

Mississippi Department of Transportation

REQUEST FOR QUALIFICATIONS

A DESIGN-BUILD PROJECT

**Bridge Replacement on SR 21 between Steele and
Sebastopol
Scott County, Mississippi**

Federal Aid Project No. BR-0045-01(014) 100620/301000

February 17, 2006

PURPOSE OF REQUEST

The purpose of this Request For Qualifications (RFQ) is to solicit letters of interest and qualifications from firms interested in providing roadway and bridge design services and construction services necessary for the construction of two bridges. The new bridges will replace existing bridge #12.3 across Hontokalo Creek on SR 21 that is 11.5 miles North of SR 35 and bridge #12.6 across Hontokalo Creek relief on SR 21 that is 11.7 miles North of SR 35. Both are located in Scott County, Mississippi.

The Mississippi Transportation Commission will hereinafter be referred to as the "COMMISSION". The COMMISSION and the Federal Highway Administration will be utilizing the Design-Build method of procurement for this project. The replacement of these two bridges and associated roadway work hereinafter will be referred to as the "PROJECT". The term "RESPONDER" as used herein includes a firm or firms, partnerships, joint ventures and others responding to this RFQ. The term "PROPOSER" as used herein includes a firm or firms, partnerships, joint ventures and others, who upon the request of the COMMISSION, will be invited to submit to the Request for Proposals (RFP).

The COMMISSION will use a two-step process to select a PROPOSER with which to execute a contract for this PROJECT. This RFQ represents the first step in the process. After evaluation and scoring of responsive submittals to the RFQ, the COMMISSION intends to short-list three (3) RESPONDERS and express-mail each a RFP. The COMMISSION will look for a discernable break in the scores to assist in determining who will be invited to respond to the RFP. There will be no stipend available to the short-listed responsive PROPOSERS to whom the contract is not awarded.

The selected PROPOSERS will be asked to submit a technical proposal, a cost proposal and schedule. Information about the format, contents and evaluation criteria for the responses to the RFP will be provided to the selected PROPOSERS. Upon evaluation of the technical proposal, cost proposal and schedule, the COMMISSION intends to select a PROPOSER for contract award and execution.

It is not the intention of the COMMISSION to receive project-specific design or engineering recommendations as part of this RFQ. RESPONDERS should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience.

OVERVIEW

This PROJECT consists of the removal of two existing bridges, construction of replacement structures, and associated roadway items. Existing bridge #12.3 was constructed in 1955. It is a 100'-0" long steel beam structure with a cast in place concrete deck. It consists of 5 square 20'-0" simple spans supported by timber caps and piling. Existing bridge #12.6 was constructed in 1955. It is a 100'-0" long steel beam structure with a cast in place concrete deck. It consists of 5 curved 20'-0" simple spans supported by timber caps and piling. The COMMISSION has secured a Categorical Exclusion for the construction of the PROJECT and environmental assessments will not be required by the PROPOSER. The COMMISSION has acquired right-of-way required for the construction of the PROJECT. Utilities will be relocated by the COMMISSION prior to awarding this PROJECT.

Construction of the PROJECT will be within existing Mississippi Department of Transportation (MDOT) right-of-way.

The following permits will be obtained by the COMMISSION:

- Nationwide #14 Waters Permit
- Nationwide #23 Wetlands Permit
- NPDES Storm Water Permit

Any necessary coordination and/or additional permits including, but not limited to environmental agencies will be the responsibility of the successful PROPOSER.

PROJECT services shall include but are not limited to:

- Design Services – completion of construction plans
- Quality Control of design and construction
- Construction Services – necessary to build and ensure high quality workmanship of the designed facility

SCOPE

The scope of work for this PROJECT will include, but not limited to, the following Design and Construction work items:

Design:

- Preliminary and Final Roadway Design and Plan Preparation
- Preliminary and Final Bridge Superstructure and Substructure Design and Plan Preparation
- Bridge Hydraulic/Scour Design and Analysis
- Roadway Drainage Design
- Geotechnical Design
- Pavement Design
- QC for Design
- Surveying

Design shall meet all appropriate AASHTO *Policy on Geometric Design of Highways and Streets* (latest edition), AASHTO *Standard Specifications for the Design of Highway Bridges* (latest edition), *Manual on Uniform Traffic Control Devices* (latest edition) (MUTCD) and MDOT design criteria. Microstation and Geopak shall be used in the preparation of CADD files.

