

REQUEST FOR PROPOSAL

3/12/2025

CONTRACT FOR ENGINEERING SERVICES

**CE&I for the Interchange at US 72 and Red Banks Road
near Lake Hill Road to near SR 302**

**Project Number: SP-0007-01(102)/109563-301000
Marshall County, Mississippi**

**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 engineering 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 construction engineering, inspection, and testing services for the construction project for Interchange at US 72 and Red Banks Road near Lake Hill Road to near SR 302, Project Number SP-0007-01(102)/109563-301000, Marshall County (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 Engineering 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 engineering 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 engineering services contract template may be found on the website at the web link indicated below. The template will be identified as “Engineering Services Contract Template.”

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

* All Consultant and subconsultant firms, shall comply with the AASHTO Uniform Audit & Accounting Guide – 2016 edition (as revised), unless specifically authorized otherwise by MDOT. Information regarding this guide may be found at <http://audit.transportation.org/>

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 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 Garver, LLC, Neel-Schaffer, Inc., HDR Engineering, 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	March 12 th , 2025
Deadline for CONSULTANTS' written questions	March 26 th , 2025 at 5:00 pm
*Answering of written questions/ posting of final contract template	*April 2 nd , 2025
Deadline for delivery of PROPOSALS	April 17 th , 2025 at 5:00 pm
*Selection of qualified CONSULTANT	*June 2025
*Contract Execution	*November 2025
*Construction Notice To Proceed	*February 2026

***Approximate dates only**

Note: All times are Central Time.

MDOT intends to execute an approximately three (3) 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 30 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 30-page limit should be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. **Failure to comply with the 30-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 30-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 30-page limit. Tabs are recommended and are not counted against the 30-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 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 of the Project Director, including their office location and 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 should provide proof that the engineering firm has met state licensure and certification requirements in the appendix. 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. In addition, the CONSULTANT should note that the laboratory performing acceptance testing is certified by MDOT.

B. 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.B.2). Key Personnel include the Project Director, Project Engineer, Safety Officer(s), Lead Inspector(s), Materials Testing Supervisor, and Project Surveyor. 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.** The organizational chart should be tabbed and clearly defined.

* 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 ensure 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.

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 shall be the primary person in charge. The Project Director shall have full authority to make the final decisions regarding this PROJECT. The Project Director shall have responsibility for communicating all final decisions directly to MDOT. The Project Director should have construction experience managing larger CE&I contracts. The Project Director should be a Professional Engineer licensed in the State of Mississippi.

- i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Director would be the best candidate for this PROJECT.
- ii. The CONSULTANT should provide up to three (3) contracts which demonstrate the Project Director's ability to successfully oversee larger CE&I contracts. For each contract listed, provide a description of each relevant contract, including at a minimum, 1) the Project Director's role on the contract, 2) the CONSULTANT's contract execution date and completion date for the contract, 3) the CONSULTANT's contract amount and the construction amount of the project, 4) the Project Director's employer at the time, 5) the location of the contract, 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 Director's participation in the contract.
- iii. The CONSULTANT should provide proof that the Project Director is licensed as a Professional Engineer[†] in the State of Mississippi in the appendix. Mississippi registration is not required to propose on the PROJECT but is required prior to commencing the work. If the Project Director is in the process of obtaining this license, that information should be provided.

- b. **Project Engineer:** The Project Engineer shall report directly to the Project Director. The Project Engineer shall be in-charge of all day-to-day operations on the PROJECT and reviews and approves the project diaries. The Project Engineer will be aware of the qualifications, assignments, on-the-job performance of the CONSULTANT, and be involved in all decisions regarding the work being performed by the CONSULTANT. The Project Engineer shall be on the PROJECT daily and available to discuss the PROJECT on a daily

[†] 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 ensure 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.

basis. The Project Engineer should have construction experience managing larger CE&I contracts including ensuring compliance with the approved erosion control plan and all applicable stormwater permit regulations. The Project Engineer should be a Professional Engineer licensed in the State of Mississippi.

