

REQUEST FOR PROPOSAL

8/6/2025

CONTRACT FOR PROFESSIONAL SERVICES

Independent Cost Estimating (ICE) Services
for the Improvements to the I-20/I-55 Freight Corridor
Project Numbers: NHPP-0020-01(291)/109486-101200 and 102200
Hinds and Rankin Counties

**Issuing Office
Mississippi Department of Transportation
P. O. Box 1850
Jackson, Mississippi 39215-1850**

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PART 1:
GENERAL INFORMATION FOR CONSULTANT(s)

I. Purpose

This Request for Proposal (RFP) is issued to provide interested consulting firms (hereinafter referred to as CONSULTANT(s)) with sufficient information for the preparation and submission of a proposal (hereinafter referred to as PROPOSAL) for consideration by the Mississippi Transportation Commission (hereinafter referred to as the **COMMISSION**). The services requested consist of the following:

Provide Independent Cost Estimating (ICE) services for the MDOT Construction Manager/General Contractor (CMGC) project known as Improvements to the I-20/I-55 Freight Corridor, Project Numbers NHPP-0020-01(291)/109486-101200 and 102200, Hinds and Rankin Counties (hereinafter referred to as the PROJECT). Additional services may apply as identified in this RFP.

II. Issuing Office

This RFP is issued by the Mississippi Department of Transportation (MDOT) on behalf of the **COMMISSION**. CONSULTANT(s) submitting PROPOSALS must comply with the instructions in this RFP, Legal Ad, and any addenda. The issuing office is identified below:

Stephen Rone
Mississippi Department of Transportation
Consultant Services Unit
P.O. Box 1850
Jackson, Mississippi 39215-1850
Or e-mail Stephen Rone
srone@mdot.ms.gov

III. Intent of the COMMISSION

The intent of the **COMMISSION** is to negotiate a contract for Professional Services with the most qualified CONSULTANT to provide the services specified herein. This document does not and is not intended to include or address every item that will be included or addressed in the contract for consulting services.

IV. The Selection Process

Selection of a CONSULTANT will be based on the criteria established in this RFP and/or any addenda. CONSULTANT(s) **shall not** submit any cost or price information with their PROPOSALS. CONSULTANT(s) for this RFP should submit complete PROPOSALS sufficient for final selection of the most qualified firm. The MDOT will then select the most qualified firm based on the criteria. The MDOT reserves the right to select the CONSULTANT for negotiations using one of the following methods:

A. Final ranking of all PROPOSALS based on the initial response to this RFP, or

- B. Selection of a *Short List* of at least three (3) and not more than five (5) qualified CONSULTANTS, if available. CONSULTANTS on the *Short List* will then be asked to make presentations and/or provide additional information to the appropriate MDOT staff. The *Short-listed* CONSULTANTS will be notified by a written letter. The letter will provide all pertinent information necessary to prepare for the presentation and/or request for additional information. If this *Short List* method is used, final ranking will be made after the Selection Committee evaluates the *Short-listed* CONSULTANTS.

Once the most qualified firm is selected, MDOT will enter into negotiations for a sound scope, costs, and a schedule. The MDOT will draft a contract for the most qualified CONSULTANT to execute based on the description of work established in this RFP and/or any addenda. If MDOT is unable to negotiate a contract with the selected CONSULTANT at a fair and reasonable cost, then MDOT may select the next most qualified firm on the selection list until a contract has been executed. In addition, time is of the essence in negotiation and execution of the contract from the selected CONSULTANT. If the selected CONSULTANT does not execute the contract or is unable to meet any contractual requirements within 15 days of receipt, then MDOT may select the next most qualified firm on the selection list until a contract has been executed.

The MDOT reserves the right to request additional information with any party at any time prior to final contract execution.

The MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this RFP.

V. Type of Contract

The contract shall utilize a **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed payment method to include a maximum “not to exceed” amount**. The contract will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

After the most qualified CONSULTANT is selected by the MDOT, costs will be negotiated between the most qualified CONSULTANT and MDOT for all necessary services provided to MDOT in support of this PROJECT. Direct Expenses may be reimbursable and will count towards the “not to exceed” amount negotiated as part of the contract.

An example of a typical MDOT professional services contract template may be found on the website at the web link indicated below. The template will be identified as “Professional Services Contract Template.”

https://mdot.ms.gov/portal/consultant_services_unit_documents#c1427

All written questions regarding this contract template shall be e-mailed to the below addressees no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

Stephen Rone
srone@mdot.ms.gov
and copy (Cc)
Maggie Brown
mabrown@mdot.ms.gov

MDOT may update this contract template throughout the procurement process. MDOT intends to post the final contract template for this PROJECT to the website indicated above no later than **the date indicated in Part 1, Section XXIII. Procurement Schedule.** Contract terms after this date are non-negotiable; however, MDOT reserves the right to modify the contract terms at its discretion.

The **COMMISSION** intends to utilize this template in order to execute a contract with the selected CONSULTANT.

VI. Rejection of PROPOSALS and/or Discontinuance of Contract Execution

The **COMMISSION** reserves the right to reject any and all PROPOSALS and/or to discontinue contract execution or contract negotiations with any party at any time prior to final contract execution.

