

# **REQUEST FOR PROPOSAL**

**8/23/2023**

## **IDIQ MASTER (ON-CALL) CONTRACT FOR Cultural Resources Environmental Services**

Statewide

**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 cultural resources environmental services, statewide (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](mailto:srone@mdot.ms.gov)

**III. Intent of the COMMISSION**

The intent of the **COMMISSION** is to award an Indefinite Delivery / Indefinite Quantity (IDIQ) Master Contract(s) to CONSULTANT(s) 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 CONSULTANT(s) 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(s). The MDOT will then select the most qualified firm(s) based on the criteria. The **MDOT** reserves the right to select the CONSULTANT(s) for award of an IDIQ Master Contract using the following method:

- Final ranking of all PROPOSALS based on the initial response to this RFP.

Once the most qualified firm(s) are selected and awarded an IDIQ Master Contract by the COMMISSION, the MDOT will provide the IDIQ Master Contract for the selected CONSULTANT(s) to execute based on the description of work established in this RFP and/or any addenda. If the selected CONSULTANT(s) do not execute the contract or are unable to meet any contractual requirements within 30 days of receipt, then MDOT may select the next most qualified firm on the selection list until an IDIQ Master Contract has been executed.

Selected CONSULTANT(s) may then be assigned Work Assignments throughout the IDIQ Master Contract term. Work Assignments will be assigned based on MDOT's standard operating procedures. In addition, selected CONSULTANT(s) may also be considered by Local Public Agencies (LPAs) during their selection procedures in accordance with the "Local Public Agency Consultant Operating Procedures for Professional Services."

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 terms of an IDIQ Master Contract for each selected CONSULTANT will not exceed five (5) years with an estimated maximum contract amount of up to three (3) million dollars; however, MDOT may elect to execute a contract for a shorter time period and/or a lesser "not to exceed" amount. MDOT may select up to ten (10) CONSULTANT(s) to be awarded an IDIQ Master Contract; however, MDOT reserves the right to select a lesser amount. The IDIQ Master Contract will utilize **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed price Work Assignments to include a maximum "not to exceed" amount for any federally funded projects**. The IDIQ Master Contracts and associated Work Assignments will include all appropriate federal contract provisions in accordance with 49 CFR Part 18, and 23 CFR 172 as revised, where applicable. The IDIQ Master Contract and associated Work Assignments will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

The execution of an IDIQ Master Contract is no assurance that any Work Assignment will be assigned to the CONSULTANT or that the parties will enter into Work Assignment(s). If a Work Assignment is assigned to the CONSULTANT, costs may be negotiated at a fair and reasonable price. Direct expenses may also be reimbursable.

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 IDIQ Master Contract Template."

[https://mdot.ms.gov/portal/consultant\\_services\\_unit\\_documents#c1427](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](mailto:srone@mdot.ms.gov)  
and copy (Cc)  
Maggie Brown  
[mabrown@mdot.ms.gov](mailto: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(s).

#### **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 the execution of any IDIQ Master Contract or Work Assignment with any party at any time.

#### **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 an IDIQ Master Contract or Work Assignment by all parties. Furthermore, the **COMMISSION** shall not be liable for any costs incurred by the CONSULTANT under any Work Assignment prior to the effective date of the MDOT Project Director's Notice to Proceed for that Work Assignment.

#### **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](mailto:srone@mdot.ms.gov)  
and copy (Cc)  
Maggie Brown  
[mabrown@mdot.ms.gov](mailto: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](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 and time 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, **eight (8) copies and one (1) CD/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**

Each 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 an IDIQ Master 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 MDOT is committed to provide for full participation by Disadvantaged Business Enterprises (DBEs) in contracting opportunities available through this IDIQ Master Contract, to the greatest extent practical. DBE goals may be applied to a Work Assignment at MDOT's discretion. In the event that a DBE goal is required on an individual Work Assignment, MDOT approval of the DBE subconsultant(s) will be required.

CONSULTANT(s) may visit MDOT's website, [www.gomdot.com](http://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](http://www.gomdot.com), and approved by MDOT to perform the classification of work to count towards meeting the DBE goal.

## **XVII. Notification of Selected CONSULTANT(s)**

The selected CONSULTANT(s) will be notified in writing of their status by 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(s), 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(s). 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](mailto:srone@mdot.ms.gov)  
and copy (Cc)  
Maggie Brown  
[mabrown@mdot.ms.gov](mailto: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(s) 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.**

## **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](mailto:srone@mdot.ms.gov)  
and copy (Cc)  
Maggie Brown  
[mabrown@mdot.ms.gov](mailto: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 IDIQ Master Contract.

<b>Procurement Schedule</b>	
Advertisement dates for legal notice	August 23 <sup>rd</sup> and August 30 <sup>th</sup> , 2023
Deadline for CONSULTANTS’ written questions	September 6 <sup>th</sup> , 2023, 5:00 p.m.
*Answering of written questions/ posting of final contract template	*September 13 <sup>th</sup> , 2023
Deadline for delivery of PROPOSALS	September 21 <sup>st</sup> , 2023, 5:00 p.m.
*Selection of qualified CONSULTANT(s)	*December 2023

**\*Approximate dates only**

Note: All times are Central Time.