- i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Engineer would be the best candidate for this PROJECT.
 - ii. The CONSULTANT should provide up to three (3) contracts which demonstrate the Project Engineer's ability to successfully oversee larger CE&I contracts. For each contract listed, provide a description of each relevant contract, including at a minimum, 1) the Project Engineer's role on the contract, 2) the CONSULTANT's contract execution date and completion date for the contract, 3) the CONSULTANT's contract amount and construction amount of the project, 4) the Project Engineer's employer at the time, 5) the location of the contract, 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 Engineer's participation in the contract.
 - iii. The CONSULTANT should provide proof that the Project Engineer is licensed as a Professional Engineer[‡] in the State of Mississippi in the appendix. Mississippi registration is not required to propose on the PROJECT but is required prior to commencing the work. If the Project Engineer is in the process of obtaining this license, that information should be provided.
 - iv. The Project Engineer must hold a valid Stormwater Inspection Certification acceptable to MDOT. The CONSULTANT should provide a copy of the valid Stormwater Inspection Certifications in the appendix.
- c. **Safety Officer(s):** The Safety Officer(s) oversees work zone traffic control for the PROJECT. The Safety Officer(s) shall be on the PROJECT daily and be prepared to coordinate responses to the PROJECT upon notification of an emergency situation on a twenty-four (24) hour basis. The Safety Officer(s) is required to be certified by one of the following methods: American Traffic Safety Services Association (ATSSA), construction industry association training recognized by MDOT, or Traffic Control Supervisor training conducted by MDOT. The Safety Officer(s) should have relevant experience on larger construction projects.

[‡] 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 ensure 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.

- i. The CONSULTANT should provide a written summary demonstrating that the Safety Officer(s) has knowledge and experience of the *Manual of Uniform Traffic Control Devices* (MUTCD).
 - ii. The CONSULTANT should provide a copy of all certifications in the appendix.
- d. **Lead Inspector(s):** The CONSULTANT should provide Lead Inspector(s) responsible for overseeing the inspecting of the contractor's work to assure compliance with the project plans and specifications on all project construction contract items. The Lead Inspector(s) should provide supervision of all other inspection staff and manage the inspection of the work. The Lead Inspector(s) should report directly to the Project Engineer. The Lead Inspector(s) should have relevant experience on larger CE&I contracts.
 - i. The CONSULTANT should provide up to three (3) contracts per Lead Inspector which demonstrates each Lead Inspector's ability to successfully oversee the inspection of larger CE&I contracts. For each contract listed, provide the name(s) of the Lead Inspector(s), relative to the organizational chart, who oversaw the inspection of the contract, a description of each relevant contract inspected, including at a minimum, 1) the Lead Inspector's role on the contract, 2) the CONSULTANT's contract execution date and completion date for the contract, 3) the CONSULTANT's contract amount and the construction amount of the project, 4) the Lead Inspector's employer at the time, 5) the location of the contract, 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 Inspector's participation in the contract.
 - ii. Provide any licenses/certifications of the Lead Inspector(s) in the appendix.
- e. **Materials Testing Supervisor:** The CONSULTANT should provide a Materials Testing Supervisor who will be responsible for overseeing all personnel necessary to ensure the proper sampling and testing of all construction materials. The Materials Testing Supervisor should have relevant experience on larger CE&I contracts. The Materials Testing Supervisor should be a Professional Engineer licensed in the State of Mississippi.
 - i. The CONSULTANT should provide up to three (3) contracts which demonstrate the Materials Testing Supervisor's ability to successfully oversee the sampling and testing of larger CE&I contracts. For each contract listed, provide a description of each relevant contract, including at a minimum, 1) the Materials Testing Supervisor's role on the contract, 2) the CONSULTANT's contract execution date and completion date for the contract, 3) the CONSULTANT's contract amount and the construction amount of the project, 4) the Materials Testing

