# REQUEST FOR PROPOSAL

**1/7/2026**

# CONTRACT FOR ENGINEERING SERVICES

US 45 from the Shannon Interchange to Interstate 22 and
US 45 / MS 178 (McCullough Boulevard) Interchange

Project Numbers: NHPP-0002-00(034)/109153-101100, NHPP-0002-00(035)/109153-102100, and NHPP-0002-00(036)/109153-103100

Lee County, Mississippi

**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..... 17**

**APPENDIX A: EXAMPLE TEMPLATE ……..…….... 20**

## 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:

> *Phase A Final Right-of-Way Plans, Phase B Final Construction Plans, and Phase C Design and Review of Construction Engineering Services for US 45 from the Shannon Interchange to Interstate 22 and US 45 / MS 178 (McCullough Boulevard) Interchange in Lee County, MS, Project Numbers NHPP-0002-00(034)/109153-101100, NHPP-0002-00(035)/109153-102100, and NHPP-0002-00(036)/109153-103100, (hereinafter referred to as the PROJECT). Additional services may apply as identified in this RFP.*

### II. Issuing Office

This RFP is issued by the Mississippi Department of Transportation (MDOT) on behalf of the **COMMISSION**. CONSULTANT(s) submitting PROPOSALs must comply with the instructions in this RFP, Legal Ad, and any addenda. The issuing office is identified below:

Stephen Rone
Mississippi Department of Transportation
Consultant Services Unit
P.O. Box 1850
Jackson, Mississippi 39215-1850
Or e-mail Stephen Rone
srone@mdot.ms.gov

### III. Intent of the COMMISSION

The intent of the **COMMISSION** is to negotiate a 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."

[*] 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.

## 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, **eight (8) copies and one (1) flash drive containing electronic PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **the date and time indicated in Part 1, Section XXIII. Procurement Schedule**, at the office of the MDOT Consultant Services Unit, addressed to Stephen Rone, 10th floor, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi 39201.

PROPOSALs received after this date and time may be deemed non-responsive.

## XI. PROPOSALs

To be considered, CONSULTANT(s) must submit a complete response to this RFP and any addenda, addressing those requirements provided in Part 2 of this RFP. No other distribution of PROPOSALs should be made by the CONSULTANT. **The original and all required copies of the PROPOSAL should be signed by an official authorized to bind the CONSULTANT to its provisions.**

The CONSULTANT should mark any and all pages of the PROPOSAL considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the PROPOSAL that the CONSULTANT considers trade secrets or confidential commercial or financial information should be on a different color of paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL." Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

## XII. Economy of Preparation

PROPOSALs should be prepared simply and economically, providing a straightforward, concise description of the CONSULTANT's ability to meet the requirements of the RFP and any addenda.

## XIII. Prime Consultant Responsibilities

The selected CONSULTANT will be required to assume responsibility for all services offered in the PROPOSAL whether or not these services are produced directly by the CONSULTANT or through subconsultant(s). Furthermore, the **COMMISSION** will consider the CONSULTANT selected to be the sole point of contact with regard to contractual matters, and the MDOT retains the right to approve or disapprove all proposed subconsultant(s). CONSULTANT(s) responding to this RFP should identify all proposed partners and subconsultant(s).

Any partners and subconsultants are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of partner(s) and subconsultant(s) are discouraged and are subject to MDOT's approval. MDOT will not approve requests for modification without justification to MDOT's satisfaction.

Under no condition will the selected CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected CONSULTANT performs at least 40% of the overall contract with its own forces.

The selected CONSULTANT must be registered with the Mississippi Secretary of State's Office to do business in the State of Mississippi prior to contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a contract with the selected CONSULTANT. MDOT may then reject the selected CONSULTANT for the duration of this process and negotiate a contract with the next most qualified CONSULTANT on the list until the contract has been executed. Additional requirements may apply as identified in Part 2 of this RFP.

## XIV. Disclosure of PROPOSAL Contents

All materials submitted in response to this RFP shall become the property of the **COMMISSION** and may be returned only at the **COMMISSION**'s option. All information submitted in response to this RFP shall be subject to disclosure under the Mississippi Public Records Act and any other applicable law.