**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 15 pages, which includes the CONSULTANT's summaries and introductions, team organizational chart, past performance information, and any other responses to the evaluation criteria indicated in Part 2, Section III of this RFP. Information within the 15-page limit should be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. **Failure to comply with the 15-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 15-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 15-page limit. Tabs are recommended and are not counted against the 15-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 **eight (8) copies and one (1) CD/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 guidelines 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 IDIQ Master 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;
- ✓ the name of the Project Manager; and
- ✓ the location and address of the managing office.

**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. 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 Principal Investigator/Project Manager, Field Director(s), and Architectural Historian. 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. **Principal Investigator/Project Manager** – MDOT prefers that the CONSULTANT's Principal Investigator/Project Manager be on the permanent staff of the prime CONSULTANT. The Principal Investigator/Project Manager should be responsible for overall project oversight. Activities of the Principal Investigator/Project Manager 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; and providing status reports to MDOT as requested.

- i. The CONSULTANT should provide a written summary indicating why the individual serving as the Principal Investigator/Project Manager would be the best candidate for this contract.
- ii. The CONSULTANT should provide up to three (3) similar type contracts that the Principal Investigator/Project Manager has worked on in the last five (5) years (completed contracts are preferred) which demonstrates an ability to successfully implement Phase I, II, and III archaeological investigation and research, prepare technical reports that meet state and federal guidelines, and experience with, but not necessarily specialization in, Mississippi prehistory, as well as a working knowledge of Southeastern archaeology. The description should include, at a minimum, the following information:
  - ✓ the specific role/responsibility performed by the Principal Investigator/Project Manager;
  - ✓ the name of the firm with which the Principal Investigator/Project Manager Project Manager was employed for the contract;
  - ✓ the date that the Principal Investigator/Project Manager's firm initiated the contract for the project;
  - ✓ the date the work was completed in accordance with the firm's contract;
  - ✓ if the contract was not completed on time, provide justification (if any); and
  - ✓ the firm's contract amount.
- iii. The PROPOSAL should include proof in the appendix that the Principal Investigator/Project Manager meets the Professional Qualifications as outlined on the following websites:

*MDOT Guidelines:*

<https://mdot.ms.gov/documents/Environmental/Guides/Stormwater/2007%20MDOT%20Guidelines%20for%20Contractors%20on%20Archaeological%20Investigations%20an....pdf>

*Mississippi Department of Archives and History (MDAH) Guidelines:*

<https://www.mdah.ms.gov/historic-preservation/archaeology/professional-qualifications>

- b. **Field Director(s)** – The Field Director(s) is responsible for implementing the field work plan and research design established by and under the direction of the Principal Investigator/Project Manager. The Field Director(s) ensures that every aspect of the work meets current regulatory compliance requirements and professional technical and ethical standards. The Field Director(s) should demonstrate competence in

archaeological theory and methods, and in collecting, handling, analyzing, evaluating, and reporting archaeological data.

- i. The CONSULTANT should provide up to three (3) similar type contracts that the Field Director(s) has worked on in the last five (5) years (completed contracts are preferred) which demonstrates considerable experience in a supervisory capacity, formal training and considerable experience in archaeological theory, methods, analysis, interpretation, research, and report preparation, and ability to recognize and evaluate both prehistoric and historic cultural features and artifacts. The description should include, at a minimum, the following information:
  - ✓ the specific role/responsibility performed by the Field Director(s);
  - ✓ the name of the firm with which the Field Director(s) was employed for the contract;
  - ✓ the date that the Field Director(s)' firm initiated the contract for the project;
  - ✓ the date the work was completed in accordance with the firm's contract;
  - ✓ if the contract was not completed on time, provide justification (if any); and
  - ✓ the firm's contract amount.
- ii. The PROPOSAL should include proof in the appendix that the Field Director(s) meets the Professional Qualifications as outlined on the following websites:

*MDOT Guidelines:*

<https://mdot.ms.gov/documents/Environmental/Guides/Stormwater/2007%20MDOT%20Guidelines%20for%20Contractors%20on%20Archaeological%20Investigations%20an....pdf>

*MDAH Guidelines:*

<https://www.mdah.ms.gov/historic-preservation/archaeology/professional-qualifications>

- c. **Architectural Historian** – The Architectural Historian is responsible for applying the theories, methods, and practices of architectural history to the identification, evaluation, registration, documentation, or treatment of historic properties.
  - i. The CONSULTANT should provide up to three (3) similar type contracts that the Architectural Historian has worked on in the last five (5) years (completed contracts are preferred) which demonstrates considerable experience in architectural survey/planning studies, historic structure reports, determinations of eligibility and assessments of effect, and HABS/HAER-level documentations. The description should include, at a minimum, the following information:
    - ✓ the specific role/responsibility performed by the Architectural Historian;
    - ✓ the name of the firm with which the Architectural Historian was employed for the contract;

- ✓ the date that the Architectural Historian’s firm initiated the contract for the project;
- ✓ the date the work was completed in accordance with the firm’s contract;
- ✓ if the contract was not completed on time, provide justification (if any); and
- ✓ the firm’s contract amount.

