

REQUEST FOR PROPOSAL

10/25/2023

CONTRACT FOR ENGINEERING SERVICES

Program Support Services for MDOT's
Electric Vehicle Infrastructure (EVI) Program
Project Number: NEVI-9999-09(374)/109155-105000
Statewide

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

Table of Contents

PART 1: GENERAL INFORMATION FOR CONSULTANT(s)	3
PART 2: INFORMATION REQUIRED/SELECTION CRITERIA	11
PART 3: PROJECT DESCRIPTION.....	18
APPENDIX A: SCHEDULE FOR ALL PHASES.....	27
APPENDIX B: EXAMPLE TEMPLATE	28

**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 Program Support Services for MDOT's Electric Vehicle Infrastructure (EVI) Program, Project Number NEVI-9999-09(374)/109155-105000, 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, P.E.
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 multiphase 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) 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

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 each contract executed for this multiphase project. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted provided that the selected CONSULTANT performs at least 40% of each contract executed for this multiphase project 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. (Left blank intentionally)

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 MDOT requests, the selected CONSULTANT will be required to execute a Non-Disclosure Agreement.

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 Gresham Smith MS P.C. 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>	
Advertisement dates for legal notice	October 25 th and November 1 st , 2023
Deadline for CONSULTANTS’ written questions	November 8 th , 2023 at 5:00 pm
*Answering of written questions/ posting of final contract template	*November 15 th , 2023
Deadline for delivery of PROPOSALS	December 7 th , 2023 at 5:00 pm
*Selection of qualified CONSULTANT	*February 2024
*Contract Execution	*March 2024

***Approximate dates only**

Note: All times are Central Time.

MDOT intends to execute a multiphase contract with the selected CONSULTANT. It is anticipated that the potential phases will be as follows:

- Phase 1 - Administration of the EVI Procurement Phase**
- Phase 2 - Administration of the EVI Deployment Phase**
- Phase 3 - Administration of the EVI Program Evaluation and Reporting Phase**

The estimated schedule for the initial EVI Procurement Phase is anticipated to be approximately three years with the possibility of extending by written agreement of both parties. The total schedule for all phases can be found in Appendix A to this RFP and may be influenced by the requirements of 23 CFR Part 680. **MDOT reserves the right to enter into additional contracts or modify the listed above phase structure for the work covered in this RFP.**

**PART 2:
INFORMATION REQUIRED/SELECTION CRITERIA**

I. Format for PROPOSAL

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

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

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

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

II. Requirements and Instructions for PROPOSAL submission

CONSULTANT(s) interested in providing these services may indicate so by furnishing MDOT with **seven (7) copies and one (1) 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 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;
- ✓ the name of the Program Manager/Project Director; 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 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.

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 Program Manager and the Industry Lead. MDOT prefers that the Program Manager and the Industry Lead not be the same person. **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.**

* 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. **Program Manager** – MDOT prefers that the CONSULTANT’s Program Manager be on the permanent staff of the prime CONSULTANT. The Program Manager will be responsible for overall project oversight. Activities of the Program 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 Program 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 contracts that the Program Manager has **managed** (completed contracts 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 Program Manager for the contract;
 - ✓ the name of the firm with which the Program Manager was employed for the contract;
 - ✓ the date that the Program 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 that the Program Manager is licensed as a Mississippi Professional Engineer[†] in the appendix.** Mississippi registration is not required to propose on the PROJECT but is required prior to commencing the work. If the Program Manager is in the process of obtaining this license, that information should be provided.
 - b. **Industry Lead** –The Industry Lead will be responsible for monitoring industry changes and updates, providing guidance on industry best practices and delivering up to date information on technical requirements. MDOT prefers that the Program Manager and the Industry Lead not be the same person. Activities of the Industry Lead will include but will not be limited to acting as a liaison between the Consulting Service Leads for

[†] 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.

each of the Support Services detailed in Part 3 of this RFP and MDOT, providing technical support for the following items:

- ✓ Cybersecurity;
- ✓ Site and Power Grid Consideration;
- ✓ Utility Coordination and Planning;
- ✓ Data Collection;
- ✓ Eligibility;
- ✓ Right of Way; and
- ✓ Other EVI Related Items as Determined by MDOT.