VII. Costs Incurred by CONSULTANT Prior to Execution of a Contract

The **COMMISSION** shall not be liable for any costs incurred by any CONSULTANT prior to the execution of a contract by all parties. Furthermore, the **COMMISSION** shall not be liable for any costs incurred by the CONSULTANT under the contract prior to the effective date of the MDOT Project Director's Notice to Proceed.

VIII. Addenda to and/or Questions about the RFP

Only written requests by e-mail to the below addressees will be considered.

Stephen Rone
srone@mdot.ms.gov
and copy (Cc)
Maggie Brown
mabrown@mdot.ms.gov

No requests for additional information or clarification directed to any other MDOT office, consultant, or employee will be considered. All responses to written questions and addenda will be in writing and will be posted to the MDOT website indicated below:

https://mdot.ms.gov/portal/legal_advertisements

CONSULTANTs shall be solely responsible for checking the website for updates. The MDOT will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

All written questions shall be e-mailed to the above addressees no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

MDOT intends to post written answers for this RFP to the website indicated above no later than **the date indicated in Part 1, Section XXIII. Procurement Schedule.**

IX. Pre-proposal Meeting

A pre-proposal meeting will not be held for this RFP.

X. CONSULTANT Submission

To be considered, **seven (7) copies and one (1) flash drive containing electronic searchable PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.** at the office of the MDOT Consultant Services Unit, addressed to Stephen Rone, 10th floor, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi 39201.

PROPOSALs received after this date and time may be deemed non-responsive.

XI. PROPOSALS

To be considered, CONSULTANT(s) must submit a complete response to this RFP and any addenda, addressing those requirements provided in Part 2 of this RFP. No other distribution of PROPOSALs should be made by the CONSULTANT. **The original and all required copies of the PROPOSAL should be signed by an official authorized to bind the CONSULTANT to its provisions.**

The CONSULTANT should mark any and all pages of the PROPOSAL considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the PROPOSAL that the CONSULTANT considers trade secrets or confidential commercial or financial information should be on a different color of paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL." Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

XII. Economy of Preparation

PROPOSALs should be prepared simply and economically, providing a straightforward, concise description of the CONSULTANT's ability to meet the requirements of the RFP and any addenda.

XIII. Prime Consultant Responsibilities

The selected CONSULTANT will be required to assume responsibility for all services offered in the PROPOSAL whether or not these services are produced directly by the CONSULTANT or through subconsultant(s). Furthermore, the **COMMISSION** will consider the CONSULTANT selected to be the sole point of contact with regard to contractual matters, and the MDOT retains the right to approve or disapprove all proposed subconsultant(s). CONSULTANT(s) responding to this RFP should identify all proposed partners and subconsultant(s).

Any partners and subconsultants are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of partner(s) and subconsultant(s) are discouraged and are subject to MDOT's approval. MDOT will not approve requests for modification without justification to MDOT's satisfaction.

Under no condition will the selected CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected CONSULTANT performs at least 40% of the overall contract with its own forces.

The selected CONSULTANT must be registered with the Mississippi Secretary of State's Office to do business in the State of Mississippi prior to contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a contract with the selected CONSULTANT. MDOT may then reject the selected CONSULTANT for the duration of this process and negotiate a contract with the next most qualified CONSULTANT on the list until the contract has been executed. Additional requirements may apply as identified in Part 2 of this RFP.

XIV. Disclosure of PROPOSAL Contents

All materials submitted in response to this RFP shall become the property of the **COMMISSION** and may be returned only at the **COMMISSION's** option. All information submitted in response to this RFP shall be subject to disclosure under the Mississippi Public Records Act and any other applicable law.

XV. Nondiscrimination Requirement

By submitting a response to this RFP, the CONSULTANT agrees that it understands that the **COMMISSION** is an equal opportunity employer. It is the policy of the **COMMISSION** to comply with all applicable portions of Title VI of the Civil Rights Act of 1964 which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The proposed contract will require that the CONSULTANT and all subconsultant(s) agree to strictly adhere to this policy in all employment practices and provision of services.

In the event the CONSULTANT performs work for the **COMMISSION** that involves the selection of a site or location of a facility, the CONSULTANT shall utilize criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive

measures for obtaining citizen participation from persons of all applicable races, colors, religions, sexes and national origins.

XVI. Disadvantaged Business Enterprise (DBE Goal)

The DBE goal for this PROJECT is 0%. The CONSULTANT shall exercise all necessary and reasonable steps to ensure that participation is equal to or exceeds the contract goal. CONSULTANT(s) may visit MDOT's website, www.gomdot.com, to view a complete list of "Certified DBE Firms" which have been certified as such by the Mississippi Department of Transportation and other Unified Certification Partners (UCPs). The DBE firm must be on the Department's list of "Certified DBE firms" as listed on MDOT's website, www.gomdot.com and approved by MDOT to count towards meeting the DBE goal.

XVII. Notification of Selected CONSULTANT(s)

The selected CONSULTANT(s) for both the "Short-List" (if necessary) and the final selection will be notified of their status in writing by the **MDOT**. The CONSULTANT(s) whose PROPOSALS are not selected will be notified in writing of the name of the selected CONSULTANT(s) at the same time.

