract with any other party for furnishing any of the work or services herein contracted for without the express written approval of the GNOEC, which approval shall not be unreasonably withheld. GNOEC encourages the use of State-certified Disadvantaged Business Enterprises (DBEs). Respondents proposing to subcontract with Disadvantaged Business Enterprises will be required to report information about the work performed by the DBE firm(s).
- Respondent shall have 5 years' experience with bridges of similar scale and scope and shall affirmatively state compliance with this requirement in its cover letter.
- Unless Respondent can perform the work in house, the Respondent will subcontract with a qualified Testing Laboratory with experience in transportation projects. The Testing Laboratory will be familiar with the DOTD Material Sampling Manual and testing procedures. Information on the Testing Laboratory should be included in the response to this RFQ. Proof of insurance required herein shall be submitted with all responses.
- Subcontractor affidavit as set forth in Exhibit D shall be submitted with all responses.
- The affidavits as set forth in Exhibits B and C shall be submitted with all responses for Respondent and any Subcontractor listed in Exhibit D.

Responses shall be organized in the following manner:

### 1. Cover Letter

Provide name and address of the firm and contact person with address, telephone number, and email address. Acknowledge receipt of any addenda, if applicable. Affirmatively state whether you have 5 years' experience with bridges of similar scale and scope and that 75% of the work required by this RFQ will be performed in-house. Summarize your understanding of the services requested. Provide a statement indicating your ability to provide timely services and meet the requirements of the proposed schedule. Indicate your acceptance of the requirements of this RFQ. In addition to the cover letter, provide a one-page summary of the benefits you believe the GNOEC would receive from selecting your firm.

The cover letter must be signed by the individual respondent or a duly authorized official of the firm. Consortiums, joint ventures, or teams submitting responses must establish that contractual responsibility rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution of the agreement on behalf of the proposal team. The firm offer must be good for 180 days.

### 2. Firm Organization

Provide information on the organization of your firm, including the year it was established, any former names, and a description of the firm, its history and philosophy. Also include the firm's capacity for timely completion of the work, taking into consideration the firm's then current and projected work load and professional and support manpower.

### 3. Experience and Qualifications

Provide a listing of projects completed by the Respondent and staff within the last five years that include the same or similar services required for this request. Include any bridge, movable bridge, highway, toll road or evacuation route construction projects.

Provide résumés or a listing of information for you or each full time person in your firm who will provide construction inspection services to the GNOEC. State the educational background of each individual, years of experience, length of employment with your firm, project dollar amounts, and size.

Provide an organizational chart identifying who will provide the contracted services. The firm will be contractually obligated to not reassign key staff members to other projects without the GNOEC's prior written consent. The GNOEC will have approval rights of any and all new personnel assigned to this project.

4. Past and current professional accomplishments.

5. Description of the firm's philosophy.

Describe your typical interactions with owners throughout the process. The GNOEC will consider the firm or individual's approach to project completion, and assurance of quality of the completed project for the GNOEC.

6. Current workload of firm and specific personnel assigned to this project.

Include specific percentage of time each key team member will devote to this project. The GNOEC will consider the firm capacity for timely completion of the work, taking into consideration current and project work-load and professional and support manpower including local office support capability.

7. Project approach

Describe your understanding of the project and your approach to projects of this scope and budget. Describe your firm's project approach detailing the method or approach used to perform the aspects of the scope of services. This should include, but not be limited to how contract conformance, quality control, and quality assurance will be implemented, and how a culture of safety will be maintained.

8. Experience with bridges of similar scale and scope. Minimum experience of five (5) years is required. Include the following:

- a. Name and location of project
- b. Project description and scope of services provided
- c. Completion date
- d. Budget
- e. Client contact
- f. Public or private work
- g. List of similar project in the past five (5) years