The Industry Lead will also review and provide guidance for the following items:

- ✓ National Charging Network;
- ✓ NEVI State Plans;
- ✓ Urban, Rural, Tribal, and Disadvantaged Communities;
- ✓ Equity;
- ✓ Workforce Development;
- ✓ Financial;
- ✓ NEPA;
- ✓ Title 23 Requirements;
- ✓ Regulatory Interpretation;
- ✓ Contracting; and
- ✓ Other EVI Related Items as Determined by MDOT.

- i. The CONSULTANT should provide a written summary indicating why the individual serving as the Industry Lead 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 contracts in which the Industry Lead has **served in this capacity** (completed contracts 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 Industry Lead for the contract;
 - ✓ the name of the firm with which the Industry Lead was employed for the contract;
 - ✓ the date that the Industry Lead'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.
- c. **Other Relevant Employees** – Other relevant employees include 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. The CONSULTANT should **provide an other relevant employees 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 B to this RFP.
 - ii. The CONSULTANT should designate a Service Lead for each of the Support Services detailed in Part 3 of this RFP and note that designation on the team organizational chart and other relevant employees chart. Note that Individuals can serve as the Service Lead for multiple services if the CONSULTANT demonstrates: (1) that the individual is qualified to do so and (2) that assigning the individual to dual roles will not impede the CONSULTANT's ability to perform both roles at the level required.
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 (MS Professional Engineer license, etc.) of the staff as listed on the organizational chart that may prove advantageous to performing the services established in Part 3 of this RFP should be provided in the appendices.

C. Past Experience

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

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

- ✓ identification of any innovation(s) or other unique requirements of the contract; and
- ✓ the name and contact information of the client and the client's representative who can verify and discuss the contract.

D. Team's approach to the PROJECT

The CONSULTANT should provide a description of its approach and application of Best Management Practices (BMPs) as they relate to the Support Services listed in Part 3 of the RFP. This description should include, but is not limited to:

- ✓ Describe any of the CONSULTANT's (and any subconsultants') additional resources to be utilized in project operations including any project management tools. The CONSULTANT should explain how it intends to utilize any additional resources in an efficient and effective manner to provide support for MDOT's EVI Program. In addition, the CONSULTANT should identify any unique resources, processes, and/or procedures which will benefit the CONSULTANT to support MDOT's EVI Program;
- ✓ Any innovative practices or procedures the CONSULTANT will use to streamline and enhance MDOT's EVI Program;
- ✓ Clearly demonstrate how the team is going to ensure that MDOT's EVI Program is going to meet the guidelines contained in 23 CFR Part 680; and
- ✓ The CONSULTANT's strategy for supporting MDOT's EVI Program.

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

PART 3 PROJECT DESCRIPTION

The CONSULTANT shall provide Program Support Services for MDOT's Electric Vehicle Infrastructure (EVI) Program, Statewide.

These services shall include but not be limited to the following:

Introduction

The Bipartisan Infrastructure Law (BIL) signed into law in November 2021 made funding available to States through the National Electric Vehicle Infrastructure (NEVI) Formula Program. To comply with the NEVI Program requirements, the Mississippi Department of Transportation (MDOT) has submitted the required Mississippi Electric Vehicle Infrastructure Deployment Plan (<https://mdot.ms.gov/documents/Planning/Plan/EV/MS%20EV%20Infrastructure%20Deployment%20Plan.pdf>) which outlines how the state will use NEVI funding to install electric vehicle charging stations along designated alternative fuel corridors and, if funding is available, additional sites. To ensure technical and federal/state regulatory compliance, a CONSULTANT is needed to assist MDOT in the implementation and management of MDOT's Electric Vehicle Infrastructure (EVI) Program.

General Description of Services

MDOT requires planning and engineering services of a CONSULTANT to provide a wide range of engineering and planning services to include technical, management, and supportive tasks to support MDOT's EVI Program. The CONSULTANT will provide services to support the procurement of electric vehicle charging infrastructure that meets both state and federal requirements, including but not limited to the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680). This may include meetings with potential industry partners; public engagement; procurement support; preparation of grant application criteria and guidelines, plan management and updating, and other related EVI Program activities.

