

REQUEST FOR PROPOSAL

10/26/2022

CONTRACT FOR ENGINEERING SERVICES

Program Management Consultant (PMC) Services
for Roadway Design Division
Project Number: STBG-9999-09(322)/109116-101000
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	12
PART 3: PROJECT DESCRIPTION.....	21
APPENDIX A: EXAMPLE TEMPLATE	27

**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 Management Consultant (PMC) Services primarily for Roadway Design Division, in accordance with federal and state laws and regulations, the CSU Manual, the Roadway Design Manual, and all applicable manuals/publications, Project Number STBG-9999-09(322)/109116-101000, 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 no more than two (2) contracts for Engineering Services with the most qualified CONSULTANT(s) to provide the services specified herein for three (3) MDOT Districts per contract. This document does not and is not intended to include or address every item that will be included or addressed in the contract(s) for consulting engineering services.

IV. The Selection Process

Selection of a CONSULTANT(s) will be based on the criteria established in this RFP and/or any addenda. CONSULTANT(s) **shall not** submit any cost or price information with their PROPOSALS. CONSULTANT(s) for this RFP should submit complete PROPOSALS sufficient for final selection of the most qualified firm(s). The MDOT will then select the most qualified firm(s) based on the criteria. The MDOT reserves the right to select the CONSULTANT(s) for 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 (including but not limited to the format, contents, and evaluation criteria) 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(s) is selected, MDOT will enter into negotiations for a sound scope, costs, and a schedule. The MDOT will draft a contract(s) for the most qualified CONSULTANT(s) to execute based on the description of work established in this RFP and/or any addenda. If MDOT is unable to negotiate a contract(s) with the selected CONSULTANT(s) at a fair and reasonable cost, then MDOT may select the next most qualified firm on the selection list until a contract(s) has been executed. In addition, time is of the essence in negotiation and execution of the contract from the selected CONSULTANT(s). If the selected CONSULTANT(s) 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(s) 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(s) 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(s) 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(s) is selected by the MDOT, costs will be negotiated between the most qualified CONSULTANT(s) 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 “PMC Engineering Services Contract Template.”

* 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/>

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(s).

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

The **COMMISSION** reserves the right to reject any and all PROPOSALS and/or to discontinue 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(s) will be required to assume responsibility for all services offered in the PROPOSAL whether or not these services are produced directly by the CONSULTANT(s) or through subconsultant(s). Furthermore, the COMMISSION will consider the CONSULTANT(s) 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(s) be allowed to sublet or subcontract more than 40% 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(s) performs at least 60% of the overall contract with its own forces.

The selected CONSULTANT(s) 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(s). MDOT may then reject the selected CONSULTANT(s) for the duration of this process and negotiate a contract with the next most qualified CONSULTANT(s) 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(s), the CONSULTANT shall send an e-mail to the below addressees within two (2) weeks of the date of the notification letter of the selected CONSULTANT(s). Any debriefings shall have no more than two (2) CONSULTANT representatives present and shall be limited to the merits of the individual CONSULTANT’s PROPOSAL.

Stephen Rone
srone@mdot.ms.gov
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.

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

It shall be the CONSULTANT's ongoing responsibility to identify, disclose, avoid, and/or mitigate potential or actual conflicts of interest. MDOT shall have sole authority to determine whether a potential or actual conflict of interest exists and to accept, require modification of, or reject any proposed mitigation/avoidance measures at any time.

The use of PMC services described in Part 3 of this RFP can present unique circumstances that could result in potential or actual conflicts of interest. Accordingly, if selected, the following restrictions shall apply to the CONSULTANT's team (i.e., the CONSULTANT and any subconsultant(s)):

1. No member of the CONSULTANT's team or any affiliate shall provide the PMC services identified in Part 3 of this RFP on a project where a member of the CONSULTANT's team is one of the entities being managed.
2. No member of the CONSULTANT's team or any affiliate is eligible to pursue any advertised project, if they participated in the procurement of the project (including, but not limited to, the development of the solicitation documents or the Scope of Work).
3. No member of the CONSULTANT's team or any affiliate shall provide the PMC services identified in Part 3 of this RFP if they performed work on any prior phase of the same project, unless MDOT makes a written determination that the scope or nature of the prior involvement does not present a potential or actual conflict of interest.
4. MDOT reserves the right to preclude the CONSULTANT's team from performing the services in Part 3 of the RFP or to reject a proposal by a member of the CONSULTANT's team that presents a conflict of interest. (Examples include, but are not limited to, relationships or situations which would impair the judgment and/or ability to perform of any member of the CONSULTANT's team; impede the COMMISSION/MDOT's ability to identify and/or pursue legal or corrective action for errors and omissions by any member of the CONSULTANT's team; or allow any member of the CONSULTANT's team an unfair competitive advantage.)

