

REQUEST FOR PROPOSAL

7/9/2025

CONTRACT FOR PROFESSIONAL SERVICES

Roadway Inventory/Characteristics Data Collection
Project Number: PL-1(136)/109708-121000
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 roadway inventory and characteristics data collection services and perform certain Mobile Light Detection and Ranging (LiDAR) and terrestrial photography services for roadways in Mississippi, Project Number PL-1(136)/109708-121000, 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

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, **six (6) 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.

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	July 9 th , 2025
Deadline for CONSULTANTS' written questions	July 23 rd , 2025 at 5:00 pm
*Answering of written questions/ posting of final contract template	*July 30 th , 2025
Deadline for delivery of PROPOSALS	August 7 th , 2025 at 5:00 pm
*Selection of qualified CONSULTANT	*October 2025
*Contract Execution	*January 2026

***Approximate dates only**

Note: All times are Central Time.

MDOT intends to execute an approximately two-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 15 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 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 **six (6) 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 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;
- ✓ the type of collection (inventory and/or asset) and total mileage collected for the contract;
- ✓ indicate any work listed in the contract, including the type of collection (inventory and/or asset) and total mileage collected, 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. Equipment

The CONSULTANT should list all equipment, including but not limited to data collection vehicles and data viewers, owned by any team members that may be deemed advantageous to performing the services listed in Part 3 of this RFP. The CONSULTANT should list the equipment and the team member who owns the equipment.

The CONSULTANT should provide the following information for each data collection vehicle anticipated to be used on this PROJECT:

1. Make/model of vehicle
2. Location of vehicle
3. VIN number
4. Remaining life expectancy

D. 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.D.2). Key Personnel includes the Project Manager. **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 Manager** – MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager should be responsible for overall project oversight and day-to-day activities of the project. Activities of the 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, providing status reports to MDOT as requested, scheduling personnel and data collection equipment, 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 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 that the Project Manager has managed (completed projects are preferred) in the last five (5) years. The description should include at a minimum the following information:
 - ✓ the specific role/responsibility performed by the Project Manager for the contract;
 - ✓ the name of the firm with which the Project Manager was employed for the contract;
 - ✓ the date that the 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.
- b. **Other Relevant Employees** – Other relevant employees include Field Collection Personnel, Data Analysts, 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 Collection Personnel** – Field Collection Personnel are responsible for operating data collection vehicles and collecting data under the direction of the Project Manager. The PROPOSAL should identify Field Collection Personnel anticipated to work on this PROJECT.
 - ii. **Data Analysts** – Data Analysts are responsible for analyzing the data collected under the direction of the Project Manager. The PROPOSAL should identify Field Collection Personnel anticipated to work on this PROJECT.
 - iii. 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 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.

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. Equipment;
- C. Experience, performance, and qualifications of the proposed Key Personnel;
- D. Experience, performance, and qualifications of the other relevant employees related to services identified in Part 3 of this RFP;
- E. Quality of PROPOSAL; and
- F. Location/proximity of the CONSULTANT's (and any subconsultants') office(s).

PART 3 PROJECT DESCRIPTION

The CONSULTANT shall provide roadway inventory and characteristics data collection services and perform certain Mobile Light Detection and Ranging (LiDAR) and terrestrial photography services for roadways in Mississippi, statewide. Requested roadways to be collected under this CONTRACT will include state-maintained roads, functional classified routes higher than local, and ramps. Some locally functional classified routes may also be included. Services shall include, but not be limited to the following:

I. General

The CONSULTANT shall perform data collection to ensure that MDOT has the most current and highest quality data.

The CONSULTANT shall collect data statewide for all features defined below. The CONSULTANT shall deliver the data in a format compatible with Oracle Database 11g. In order to comply with the format requirements, the CONSULTANT will perform all necessary post processing. In addition, digital images, driven LiDAR, and GPS data of the inventoried routes shall be collected as described by this scope. The CONSULTANT shall provide access to Processed LIDAR and images to MDOT.

II. Data collection

The CONSULTANT shall conduct roadway inventory on requested roadways. The CONSULTANT shall determine if a road is public while in the field. The following guidelines are general and the FHWA definitions for a public road shall be used in lieu of adequate definition below.

