

## GREATER NEW ORLEANS EXPRESSWAY COMMISSION

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



REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL ENGINEERING SERVICES FOR  
THE GREATER NEW ORLEANS EXPRESSWAY COMMISSION

R.F.Q. No. 2024-01



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**SECTION A  
PUBLIC NOTICE  
FOR  
PROFESSIONAL ENGINEERING SERVICES**

To be published one time  
Legal – December 4, 2024

Publication  
Jefferson, Louisiana

PUBLIC NOTICE  
FOR  
PROFESSIONAL ENGINEERING SERVICES

The Greater New Orleans Expressway Commission (hereinafter referred to as the “GNOEC”) is seeking Statement of Qualifications from qualified firms interested in providing professional engineering services on an as needed basis for the GNOEC.

Responses to this RFQ will be evaluated by an 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 download at [www.thecauseway.us](http://www.thecauseway.us). Additionally, the firm selected for this project may be required to execute the GNOEC’s standard contract for Engineering Services. Any questions or problems related to the download of the RFQ package should be directed by email to Melissa Phillipott at [melissa@gnoec.org](mailto:melissa@gnoec.org).

Respondents must deliver an original and seven copies of the Proposals and an electronic copy on a CD-ROM/flash drive in PDF on or before January 29<sup>th</sup> 2025 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 or failing to meet the minimum requirements will be rejected.

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 solicitation during the selection process period. Questions concerning this RFQ shall be submitted via email to Melissa Phillipott no later than, January 8, 2025, noon. All inquiries together with responses thereto will be posted by GNOEC at [www.thecauseway.us](http://www.thecauseway.us) on or before January 15, 2025.

Additionally, the members of the GNOEC request that proposers 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 during the spring of 2025 to select a firm to provide the services advertised for the GNOEC on an as needed basis.

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 PROFESSIONAL ENGINEERING 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 establish a contract with a qualified firm (hereinafter referred to as the "Respondent") to provide professional engineering services for the GNOEC.

Respondent will be responsible for providing all software, equipment, materials and labor necessary to complete Scope of Services, Exhibit A. 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 the Proposals ("responses") and an electronic copy on a CD-ROM/flash drive in PDF on or before, January 29, 2025, 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 GNOEC also manages three approach roads to the Causeway on the north shore.

The GNOEC seeks to retain a qualified engineering firm to perform engineering, construction management, design services, and inspections on road projects on an all or as needed basis, as more fully described in Exhibit A.

Responses to this RFQ will be evaluated by an Evaluation Committee to establish the firms' qualifications based on the criterion set forth herein.

### 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	December 4, 2024
RFQ Inquiry Deadline	Respondents submit questions through GNOEC's designated email address	January 8, 2025
GNOEC's Deadline to Respond to Inquiries	GNOEC posts all inquiries and responses on GNOEC's website	January 15, 2025
Responses Due	Respondents submit Responses	January 29, 2025
Evaluation of Responses	Evaluation Committee Reviews Responses	February 19, 2025
Interviews	If necessary to make a selection	February 26, 2025
Commission Selects	Contract Negotiation Begins	TBA
Contract Execution	Contract Begins	TBA

### 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 Evaluation 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 January 8, 2025, noon. All inquiries together with responses thereto will be posted by GNOEC at [www.thecauseway.us](http://www.thecauseway.us) on or before January 15, 2025.

### 5.0 Procurement Process Objectives

- To engage a qualified Respondent to perform professional engineering services for the GNOEC as more fully described in Exhibit A.
- GNOEC specifically reserves the right to evaluate responses 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 and to reject all responses and/or proposals, if in the best interest of GNOEC.



- 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.
- 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.

## 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. The Committee will review responses to the RFQ and present a list of qualified firms 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.

The Evaluation Committee will use the following criteria in its review and evaluation of the Proposals:

1. Firm's organization and experience (25 points total).
2. Key staff experience, current workload of firm and availability of proposed core team (25 points).
3. Project approach and firm's understanding of project, including innovative and alternative means, methods, and materials (25 points).
4. Firm's location (a greater number of points to be given to businesses with their principal place of business within 80 miles of the GNOEC Main Office) (10 points total).
5. Previous history with major roadways and/or experience with similar highways/commuting throughways. (15 points).

In accordance with La. R.S. 38:2318.1, price or price-related information shall not be a factor in the selection under this RFQ. After an initial selection is made, the GNOEC may negotiate with a qualified firm concerning the fee and contract requirements. Upon completion of the negotiations, the firm will then be asked to enter into a contract with the GNOEC. If an agreement cannot be reached with the firm, the GNOEC will move to select another qualified firm within the top 3 ranked firms. The same process will be repeated with the other qualified firms if no such agreement can be reached. The GNOEC reserves the right to not select a firm as part of this process if an agreement cannot be reached.

The GNOEC may select firms to interview prior to contract execution.

Selection will be based on determination of which proposal will best meet the needs of the GNOEC and the requirements of this RFQ and presents the least impacts to the commuters.

- The GNOEC may ask additional questions of firms, or negotiate over the proposals.

- The GNOEC may then award contracts based on the specified criteria.

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.

The GNOEC reserves the right to accept or reject any or all proposals and to request resubmission or additional information. The GNOEC is the sole judge of the proposals and the only entity qualified to determine which proposals best meet the GNOEC's needs. The GNOEC's decision is final.