It shall be the responsibility of the CONSULTANT to ensure that it recuses itself from submitting on a project or managing a project where a conflict of interest exists. The Consultant should have sufficient and appropriate measures in place to ensure that potential conflicts of interest of any members of the CONSULTANT's team are disclosed to the CONSULTANT and that subconsultant(s) recuse themselves accordingly where conflicts exist.

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.

MDOT shall have sole authority to determine whether a potential or actual conflict of interest exists and to accept, require modification of, or reject any mitigation/avoidance plan submitted by the CONSULTANT at any time.

The CONSULTANT should indicate in the cover letter to the PROPOSAL that the CONSULTANT's team understands and has given detailed consideration to the potential for conflicts of interest that may exist or arise in the performance of the services identified in Part 3 of this RFP.

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.

Procurement Schedule	
Advertisement dates for legal notice	October 26 th and November 2 nd , 2022
Deadline for CONSULTANTS' written questions	November 9 th , 2022 at 5:00 pm
*Answering of written questions/ posting of final contract template	*November 16 th , 2022
Deadline for delivery of PROPOSALS	December 1 st , 2022 at 5:00 pm
*Selection of qualified CONSULTANT(s)	*February 2023
*Contract Execution	*April 2023

***Approximate dates only**

Note: All times are Central Time.

MDOT intends to execute an approximately three (3) year contract with the selected CONSULTANT(s) 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

MDOT currently administers Roadway Design consultant contracts from its Roadway Design Division located in its Administration Building in downtown Jackson, Mississippi for each of MDOT's six (6) Districts See Map located at the following web address:

<https://mdot.ms.gov/documents/Planning/Maps/MDOT%20Commission%20and%20Maintenance%20Districts/MDOT%20Commission%20and%20Maintenance%20Districts.pdf>.

The CONSULTANT(s) will provide PMC Services, which primarily consist of consultant management support services to supplement MDOT staff, as outlined in Part 3 of this RFP primarily for Roadway Design Division. The CONSULTANT(s) will report directly to an assigned MDOT Project Manager(s) who will serve as the "Responsible in Charge" in accordance with 23 CFR Part 172.

MDOT intends to issue no more than two (2) contracts with the most qualified firm(s) for those PMC services outlined in Part 3 of this RFP for three (3) Districts per contract. Therefore, the CONSULTANT's PROPOSAL should consider providing the appropriate levels of staff outlined in this RFP for three (3) Districts. MDOT will assign the appropriate three (3) Districts to the selected CONSULTANT(s) during the negotiation process. Should one firm wish to be considered to provide those services listed in Part 3 for all six (6) Districts, that firm shall submit two (2) different proposals addressing the requirements outlined in this RFP for each proposal.

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, Additional Roadway Design Support Staff chart, Staffing Plan for Roadway Design Project Engineer(s), past performance information, team approach to the PROJECT, 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 Project Director; and
- ✓ the location and address of the Project Director.

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 also indicate in the cover letter to the PROPOSAL that the CONSULTANT's team understands and has given detailed consideration to the potential for conflicts of interest that may exist or arise in the performance of the services identified in Part 3 of this RFP. Any plans and/or policies for avoiding and/or mitigating potential and actual conflicts of interest should be included in the appendix.**

†In addition, 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 CONSULTANT will supplement MDOT's resources by providing highly qualified technical and professional personnel to perform the duties assigned on a non-exclusive basis. MDOT reserves the right to have any of the services (as listed in Part 3 of this RFP) performed by other consultants or MDOT staff. The following information should be included in this section unless specifically stated otherwise:

1. The CONSULTANT should provide an organizational chart that identifies the **Project Director, Key Personnel, and additional Roadway Design Support Staff** of the CONSULTANT and any subconsultant(s) for this contract as indicated below (Part 2, Section II.B.2-3). **Key Personnel include Roadway Design Project Engineer(s)**, which will be defined below (Part 2, Section II.B.3.a) **This organizational chart should include each individual's name, job description (for this contract), company of employment, and primary office location.** The organizational chart should be tabbed and clearly defined.
2. **Project Director** – MDOT prefers that the Project Director be on the permanent staff of the prime CONSULTANT. The Project Director shall be the primary person in charge of and responsible for delivery of the PROJECT in accordance with the contract requirements. The Project Director shall have full authority to make the final decisions on behalf of the CONSULTANT. The Project Director will serve as a point of contact to address any contractual matters.
3. The CONSULTANT should include the following specific information for the Key Personnel and additional Roadway Design Support Staff listed below and reference all individuals in the organizational chart:
 - a. **Roadway Design Project Engineer(s)**: Each assigned Roadway Design Project Engineer (hereinafter referred to as "Project Engineer(s)") will primarily provide consultant management support services ranging from project initiation and investigative activities, procurement services, scoping, state estimating and negotiating activities, contract monitoring and progress reviews, quality assurance and submittal reviews, invoice oversight, and closeout activities. In addition to these services, the Project Engineer(s) may also be asked to provide miscellaneous support services including minor

† 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.

preconstruction design, training and mentoring staff, reviewing ongoing processes to identify opportunities to implement any best management practices (BMPs), and other miscellaneous services as outlined in Part 3 of this RFP. **MDOT prefers that this role to be performed by three (3) Project Engineers** who will serve as dedicated full-time employees generally assigned to three (3) MDOT Districts as extensions of MDOT Roadway Design Division staff. Specifically, it is preferred that these Project Engineers be dedicated to this PROJECT and serve in this capacity for approximately 40 hours/week for each Project Engineer for a combined total of 120 hours/week.

- i. The CONSULTANT should provide a written summary for **each** Project Engineer indicating why those individuals would be the best candidates for this contract and describe how they will be engaged in this contract.
 - ii. For **each** Project Engineer, the CONSULTANT should describe up to three (3) contracts in which **each** Project Engineer has **performed** consultant management support services, as referenced in Part 3 of this RFP, in the last five (5) years. Completed contracts are preferred. The description should include, at a minimum, the following information:
 - ✓ the role and the level of work provided by the Project Engineer;
 - ✓ the name of the firm with which the Project Engineer was employed for the contract;
 - ✓ the date that the Project Engineer’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 each Project Engineer 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 Project Engineer(s) is in the process of obtaining this license, that information should be provided.
- b. **Additional Roadway Design Support Staff:** While it is anticipated that services shall be primarily performed by the Project Engineers, other CONSULTANT personnel may be utilized for additional or specialized work

[‡] 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.

with MDOT approval. The CONSULTANT should provide a list of any additional Roadway Design Support Staff that should be available to assist in other Roadway Design related duties associated with the services in Part 3 of this RFP (e.g., design technicians, highway hydraulic engineers, and CADD operators).

- i. The CONSULTANT should **provide a chart** summarizing the roles, responsibilities, years of experience, and relevant certifications for each additional Roadway Design Support Staff member 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.
4. Resumes for the Project Director, Key Personnel, and the additional Roadway Design Support Staff 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.
5. Copies of any licenses/certifications (such as MS Professional Engineer license) of the Project Director, Key Personnel, and additional Roadway Design Support Staff as listed on the team 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 primarily include the work related to the Project Description established in Part 3 Section I 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 role/responsibility of the CONSULTANT;
- ✓ indicate any work listed in the contract that was subcontracted and/or assigned to other firms;
- ✓ the amount of the CONSULTANT's contract for the work they provided;
- ✓ the date the CONSULTANT's contract was initiated;
- ✓ the CONSULTANT's scheduled completion date in accordance with the progress schedule;
- ✓ the date the CONSULTANT completed the work in accordance with the contract;
- ✓ if the CONSULTANT's contract was not completed on time, provide justification (if any); and
- ✓ the name and contact information of the client and the client's representative who can verify and discuss the contract.

D. Staffing Plan for Project Engineers

The CONSULTANT should provide Project Engineers dedicated to this contract. Each Project Engineer generally will be assigned to an MDOT District for the purposes of primarily providing consultant management support services and other services outlined in Part 3 of this RFP. Working hours for the assigned Project Engineers shall be during MDOT's normal working hours unless modified by MDOT. These Project Engineers will report directly to an assigned MDOT Project Manager(s) who will serve as the "Responsible in Charge" in accordance with 23 CFR Part 172. MDOT reserves the right to specifically request additional information and clarification at any time to verify the CONSULTANT's staffing plan.