- Supervisor's employer at the time, 5) the location of the contract, 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 Materials Testing Supervisor's participation in the contract.
- ii. Provide any licenses/certifications of the Materials Testing Supervisor in the appendix, including proof that the Materials Testing Supervisor is licensed as a Professional Engineer[§] in the State of Mississippi. Mississippi registration is not required to propose on the PROJECT but is required prior to commencing the work. If the Materials Testing Supervisor is in the process of obtaining this license, that information should be provided.
- f. Project Surveyor:** The Project Surveyor should have experience performing survey related services for larger CE&I contracts. The Project Surveyor should be a Professional Surveyor licensed in the State of Mississippi.
- i. The CONSULTANT should provide up to three (3) contracts which demonstrate the Project Surveyor's ability to provide surveying services on larger CE&I contracts. For each contract listed, provide a description of each relevant contract, including at a minimum, 1) the Project Surveyor's role on the contract, 2) the CONSULTANT's contract execution date and completion date for the contract, 3) the CONSULTANT's contract amount and construction amount of the project, 4) the Project Surveyor's employer at the time, 5) the location of the contract, 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 Surveyor's participation in the contract.
 - ii. The CONSULTANT should provide proof that the Project Surveyor is licensed as a Professional Surveyor^{**} in the State of Mississippi in the appendix. Mississippi registration is not required to propose on the PROJECT but is required prior to commencing the work. If the Project Surveyor is in the process of obtaining this license, that information should be provided.
- g. Other Relevant Employees:** Other relevant employees include any additional staff members of the CONSULTANT and subconsultant(s), including the other relevant inspection and materials testing personnel, who will be utilized to

[§] 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 ensure 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.

^{**} Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and firms are qualified to offer and provide services in the State of Mississippi under Miss. Code Ann. Sections 73-13-71 through 73-13-105 (1972) (as amended). The Board's web address is www.pepls.state.ms.us.

perform any other services in accordance with the Project Description established in Part 3 of this RFP.

- i. **Other Inspection and Materials Testing Personnel:** The CONSULTANT should provide additional Inspectors and Materials Testing Personnel responsible for inspecting and/or testing the contractor's work to assure compliance with the project plans and specifications. The CONSULTANT should provide personnel having the appropriate MDOT Certifications to perform sampling of asphalt and sampling and testing of concrete and soil materials. The COMMISSION does not recognize other state's certifications; however, MDOT does utilize the ACI Concrete Field Testing Technician – Grade 1, ACI Aggregate Testing Technician Level 1, and the ACI Concrete Strength Testing certifications for MDOT Class 1, MDOT Class 2, and MDOT Strength Testing Technician Certifications, respectively. A CONSULTANT's personnel conducting nuclear density testing shall maintain current nuclear gauge safety training. This is the standard safety training required to obtain a radiological license to own and operate a nuclear device. CONSULTANT's personnel operating a nuclear gauge shall also be MDOT certified in the operation of the gauge and conducting the appropriate AASHTO or MDOT test methods.
 - The CONSULTANT should provide a copy of any certifications of any of the listed additional Materials/Inspection personnel in the appendix.
 - ii. The CONSULTANT should define these other relevant employees and **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 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.

C. Team's approach to the PROJECT

The CONSULTANT should provide a description of the team's approach to performing the CE&I services as referenced in Part 3 of this RFP in an efficient manner. The CONSULTANT should

provide the team's approach to the PROJECT assuming multiple construction crews working simultaneously for the duration of the PROJECT. This PROJECT may require an expedited construction schedule. This description should identify the CONSULTANT's (and any subconsultants') resources and abilities in project operations, project management and describe how they will utilize their equipment, personnel, and other technical and procedural resources. The CONSULTANT should estimate the number of crews anticipated to perform the work for the PROJECT and identify how they intend to break out their resources in an efficient manner to provide proper oversight, inspection, and testing services. In addition, the CONSULTANT should identify any unique company resources, procedures, and/or equipment which will benefit the CONSULTANT to efficiently oversee the PROJECT. It is preferred that the CONSULTANT utilize UAS systems for construction monitoring tasks.

The CONSULTANT may request a copy of the draft version of the construction plans. CONSULTANTS interested in accessing these draft plans shall e-mail the MDOT representatives below and request permissions to view the set of plans. MDOT will work with the CONSULTANT to provide viewing access.