- ii. The PROPOSAL should include proof in the appendix that the Architectural Historian meets the Professional Qualifications as outlined on the following website:

*MDOT Guidelines:*

<https://mdot.ms.gov/documents/Environmental/Guides/Stormwater/2007%20MDOT%20Guidelines%20for%20Contractors%20on%20Archaeological%20Investigations%20an....pdf>

*MDAH Guidelines:*

<https://www.mdah.ms.gov/historic-preservation/archaeology/professional-qualifications>

- d. **Other Relevant Employees** – Other relevant employees include Field Crew Personnel and any additional staff members of the CONSULTANT and subconsultant(s) who will be utilized to perform any other services in accordance with the Project Description established in Part 3 of this RFP.

- i. **Field Crew Personnel** - Field Crew Personnel are responsible for conducting the field work plan under the direction of the Field Director(s). As such, they are generally responsible for such essential tasks that include but are not limited to: conducting surveys, excavation, artifact identification and/or collection, taking field notes, mapping, photography, and collecting soil samples.

- ✓ The PROPOSAL should include proof in the appendix that the Field Crew Personnel meet the Professional Qualifications as outlined on the following websites:

*MDOT Guidelines:*

<https://mdot.ms.gov/documents/Environmental/Guides/Stormwater/2007%20MDOT%20Guidelines%20for%20Contractors%20on%20Archaeological%20Investigations%20an....pdf>

*MDAH Guidelines:*

<https://www.mdah.ms.gov/historic-preservation/archaeology/professional-qualifications>

- 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. Any additional certifications/licenses should be included in the appendices.
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. Past Experience

1. The CONSULTANT should provide a description of contracts for similar work performed during the past five (5) years which qualifies the CONSULTANT 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 should provide the following information at a minimum for each contract:
  - ✓ a description of the project, 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.
2. The CONSULTANT should provide up to three (3) cultural resources survey reports and site investigation/mitigation reports completed during the past five (5) years and references for that work, including copies of correspondence from the Federal and/or State agencies and the appropriate State Historic Preservation Officer(s) and/or Tribal Historic Preservation Officer(s).

**The information for Section II, C.2 should be provided only on the CDs/flash drives, which shall be included as part of the appendices.**



#### **D. Infrastructure and Equipment**

The CONSULTANT should provide a detailed description of the following:

- ✓ appropriate field and laboratory equipment to conduct the survey, excavation, and/or other research; and
- ✓ appropriate facilities to properly treat, analyze, and temporarily curate recovered cultural materials in a secure, safe, and stable environment to prevent loss of significant data.

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

In addition to providing the location and address of the managing 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. Experience, performance, and qualifications of the proposed Key Personnel;
- B. CONSULTANT's past experience, performance, and qualifications on similar projects related to services identified in Part 3 of this RFP with MDOT and/or other clients;
- C. Experience, performance, and qualifications of the other relevant employees related to services identified in Part 3 of this RFP;
- D. CONSULTANT's infrastructure and equipment;
- E. Location/proximity of the CONSULTANT's (and any subconsultants') office(s); and
- F. Quality of PROPOSAL.

### **PART 3: PROJECT DESCRIPTION**

The CONSULTANT will provide cultural resources environmental services, statewide. While this IDIQ Master Contract will primarily consist of providing cultural resources environmental related services for the planning and pre-construction phases of projects to document and obtain clearance for the cultural resource impacts, additional services may also apply. In summary, this Contract may include all the following services:

- A. Phase I cultural resources surveys;
- B. Phase II site investigations;
- C. Phase III site mitigations;
- D. curation preparation;
- E. report preparation;
- F. associated map and geodata submitted in the form of shapefiles;
- G. perform archaeological investigations of submerged resources;
- H. perform appropriate actions for inadvertent discoveries;
- I. provide construction monitoring; and
- J. provide other cultural resources environmental related services.

In addition, CONSULTANTs may be asked to provide document development, training, and/or policy and procedure review for MDOT.

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

**MDOT *Guidelines for Contractors on Archaeological Investigations and Reports*.** These guidelines can be found at the following link:

<https://mdot.ms.gov/documents/Environmental/Guides/Stormwater/2007%20MDOT%20Guidelines%20for%20Contractors%20on%20Archaeological%20Investigations%20an....pdf>

**MDAH *Mississippi Standards for Archaeological Practices*.** These guidelines can be found at the following link:

<https://www.mdah.ms.gov/sites/default/files/2020-06/20200610-MS-STANDARDS-AND-GUIDELINES.pdf>

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

<b>Personnel</b>	<b>License(s)</b>	<b>Role</b>	<b>Years of Experience</b>	<b>RFP Part 3, service 1</b>	<b>RFP Part 3, service 2</b>	<b>RFP Part 3, service 3</b>	<b>RFP Part 3, service 4</b>	<b>RFP Part 3, service 5</b>	<b>Etc.</b>
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.									