The CONSULTANT will provide contract and project management expertise to include oversight of contract compliance, establishing project controls and management, project development, workforce safety and training, and oversight of design and engineering specifications, and other related EVI Program activities.

The CONSULTANT may also provide planning and engineering services that include but are not limited to, public involvement and outreach, design, development of standards, architectural services, survey right-of-way research and analysis, environmental services, utility planning and coordination, GIS analysis and mapping, feasibility analysis, and technical support.

The CONSULTANT may also provide other services that include but are not limited to, establishing EVI standard specifications and plans, cyber security and information technology services, telecommunications, preparing cost analysis, post construction services, oversight of construction activities', pre- and post-installation inspections, data collection and data reporting.

The CONSULTANT shall provide technical and professional personnel to perform work adhering to MDOT standards and procedures for the duties and responsibilities assigned under the terms of the contract.

The CONSULTANT shall minimize, to the maximum extent possible, the MDOT's need to apply its own resources to perform the PROJECT.

The CONSULTANT may be needed to prepare procurement documents for various procurement methods to promote facility upgrades and deployment of electric vehicle charging infrastructure.

Services denoted with “(*)” require a designated Service Lead in accordance with II.B.2.c.ii. in Part 2 of this RFP. Note that Individuals can serve as the Service Lead for multiple services if the CONSULTANT demonstrates: (1) that the individual is qualified to do so and (2) that assigning the individual to dual roles will not impede the CONSULTANT's ability to perform both roles at the level required.

I. Detailed EVI Program Support Services

A. (*) Cost Analysis and Estimating

The CONSULTANT may be directed to analyze and/or prepare cost analysis or estimates utilizing historical data from MDOT or from other industry sources. The CONSULTANT shall prepare and develop pay items and quantities related to the analysis or estimates.

Potential cost analysis and estimating tasks include but are not limited to:

- a. Review of opinion of probable cost
- b. Preparation of opinion of probable cost
- c. Operation and maintenance costs
- d. Value engineering / benefit cost analysis
- e. Life cycle cost analysis
- f. Cost saving measures
- g. Environmental impact benefit analysis

B. (*) Cyber Security

The CONSULTANT may be tasked with determining adequate cyber security measures are installed and maintained at each site location. Cyber security measures shall comply with the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680), federal and state regulations.

C. (*) EVI Specifications and Standards

The CONSULTANT may be tasked with establishing the standard specifications and standard plans related to electric vehicle charging infrastructure and shall provide a description of work, materials, equipment and specific requirements, method of measurement and basis of payment. Proposed specifications and standards will be submitted to MDOT for review. The CONSULTANT shall contact MDOT for details of the current format to be used prior to preparing the proposed specifications and standards.

D. Planning and Engineering

The CONSULTANT will be primarily tasked with implementing MDOT's Mississippi Electric Vehicle Infrastructure Deployment Plan. However, other services may be needed to coordinate efforts with other state and federal initiatives to ensure the maximum benefit to the electric vehicle community and the traveling public. Some of the CONSULTANT's tasks may consist of the analysis and conceptual electric vehicle charging infrastructure design plans in compliance with National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680), State law and industry standards pertaining to electric vehicles.

The CONSULTANT may assist in the coordination of potential site locations. Consideration must be given to environmental, safety, zoning and comprehensive plans, federal site requirements and criteria, and benefits to disadvantaged communities (Justice40 Initiative). The CONSULTANT must understand the goals and objectives of MDOT's Mississippi Electric Vehicle Infrastructure Deployment Plan and all related federal requirements including but not limited to National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680).