MDOT hereby specifically makes no representation or warranty either expressed or implied, as to any matter whatsoever, by making these plans available. Further, MDOT makes no representations that these plans are exhaustive, complete, accurate or sufficient for construction of the PROJECT. By accessing these plans, CONSULTANTS are thereby consenting to keep these plans provided confidential.

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

D. Past Experience

The CONSULTANT and any subconsultant(s) should provide a description of contracts for similar work performed during the past ten (10) years which qualifies the CONSULTANT and any subconsultant(s) for this work. Contracts completed during the past ten (10) 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 for the project and the amount of the construction contract;
- ✓ the date the CONSULTANT's contract was initiated;
- ✓ the date the CONSULTANT completed the work in accordance with the contract; and

- ✓ the name and contact information of the client and the client's representative who can verify and discuss the contract.

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

The selected CONSULTANT will be required to supply a field office in proximity to the PROJECT. Reasonable requirements for the field office will be determined during the negotiation of the contract with the selected CONSULTANT. The CONSULTANT should identify the location and address of any offices of the firm which may be coordinating any efforts for the PROJECT. In addition, the CONSULTANT should list any other office locations 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 as well.

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. Experience, performance, and qualifications of the team's Project Engineer;
- B. Experience, performance, and qualifications of the team's Lead Inspector(s);
- C. Experience, performance, and qualifications of the team's Materials Testing Supervisor;
- D. Team's approach to the PROJECT assuming multiple construction crews working simultaneously for the duration of the project;
- E. 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;
- F. Experience, performance, and qualifications of the team's Project Director;
- G. Experience, performance, and qualifications of the Safety Officer(s), Project Surveyor, and other relevant employees related to services identified in Part 3 of this RFP;
- H. Location/proximity of the CONSULTANT's (and any subconsultants') office(s); and
- I. Quality of the PROPOSAL.

PART 3

PROJECT DESCRIPTION

The CONSULTANT will provide construction engineering, inspection, and testing services for the construction project for the Interchange at US 72 and Red Banks Road near Lake Hill Road to near SR 302, Project Number SP-0007-01(102)/109563-301000, Marshall County.

The CONSULTANT will serve as an extension of the MDOT staff to administer the Construction Contract in accordance with MDOT's plans, specifications, standards, and administrative, construction and testing utilizing all MDOT Standards. Standards include, but are not limited to, the current version of the following publications: Mississippi Standard Specifications for Road and Bridge Construction (also known as the "Standard Specifications"), the MDOT Survey Manual, the MDOT Materials Division Inspection, Testing, and Certification Manual, MDOT Construction Manual, the MDOT Inspector's Manual, and all other documents that are referred to in the project construction contract. The CONSULTANT is required to assume the duties and responsibilities of a Mississippi Department of Transportation Project Engineer and staff for all construction engineering inspection and testing services. The CONSULTANT will furnish all necessary personnel, approved testing laboratory, equipment, vehicles, and supplies to perform all construction engineering, inspection, and testing services for the construction project.

Construction engineering inspection and testing services may include, but not necessarily be limited to, the following:

- Attendance, management, coordination of preconstruction, partnering, and/or monthly status meetings;
- Supervision and inspection of the contractor doing the work;
- Sampling and testing of all construction materials with the exception of asphalt mixture testing;
- Compliance with designs and standards;
- Measurement and documentation of pay-item quantities;
- Preparation, submission, and approval of all construction payment requests, supplemental agreements, quantity adjustments, change orders, force account work, etc.;
- Surveying related activities;
- Review and approval of submittals;
- Preparation and retention of daily project diaries;
- Preparing and maintaining all project records and correspondence including but not limited to, inspection diaries, log books, survey staking records, survey crew diaries, material test reports, material certifications, and documentation necessary to justify payments and final pay item documentation;
- Scheduling reviews and related activities;
- Some utility coordination and inspection;
- Traffic Control inspections and Erosion Control monitoring services to ensure compliance;
- Cooperation with MDOT Public Affairs for project related press releases including fulfilling requests from media outlets for interviews; and
- Complete as-built and all final documentation to close out the PROJECT.

**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.									