9. The nature, quality and value of GNOEC work previously or presently being performed by the firm;

10. References (3). Firm shall provide a list with contact information of agencies that have requested your services.

## 11. Past performance on public projects.

### 7.1 Supplemental Requirements

- All firms submitting responses shall carry a minimum of statutory workers compensation, \$1,000,000 in primary general liability, auto liability and employers' liability insurance with a \$5,000,000 umbrella, and \$2,000,000 in Professional Liability Coverage. Coverages shall include waivers of subrogation, additional insured endorsement and alternate employer endorsements where applicable. Coverage shall be on an occurrence basis except for professional liability. Proof of coverage shall be provided with the response to this RFQ. If a firm is selected by the GNOEC to perform the work set forth in this RFQ, then proof of the following coverage is required within 10 days of selection:  
minimum of statutory workers compensation, \$1,000,000 in primary general liability, auto liability and employers' liability insurance with a \$5,000,000 umbrella, and \$5,000,000 in Professional Liability Coverage. Coverages shall include waivers of subrogation, additional insured endorsement and alternate employer endorsements where applicable. Coverage shall be on an occurrence basis except for professional liability.
- The State of Louisiana Code of Governmental Ethics ("Ethics Code") places restrictions on awarding contracts to persons employed by any agency of the GNOEC, or any business of which he or his spouse has more than a 25% interest. The Ethics Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. Questions regarding potential violation of the Ethics Code, should be directed to the Louisiana Board of Ethics prior to submission of the proposal. Any violation of the Ethics Code shall be grounds for disqualification of proposal or cancellation of contract.
- If Respondent is placed in default by GNOEC for failure to accept the contract after notification of award, for failure to timely deliver, or for otherwise unsatisfactory performance, Respondent may be subject to up to six months suspension from bidding or responding to any request for qualifications or proposals by GNOEC. Respondent shall be ineligible to perform work for the project or any part of the project for which Respondent has been placed in default.

### 7.2 Minimum Requirements

The following are considered minimum requirements. Respondents failing to meet the minimum requirements shall be rejected and Respondent's proposal will not be considered by the Evaluation Committee.

- Proof of Insurance as specified in the RFQ shall be submitted with the response
- Affidavit required by LA. R.S. 38:2224 (Exhibit B) shall be submitted with the response
- Attestation of past criminal convictions (Exhibit C) shall be submitted with the response
- Identification of Subcontractors, if applicable (Exhibit D), shall be submitted with the response
- 75% of work shall be performed in house
- Respondent shall have 5 years' experience with bridges of similar scale and scope

Other requirements contained in this RFQ regarding organization of responses will be considered by the Evaluation Committee in evaluating the proposals to determine the qualifications of the firms.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **Overview:**

The Greater New Orleans Expressway Commission (GNOEC) owns and operates the Lake Pontchartrain Causeway Toll Bridge and Approach Road network. The GNOEC is a bi-parish (county) public agency organized under the constitution of the State of Louisiana. The 24-mile long bridge crossing Lake Pontchartrain serves as a vital commuting artery for the New Orleans metropolitan region connecting New Orleans, Jefferson Parish and Interstate 10 on the south shore with St. Tammany Parish and Interstate 12 on the north shore. The Causeway also acts as a primary hurricane evacuation route for the New Orleans metro area for hurricanes and other emergencies.

#### **Project Description:**

The Causeway Bridge consists of two separate, parallel bridges that are approximately 84' apart. The original span (today's southbound bridge) has two lanes was completed in 1956. Its companion span (northbound bridge) also has two lanes and was completed in 1969. Currently, both bridges have a width of 28'. This width is comprised of 2 lanes at 12' and 2 offsets of 2'. The bridges are connected by seven crossovers that are spaced at approximately 4 mile intervals. Each crossover is about 84' by 84'. Since 1994, 16 vehicles have gone over the bridge railing of the Lake Pontchartrain Causeway resulting in 12 fatalities. GNOEC has investigated what improvements could be made to the bridge railing to keep vehicles on the bridge deck while retaining the curb as an area for motorist to exit a disabled vehicle.

This project will raise the height of the rail by installing a supplemental tubular rail on top of the existing concrete rail. The concrete railing with supplemental tubular rail has successfully been tested to meet American Association of State Highway Transportation Officials (AASHTO) Manual for Assessing Safety Hardware (MASH) Test Level 4 (TL-4) criteria. Raising the bridge rail height will reduce the potential of vehicles going over the rail and thus improve the safety for the traveling public.

#### **Scope:**

The selected Consultant will be required to provide construction contract administration and construction engineering inspection services. The work can generally be defined as bridge rail modifications. Construction plans will provide the exact construction scope and limits. These services will be performed in accordance with DOTD's Standards and



Procedures (see References). The following services to be performed will be under the direct supervision of the GNOEC:

1. Coordinate with GNOEC personnel to schedule and attend the Pre-construction Meeting. The Consultant will be required to conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
3. Coordinate with the GNOEC's Engineer/Representative for all relocations/adjustments of utility facilities for the construction of work site.
4. Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Submit all sampled materials to be tested by a qualified Testing Laboratory, in accordance with the stipulated Sampling Manual. The Testing Laboratory will be contracted directly by the Consultant.
6. Inspect the contractor's construction operations (daily) to ensure that all work is performed in general compliance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make monthly progress reports in conformance with GNOEC requirements. Inspection of construction will not include shop and mill inspections and their approval.
8. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with DOTD requirements.
9. The Consultant will be responsible for submittal approvals required of the Project Engineer as stated in the Standard Specifications including form drawings.
10. All construction activities shall be coordinated between the Consultant and the GNOEC. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the GNOEC. All partial and final construction estimates, and other information must be submitted on forms approved by the GNOEC.
11. The Consultant will perform all documentation, as prescribed by the GNOEC. The Consultant will provide hardware, i.e., computers, printers, internet connections, etc. deemed necessary to efficiently conduct the inspection services.
12. The Consultant will be available for conferences, visits to jobsites, and/or inspections by GNOEC authorized representatives.
13. The Contractor will be required to submit "As-Built" plans with the final estimate. "As-Built" plans are to reflect all changes made from the original plans. Consultant will review the "As-Built" plans before processing the final estimate.

14. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel performing similar duties.
15. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the GNOEC, prior to the performance of stipulated work.
16. Plan changes throughout the life of the project will also have to be written by the Consultant and approved through the GNOEC's process.
17. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.
18. The Consultant will manage the RFI (Request for Information) process.
19. The Consultant will coordinate and/or perform the inspection of the fabrication of pre-cast materials.
20. The Consultant's inspector shall be responsible for performing and documenting inspections of erosion control devices, and reporting deficiencies to the Contractor for correction.
21. Meet with the Contractor's Traffic Control Supervisor (TCS) to review the construction signing for compliance with the MUTCD and Traffic Control Standards. Documentation of corrections made by the Contractor will be noted in the daily report input into Site Manager by the Consultant's Project Engineer.
22. The Consultant is reminded that they are a representative of the GNOEC and that they will conduct all business in the best interest of the GNOEC.
23. The Consultant will review the sampling plan developed by the Contractor.

**References:**

All services documents will follow the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Addendum "A" to the Location and Survey Manual
4. DOTD Roadway Design Procedures and Details
5. DOTD Design Guidelines
6. DOTD Hydraulics Manual
7. DOTD Standard Specifications for Roads and Bridges
8. Manual of Uniform Traffic Control Devices
9. DOTD Traffic Signal Design Manual
10. National Environmental Policy Act (NEPA)
11. National Electric Safety Code (NSEC)
12. National Electric Code NFPA 70)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)

14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Geotechnical Engineering Services Document
18. DOTD Stage 1 Planning/Environmental Manual of Standard Practice

### **QUALITY CONTROL/QUALITY ASSURANCE**

The GNOEC requires the Consultant to develop a Quality Control/Quality Assurance program, in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established construction policies, procedures, standards, and guidelines in the performance of inspection services. The GNOEC shall provide limited input and technical assistance to the Consultant.

### **MINIMUM PERSONNEL REQUIREMENTS (MPR)**

The following requirements must be met by the Prime-Consultant 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. The Prime-Consultant must employ on a full-time basis, one Professional Engineer, registered in the State of Louisiana, and with at least five years of experience in responsible charge of managing Bridge Construction projects, and a corresponding support staff.\*
3. In addition to the above requirements, the Prime-Consultant must employ on a full time basis or through the use of a Sub-Consultant(s), a minimum of one DOTD Certified Inspector with a minimum of five years' experience in Bridge Construction. Inspectors may only inspect activities in which they hold an active DOTD certification. Inspectors shall have the certifications at the time of submittal. The major activities listed below require certified inspectors:

- a. Structural Concrete

\*MPRs No. 1 and 2 may be met by the same person.

**Training Certifications/Certifications of Compliance shall be submitted with the response to the RFQ.**

## **WORK ZONE TRAINING REQUIREMENTS**

The Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

In addition to the above requirements, if the Scope of Services includes Construction Engineering and Inspection (CE&I), the following requirements shall be met at the time of submittal:

Field Engineers: Traffic Control Technician  
Traffic Control Supervisor  
Flagger

Field Engineer Interns: Traffic Control Technician  
Traffic Control Supervisor  
Flagger

Field Senior Technicians,  
Survey Party Chiefs, and  
SUE Worksite Traffic Supervisors\*: Traffic Control Technician  
Traffic Control Supervisor  
Flagger

Other Field Personnel\*: Traffic Control Technician  
Flagger

\* excluding Asphalt Plant Inspector

Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the GNOEC. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the GNOEC. The "DOTD Maintenance Basic Flagging Procedures Workshop" is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved by the GNOEC. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the GNOEC. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637.