The planning and engineering services may include but are not limited to the following:

a. (*) Architectural

The CONSULTANT may be required to develop minimum requirements for the acceptable facility resources at electric vehicle charging infrastructure site locations. This may include the evaluation of facilities to determine compliance with ADA, as well as a condition assessment of the facility to include Heating Ventilation and Air Conditioning (HVAC), rest room facilities, structural, and other elements as directed by MDOT. The CONSULTANT may be required to develop standards, requirements, and/or conceptual design for solar power and back-up battery storage facilities.

b. (*) Environmental

The CONSULTANT may be tasked with various environmental-related services for each potential electric vehicle charging infrastructure site location, including but not necessarily limited to, the following:

- i. Collect pertinent geospatial data
- ii. Conduct various NEPA-related environmental studies (e.g., cultural resources surveys, hazardous materials assessments, and other details necessary to determine the potential impacts associated with a proposed electric vehicle charging station installation)

c. (*) Feasibility Analysis

The CONSULTANT may be tasked with determining feasibility of site locations, site readiness evaluations, and determining potential site locations. This may involve but not be limited to an economic viability study of potential eligible locations for EVI installation, calculating returns on investment (ROIs) and the development of a standard application for eligible entities to apply for available NEVI funding and related evaluation/scoring criteria to be used to determine which applications are

awarded funding. This could also involve data and GIS analysis, input from MDOT, FHWA, the Joint Office of Energy and Transportation, the public, other state or federal agencies, local public agencies, utilities and/or industry partners.

d. (*) GIS Analysis

The CONSULTANT may be directed to provide GIS services to include mapping, analysis, and extraction of other data resources to assist with other planning activities.

e. (*) Lighting

The CONSULTANT may be directed to develop lighting requirements and standard plans for electric vehicle charging infrastructure site locations. All lighting tasks shall be in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current MDOT design memorandums.

f. (*) Right of Way

The CONSULTANT may be tasked with researching any existing easements or other restrictions that may exist both within and adjacent to the proposed project boundary. Project research may include but should not be limited to the review of the following:

- i. MDOT Right of Way files and databases
- ii. Federal, state and local permit files and databases
- iii. Local public agency information including property appraiser data

If directed by MDOT, the CONSULTANT shall determine if easements need to be modified or acquired. The CONSULTANT may be responsible for the preparation and/or review of any needed permits, land use agreements, easements, location clearances for utilities and right of way, or any other necessary ROW documents.

g. (*) Roadway Design

The CONSULTANT may be required to analyze and document Roadway Design tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current MDOT design memorandums. The CONSULTANT may be required to develop standardized specifications, design variations and exceptions for electric vehicle charging infrastructure sites.

h. (*) Signing and Pavement Markings

The CONSULTANT may be required to analyze and document Signing and Pavement Marking tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current MDOT design memorandums. The CONSULTANT may be required to develop and assemble standards for electric vehicle charging infrastructure site pavement markings following State and Federal guidelines. These may include but are not limited to the following:

- i. Manual on Uniform Traffic Control Devices (MUTCD)
- ii. Americans with Disabilities Act (ADA)

iii. Section 504 of the Rehabilitation Act

i. (*) Surveying

The CONSULTANT may be directed to perform field surveying tasks in accordance with all applicable statutes, manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall submit all survey notes and computations to document the performed field surveys. The survey notes shall include documentation of decisions reached from meetings, telephone or electronic correspondence and site visits.

The CONSULTANT review of potential electric vehicle charging infrastructure site locations may include the review of Right of Way (ROW) maps and deeds as well as roadway alignments to determine potential site feasibility.

j. (*) Utility Planning and Coordination

The CONSULTANT may be tasked with planning and coordinating with state utility companies, Mississippi Public Service Commission (MPSC), and Mississippi Public Utility Staff (MPUS). This may include site visits to utility locations, development of necessary forms, contracts, and documentation necessary for EVI deployment. The CONSULTANT may need to determine site readiness, determine necessary site upgrades, and access to adequate electrical power supply at each site.