XVIII. Debriefing Request(s)

If a CONSULTANT, who was not selected, opts to request a debriefing following the announcement of the selected CONSULTANT, the CONSULTANT shall send an e-mail to the below addressees within two (2) weeks of the date of the notification letter of the selected CONSULTANT. Any debriefings shall have no more than two (2) CONSULTANT representatives present and shall be limited to the merits of the individual CONSULTANT's PROPOSAL.

Stephen Rone
srone@mdot.ms.gov
and copy (Cc)
Maggie Brown
mabrown@mdot.ms.gov

XIX. Contract Administration

The CONSULTANT's contract will be administered by the MDOT. All payments will be made to the contracted prime CONSULTANT by the MDOT. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).

XX. Conflict of Interest

CONSULTANTS shall provide information concerning potential conflicts of interest and disclose all relevant facts concerning any past, present, or currently planned interests which may present a conflict of interest. Examples of potential conflicts of interest include relationships or situations which would impair the CONSULTANT's judgment on the job, impair the ability to perform, or allow the CONSULTANT an unfair competitive advantage. The CONSULTANT shall state how its interests or those of its chief executives, directors, individuals, or subconsultants for this contract, may result in, or

could be viewed as, a conflict of interest. Furthermore, the CONSULTANT shall describe actions taken, or proposed to be taken, to mitigate stated conflicts or potential conflicts.

The responsibility of the CONSULTANT to disclose a conflict of interest if one is discovered is ongoing, prior to award and throughout the contract period. The CONSULTANT agrees that, if a conflict of interest is discovered, the CONSULTANT must make an immediate and full disclosure to MDOT that includes a description of the action that the CONSULTANT has taken or proposes to take to avoid or mitigate such conflict.

If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL.

CONSULTANTS are prohibited from receiving any advice or discussing any aspect relating to the Project or procurement of the Project with any person or entity with a conflict of interest, including, but not limited to:

- Volkert, Inc.,
- Michael Baker International, Inc.,
- Burns Cooley Dennis, Inc.,
- and any of their affiliates.

Such persons and entities are prohibited from participating on a CONSULTANT team relating to this Project.

XXI. Suspension and Debarment

The Prime CONSULTANT shall ensure that it and any subconsultants are not suspended or debarred as specified in 2 CFR 1200 and 2 CFR 180.

XXII. Key Personnel Modifications

Key Personnel, as identified in the organizational chart, are to remain for the duration of the contract and changes cannot be made without prior MDOT approval. Modifications of Key Personnel are discouraged. MDOT will not approve requests for modification without justification. Examples of justification include death of a Key Personnel, 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 execution of the contract, the CONSULTANT shall e-mail the below addressees:

Stephen Rone
srone@mdot.ms.gov
and copy (Cc)
Maggie Brown
mabrown@mdot.ms.gov

The request shall include:

- A. The nature of the desired change;
- B. The reason for the desired change;
- C. A statement of how the desired change will meet the required qualification for the position/responsibility; and
- D. A copy of the individual's resume for review.

MDOT will review the justification and resume of the Key Personnel and determine whether the modification is appropriate and notify the CONSULTANT. Failure to receive approval for any modification in personnel may result in termination of negotiations.

XXIII. Procurement Schedule

The following schedule identified below lists the projected dates for the procurement of this contract.

<u>Procurement Schedule</u>	
Legal advertisement issued	August 6 th , 2025
Deadline for CONSULTANTS' written questions	August 20 th , 2025 at 5:00 pm
*Answering of written questions/ posting of final contract template	*August 27 th , 2025
Deadline for delivery of PROPOSALS	September 11 th , 2025 at 5:00 pm
*Selection of qualified CONSULTANT	* October 2025/ November 2025
*Contract Execution	*November 2025/ December 2025

***Approximate dates only**

Note: All times are Central Time.

MDOT intends to execute a 2-year contract with the selected CONSULTANT with the possibility of extending the Contract by written agreement of both parties. **MDOT reserves the right to enter into additional contracts for the work covered in this RFP.**

PART 2: INFORMATION REQUIRED/SELECTION CRITERIA

I. Format for PROPOSAL

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. The PROPOSAL length should not exceed 20 pages, which includes the CONSULTANT's summaries and introductions, team organizational chart, other relevant employee chart, past performance information, and any other responses to the evaluation criteria indicated in Part 2, Section III of this RFP. Information within the 20-page limit should be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. **Failure to comply with the 20-page limit for this information may result in excess portions of the CONSULTANT's PROPOSAL being excluded from consideration.**

The cover letter, table of contents, and appendices will not count against the 20-page limit. The resumes (which should not exceed two pages per individual in length), Standard Form (SF) 330 Part II, proof of state licensure and certification requirements, and any information not relevant to the requirements or criteria should be included in the appendices.

Pages should be numbered, single-spaced, one-sided, 8.5 inches by 11 inches with margins of at least one inch on all four sides. No more than five pages may be 11 inches by 17 inches, but they will count as two sheets each against the 20-page limit. Tabs are recommended and are not counted against the 20-page limit. All text should be shown in a readable font, preferably size 12-point or larger. Headers, footers, charts, and other graphics may be provided in a different font type and size providing they are legible.