The CONSULTANT should provide a staffing plan describing how it plans to staff the CONTRACT with the appropriate amount of Project Engineers for efficiency and effectiveness. **MDOT prefers that the CONSULTANT provide three (3) Project Engineers.** These Project Engineers will serve as dedicated full-time employees generally assigned to three (3) MDOT Districts as extensions of MDOT Roadway Design Division staff. Specifically, it is preferred that these Project Engineers be dedicated to this PROJECT and serve in this capacity for approximately 40 hours/week for each Project Engineer for a combined total of 120 hours/week. It is understood that CONSULTANTS submitting this preferred staffing plan for this CONTRACT meet and/or exceed those measures indicated below.

However, CONSULTANTS who do not propose the preferred number of Project Engineers indicated above for their staffing plan must provide a very specific and detailed description of how the staffing plan will meet and/or exceed those measures indicated below.

CONSULTANTS should staff this CONTRACT with Project Engineers in a manner that meets the following measures.

- ✓ Consistency and continuity - Ensure that all projects are scoped, negotiated, monitored, and evaluated in a consistent and efficient manner while maintaining that knowledge throughout the duration of the contract management process with minimal risk of project specific knowledge loss or partial understanding.
- ✓ Efficiency and effectiveness – Ensure that there is an efficient flow of communication to MDOT with effective speed and knowledge transfer. Furthermore, the CONSULTANT should demonstrate that an efficient number of Project Engineer staff are dedicated to this CONTRACT to ensure that all MDOT contracts will be managed with full priority and urgency and other work assigned outside of this CONTRACT will not impact the priority of this CONTRACT or the CONSULTANT's dedication to this CONTRACT.
- ✓ Cost controls and oversight – Provide a detailed response to indicate how the CONSULTANT will ensure that adequate cost controls are put in place for the work being assigned across multiple Project Engineer staff members for multiple projects assigned and subsequently billed to MDOT to ensure proper oversight by the

Responsible in Charge. This may include additional reporting, such as daily work reports or other documents, that will be provided for proper oversight.

As part of the staffing plan, the CONSULTANT should develop a chart which indicates any other active projects that **each** Project Engineer is currently working to complete. The chart should include:

- ✓ a description of each project;
- ✓ an estimated average of hours spent per week per project; and
- ✓ estimated date that **each** Project Engineer will complete his/her services for each project in accordance with the applicable contract terms.

The CONSULTANT should also provide a description of how **each** Project Engineer will transition from their current workload as indicated in the chart to their proposed role for this PROJECT.

Regardless of the number of Project Engineers being proposed for the CONSULTANT's staffing plan, MDOT will have final approval of the CONSULTANT's Project Engineers' assignments to specific MDOT Contracts. All Project Engineers proposed shall be available at MDOT's request to immediately perform the services in accordance with the approved staffing plan.

E. Team Approach to the PROJECT

The CONSULTANT should provide a description of its approach and application of BMPs as they relate to the PMC services listed in **Part 3 Section I** of this 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 proper oversight of the program. In addition, the CONSULTANT should identify any unique company resources, processes, and/or procedures which will benefit the CONSULTANT to oversee the PROJECT;
- ✓ Any innovative practices or procedures the CONSULTANT will use to streamline and enhance MDOT's implementation and use of PMC services;
- ✓ A summary of the team's approach to training MDOT personnel; and
- ✓ The CONSULTANT's strategy for the week-to-week management of the PROJECT and the members of the Consultant's team who will attend any weekly and monthly coordination meetings and meetings necessary to address various challenges that arise during the PROJECT.

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

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

For CONSULTANTs who propose three (3) Project Engineers who will serve as dedicated full-time (approximately 40 hours/week for each Project Engineer) employees as extensions of MDOT Roadway Design Division staff, it is anticipated that MDOT will require each Project Engineer to work in the MDOT Administration Building located in Jackson, Mississippi for a minimum of two (2) days per week for the contract duration. However, if it is essential to the effective performance of the CONTRACT, this anticipated requirement may be changed by mutual agreement of the parties.

However, CONSULTANTs who do not propose the preferred number of Project Engineers dedicated to the CONTRACT shall describe how they plan to adequately staff the MDOT Administration Building with Project Engineers in a manner comparable to the anticipated requirement noted above.

Use of MDOT space and daily interaction with MDOT staff must clearly enhance the productivity of the CONSULTANT in performing the scope of services identified in Part 3 of this RFP. During competitive contract negotiations, consideration will be given to offsetting the cost of the services with the value of MDOT space provided, through use of field office overhead rates or other means. While using MDOT space, CONSULTANTs may only work on the scope of services identified in Part 3 of this RFP. Other non-project activities, such as marketing and recruitment, are prohibited. MDOT equipment, if any, which will be made available for CONSULTANT use on the project shall be identified during competitive contract negotiations. When MDOT equipment is not available, consideration may be given to allowing the CONSULTANT to bring their own equipment into MDOT space for use on the project, if it is essential to the effective performance of the CONTRACT. All applicable MDOT policies, procedures, standards and guidelines pertaining to MDOT-owned equipment, including data processing equipment and software, must be adhered to by the CONSULTANT.