## XV. Nondiscrimination Requirement

By submitting a response to this RFP, the CONSULTANT agrees that it understands that the **COMMISSION** is an equal opportunity employer. It is the policy of the **COMMISSION** to comply with all applicable portions of Title VI of the Civil Rights Act of 1964 which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The proposed contract will require that the CONSULTANT and all subconsultant(s) agree to strictly adhere to this policy in all employment practices and provision of services.

In the event the CONSULTANT performs work for the **COMMISSION** that involves the selection of a site or location of a facility, the CONSULTANT shall utilize criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive measures for obtaining citizen participation from persons of all applicable races, colors, religions, sexes and national origins.

## XVI. Disadvantaged Business Enterprise (DBE Goal)

It is the policy of the MDOT to comply with the requirements of 49 C.F.R. 26 (as amended).

## XVII. Notification of Selected CONSULTANT(s)

The selected CONSULTANT(s) for both the "Short-List" (if necessary) and the final selection will be notified of their status in writing by the **MDOT**. The CONSULTANT(s) whose PROPOSALs are not selected will be notified in writing of the name of the selected CONSULTANT(s) at the same time.

## XVIII. Debriefing Request(s)

If a CONSULTANT, who was not selected, opts to request a debriefing following the announcement of the selected CONSULTANT, the CONSULTANT shall send an e-mail to the below addressees within two (2) weeks of the date of the notification letter of the selected CONSULTANT. Any debriefings shall have no more than two (2) CONSULTANT representatives present and shall be limited to the merits of the individual CONSULTANT's PROPOSAL.

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

## XIX. Contract Administration

The CONSULTANT's contract will be administered by the MDOT. All payments will be made to the contracted prime CONSULTANT by the MDOT. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).

## XX. Conflict of Interest

CONSULTANTs shall provide information concerning potential conflicts of interest and disclose all relevant facts concerning any past, present, or currently planned interests which may present a conflict of interest. Examples of potential conflicts of interest include relationships or situations which would impair the CONSULTANT's judgment on the job, impair the ability to perform, or allow the CONSULTANT an unfair competitive advantage. The CONSULTANT shall state how its interests or those of its chief executives, directors, individuals, or subconsultants for this contract, may result in, or

could be viewed as, a conflict of interest. Furthermore, the CONSULTANT shall describe actions taken, or proposed to be taken, to mitigate stated conflicts or potential conflicts.

The responsibility of the CONSULTANT to disclose a conflict of interest if one is discovered is ongoing, prior to award and throughout the contract period. The CONSULTANT agrees that, if a conflict of interest is discovered, the CONSULTANT must make an immediate and full disclosure to MDOT that includes a description of the action that the CONSULTANT has taken or proposes to take to avoid or mitigate such conflict.

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

**XXI. Suspension and Debarment**

**The Prime CONSULTANT shall ensure that it and any subconsultants are not suspended or debarred as specified in 2 CFR 1200 and 2 CFR 180.**

**XXII. Key Personnel Modifications**

Key Personnel, as identified in the organizational chart, are to remain for the duration of the contract and changes cannot be made without prior MDOT approval. Modifications of Key Personnel are discouraged. MDOT will not approve requests for modification without justification. Examples of justification include death of a Key Personnel, changes in employment status, bankruptcy, inability to perform, organizational conflict of interest, or other such significant cause. In order to secure MDOT's approval prior to execution of the contract, the CONSULTANT shall e-mail the below addressees:

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

The request shall include:

A. The nature of the desired change;
B. The reason for the desired change;
C. A statement of how the desired change will meet the required qualification for the position/responsibility; and
D. A copy of the individual's resume for review.

MDOT will review the justification and resume of the Key Personnel and determine whether the modification is appropriate and notify the CONSULTANT. Failure to receive approval for any modification in personnel may result in termination of negotiations.