## 7.0 Requirements for Responses

- Responses must be bound and printed on 8.5" x 11" paper. An original and seven printed copies and an electronic copy on a CD-ROM/flash drive in PDF must be submitted.
- All responses must be typed or written in ink. Any erasures, strikeover and/or changes should be initialed by Respondent.
- All responses must be signed by an individual with authority to bind Respondent.
- 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. 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.
- 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 by any Subcontractor listed in Exhibit D.
- All firms submitting responses shall carry a minimum of statutory workers' compensation, \$2,000,000 in commercial general liability insurance, \$1,000,000 in auto liability and employers' liability insurance, and \$2,000,000 in professional liability coverage. Limits can be inclusive of any amount provided by umbrella or excess insurance. 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, \$2,000,000 in commercial general liability insurance, \$1,000,000 in auto liability and employers' liability insurance, and \$5,000,000 in professional liability coverage. Limits can be inclusive of any amount provided by umbrella or excess insurance. 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.

Responses shall be organized in the following manner:

1. Cover Letter

Provide name and address of the firm respondent and contact person with address, telephone number, and email address. Acknowledge receipt of any addenda if applicable. 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 proposed firm and staff within the last five years that include the same or similar services required for this request. Include any major roadways/highways/commuting throughways or approach road construction projects.

Provide résumés or a listing of information for you or each person in your firm who will provide engineering 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 organizational chart must include both the main firm and any firms who will act as subcontractors.

Provide the name of the Principal Engineer who will represent the firm at all general and special meetings of the Commission including GNOEC monthly commission meetings, technical meetings, and Joint Legislative Budget Committee meetings.

The engineering 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 engineering administration philosophy.

Describe your typical interactions with owners throughout the process. The GNOEC will consider the firm'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's 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 and services

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 major roadways/highways/commuting throughways 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 projects 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.

#### 8.0 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 by Respondent and any Subcontractor, if applicable.
- Attestation of past criminal convictions (Exhibit C) shall be submitted with the response by Respondent and any Subcontractor, if applicable.
- Identification of Subcontractors, if applicable (Exhibit D), shall be submitted with the response.
- At least one (1) principal of the Respondent must be a professional engineer registered in the State of Louisiana.
- At least two (2) principals or other responsible members of the Respondent must be professional civil engineers, registered in the State of Louisiana, one (1) with at least five (5) years of experience in design of major roadways/highways/commuting throughways.

**Louisiana Professional Engineering and Land Surveying Board (LAPELS) Pocket Card/Training Certifications/Certifications of Compliance/Evidence of Compliance shall be submitted with the response to the RFQ.**

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

## **EXHIBIT A**

### **SCOPE OF SERVICES**

The Respondent chosen for the contract will perform engineering, construction management, and inspections on road projects for the Greater New Orleans Expressway Commission, particularly on north shore approach roads to the Lake Pontchartrain Causeway Bridge, on an as needed basis. Services will include:

1. Upon request, attend all general and special meetings of the Commission including GNOEC monthly commission meetings, Technical Committee meetings and Joint Legislative Budget Committee meetings.
2. Upon request, furnish general consultation services to the Commission and its authorized representatives on engineering matters related to the Causeway north shore approach roads.
3. Upon request, provide assistance/information for the annual inspection report prepared by the bridge inspection consultant regarding the condition of the Causeway north shore approach roads, adequacy of maintenance provided, and whether all components are in good working order.
4. Upon request, prepare and recommend to the Commission short- and long-term plans for maintenance and rehabilitation purposes and estimate approximate costs of same based on current dollars of Causeway north shore approach roads. Engineer shall be responsible for preparing the final recommendations.
5. Upon request, prepare and file, with approval of the Commission, certificates with the trustee when repairs are required to restore or prevent physical damage to the Causeway north shore approach roads or any part thereof for the safe and efficient operation of the Causeway or to prevent loss of revenues.
6. Upon request, provide support information to the GNOEC staff and GNOEC attorneys.

In addition to the services set forth above, the Commission may authorize and direct the Respondent to perform other services of an engineering nature, including preliminary and final design services, as may be necessary. Individual design projects performed by the Respondent shall not exceed \$500,000.00.



**EXHIBIT B**

**AFFIDAVIT - LA. R.S. 38:2224**

STATE OF LOUISIANA

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

**AFFIDAVIT - LA. R.S. 38:2224**

**PROJECT: PROFESSIONAL ENGINEERING SERVICES 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 professional engineering 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 professional engineering 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 professional engineering 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 \_\_\_\_\_, 202\_\_.

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

**EXHIBIT C**

**ATTESTATION OF PAST CRIMINAL CONVICTIONS**

STATE OF LOUISIANA

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

**ATTESTATION OF PAST CRIMINAL CONVICTIONS**

**PROJECT: PROFESSIONAL ENGINEERING SERVICES 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 \_\_\_\_\_, 202\_\_.

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

**EXHIBIT D**

**IDENTIFICATION OF SUBCONTRACTORS**

STATE OF LOUISIANA

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

**IDENTIFICATION OF SUBCONTRACTORS**

PROJECT: PROFESSIONAL ENGINEERING SERVICES 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.

**INSERT**

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 \_\_\_\_\_, 202\_\_

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