G. 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 Project Director and Project Engineer(s);
- B. CONSULTANT's (and any subconsultants') past experience, performance, and qualifications on similar projects related to services identified in **Part 3 Section I** of this RFP with MDOT and/or other clients;
- C. The Staffing Plan for Project Engineers;
- D. The team's overall approach and application of BMPs and how the practices apply to services identified in **Part 3 Section I** of this RFP;
- E. Experience, performance, and qualifications of the Additional Roadway Design Support Staff related to services identified in Part 3 of this RFP;
- F. Location/proximity of the CONSULTANT's (and any subconsultants') office(s); and
- G. Quality of PROPOSAL.

PART 3 PROJECT DESCRIPTION

General Description

The CONSULTANT(s) will provide PMC Services primarily for Roadway Design Division, in accordance with federal and state laws and regulations, the CSU Manual, the Roadway Design Manual, and all applicable manuals/publications as noted below.

The CONSULTANT(s) will primarily provide consultant management support services as outlined in Section I below, which range from project initiation and investigative activities, procurement services, scoping, state estimating and negotiating activities, contract monitoring and progress reviews, quality assurance and submittal reviews, invoice oversight, and closeout activities. In addition to these services, the CONSULTANT(s) may also be asked to provide miscellaneous support services including minor preconstruction design, training and mentoring MDOT staff, reviewing ongoing processes to identify opportunities to implement any BMPs, and other miscellaneous services.

If requested, the CONSULTANT(s) may also be asked to provide other miscellaneous engineering services as outlined in Section II below.

While these services will be primarily provided for Roadway Design Division, these same services may also be provided by Supplemental Agreement for other preconstruction divisions within MDOT if needed.

Upon contract execution, the selected CONSULTANT(s) will be asked to immediately initiate the management support of existing Consultant Services Contracts in Roadway Design Division. For informational purposes only, see the information below.

Effective the date of this RFP, Roadway Design Division manages approximately 80 active contracts for approximately \$16 million. Based upon a three-year average using data from Fiscal Years 2019, 2020, and 2021, Roadway Design Division executes on average approximately 50 contracts per year for approximately \$6.5 million per year. With additional funding, MDOT anticipates an increase in contracts. Roadway Design Division also reviews other subcomponents of other preconstruction activities.

Section I: Consultant Management Support Services

The CONSULTANT(s) will provide support services related to the procurement, management, and administrative activities in accordance with 23 CFR Part 172 (*Procurement, Management, and Administration of Engineering and Design Related Services*) which include but are not limited to the following:

- Project initiation/investigative/coordination activities
 - Investigate technical requirements and research conceptual stage of a proposed project and develop an understanding of the proposed work;

- Coordinate within MDOT, external stakeholders, agency partners, consultants and other entities; ancillary management duties such as meeting facilitation, agenda development and minutes documentation;
 - Coordinate with appropriate MDOT staff as required to administer the project;
 - Perform activities related to the planning phase such as reviewing and commenting on planning and/or traffic study reports; and
 - Perform activities related to the environmental phase such as establishing project specific criteria, attending Location Committee Meetings (LCMs), providing conceptual alignment alternatives, preliminary construction cost estimating, and participating in public meetings.
- Procurement Services
 - Assist in solicitation activities such as RFP development and/or refinement;
 - Develop a defined scope of work;
 - Develop an independent state estimate for a proposed project;
 - Evaluate a consultant's cost fee estimate and other support services necessary for MDOT to negotiate the contract at a fair and reasonable cost;
 - Evaluate and propose milestone deliverables and schedule deployment; and
 - Review contract provisions and special provisions where necessary and/or proposed.
- Contract Monitoring and progress reviews
 - Attend, participate in, and coordinate meetings throughout the preconstruction process including monthly status meetings, plans reviews, schedule monitoring, and/or those meetings necessary to address various challenges that arise during the project;
 - Oversee and provide quality assurance reviews of plans at the various phases (e.g., Preliminary Right-of-Way plans, Field Review Plans, Final Right-of-Way Plans, Office Review Plans, Final Plans, and other phases as needed) in the plan development process for compliance with standards and procedures while coordinating with all appropriate MDOT divisions for comments when necessary;
 - Provide guidance and direction to address issues that may arise during the preconstruction phase of a contract;