E. Post Design Services

a. (*) Construction Management

The CONSULTANT may be required to perform Construction Management activities as directed by MDOT. The CONSULTANT may be required to perform field visits to verify compliance with all standards, specifications and plan details that were developed to support the deployment of the proposed electric vehicle charging infrastructure sites. The CONSULTANT may also be tasked with verifying all electrical contractors are certified through any applicable required training programs and that the Open Charge Point Protocol (OCPP) is being used for all required communications between charging facilities. Upon completion of the construction of the electric vehicle charging infrastructure site, the CONSULTANT may be tasked with verifying that all charging infrastructure is in working order in accordance with the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680). Oversight of maintenance shall be completed for 5 years post construction.

b. (*) Data and Performance

The CONSULTANT shall be required to collect data, generate reports, and track performance metrics, as required by the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680) and MDOT. The CONSULTANT may be required to develop data reporting mechanisms to gather, compile, analyze and report data from electric vehicle charging site vendors. The CONSULTANT will

support MDOT's compliance with federal data reporting requirements and the National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680).

The CONSULTANT may be required to develop and maintain dashboards, SharePoint tools and websites, establish and analyze performance measures, and provide GIS or other visualization tools. The CONSULTANT may also be required to ensure data and controls comply with the formats necessary for Federal data reporting.

The CONSULTANT shall be expected to know and understand all related federal and state requirements and to support compliance with federal civil rights, equity, labor and workforce, Buy America, physical security, and cyber security requirements.

F. (*) Procurement and Contract Management

The CONSULTANT may provide services to support the procurement of electric vehicle charging infrastructure that meets both state and federal requirements and National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680). This may include data and GIS analysis; meetings with potential vendors/industry/utilities; proposing procurement methodologies; and preparing scopes of work, among other activities.

The CONSULTANT may be required to develop Requests for Information (RFIs), Requests for Applications (RFAs), Requests for Qualifications (RFQs), Requests for Proposals (RFPs), the required scopes of work, and/or any necessary procurement documents to implement MDOT's Mississippi Electric Vehicle Infrastructure Deployment Plan complying with all related federal and state requirements.

The CONSULTANT may also be required to determine and evaluate the procurement methodology base upon Public Private Partnerships (PPP), Design-Build (DB), Design-Bid-Build (DBB), Design Build-Operate and Maintain (DBOM), as well as any other form of procurement that may provide MDOT with the best return on investment.

The CONSULTANT will provide contract and project management expertise to include oversight of contract compliance, data collection and reporting, public engagement, workforce safety and training, oversight of design plans and specifications, pre- and post-installation inspections, or other related activities to ensure MDOT's EVI program maintains compliance with all federal and state requirements.

G. (*) Project Management

Provide professionally qualified individuals to perform Project Management including all aspects of assigned services. The CONSULTANT shall demonstrate good communication with the MDOT project manager and staff as assigned to project, as well as manage time, resources, and documentation. The CONSULTANT will develop, implement, and maintain a project document control and filing system of all project correspondence, data, plans, and

any other project related material. This filing system shall be approved by the MDOT project manager or their assignee.

H. (*) Public Involvement

The CONSULTANT will provide staff to handle all aspects of public involvement to comply with federal and state requirements, National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680), and the most current version of MDOT's Mississippi Electric Vehicle Infrastructure Deployment Plan. Federal rulemaking requires on-going community engagement during the selection of EV stations and the installation, operations, and maintenance of these stations. Public engagement may include but not be limited to the development of presentations, handouts, fact sheets, visualization tools, or other materials and collaboration, including workshops and public meetings (both in-person and virtual) with industry partners, the general public, EV vendors, utilities, site hosts, other state agencies, and local public agencies. Documenting community engagements, drafting press releases, and social media and web site content. Public engagements may also include utility engagements, site-specific public engagements, and interagency working groups.

I. Other Services

Other services that may be required are stated below but not limited to:

a. Grant Application Preparation

The CONSULTANT may be required to prepare grant application materials in accordance with the criteria established in the Notice of Funding Opportunity (NOFO) for discretionary grant programs, such as but not limited to, the Charging and Fueling Infrastructure Discretionary Grant Program (CFI Program).

b. Annual Updates to the EVI Deployment Plan

The CONSULTANT may be required to prepare the required annual updates to MDOT's Mississippi Electric Vehicle Infrastructure Deployment Plan in accordance with the requirements established by the FHWA and the Joint Office of Energy and Transportation.

c. Alternative Fuel Corridor Nominations/Designations

The CONSULTANT may be required to respond to future requests for nominations/designations from the FHWA for additional Alternative Fuel Corridors in Mississippi.

d. Additional Documentation and Services

The CONSULTANT shall prepare any additional necessary documentation and provide any additional services to the support MDOT's EVI program as needed.