The overall quality of the PROPOSAL will be evaluated. This will include, but will not be limited to, overall layout and readability of the submittal, organization and comprehensiveness of the content, conformance with formatting guidelines above, and any other characteristics of the PROPOSAL that impact the quality of the document. CONSULTANTs are encouraged to thoroughly address and adhere to the RFP for the highest-quality PROPOSAL. Failure to provide any of the information in the appropriate location indicated or adhere to the requirements and guidelines in the RFP may adversely affect the CONSULTANT's score.

II. Requirements and Instructions for PROPOSAL submission

CONSULTANT(s) interested in providing these services may indicate so by furnishing MDOT with **seven (7) copies and one (1) flash drive containing electronic searchable PDF file(s)** of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide their PROPOSAL into the following sections as listed below, clearly separated by tabs; however, resumes, certifications/licenses, SF-330 Part II, and other information not relevant to these requirements and/or preferences should be included in the appendices as indicated above. **CONSULTANTs should address each of the following categories in their PROPOSAL in the same order as listed below.** MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the information listed in this RFP. The quality of the PROPOSAL will be considered when evaluating the

CONSULTANT's PROPOSAL. The PROPOSAL should provide at a minimum the following information:

A. Provide a Cover Letter

The CONSULTANT should provide a cover letter (which should not exceed two pages in length) specifying the following information:

- ✓ the description of the contract as referenced in this RFP;
- ✓ the name of the prime CONSULTANT and any of its subconsultant(s) along with the roles/responsibilities of each firm;
- ✓ the name of the individual who will be the single point of contact throughout the selection process; and
- ✓ the name and location of the Project Manager, including office address.

In addition, the CONSULTANT shall provide information concerning potential conflicts of interest as referenced in Part 1, Section XX of this RFP. If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL. The CONSULTANT must note if this is a joint venture. If selected, a joint venture must meet all contract requirements as a joint venture, including insurance requirements.

B. Past Experience

The CONSULTANT and any subconsultant(s) should provide a description of contracts for similar work performed during the past five (5) years which qualifies the CONSULTANT and any subconsultant(s) for this work. Contracts completed during the past five (5) years are preferred. **This contract description should include the work related to the Project Description established in Part 3 of this RFP.** The CONSULTANT and any subconsultant(s) should provide the following information at a minimum for each contract:

- ✓ a description of the contract, including the specific role/responsibility of the CONSULTANT;
- ✓ indicate any work listed in the contract that was subcontracted and/or assigned to other firms;
- ✓ the amount of the CONSULTANT's contract for the work they provided;
- ✓ the date the CONSULTANT's contract was initiated;
- ✓ the CONSULTANT's scheduled completion date in accordance with the progress schedule;
- ✓ the date the CONSULTANT completed the work in accordance with the contract;
- ✓ if the CONSULTANT's contract was not completed on time, provide justification (if any); and
- ✓ the name and contact information of the client and the client's representative who can verify and discuss the contract.

C. Description of Staff, Organizational Chart, and Resumes

The CONSULTANT(s) should propose an appropriate and efficient quantity and quality of staff to ensure the successful completion of all work established in Part 3 of this RFP with limited MDOT support. The following information should be included in this section unless specifically stated otherwise:

1. The CONSULTANT should provide a team organizational chart that identifies Key Personnel and other relevant employees of the CONSULTANT and any subconsultant(s) for this contract as indicated below (Part 2, Section II.C.2). Key Personnel includes the Project Director, Project Manager, Lead Cost Estimator, Lead Bridge Cost Estimator, Lead Roadway Cost Estimator, and Lead Scheduler. Key personnel may serve in multiple roles. **The team organizational chart should include each individual's name, job description (for this contract), company of employment, and primary office location.** In addition, the organizational chart should be arranged in accordance with the tasks outlined in Part 3 of this RFP. The organizational chart should be tabbed and clearly defined.
2. The CONSULTANT should include the following specific information for the Key Personnel and other relevant employees listed below and reference all individuals in the organizational chart:
 - a. **Project Director** – MDOT prefers that the CONSULTANT's Project Director be on the permanent staff of the prime CONSULTANT. The Project Director should be responsible for overall project oversight and day-to-day activities of the project. Activities of the Project Director will include but will not be limited to, establishing and administering controls to ensure the quality of deliverables, monitoring the project status, developing (with MDOT) and maintaining a detailed project work plan and schedule, providing status reports to MDOT as requested, scheduling personnel and data collection equipment, oversight of condition and distress data rating and reporting staff, quality control of data, meeting deadlines for delivery, troubleshooting technical issues, and communication with MDOT personnel regarding all project aspects.
 - i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Director would be the best candidate for this contract and describe how they will be engaged in this contract.
 - ii. The CONSULTANT should provide a detailed narrative demonstrating the Project Director's understanding of the CMGC process that includes the roles and responsibilities of the ICE.
 - iii. The CONSULTANT should describe up to three (3) similar projects that the Project Director has managed (completed projects are preferred) in the last five (5) years. The description should include at a minimum the following information:
 1. the role and the level of work provided by the Project Director;