The CONSULTANT shall drive and inventory all roads that meet at least one of the following conditions:

- There is a traffic control device (stop sign or a stop light).
- The road has a street name sign and the road is not marked as private.
- The road looks to be maintained beyond access by agricultural implements only and is not otherwise marked as private.
- Any road that is not impeded by a gate that is locked and does not open when a vehicle pulls up to it or is not marked as private.

In the event that a road doesn't meet the above criteria, the CONSULTANT, if possible, should drive the roadway and the type of roadway, public or not, will be established in the office by the CONSULTANT and approved by MDOT. A listing for any road that is not able to be inventoried or deemed a private road that exists in the road network provided to the CONSULTANT shall be noted and submitted as such to MDOT.

The CONSULTANT shall catalogue and note any road that must be modified due to realignment, permanent road closures or other reasons.

The CONSULTANT shall provide a roadway inventory consisting of the collection of features specified by MDOT to be delivered on a county-by-county basis. The CONSULTANT shall provide the initial county immediately upon completion to ensure format, extraction, and implementation are correct. The data to be collected may include but not be limited to: Passing, Direction, Rumble Type, Rumble Location L/R, Rumble Location Centerline, Drainage Type, Guard Rail, Sidewalk, Median Type, Median Width, Raised Pavement Markers, Speed Limit, Lighting, Shoulder Width, Paved Shoulder Width, Shoulder Type, Parking Type, Access Control, Auxiliary Lane Type, Traffic Flow, Primary Through Lanes, Secondary Through Lanes, Total Through Lanes, Lane Width, Total Paved Surface Width, Surface Type, Lane Width, point geometries, driven LiDAR, and digital imagery with 360 degree high resolution and capabilities for attribution about each feature. The current road network used by MDOT will be provided to the CONSULTANT to determine direction of travel for each route. Routes divided by a median, city block, or other physical barrier shall be collected in both directions.

All data collected shall be locatable using a Linear Referencing Method (LRM) provided by MDOT and via GPS coordinates. The linear features shall be locatable using the SRI which consists of the Padded County Number + '_' + padded route id + Direction (P or S) + Segment Number, and begin and end mile points for each segment. Additionally, each linear event shall have a GPS coordinate accurate to at least 6 decimal places for each "break" or change in specific attribution for that item. Supplied route measures and geometries shall be used for base feature extraction unless there is an appreciable change based on collected information/data. This would include but is not limited to realignments of routes or intersections, along with missing routes. The CONSULTANT shall submit all data in a format to be specified to MDOT.

The CONSULTANT shall extract MIRE/Safety Features, if present and where applicable based upon roadway type, speed and class. Where required, the edge of travel way will be digitized from the Mobile LiDAR data to define limits of extraction.

All roadway geometric measurements required shall meet an accuracy of less than one (1) foot. These measurements include, but are not limited to lane, shoulder, and median widths. Mile point distance measures shall be within five one-thousandths (+/- 0.005) of a mile. Coordinates generated with the data collection shall be accurate to at least six decimal places. The format for the coordinates shall be decimal degree using a geographic projection. Measurement verification will be performed by MDOT at random intervals along the surveyed routes. Recurring substandard data will be rejected and the recollection of required data will be the responsibility of the CONSULTANT. All data submitted to MDOT shall achieve the specified tolerances at least 95% of the time to avoid rejection.

All length measurements shall be delivered to MDOT in miles or feet, whichever is applicable. Any geographically referenced data or files delivered to MDOT shall be developed using the Mississippi Transverse Mercator (MSTM) projection. All data collected under this contract shall be in compliance with the Mississippi Digital Earth Model Standards.

III. Imagery

The CONSULTANT shall collect linear referenced full frame digital imagery on all inventoried routes required by this scope. 360 Panorama or equivalent is preferred. Each frame shall have a minimum resolution of 12000 x 6000 pixels or highest possible agreed upon resolution with location metadata. At a minimum, the imagery shall encompass a forward view, the routes right and left shoulders, and a rear view. Camera configuration shall be modifiable depending on the desired result. Inter-image spacing providing accurate coverage shall be proposed by the CONSULTANT and approved by MDOT prior to image delivery. Maximum spacing shall not exceed 50 feet in a rural setting and 40 feet in an urban setting unless otherwise approved by MDOT. The imagery shall be accessible as a streaming video (photolog) and still image in a non-proprietary format.