## XXIII. Procurement Schedule

The following schedule identified below lists the projected dates for the procurement of this contract.

| **Procurement Schedule** | |
|---|---|
| Legal Advertisement issued | January 7, 2026 |
| Deadline for CONSULTANTs' written questions | January 21, 2026 at 5:00 pm |
| *Answering of written questions/ posting of final contract template | *January 28, 2026 |
| Deadline for delivery of PROPOSALs | February 12, 2026 at 5:00 pm |
| *Selection of qualified CONSULTANT | *April 2026 |
| *Contract Execution | *June 2026 |

***Approximate dates only**

Note: All times are Central Time.

MDOT intends to execute a multiphase contract with the selected CONSULTANT. The estimated schedule for Phase A and Phase B services for this multiphase contract is anticipated to be approximately three (3) years with the possibility of extending the contract by written agreement of both parties. The estimated schedule for Phase C services for this multiphase contract will be based on the construction schedule. **MDOT reserves the right to enter into additional contracts for the work covered in this RFP.**

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

### I. Format for PROPOSAL

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. The PROPOSAL length should not exceed 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 **eight (8) copies and one (1) flash drive containing electronic PDF file(s)** of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide their PROPOSAL into the following sections as listed below, clearly separated by tabs; however, resumes, certifications/licenses, SF-330 Part II, and other information not relevant to these requirements and/or preferences should be included in the appendices as indicated above. **CONSULTANTs should address each of the following categories in their PROPOSAL in the same order as listed below.** MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the information listed in this RFP. The quality of the PROPOSAL will be considered when evaluating the

CONSULTANT's PROPOSAL. The PROPOSAL should provide at a minimum the following information:

**A. Provide a Cover Letter**

The CONSULTANT should provide a cover letter (which should not exceed two pages in length) specifying the following information:

- ✓ the description of the contract as referenced in this RFP;
- ✓ the name of the prime CONSULTANT and any of its subconsultant(s) along with the roles/responsibilities of each firm;
- ✓ the name of the individual who will be the single point of contact throughout the selection process; and
- ✓ the name and location of the Project Manager, including office address.

**In addition, the CONSULTANT shall provide information concerning potential conflicts of interest as referenced in Part 1, Section XX of this RFP. If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL. [*]The CONSULTANT should provide proof that <u>the engineering firm</u> 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. 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 <u>completed</u> 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);

[*] 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.

- ✓ identification of any special design features 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.

**C. 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.C.2). Key Personnel include the Project Manager. **The team organizational chart should include each individual's name, job description (for this contract), company of employment, and primary office location.** In addition, the organizational chart should be arranged in accordance with the tasks outlined in Part 3 of this RFP. **The organizational chart should be tabbed and clearly defined.**

2. The CONSULTANT should include the following specific information for the Key Personnel and other relevant employees listed below and reference all individuals in the organizational chart:

a. **Project Manager** – MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager will be responsible for overall project oversight. Activities of the Project Manager will include but will not be limited to establishing and administering controls to ensure the quality of deliverables, monitoring the project status, developing (with MDOT) and maintaining a detailed project work plan and schedule, and providing status reports to MDOT as requested.

   i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Manager would be the best candidate for this contract and describe how they will be engaged in this contract.

   ii. The CONSULTANT should describe up to three (3) similar contracts that the Project 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 Project Manager for the contract;
      - ✓ the name of the firm with which the Project Manager was employed for the contract;

- ✓ the date that the Project Manager's firm initiated the contract for the project;
- ✓ the scheduled completion date in accordance with the progress schedule;
- ✓ 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 Project 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 Project Manager is in the process of obtaining this license, that information should be provided.

b. **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 a chart** summarizing the roles, responsibilities, years of experience, and relevant certifications for each employee relative to the services listed in the Project Description established in Part 3 of this RFP. An example template is included as Appendix A to this RFP.

3. Resumes for all Key Personnel and other relevant employees as listed above and in the team organizational chart should be included in the appendix. Resumes (which should not exceed two pages per individual in length) should reflect qualifications and recent experience relevant to the Project Description established in Part 3 of this RFP.