2. the name of the firm with which the Project Director was employed for the project;
 3. the date that the Project Director's firm initiated the contract for the project;
 4. the date the project was completed in accordance with the firm's contract. If the project was not completed on time, provide justification (if any); and
 5. the firm's contract amount.
- b. **Project Manager** – The Project Manager should have ten (10) or more years of recent and relevant **management** experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and equipment in these areas. The Project Manager should serve as a central point of contact for lead cost estimators and schedulers for the project. The Project Manager should have experience managing teams in performing contractor-style, production-based cost estimates for projects of similar scope, size and complexity to the Project. The Project Manager should demonstrate proficiency in production-based, heavy civil estimation software platforms. Experience estimating costs for highway transportation projects is preferred. The Project Manager should also have experience working with owners, designers, and contractors, serving as an Independent Cost Estimator or Engineer's Estimator on Alternative Delivery (including CMGC and Progressive Design Build) project(s), experience working for a construction contractor estimating and/or managing construction projects similar to the Project.
- i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Manager would be the best candidate for this contract and describe how they will be engaged in this contract.
 - ii. The CONSULTANT should describe up to three (3) similar projects over the last five (5) years which demonstrate the Project Manager's ability to successfully oversee a cost estimating team of similar Alternative Delivery (including CMGC and Progressive Design Build). The description should include at a minimum the following information:
 1. the Project Manager's role on the contract;
 2. the name of the firm with which the Project Manager was employed for the project;
 3. the CONSULTANT's contract execution date;
 4. the date the project was completed in accordance with the CONSULTANT's contract. If the project was not completed on time, provide justification (if any);
 5. the CONSULTANT's contract amount and the construction amount of the project; and
 6. any unique features, as well as, the name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Project Manager's participation in the contract.

- iii. Provide any licenses/certifications of the Project Manager in the appendix.
- c. **Lead Bridge Cost Estimator** – The Lead Bridge Cost Estimator should have ten (10) or more years of recent and relevant estimating experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and equipment in these areas. The Lead Bridge Cost Estimator should demonstrate proficiency in production-based, heavy civil estimation software platforms. The Lead Bridge Cost Estimator should have experience in reviewing 2D plans. Experience reviewing 3D CAD models is preferred. The Lead Bridge Cost Estimator should have experience in performing contractor-style, production-based cost estimates for projects of similar scope, size and complexity to the Project. Experience estimating costs for highway transportation projects is preferred. The Lead Bridge Cost Estimator should demonstrate experience estimating costs for projects in locations that encounter geotechnical and groundwater, environmental, and/or climate conditions similar to those encountered at the Project site. The Lead Bridge Cost Estimator should also demonstrate experience working with owners, designers, and contractors, serving as an Independent Cost Estimator or Engineer's Estimator on Alternative Delivery (including CMGC and Progressive Design Build) project(s) and/or experience working for a construction contractor estimating projects similar to the Project.
 - i. The CONSULTANT should describe up to three (3) similar projects over the last five (5) years which demonstrate the Lead Bridge Cost Estimator's ability to successfully oversee the cost estimating of similar Alternative Delivery (including CMGC and Progressive Design Build). The description should include at a minimum the following information:
 - 1. the Lead Bridge Cost Estimator's role on the contract;
 - 2. the name of the firm with which the Lead Bridge Cost Estimator was employed for the project;
 - 3. the CONSULTANT's contract execution date;
 - 4. the date the project was completed in accordance with the CONSULTANT's contract. If the project was not completed on time, provide justification (if any);
 - 5. the CONSULTANT's contract amount and the construction amount of the project; and
 - 6. any unique features, as well as, the name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Lead Bridge Cost Estimator's participation in the contract.
 - ii. Provide any licenses/certifications of the Lead Bridge Cost Estimator in the appendix.
- d. **Lead Roadway Cost Estimator** – The Lead Roadway Cost Estimator should have ten (10) or more years of recent and relevant estimating experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and

equipment in these areas. The Lead Roadway Cost Estimator should demonstrate proficiency in production-based, heavy civil estimation software platforms. The Lead Roadway Cost Estimator should have experience in reviewing 2D plans. Experience reviewing 3D CAD models is preferred. The Lead Roadway Cost Estimator should have experience in performing contractor-style, production-based cost estimates for projects of similar scope, size and complexity to the Project. Experience estimating costs for highway transportation projects is preferred. The Lead Roadway Cost Estimator should demonstrate experience estimating costs for projects in locations that encounter geotechnical and groundwater, environmental, and/or climate conditions similar to those encountered at the Project site. The Lead Roadway Cost Estimator should also demonstrate experience working with owners, designers, and contractors, serving as an Independent Cost Estimator or Engineer's Estimator on Alternative Delivery (including CMGC and Progressive Design Build) project(s) and/or experience working for a construction contractor estimating projects similar to the Project.