Construction:

- Demolition of existing bridges with debris removal and disposal
- All necessary roadway and bridge work
- Surveying
- Drainage
- Environmental coordination
- Erosion and sediment control work items
- Traffic control
- Project management
- Construction management
- QC for construction

Construction shall comply with the MDOT *Standard Specifications for Road And Bridge Construction 2004 Edition* as modified by the RFP to accommodate specific Design/Build requirements, *Manual on Uniform Traffic Control Devices* (latest edition), MDOT Standard Drawings and any special provisions.

SUBMITTAL FORMAT

The RFQ response must be submitted by the time and date as shown under MILESTONES. The response shall contain no more than twenty-five (25) single-sided double-spaced 8 ½" By 11" pages, excluding appendices. The font style shall be Arial with a minimum font size of 10 point. A single-page cover letter will not be counted as part of the 25-page maximum. Cover letters in excess of one page and any other information submitted beyond that noted in the RFQ will be counted as part of the 25-page maximum. Responses should address each of the following five (5) categories in the same order as listed below.

I. MANAGEMENT EXPERIENCE AND APPROACH

Provide the qualifications and experience of the firm or firms on the RESPONDER'S team as follows:

1. Identify the lead organization and primary members of the RESPONDER'S team. Name the entity with whom the COMMISSION will be contracting and identify if this will be a partnership, corporation, joint venture, etc. The total value of all work performed by the lead organization shall be no less than 40 percent of the value of the PROPOSER'S submitted cost proposal.
2. Provide an organizational chart of the RESPONDER'S team describing the roles and responsibilities of each team member. Identify all team members that are Disadvantaged Business Enterprise (DBE) firms. DBE firms shall comprise 7 percent of the PROJECT value.
3. Provide proof of insurance and bonding capacity adequate to complete the PROJECT. This information may be included in the appendices and will not be counted against the 25-page maximum requirement.
4. The team must include at a minimum the following KEY INDIVIDUALS in order for the Statement of Qualifications (SOQ) to be deemed technically responsive. Identify the KEY INDIVIDUALS and the firm by which he/she is employed. Give a clear definition of the role and responsibility of each KEY INDIVIDUAL relative to the member firms.
 - a. Project Director - The Project Director shall be the primary person in charge of and responsible for delivery of the PROJECT in accordance with the contract requirements. The Project Director or an approved designee must be present on site fulltime as the work is performed, have full authority to make the final decisions on behalf of the RESPONDER/PROPOSER and have responsibility for communicating these decisions directly to MDOT.
 - b. Lead Design Engineer – The Lead Design Engineer shall be in charge of and responsible for all aspects of the design of the PROJECT (road, bridge, hydrology and geotechnical, etc.) and shall be a Professional Engineer registered by the State of Mississippi* or be able to achieve registration prior to performing any work.
 - c. Construction Manager – The Construction Manager reports directly to the Project Director and shall be responsible for the overall coordination of the PROJECT including design and construction. The Construction Manager shall be a Professional Engineer registered by the State of

- Mississippi* or be able to achieve registration prior to performing any work.
- d. Quality Control Manager (Design) – The Design Quality Control Manager shall be responsible for assuring that the design of the PROJECT is in compliance with the Contract requirements and shall be a registered Professional Engineer by the State of Mississippi* or be able to achieve registration prior to performing any work. The Design Quality Control Manager shall report directly to the Project Director.
 - e. Quality Control Manager (Construction) – The Construction Quality Control Manager shall be responsible for assuring that all workmanship and materials are in compliance with the Contract requirements. The Construction Quality Control Manager shall report directly to the Construction Manager.
5. Indicate the team's ability to comply with the specified DBE goal.
6. Describe the approach to accomplish the various items of work required by the PROJECT as identified in the Scope.
7. Demonstrate the team's ability to commit necessary resources to successfully complete the PROJECT.

II. EXPERIENCE OF PERSONNEL

All team members and personnel shall hold or obtain licenses required for performing work on the PROJECT under state and local laws. Provide information demonstrating that the RESPONDER'S personnel possess the required minimum qualifications listed below:

1. The RESPONDER'S design team shall meet the following minimum qualifications:
 - a. The design team shall have personnel with experience and expertise in all phases of roadway design and design of bridge structures as required for this PROJECT.
 - b. The lead design engineer shall be a Registered Professional Engineer registered by the State of Mississippi* or be able to achieve registration prior to performing any work and have a minimum of ten (10) years experience and expertise in the design of projects of similar scope and magnitude.
 - c. The design team shall have the necessary equipment and personnel to provide the designs and plans in a timely manner.
2. The RESPONDER shall provide for a Geotechnical Engineer, with a minimum of ten (10) years experience, to conduct geotechnical investigations and provide specific recommendations for the design and construction of the roadway embankment and bridge foundations. The Geotechnical Staff shall contain at least one Registered Professional Engineer by the State of Mississippi* or be able to achieve registration prior to performing any work.
3. The RESPONDER'S Project Director must have at least seven (7) years experience managing bridge and roadway projects of similar magnitude. Describe the Project Director's experience leading this type and magnitude of project. Provide a list of the projects that the Project Director has managed in the past. For each project listed, provide:
 - a. A brief description of each project managed, including the year(s) of construction and size and type of project, including any unusual features.
 - b. Name of owner the work was performed for and the name and phone numbers of owner's representatives who can verify and discuss the Project Director's participation in the project.
4. The RESPONDER'S construction team shall meet the following minimum qualifications:

- a. The construction manager shall have a minimum of five (5) years experience in the management of bridge and roadway projects of similar magnitude.
 - b. Each construction superintendent shall have a minimum of five (5) years experience in supervising bridge and roadway projects of similar magnitude.
 - c. The project surveyor of the construction team shall be a Registered Land Surveyor (RLS) by the State of Mississippi* or be able to achieve registration prior to performing any work, shall have a minimum of five (5) years experience and demonstrate experience in roadway and bridge construction work.
5. The RESPONDER'S Quality Control team (QC) shall meet the following minimum qualifications.
- a. The Design QC Manager shall have a minimum of ten (10) years experience on bridge and roadway projects of similar magnitude and shall be a Registered Professional Engineer by the State of Mississippi* or able to achieve registration prior to performing any work.
 - b. The Construction QC Manager shall have a minimum of five (5) years experience on bridge and roadway projects of similar magnitude.
6. Provide resumes of the KEY INDIVIDUALS and other personnel that the RESPONDER considers critical to the success of this PROJECT, including team members discussed above. This information may be included in the appendices and will not be counted against the 25-page maximum requirement.

Modifications to the PROPOSER'S Team or Key individuals and other personnel listed in Sections I & II is discouraged. MDOT will not approve requests for modification without justification. Examples of justification include death of a team member, changes in employment status, bankruptcy, inability to perform, organizational conflict of interest**, or other such significant cause. In order to secure MDOT's approval prior to the award of the contract, a written request shall be forwarded to the person and address as shown in the GENERAL INFORMATION section of this RFQ. The request shall include: a) the nature of the desired change, b) the reason for the desired change, and c) a statement of how the desired change will meet the required qualifications for the position/responsibility, No such modification will be made without prior MDOT approval.

III. PAST PERFORMANCE

1. For each firm included in the RESPONDER'S Team, provide information demonstrating the firm's qualifications for performing work included in this RFQ. The information is to include a list of project experience in the past five (5) years, including year(s) of design and/or construction experience. This information may be included in the appendices and will not be counted against the 25-page maximum requirement.
2. For each project listed, provide:
 - a. A brief description of the project.
 - b. Name of owner for whom the work was performed.
 - c. Name, title and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects.This information may be included in the appendices and will not be counted against the 25-page maximum requirement.
3. Include SF 330 for all engineering firms. This information may be included in the appendices and will not be counted against the 25-page maximum requirement.
4. Provide brief answers and explanations to the following questions.
 - a. Has any member of the RESPONDER'S team defaulted and/or been terminated on any project within the last five (5) years?
 - b. In the past five (5) years, has any member of the RESPONDER'S team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity or are any such actions pending against them?
 - c. How many claims were submitted in the past five (5) years by the RESPONDER'S Team and how were they resolved? This does not include the exercise or assertion of a personal right.
 - d. Does any member of the RESPONDER'S team have active projects that are behind schedule? If so, why are the projects behind schedule?
 - e. Has any member of the RESPONDER'S team been assessed erosion and sediment control violations and/or fines within the last five (5) years?
 - f. Within the last five (5) years, how many projects were constructed by the RESPONDER'S team that were completed three (3) or more months ahead of the target project completion date?

IV. QUALITY CONTROL (QC) PLAN APPROACH

Provide information on how the QC responsibilities for construction and design will be performed on this PROJECT.

V. SAFETY

Provide the OSHA Recordable Incident Rate for each team member for the last five years. Provide the RESPONDER'S safety goals for this project.

