

Office of Louisiana Highway Construction
Division of Administration

JEFF LANDRY
GOVERNOR



ARCHIE CHAISSON, III
EXECUTIVE DIRECTOR

OFFICE OF LOUISIANA HIGHWAY CONSTRUCTION

RFQ No. 107P01-25-001

Indefinite Delivery/Indefinite Quantity (IDIQ) Contract for Design and Construction Administration Services for Road and Bridge Projects

Submission Deadline: December 19, 2025 at 1:00pm

Issuing Office: Office of Louisiana Highway Construction

1201 N. Third Street

Baton Rouge, LA 70802

Email: archie.chaisson@la.gov | Phone: (225) 342-7178

1. PURPOSE AND BACKGROUND

The Office of Louisiana Highway Construction (OLHC) is soliciting Statements of Qualifications (SOQ) and proposals from qualified engineering firms to provide design and construction administration services for road and bridge projects. The resulting contracts will be Indefinite Delivery/Indefinite Quantity (IDIQ), task order-based agreements for projects funded through non-federal aid sources and the State's Capital Outlay Program. Selected firms will provide professional engineering services on an as-needed basis for a period of three (3) years from the date of contract execution. Each task order issued under this contract will not exceed \$5,000,000, exclusive of Construction, Engineering and Inspection services. There is no limit on the number of task orders that may be issued during the contract period.

2. SCOPE OF SERVICES

- Preliminary engineering and feasibility studies
- Surveying and mapping
- Roadway and bridge design
- Drainage and utility coordination
- Preparation of plans, specifications, and estimates (PS&E)
- Construction administration and inspection
- Quality control, materials testing, and record documentation
- Project close-out and as-built documentation

3. CONTRACT TYPE AND TERM

The Office of Louisiana Highway Construction intends to award multiple IDIQ contracts under this solicitation. Contract Term: Three (3) years. Task Order Limit: \$5,000,000 per individual assignment. Funding Source: Non-federal aid and State Capital Outlay dollars. Task orders will be issued on an as-needed basis at the sole discretion of OLHC.

4. MINIMUM QUALIFICATIONS

- One (1) principal who is a Professional Engineer (PE) registered in Louisiana.
- A Professional Engineer in charge of each project with at least five (5) years of relevant experience.
- At least one (1) full-time Louisiana-registered Professional Engineer in each field of expertise required for the assigned projects (sub-consultants may be used if multiple disciplines are needed).

5. EVALUATION CRITERIA

All submittals will be evaluated based on the following criteria (total 100 points):

Evaluation Criteria	Maximum Points
Cover Letter (Include point-of-contact)	5
Organizational Chart	10
Key staff experience and training relative to the scope of work	25
Relevant Experience	30
Past performance on similar public works projects	
Past performance on similar privately funded projects	
Firm size and capacity to complete assignments timely	15
Location of principal office (Louisiana-based preference)	10
History of legal proceedings with public entities	5

Only firms receiving a total cumulative score of 70% or greater will be deemed qualified for consideration.

6. SUBMISSION REQUIREMENTS

- Completed Statement of Qualifications
- Résumés of key personnel
- List of recent, relevant projects (within the past five years)
- Proposed sub-consultants, if any, with their qualifications

Submissions shall be consistent with the best practices common for municipal and Parish SOQ submissions. Use of standardized forms such as 24-102 or SF330 is not required.

Submissions will be received via hard copy mailed to the Office of Louisiana Highway Construction, P.O. Box 94095, Baton Rouge, LA 70804. Submission will also be accepted via electronic submission via email to archie.chaisson@la.gov.

7. INSURANCE REQUIREMENTS

- Worker's Compensation: As required by Louisiana statute
- General Liability: \$2,000,000.000 per occurrence
- Automobile Liability: \$1,000,000 per occurrence
- Professional Liability (Errors & Omissions): \$1,000,000 per claim

Certificates must name the Office of Louisiana Highway Construction as an additional insured where applicable.

8. SELECTION AND AWARD

The Technical Evaluation Committee (TEC) will evaluate all qualified submittals and make recommendations to the Executive Director of the Office of Louisiana Highway Construction for final approval. The Office reserves the right to reject any or all submissions, waive informalities or irregularities, and issue multiple awards under this solicitation.

9. QUESTIONS AND CLARIFICATIONS

All inquiries regarding this solicitation must be submitted in writing via email to:

Contact Name: Archie Chaisson, III, Executive Director, Office of Louisiana Highway Construction

Email: archie.chaisson@la.gov

Deadline for Questions: December 10, 2025 at 1:00pm

10. NOTICE

All provisions of this RFQ are governed by applicable Louisiana Revised Statutes and the Office of Louisiana Highway Construction procurement regulations.

Publication authorized by:

Archie P. Chaisson, III

Executive Director, Office of Louisiana Highway Construction

Date: November 24, 2025