**EXHIBIT B**

**AFFIDAVIT REQUIRED BY LA. R.S. 38:2224**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

AFFIDAVIT REQUIRED BY LA. R.S. 38:2224

PROJECT: CONSTRUCTION INSPECTION SERVICES FOR THE SAFETY RAIL IMPROVEMENTS  
FOR THE GREATER NEW ORLEANS EXPRESSWAY COMMISSION

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified for the aforesaid state and parish, personally came and appeared:

\_\_\_\_\_ (“Affiant”), who after being sworn did depose and state:

1. Affiant is a duly authorized representative of \_\_\_\_\_ (“Respondent”) which has submitted a proposal to perform construction inspection services for the Greater New Orleans Expressway Commission (“GNOEC”) pursuant to a public contract;
2. Respondent has not and will not employ any person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract for the Project with the GNOEC under which Affiant or Respondent, will receive payment, other than persons regularly employed by the Affiant or Respondent whose services in connection with the construction inspection services for the GNOEC or project or in securing the public contract were in the regular course of their duties for Affiant or Respondent;
3. No part of the contract price to be received by Affiant or Respondent was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the public contract, other than the payment of normal compensation to persons regularly employed by the Affiant or Respondent, whose services in connection with construction inspection services for the GNOEC or project were in the regular course of their duties for Affiant or Respondent.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Name of Respondent

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public / Notary I.D. No.

**EXHIBIT C**

**ATTESTATION OF PAST CRIMINAL CONVICTIONS**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**ATTESTATION OF PAST CRIMINAL CONVICTIONS**

**PROJECT: CONSTRUCTION INSPECTION SERVICES FOR THE SAFETY RAIL IMPROVEMENTS FOR THE GREATER NEW ORLEANS EXPRESSWAY COMMISSION**

Appearer, does hereby attest that:

A. No individual who has a minimum ownership interest of ten percent (10%), or more, in the entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any State felony crime or equivalent Federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950.

B. If the entity named below is selected and evidence is submitted substantiating that any individual with a minimum ownership interest of ten percent (10%), or more, in the entity has been convicted of, or has entered a plea of guilty or nolo contendere to any State felony crime or equivalent Federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws listed Section A above, and the Greater New Orleans Expressway Commission subsequently rejects the proposal, the entity named below whose proposal is rejected shall be responsible to the Greater New Orleans Expressway Commission for the costs of rebidding, advertising, the increased costs of awarding to another proposer, or forfeiture of the bid bond, if applicable, whichever is higher.

\_\_\_\_\_  
NAME OF RESPONDENT

\_\_\_\_\_  
NAME OF RESPONDENT'S AUTHORIZED  
SIGNATORY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE OF RESPONDENT'S AUTHORIZED  
SIGNATORY

\_\_\_\_\_  
SIGNATURE OF RESPONDENT'S AUTHORIZED  
SIGNATORY

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public / Notary I.D. No.

**EXHIBIT D**

**IDENTIFICATION OF SUBCONTRACTORS**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**IDENTIFICATION OF SUBCONTRACTORS**

PROJECT: CONSTRUCTION INSPECTION SERVICES FOR THE SAFETY RAIL IMPROVEMENTS FOR THE GREATER NEW ORLEANS EXPRESSWAY COMMISSION

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified for the aforesaid state and parish, personally came and appeared:

\_\_\_\_\_ (“Affiant”), who after being sworn did depose and state:

1. He/She is the and authorized representative of \_\_\_\_\_ , hereafter called “Respondent.”
2. The Respondent submits the attached proposal in response to GNOEC R.F.Q. No. \_\_\_\_\_.
3. The Respondent hereby identifies the following persons, natural or artificial, who are retained by Respondent at the time the attached proposal is submitted or who are expected to perform work as subcontractors in connection with the Respondent’s work for the GNOEC. Respondent shall include specific designations of the tasks to be performed by the subcontractor.
4. Respondent hereby acknowledges and agrees that when new subcontractors not previously named are added to the project, they must be promptly identified to the GNOEC. Respondent shall not contract with any other party for furnishing any of the work or services without the express written approval of the GNOEC, which approval shall not be unreasonably withheld.

\_\_\_\_\_  
NAME OF RESPONDENT

\_\_\_\_\_  
NAME OF RESPONDENT’S AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE OF RESPONDENT’S AUTHORIZED SIGNATORY

\_\_\_\_\_  
SIGNATURE OF RESPONDENT’S AUTHORIZED SIGNATORY

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public / Notary I.D. No.