Additional information may be requested from RESPONDERS to this RFQ.

QUALIFICATIONS EVALUATION

The criteria shown below will be considered in determining the firm's qualification score. The maximum points for each evaluation category will be as follows:

Management Experience and Approach	30
Experience of Key Individuals	25
Past Performance	25
Quality Control Plan and Approach	10
Safety	10
Maximum Score	100

SELECTION

Based upon the scoring of responsive submittals, the COMMISSION intends to select three (3) RESPONDERS to be invited to submit proposals for this PROJECT.

GENERAL INFORMATION

The COMMISSION intends for the contract to be awarded based on Best Value.

The COMMISSION reserves the right, at its sole discretion, to either proceed no further with the PROJECT RFQ process, or to re-advertise in another public solicitation.

The COMMISSION reserves the right to accept or reject any and all RESPONDERS and PROPOSERS and/or discontinue the selection process at any time prior to contract execution.

The COMMISSION assumes no liability and will not reimburse costs incurred by RESPONDER'S firms (whether selected or not) in developing responses to this RFQ.

The COMMISSION reserves the right to request or obtain additional information about any and all responses to the RFQ. The COMMISSION may also issue addenda to the RFQ which will be posted to the MDOT website (www.gomdot.com).

All RESPONDERS/PROPOSERS must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information, the release of which would constitute an unreasonable invasion of personal privacy. All information contained in the SOQ will be subject to release in accordance with the Mississippi Public Records Act, Miss. Code Ann. § 25-61-1, *et seq.*

All questions related to this RFQ shall be submitted in writing and directed to:

Mr. Bill Wilson, P.E.
Mississippi Department of Transportation
Construction Division 73-01
P.O. Box 1850
Jackson, Mississippi 39215-1850
Or emailed to: RFQQuestionsScottSR21@mdot.state.ms.us

Written questions will be accepted until the time and date as shown under MILESTONES. Only written requests to the above addressee will be considered. No requests for additional information or clarification to any other MDOT office, consultant, or employee will be considered. All responses will be in writing and will be posted to the MDOT website (www.gomdot.com).

The MDOT will not be responsible for any oral exchange or any other exchange of information that occurs outside the official process specified herein.

Registered Professional Engineers and Land Surveyors who sign and seal any: plans, reports or documents shall be registered to practice by the State of Mississippi.

Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to insure that individuals and firms are qualified to offer and provide services in the State of Mississippi. The Board's web address is www.pepls.state.ms.us.

**The RESPONDER's attention is directed to 23 CFR Section 636 Subpart A and in particular to Subsection 636.116 regarding organizational conflicts of interests. Section 636.103 defines "organizational conflict of interest" as follows:

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

RESPONDER shall provide information concerning potential organizational conflicts of interest and disclose all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest. RESPONDER shall state how its interests or those of its chief executives, directors, key individuals for this Project, or any proposed consultant, contractor or subcontractor may result, or could be viewed as, an organizational conflict of interest.

The RESPONDER is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with an organizational conflict of interest. Such persons and entities are prohibited from participating in a RESPONDER organization relating to the Project.

The RESPONDER agrees that, if an organizational conflict of interest is discovered, the RESPONDER must make an immediate and full disclosure to MDOT that includes a description of the action that the RESPONDER has taken or proposes to take to avoid or mitigate such conflict. If after award of the contract an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, then MDOT may terminate the contract for default.

MDOT may disqualify a RESPONDER if any of its major participants belong to more than one RESPONDER's organization.

MILESTONES

Advertise RFQ	February 17, 2006
Deadline for Submittal of RFQ Questions	March 03, 2006 5:00 PM CST
Deadline for Submittal of six (6) copies of Qualifications	March 17, 2006 12:00 PM CST
Submit to:	
<p>Mr. B.B. House, P.E. Contract Administration Engineer Mississippi Department of Transportation 401 North West Street Post Office Box 1850 Jackson, Mississippi 39215-1850 Phone (601) 359-7730 Fax (601) 359-7732</p>	
Evaluation of Qualifications	March 17 to 24, 2006
Letter to Selected and Non-selected RESPONDERS	March 24, 2006 (Approximate Date)
Provide RFP to Selected PROPOSERS	March 24, 2006 (Approximate Date)
Informational Meeting	April 03, 2006 (Approximate Date)
Submittal of RFP Proposals	April 28, 2006 (Approximate Date)
Award	May 09, 2006 (Approximate Date)
Target PROJECT Completion	December 15, 2006 (Approximate Date)