

**CADDO-BOSSIER PARISHES PORT COMMISSION
REQUEST FOR SERVICES (RFS) – ENG.19.007**

I) PURPOSE

- a) The Caddo-Bossier Parishes Port Commission (the “Port”) is seeking the services of interested and qualified firms to provide a Traffic Impact Assessment (“TIA”), more particularly described in Section II of this Request for Services (“RFS”).
- b) It is the Port’s intent to use the competitive RFS selection process described herein to select a qualified firm for the services for the project defined in Section II.
- c) The Port is working collaboratively with Bossier, Caddo and Desoto Parishes, LADOTD and NLCOG on the development of the I-69 Service Road between the Caddo Bossier Parishes Port Commission Port Complex (“Port Complex”) and Interstate 49, near the intersection with Stonewall Frierson Road, identified in the USDOT/FHWA & LADOTD Interstate 69 Section of Independent Utility Number 15. The main purpose of the TIA is to provide key data points to LADOTD to facilitate the required information needed for a complete LADOTD Route Feasibility Study

II) PROJECT NAME AND SCOPE OF WORK-

ENG.19.007 - Caddo Bossier Parishes Port Commission Traffic Impact Assessment (“TIA”)

- a) The TIA will provide key data to be utilized by LADOTD and their partners in the development of a Route Feasibility Study for the I-69 Service Road mentioned above herein.
- b) The TIA shall present the traffic volumes and findings based on a review of the existing and future roadway conditions of the feeder roads to the Port Complex.
- c) The TIA will present findings and recommendations for improving traffic operations at the Port Complex including but not limited to ingress and egress of Port Complex gates A, B, C, D & E. In addition to anticipated traffic from the Port Complex, all major thoroughfares to which Port vehicular traffic originates or will utilize to reach the destination (i.e. – LA Hwy 1, Flourney Lucas, Hwy 175, etc.).

- d) The TIA will contain data collected for the tasks associated with documenting traffic, accidents and truck origin/destination surveys completed.
- e) Evaluate traffic patterns to identify volume, density and frequency of feeder road and Port Complex traffic.

III) PROPOSAL REQUIREMENTS FROM PRIME CONSULTANT

- a) The consultant shall submit a proposal using the standard form (SF) 330 (<https://www.gsa.gov/Forms/TrackForm/32994>) format which shall be accompanied by a cover letter not to exceed three (3) one-sided pages. This proposal shall demonstrate who the consultant has designated to be used as the project manager along with the pertinent support staff, including a QA/QC personnel designated to reviewing the information as developed. Also, the consultant shall include the prior projects completed of similar nature in the SF 330 forms.
- b) It is preferred if the proposal includes at least one team member that is a Professional Traffic Operations Engineer (PTOE). In addition, it is preferred that the proposal include at least one team member that is proficient in TransCad and TransModeler.
- c) The consultant shall submit one (1) clearly identified original, one (1) copy and one (1) electronic copy (total of three documents) in response to the request for services and supporting documentation shall be submitted to the Executive Port Director, Eric England, no later than **May 24, 2019 at 3:00 p.m.**

IV) SUBMISSION REQUIREMENTS

- a) To achieve a uniform review process and allow for adequate comparability, responses to this request must be organized in the manner specified below:
- b) Letter of Transmittal: limit to three (3) printed pages.
- c) State the Consultant's understanding of the work to be performed. Make a positive commitment to perform the work and provide information on similar work as specified in Section III herein.
- d) Number of employees in the Caddo-Bossier area.
- e) Percent of work to be provided from other locations. List each location separately.
- f) State whether the Consultant has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, as a result of performance. If so, please explain in specific.
- g) Explain fully if the Consultant has been involved in any litigation and/or has been disqualified for reasons other than performance.

V) INSURANCE REQUIREMENTS

- a) The Consultant shall, at its own expense, provide a copy of the insurance certificate which meets the requirement in Exhibit B.

VI) PRE-PROPOSAL MEETING

- a) A pre-proposal meeting shall be held on May 15, 2019 at 9:00 a.m. to clarify any information necessary to submit an acceptable proposal.

VII) PROPOSALS MUST BE DELIVERED TO:

Caddo-Bossier Parishes Port Commission
ATTN: Executive Port Director
6000 Doug Attaway Blvd
Shreveport, LA 71115

VIII) DOCUMENTATION OF RESPONSES

- a) Respondents to this request will be recorded in the presence of one or more witnesses.
- b) Responses to this request must be submitted by using a sealed envelope.
- c) The Consultant's name and address, Engineering license number, the RFS due date and time, and the RFS title shall be shown on the outside of the envelope.
- d) The Port assumes no responsibility for unmarked envelopes being excluded from consideration for an award.
- e) Proposals received after the time specified will be recorded and then returned unopened.
- f) Questions seeking clarification of any aspect of this RFS may be submitted to, Tyler Comeaux, tylerc@portsb.com , TEL: (318)-524-2276.