- i. The CONSULTANT should describe up to three (3) similar projects over the last five (5) years which demonstrate the Lead Roadway Cost Estimator's ability to successfully oversee the cost estimating of similar Alternative Delivery (including CMGC and Progressive Design Build). The description should include at a minimum the following information:
 1. the Lead Roadway Cost Estimator's role on the contract;
 2. the name of the firm with which the Lead Roadway Cost Estimator was employed for the project;
 3. the CONSULTANT's contract execution date;
 4. the date the project was completed in accordance with the CONSULTANT's contract. If the project was not completed on time, provide justification (if any);
 5. the CONSULTANT's contract amount and the construction amount of the project; and
 6. any unique features, as well as, the name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Lead Roadway Cost Estimator's participation in the contract.
 - ii. Provide any licenses/certifications of the Lead Roadway Cost Estimator in the appendix.
- e. **Lead Scheduler** – Lead Scheduler should have ten (10) or more years of recent and relevant scheduling experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and equipment in these areas. Experience scheduling for highway transportation projects is preferred. The Lead Scheduler should demonstrate proficiency in critical path scheduling using Primavera P-6. The Lead Scheduler should have experience developing and reviewing construction schedules for projects of similar scope and size, and complexity to the

Project and in locations that encounter geotechnical and groundwater, environmental, and/or climate conditions similar to those encountered at the Project site. The Lead Scheduler should also demonstrate experience working with owners, designers, and contractors, serving as a scheduler on Alternative Delivery (including CMGC and Progressive Design Build) project(s) and/or experience working for a construction contractor scheduling projects similar to the Project.

- i. The CONSULTANT should describe up to three (3) similar projects over the last five (5) years which demonstrate the Lead Scheduler's ability to successfully oversee the scheduling of similar Alternative Delivery (including CMGC and Progressive Design Build). The description should include at a minimum the following information:..

The description should include at a minimum the following information:

1. the Lead Scheduler's role on the contract;
2. the name of the firm with which the Lead Scheduler was employed for the project;
3. the CONSULTANT's contract execution date;
4. the date the project was completed in accordance with the CONSULTANT's contract. If the project was not completed on time, provide justification (if any);
5. the CONSULTANT's contract amount and the construction amount of the project; and
6. any unique features, as well as, the name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Lead Scheduler's participation in the contract.

- ii. Provide any licenses/certifications of the Lead Scheduler in the appendix.

- f. **Other Relevant Employees** – Other relevant employees include additional staff members of the CONSULTANT and subconsultant(s), including other cost estimator and scheduling personnel, who will be utilized to perform any other services in accordance with the Project Description established in Part 3 of this RFP.

- i. The CONSULTANT should identify any additional team members with experience in reviewing 2D and 3D CAD models.
- ii. The CONSULTANT should **provide a chart** summarizing the roles, responsibilities, years of experience, and relevant certifications for each employee relative to the services listed in the Project Description established in Part 3 of this RFP. An example template is included as Appendix A to this RFP.

3. Resumes for all Key Personnel and other relevant employees as listed above and in the team organizational chart should be included in the appendix. Resumes (which should

not exceed two pages per individual in length) should reflect qualifications and recent experience relevant to the Project Description established in Part 3 of this RFP.

4. Copies of any licenses/certifications (i.e. P.E., DBIA, etc.) of the staff as listed on the organizational chart that may prove advantageous to performing the services established in Part 3 of this RFP should be provided in the appendices.

D. Team's approach to the PROJECT

The CONSULTANT should provide a description of the team's approach to performing the ICE services as referenced in Part 3 of this RFP to accomplish the project's goal(s) in an efficient manner. This PROJECT may require an expedited preconstruction schedule. The CONSULTANT should provide the team's approach to the PROJECT to meet the timelines described in Part 3 of this RFP.

This may include information on the CONSULTANT's approach to accomplishing the cost estimating services, its approach to means and methods for estimating activities, and any innovative ideas / approaches to complete these activities. The CONSULTANT should also provide a narrative description demonstrating their understanding of the CMGC delivery method that includes the roles and responsibilities of the ICE.

E. Location/Proximity of CONSULTANT's Office(s)

In addition to providing the location and address of the Project Manager's office (as indicated in the Cover Letter), the CONSULTANT should also provide any other office locations (including addresses) where any work may take place. If subconsultant(s) will be provided, the CONSULTANT should identify their office location(s) where work may be provided.

F. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications

The CONSULTANT should provide Part II of SF 330, Architect-Engineer Qualifications. If a CONSULTANT has branch offices, complete the form for each specific branch office seeking work. In addition, this form should be completed for any subconsultant(s) in the same manner. This form can be obtained at the following web address:

[https://mdot.ms.gov/documents/Consultant%20Services/Forms/Standard%20Form%20\(SF\)%20330,%20Part%20II.pdf](https://mdot.ms.gov/documents/Consultant%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf)

This Form should be provided in the appendix.

III. CONSULTANT Selection Criteria

All responsive PROPOSALS received from CONSULTANT(s) will be reviewed and evaluated by the selection committee based on the selection criteria listed below. The criteria are listed in order of their relative importance to the selection committee.

- A. CONSULTANT's (and any subconsultants') past experience, performance, and qualifications on similar projects related to services identified in Part 3 of this RFP with MDOT and/or other clients;
- B. Experience, performance, and qualifications of the Project Manager;
- C. Experience, performance, and qualifications of the Lead Bridge Cost Estimator;
- D. Experience, performance, and qualifications of the Lead Roadway Cost Estimator;
- E. Experience, performance, and qualifications of the Lead Scheduler;
- F. Experience, performance, and qualifications of the Project Director;
- G. Team's approach to the PROJECT and project understanding;
- H. Experience, performance, and qualifications of the other relevant employees related to services identified in Part 3 of this RFP;
- I. Quality of PROPOSAL; and
- J. Location/proximity of the CONSULTANT's (and any subconsultants') office(s).