- Review and evaluate appropriateness of proposals for supplemental services and other contract modification requests submitted on projects;
 - Review (and/or develop as necessary) supplemental scopes of work for contract modifications and recommend appropriate actions, in addition to developing independent state estimates and other support services necessary for negotiating cost estimates at a fair and reasonable cost;
 - Review and provide appropriate comments regarding requests for payment;
 - Monitor and evaluate performance of services to establish adequacy relative to contract requirements;
 - Review and provide comments/recommendations to reports issued by the Consultant Services Unit (CSU) and provide any necessary comments and/or recommendations (e.g, contract termination report and other reports as needed);
 - Attend Project Delivery and Project Management (PDPM) Meetings to address the status of projects; and
 - Review and provide comments for Design Variance and/or Design Exceptions in accordance with MDOT's Roadway Design Manual.
- Closeout activities
 - Review final closeout audit report and provide appropriate recommendations;
 - Attend closeout progress report meetings;
 - Finalize remaining documentation necessary for closeout materials including coordination with internal/external entities; and
 - Review and recommend documentation with MDOT for performance assessment of project.
- Mentoring/training and BMP development
 - Research, review, and develop BMPs for current consultant management methodologies and procedures;

- Provide programmatic delivery activities including, but not limited to, the preparation of presentations, refinement of applicable MDOT policies and guidelines, procurements, manuals and other related activities;
- Provide project management support services as necessary to adjust to MDOT's resource and expertise requirements, as well as provide specialized training to MDOT staff; and
- Upon request, develop and implement an Exit Plan so that MDOT might resume management of all existing consultant contracts.

Section II: Miscellaneous Engineering Services

Upon request, the CONSULTANT(s) shall also be responsible for providing other miscellaneous engineering services, which may include but are not necessarily limited to the following:

- Develop conceptual design documents that form the basis of the preliminary engineering and design contract packages;
- Provide MDOT with engineering support staff to serve as MDOT technical expert in preconstruction activities;
- Accomplish incidental/minor and emergency design and preconstruction activities;
- Provide special engineering services which may be expedited and may include special studies and economic advisory/analytical services;
- Perform design reviews for major projects;
- Provide minor design and review services in specialty areas, such as lighting or noise walls;
- Provide support review services for oversight of Local Public Agency Projects;
- Coordinate with other consultants under contract with MDOT in an effective manner to support MDOT in alternative delivery projects, design build projects, public-private partnership projects, and Emergency Relief projects;
- Review and provide comments to various permit requests as submitted to MDOT Roadway Design Division for review; and
- Review any potential claims and/or error & omissions submitted for MDOT's review in accordance with those procedures outlined in the CSU Manual.

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

Roadway Design:

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

Consultant Services Unit:

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

Bridge Design and Rating:

- D. MDOT *Bridge Design Manual*;
- E. MDOT *Bridge Division CADD Manual*;
- F. MDOT Bridge Standard Drawings;
- G. MDOT Bridge Design Memos;
- H. *Mississippi Standard Specifications for Road and Bridge Construction*;
- I. MDOT *Bridge Safety Inspection Policy and Procedure Manual*;
- J. National Bridge Inspection Standards (NBIS);
- K. AASHTO *LRFD Bridge Design Specifications*;
- L. AASHTO *Guide Specifications for LRFD Seismic Bridge Design*;
- M. AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals*;
- N. AASHTO *LRFD Guide Specifications for the Design of Pedestrian Bridges*;
- O. AASHTO *LRFD Movable Highway Bridge Design Specifications*;
- P. AASHTO/AWS D1.5M/D1.5 *Bridge Welding Code*;
- Q. AASHTO *Guide Specification and Commentary for Vessel Collision Design of Highway Bridges*;
- R. AASHTO *Guide Specifications for Bridges Vulnerable to Coastal Storms*;
- S. AASHTO *LRFD Bridge Construction Specifications*;
- T. AASHTO *Standard Specifications for Highway Bridges*;

- U. AASHTO *Manual for Bridge Evaluation*;
- V. AASHTO *Manual on Subsurface Investigations*; and
- W. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Hydraulic Design:

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

Traffic Design:

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

Site Development:

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

**APPENDIX A: EXAMPLE TEMPLATE
Additional Roadway Design Support Staff 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.									