IX) SPECIAL PROVISIONS

- a) CONTRACT - Upon the selection of a desired firm, the Port and the selected firm will work, in conjunction with all governmental agencies discussed herein, to define a scope and fee that is amicable and satisfactory to all parties.
- b) M/WBE Participation – See Exhibit A for a complete description of the Port's M/WBE Program and requirements for this RFS.

X) SELECTION PROCESS AND METHOD OF AWARD

- a) The Proposal and letter of interest will be evaluated by representative(s) of the Port based on responsiveness to this RFS.
- b) The Port's representative(s) may conduct interviews with any or all submitting firms if it finds that such interviews are warranted and will aid in the selection process.
- c) Factors to be considered include the Proposal's compliance with instructions, location, current workload in relationship to its capacity, experience on similar projects, performance on prior contracts with the Port (if any), personnel available for the work, a proposed work plan where applicable, adherence to the M/WBE goals and any other factors necessary to make an informed recommendation. The Consultant's proposal should clearly include names of all subs and an estimate of the M/WBE Participation to be achieved.
- d) The selection process will likely take approximately 10-15 days following receipt of the proposals.

Exhibit A

Traffic Impact Assessment CBPPC Project No. ENG.19.007

MBE/WBE PARTICIPATION: To encourage the hiring of Minority and Women Business Enterprises (M/WBE) the Caddo-Bossier Parishes Port Commission d/b/a the Port of Caddo-Bossier (hereinafter “the Port”) promotes the participation of M/WBEs in its solicitation of service projects.

The Caddo-Bossier Parishes Port Commission (the “Port”) adopted Ordinance No. 2 of 2010 which established a minority and women owned business (“M/WBE”) goal to maximize participation on all Port projects with a goal of 35% on each project. The list of currently approved M/WBE businesses can be found on the Port’s website at portcb.com/mwbe-partners.

If the prime contractor/consultant would like to use a minority or women owned business that is not currently listed on the Port’s website, the proposed M/WBE of choice shall submit an application in accordance with procedures set forth on the Port’s website. The prime contractor/consultant shall not engage the services of a proposed M/WBE on any Port project, until such proposed M/WBE has been approved by the Port.

To the maximum extent legally practicable, the Port will ensure that all vendors providing goods and/or services to the Port (hereinafter “providers” or “vendors”) and all construction contractors on Port jobs (hereinafter “contractors”) provide employment opportunities to M/WBEs equal to those of non M/WBEs. Contractors and providers will be required to take positive steps to utilize M/WBEs to the maximum extent feasible in accordance with Ordinance No. 2 adopted by the Port.

M/WBEs shall be afforded equal opportunity to submit proposals and bids and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for any award.

The Port shall have the right to seek clarification or additional documentation to ensure good faith compliance.

All M/WBE subcontractors shall be included in the proposal with the **scheduled amount of M/WBE participation clearly stated in the cover letter**. Following the award, the selected consultant will provide a performance or accrual payment form from the previous months payment to the intended M/WBE subcontractor(s).

These provisions in no way create any contractual relationship between any subcontractor and/or supplier and the Port or any liability on the Port for the contractor’s failure to make timely payment to the subcontractor(s) or supplier(s).

Exhibit B

INSURANCE REQUIREMENTS

The Engineer/Architect Firm shall, at its own expense, provide and maintain certain insurance in full force and effect at all times during the term of the Contract and any extensions thereto.

- (a) The policy shall name the Commission as an additional insured, including a waiver of subrogation in favor of the Commission and the underwriters' agreement to provide ninety (90) days' notice of cancellation or non-renewal. The Commission shall be notified of any known or suspected claim in the event such claim is fifteen (15%) percent of the current policy limit.
- (b) The insurance carrier shall have a rating of A- 7 or better. The limit shall be \$2M per occurrence with a SIR of no more than \$25,000. The Commission reserves the right to increase the amount of the professional liability insurance coverage based upon the estimated amount and complexity of a particular project. The professional liability policy shall be subject to final review and approval by the Commission.
- (c) The Engineer/Architect Firm shall promptly notify the Commission if any claim is asserted against the Contractor whenever such a claim would apply to this coverage.
- (d) The Commission reserves the right to inspect any and all insurance policies required pursuant to this Contract, prior to the commencement of the services specified in the Contract and anytime thereafter.
- (e) Proof that such insurance coverage exists shall be furnished to the Commission by means of a Certificate of Insurance form before any part of the services specified by the Contract are commenced.
- (f) The payment of any deductible specified by such insurance policies shall be the responsibility of the Engineer/Architect Firm and will be paid solely by the Engineer/Architect Firm.
- (g) The Commission will give the Engineer/Architect Firm prompt notice in writing of the institution of any suit or proceeding and permit the Engineer/Architect Firm to defend same, and will give all needed information, assistance, and authority to enable the Engineer/Architect Firm to do so.
- (h) The Engineer/Architect Firm shall similarly give the Commission immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract.
- (i) The Engineer/Architect Firm shall furnish immediately to the Commission copies of all pertinent papers received by the Engineer/Architect Firm.
- (j) If any part of the services specified by the Contract is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover its operations, and evidence of such insurance, satisfactory to the Commission, shall be furnished to the Commission by the Engineer/Architect Firm.