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

National Electric Vehicle Infrastructure Standards and Requirements (23 CFR Part 680):

- 1.FHWA National Electric Vehicle Infrastructure Program Standards and Requirements;
- 2.MDOT Mississippi Electric Vehicle Infrastructure Deployment Plan;
- 3.MDOT Mississippi-AFC-EV-Pending Corridors;
- 4.FHWA Fiscal Year 2022/2023 EV Infrastructure Deployment Plans;
- 5.FHWA Alternative Fuel Corridors; and
- 6.Any other applicable publication listed in the CONTRACT, or as instructed by MDOT.

Environmental:

1. FHWA Technical Advisory Guide;
2. 1987 *Corps of Engineers Wetlands Delineation Manual* (Technical Report Y-87-1);
3. 2010 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region* (ERDC/EL TR-10-20);
4. 1979 *Classification of Wetlands and Deepwater Habitats of the United States* (FWS/OBS-79/31);
5. 2008 Federal Mitigation Rule;
6. Technical Standard for Water-Table Monitoring at Potential Wetland Sites (ERDC TN-WRAP-05-2);
7. *A Function-Based Framework for Stream Assessment & Restoration Projects* (EPA 843-K-12-006);
8. USFWS Template for Biological Assessments & Biological Evaluations;
9. 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>

10. MDOT Highway Noise policy;
11. MDOT Guidelines for Contractors on Archaeological Investigations and Reports;
12. MDAH Guidelines for Archaeological Investigations and Reports in Mississippi;
13. All federal and state laws, regulations, and executive orders pertaining to NEPA in developing transportation projects;
14. MDOT Environmental Procedures Manual; and
15. Any other applicable publications listed in the CONTRACT, or as instructed by MDOT.

Roadway Design:

1. MDOT *Roadway Design Manual*, and supplemented with updated design policies as described in Design Memos located on Roadway Design Division's website;
2. MDOT Roadway Design Standard Drawings;
3. MDOT Roadway Design Special Design Sheets;
4. MDOT *Roadway Design CADD Manual*;
5. MDOT *Survey Manual*;
6. MDOT *Access Management Manual*;
7. MDOT Traffic Engineering's *Typical Signing Details*;
8. MDOT *Intelligent Transportation Systems Design Manual*;
9. *Mississippi Standard Specifications for Road and Bridge Construction*;
10. AASHTO'S *A Policy on Geometric Design of Highways and Streets*;

11. AASHTO *Roadside Design Guide*;
12. AASHTO *Highway Safety Manual* (HSM);
13. *Manual on Uniform Traffic Control Devices* (MUTCD); and
14. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Hydraulic Design:

1. *Mississippi Standard Specifications for Road and Bridge Construction*;
2. AASHTO *Drainage Manual*;
3. AASHTO *LRFD Bridge Design Specifications*;
4. Federal Highway Administration (FHWA) Hydraulic Engineering Circulars and other publications;
5. 23 CFR Parts 625, 630, and 650;
6. 44 CFR Part 59-78;
7. Floodplain Management Regulations for the State of Mississippi;
8. National Flood Insurance Program regulations (NFIP);
9. Federal Emergency Management Agency (FEMA) regulations;
10. Local, state, or federal regulations as appropriate; and
11. Any other publications listed in the CONTRACT, or as instructed by MDOT.

APPENDIX A: SCHEDULE FOR ALL PHASES

NEVI Specifications & Construction	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Phasing Timeline										
Phase A - Procurement - Round 1	█	█	█							
Phase A - Procurement - Round 2		█	█	█						
Phase B - Deployment - Round 1		█	█	█	█					
Phase B - Deployment - Round 2			█	█	█	█	█			
Phase C - Evaluation and Reporting - Round 1				█	█	█	█	█	█	█
Phase C - Evaluation and Reporting - Round 2					█	█	█	█	█	█

**APPENDIX B: 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.									