PART 3 PROJECT DESCRIPTION

The CONSULTANT will provide Independent Cost Estimating (ICE) services for the MDOT Construction Manager/General Contractor (CMGC) project known as Improvements to the I-20/I-55 Freight Corridor in Hinds and Rankin Counties.

This contract will include the following:

Detailed production-based, contractor-style ICE services for the referenced project such as independent cost estimating services, risk and innovation management, developing construction schedules, and negotiations. The consultant will provide these services, as needed, throughout the preconstruction phase for each pricing milestone (30%, 60%, 90% and 100% Final/ Guaranteed Maximum Price [GMP]). The project is expected to include a minimum of 5 in-person meetings.

Services may include:

- A. Attend and participate in various meetings at project kickoff, reoccurring project update meetings, and at each pricing milestone (30%, 60%, 90% and 100% Final/GMP), including but not limited to kickoff meetings, site visits, design workshops, risk workshops, quantity reconciliation meetings, and price reconciliation meetings during the preconstruction phase.
- B. Attend the regular Project Team virtual meetings/conference calls during the preconstruction phase of the project to discuss work in progress, work completed, upcoming priorities, issues, risks, schedule review and update, and any budget or contract issues.
- C. Support design and constructability reviews.
- D. Review 2D plans.
- E. Review 2D and 3D CAD models.
- F. Support, facilitate, and participate in Risk Workshops and Innovation Management.
- G. Provide feedback and input on risk management and risk log, including, but not limited to, identification, assessment, cost quantification, and assignment of the probability of occurrence.
- H. Provide insight and feedback on the risk register and the innovation log.
- I. Attend and participate in regular estimate coordination meetings with the Contractor's estimating team during the preconstruction phase to discuss and coordinate various aspects of the cost estimating model.
- J. Provide construction schedules and review the contractors' project schedules, critical path method (CPM), at opinion of probable construction cost (OPCC) milestones (30%, 60%, 90% and 100% Final/GMP).
- K. Provide written analysis and recommendations to the MDOT Project Manager or designee and the MDOT team to improve the CMGC contractor's construction schedule usefulness to the Project Team. The CONSULTANT should demonstrate practicality in approach and concentrate remarks and discussions on critical path and high-risk activities as identified in the Risk /Opportunity Register. The Risk /Opportunity Register will be developed during the risk workshops and maintained by the MDOT Project Manager or designee and the Design Consultant.

- L. Measure or take-off design quantities from various plan stages to compare against designer's and contractor's estimated quantities.
- M. Aid the Project Team with respect to determining cost impacts of the following items, but not limited to project phasing, labor availability, mobilization and site access, sequence of design and construction, and availability and procurement of equipment and materials.
- N. Provide to the MDOT Project Manager or designee and the MDOT team a summary and detailed cost breakdowns of ICE estimates and translate production-based estimates into the State unit price estimate format, using State standards with a demonstrated familiarity of Mississippi labor laws, as applicable.
- O. Participate in the review and evaluation of proposed subcontractor selections by the CMGC, and provide feedback on pricing, scope, and selection rationale.
- P. Support and participate in reconciliation meetings between MDOT and the Contractor at pricing milestones (30%, 60%, 90% and 100% Final/GMP) and after bid / price proposal submittal (as necessary) for each contract or work package.
- Q. Develop and provide independent cost estimates during design, using contractor style (production-based) methodologies and production-based heavy civil estimating software platforms. Cost estimates and the associated schedules are expected to occur for each pricing milestones during the design phase (30%, 60%, 90%, and 100% Final/GMP).
- R. Prepare deliverables for each pricing milestone (30%, 60%, 90% and 100% Final/GMP).
- S. Bid / price proposal review and assessment for recommendation in the award of an alternative delivery contract.
- T. Provide assistance in preparing Special Provisions outlining construction and payment methods for non-typical and / or project specific items.
- U. Attend other project meetings at the Department's discretion.
- V. Provide other related deliverables as determined by the MDOT Project Manager.

Estimated Project Schedule:

Milestones	Timeline
Concept(s) Established (30%)	Q4 2025
Detailed Design (60%)	Q2 2026
Plan-In-Hand (90%)	Q2 2026
PS&E and GMP Estimate Review (100% GMP)	Q2 2026/Q3 2026

Services shall comply with the current version of the following publications:

Alternative Delivery:

- A. MDOT CMGC Guidelines; and
- B. Any other publications listed in the CONTRACT or as instructed by MDOT.