The CONSULTANT shall provide a web-based solution to view all imagery and lidar in an interactive manner with the ability to interact with, add ancillary data to via csv, .shp or other common format. The solution should also allow for the data for any route to be downloaded and MDOT will have access to all collected data via the viewer for 8 years.

IV. GPS

The CONSULTANT shall collect GPS points at an interval that will accurately define the centerline along the road of all inventoried routes required by this scope. In addition, the CONSULTANT shall provide GPS data at route begin and end points and intersections. The GPS shall achieve a positional accuracy of less than one (1) meter horizontal and two (2) meters vertical. GPS data shall be differentially corrected utilizing ground base stations or Continuously Operating Reference Stations (CORS). The CONSULTANT may also use the Statewide RTK network while collecting data, when coverage is available. Additional equipment shall be used to mitigate error caused by loss of GPS signal. GPS for events may be extracted upon processing in the office.

V. Ramps

The CONSULTANT shall perform an inventory of all ramps along routes with fully or partially controlled access. MDOT will provide ramp identification numbers on ramps previously inventoried, however the CONSULTANT shall develop new numbers for ramps where identification numbers do not exist. The CONSULTANT shall follow the numbering convention provided by MDOT. Data collected on ramps shall include the same physical attributes as collected along roadways.

VI. 911 Road Name Verification

The CONSULTANT shall verify road names using the photography gathered during the inventory process. In the event that a route changes names within the same SRI, the CONSULTANT shall record this change and create a coordinate event with a snapped mileage at the point of road name change.

VII. Data Delivery

Data shall be delivered in a format provided by MDOT. The first data set to be delivered to MDOT shall include various routes and extracted data as specified by MDOT as a test case to ensure functional workflows between MDOT and the CONSULTANT. After the delivery of the initial data set, a

minimum data set to be delivered shall include all required routes in a county as specified above. If a data delivery does not include a full county, it must include the entire route that is delivered. The CONSULTANT shall provide the entire first county initially, but partial counties will be accepted afterward if it is logical to split the data in such a manner. MDOT reserves the right to require redelivery of the entire county after it is collected in full if there are any issues with the partial deliveries. It is the MDOTs desire to begin QA/QC as soon as possible.

VIII. Deliverables

- ***Project Calendar***

The CONSULTANT shall prepare and submit to MDOT a project calendar prior to the collection of data. This calendar must include estimated dates for the beginning and ending of data collection for each county. The anticipated delivery date for each county must be included in this calendar as well. An updated calendar shall be submitted to MDOT with the monthly progress reports detailed below.

- ***Physical and Feature data***

The CONSULTANT shall perform necessary post processing and deliver data in an Oracle Database 11g R2 compatible format. If additional software is required to perform this task, it will be the responsibility of the CONSULTANT to supply the software. MDOT will perform additional quality checks on the data and will accept it upon verification that the above standards are met. The counties shall be delivered as they are completed, or a logical break point is reached.

- The CONSULTANT shall provide specifications for storage requirements sufficient to store the RAW LIDAR and Imagery for this project, broken down by overall storage as well as amount of storage for each deliverable on a per mile basis that meets the requirements of MDOT IS Division.

- ***Road names***

The CONSULTANT shall provide road names compiled in the format currently used by MDOT relating the road name to the county number and LRS identifier. If a road name changes where the LRS identifier does not, a road name with a linear duration and coordinate information for begin and end of road name shall be required and shall be delivered in the same method as the physical and feature data.

- ***GPS point for all routes inventoried***

The CONSULTANT shall deliver GPS points for all inventoried routes.

- ***Digital Images***

The CONSULTANT shall deliver all required imagery in a non-proprietary format. If additional software is required to perform this task, it will be the responsibility of the CONSULTANT to supply the software.

Services shall comply with the current version of the following publications and/or specifications:

1. HPMS Field Manual;
2. *CSU Manual*;
3. Mississippi Digital Earth Model;
4. Local, state, and federal regulations as appropriate, and
5. 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.									