Bridge Design and Rating:

- A. MDOT *Bridge Design Manual*;
- B. MDOT *Bridge Division CADD Manual*;
- C. MDOT Bridge Standard Drawings;
- D. MDOT Bridge Design Memos;
- E. *Mississippi Standard Specifications for Road and Bridge Construction*;
- F. MDOT *Bridge Safety Inspection Policy and Procedure Manual*;
- G. National Bridge Inspection Standards (NBIS);
- H. AASHTO *LRFD Bridge Design Specifications*;
- I. AASHTO *Guide Specifications for LRFD Seismic Bridge Design*;
- J. AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals*;
- K. AASHTO *LRFD Guide Specifications for the Design of Pedestrian Bridges*;
- L. AASHTO *LRFD Movable Highway Bridge Design Specifications*;
- M. AASHTO/AWS D1.5M/D1.5 *Bridge Welding Code*;
- N. AASHTO *Guide Specification and Commentary for Vessel Collision Design of Highway Bridges*;
- O. AASHTO *Guide Specifications for Bridges Vulnerable to Coastal Storms*;
- P. AASHTO *LRFD Bridge Construction Specifications*;
- Q. AASHTO *Guide Design Specifications for Bridge Temporary Works*
- R. AASHTO *Construction Handbook for Bridge Temporary Works*
- S. AASHTO *Standard Specifications for Highway Bridges*;
- T. AASHTO *Manual for Bridge Evaluation*;
- U. AASHTO *Manual on Subsurface Investigations*; and
- V. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Geotechnical Design, Construction and Inspection:

- A. *Mississippi Standard Specifications for Road and Bridge Construction*;
- B. MDOT *Survey Manual*;
- C. MDOT Materials Division *Inspection, Testing, and Certification Manual*;
- D. MDOT *Construction Manual*;
- E. ESCP *Construction Stormwater Management Plan*;
- F. MDOT *Geotechnical Manual*;
- G. *Pavement Design Policy*;
- H. MDOT *Inspector's Manual*;
- I. *Materials - Asphalt Field Manual*;
- J. *Concrete Field Manual*;
- K. Local, state, or federal regulations as appropriate; and

- L. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Hydraulic Design:

- A. *Mississippi Standard Specifications for Road and Bridge Construction*;
- B. *AASHTO Drainage Manual*;
- C. *AASHTO LRFD Bridge Design Specifications*;
- D. Federal Highway Administration (FHWA) Hydraulic Engineering Circulars and other publications;
- E. 23 CFR Parts 625, 630, and 650;
- F. 44 CFR Part 59-78;
- G. Floodplain Management Regulations for the State of Mississippi;
- H. National Flood Insurance Program regulations (NFIP);
- I. Federal Emergency Management Agency (FEMA) regulations;
- J. Local, state, or federal regulations as appropriate; and
- K. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Roadway Design:

- A. MDOT *Roadway Design Manual*, and supplemented with updated design policies as described in Design Memos located on Roadway Design Division's website;
- B. MDOT Roadway Design Standard Drawings;
- C. MDOT Roadway Design Special Design Sheets;
- D. MDOT *Roadway Design CADD Manual*;
- E. MDOT *Survey Manual*;
- F. MDOT *Access Management Manual*;
- G. MDOT Traffic Engineering's *Typical Signing Details*;
- H. MDOT *Intelligent Transportation Systems Design Manual*;
- I. *Mississippi Standard Specifications for Road and Bridge Construction*;
- J. AASHTO'S *A Policy on Geometric Design of Highways and Streets*;
- K. *AASHTO Roadside Design Guide*;
- L. *AASHTO Highway Safety Manual (HSM)*;
- M. *Manual on Uniform Traffic Control Devices (MUTCD)*; and
- N. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Site Development:

- A. Current COMMISSION'S Architectural Standard Specifications;
- B. Current American Institute of Architects *General Conditions of the Contract for Construction*;
- C. Current Construction Specifications Institute Specifications;
- D. *Mississippi Standard Specifications for Road and Bridge Construction*;
- E. Current state and federal building codes and regulations;
- F. Local, state, or federal regulations as appropriate; and
- G. Any other publications listed in Exhibit 8, or as instructed by MDOT.

Traffic Design:

- A. MDOT *Access Management Manual*;
- B. MDOT *ITS Design Manual*;
- C. MDOT Traffic Engineering's *Typical Signing Details*;
- D. *Mississippi Standard Specifications for Road and Bridge Construction*;
- E. *Manual on Uniform Traffic Control Devices (MUTCD)*;
- F. AASHTO'S *Highway Safety Manual (HSM)*; and
- G. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Consultant Services Unit:

- A. *CSU Manual*;
- B. Local, state, and federal regulations as appropriate; and
- C. Any other publications listed in the CONTRACT, or as instructed by MDOT.

**APPENDIX A: EXAMPLE TEMPLATE
OTHER RELEVANT EMPLOYEE CHART**

Personnel	License(s)	Role	Years of Experience	RFP Part 3, service 1	RFP Part 3, service 2	RFP Part 3, service 3	RFP Part 3, service 4	RFP Part 3, service 5	Etc.
Name 1	PE, PS	Assistant Project Manager	25			•	•	•	
Name 2	PE, PS	Roadway Design	10	•			•		
Name 3	PS	Surveying	5	•	•	•			
Name 4	PE	Geotechnical Investigations	10			•	•		
Name 5	PE	Feasibility and Planning Studies	15					•	
Name 6	PE	Bridge Design	20	•	•	•		•	
Etc.									