4. Copies of any licenses/certifications (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.

**D. Team's approach to the PROJECT**

The CONSULTANT should provide a description of the team's approach to providing the Phase A Final Right-of-Way Plans, Phase B Final Construction Plans, and Phase C Design and Review of Construction Engineering Services as referenced in Part 3 of this RFP in an efficient manner. The CONSULTANT should describe the work plan for this PROJECT and how the work plan incorporates practical design, least cost solutions, and/or innovation. Any key activities and/or critical milestones should be identified in the work plan. The CONSULTANT should describe any project-specific risks that are recognized for this PROJECT and explain how they will be managed and/or mitigated. The CONSULTANT should describe its approach to resolving conflicts within the project team, with the client, and with relevant stakeholder(s).

[†] 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.

The CONSULTANT may request access to the available Planning Study Report, Interstate Improvement Report, Bridge PONTIS Data, and as-built plans. CONSULTANTs interested in accessing these documents shall e-mail the MDOT representatives below and request permissions to view the documents. MDOT will work with the CONSULTANT to provide viewing access.

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

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

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

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

**F. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications**

The CONSULTANT should provide Part II of SF 330, Architect-Engineer Qualifications. If a CONSULTANT has branch offices, complete the form for each specific branch office seeking work. In addition, this form should be completed for any subconsultant(s) in the same manner. This form can be obtained at the following web address:

https://mdot.ms.gov/documents/Consultant%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf

This Form should be provided in the appendix.

## III. CONSULTANT Selection Criteria

All responsive PROPOSALs received from CONSULTANT(s) will be reviewed and evaluated by the selection committee based on the selection criteria listed below. The criteria are listed in order of their relative importance to the selection committee.

A. CONSULTANT's (and any subconsultants') past experience, performance, and qualifications on similar projects related to services identified in Part 3 of this RFP with MDOT and/or other clients;

B. Experience, performance, and qualifications of the proposed Key Personnel;

C. Experience, performance, and qualifications of the other relevant employees related to services identified in Part 3 of this RFP;

D. Team's approach to the PROJECT;

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 Phase A Final Right-of-Way Plans, Phase B Final Construction Plans, and Phase C Design and Review of Construction Engineering Services for US 45 from the Shannon Interchange to Interstate 22 and US 45 / MS 178 (McCullough Boulevard) Interchange in Lee County, MS.

It is anticipated that the PROJECT will consist of the corridor widening and improvements along US 45 from near the Shannon Interchange to the US 45 / Interstate 22 Interchange and interchange improvements at the US 45 / MS 178 (McCullough Boulevard) interchange.

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

- Phase A and Phase B Roadway Design Plans, including:
    - roadway hydraulic design,
    - earthwork quantities,
    - typical sections,
    - traffic control,
    - signing plans, and
    - other specified plan details.
- Phase A and Phase B Bridge Design Plans, including:
    - geotechnical investigation,
    - corresponding reports at bridges,
    - centerline soil profile,
    - preliminary railroad submittals, and
    - other specified plan details.
- Field surveying.
- Environmental services for the production of documents and exhibits for and attending public meetings.
- ITS and traffic signal design services.
- Lighting design services.
- Landscape design services.
- Phase C design and review of construction engineering services.

All plan sheets, including additions and revisions, shall be developed with OpenRoads Connect, unless instructed otherwise in writing by the MDOT Project Manager. Final digital submittal of these services will be required in MDOT standard acceptable formats. It is anticipated that the Roadway Design Plans and Bridge Design Plans will be designed in 3D.

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 Roadway Design *Drainage Manual*;
G. MDOT *Access Management Manual*;
H. MDOT Traffic Engineering's *Typical Signing Details*;
I. MDOT *Intelligent Transportation Systems Design Manual*;
J. *Mississippi Standard Specifications for Road and Bridge Construction*;
K. AASHTO'S *A Policy on Geometric Design of Highways and Streets*;
L. AASHTO *Roadside Design Guide*;
M. AASHTO *Highway Safety Manual* (HSM);
N. *Manual on Uniform Traffic Control Devices* (MUTCD); and
O. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Bridge Design and Rating:

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

Environmental:

A. MDOT Environmental Procedures Manual; and
B. Any other publications listed in the CONTRACT, or as instructed by MDOT.

Consultant Services:

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.

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

| Personnel | License(s) | Role | Years of Experience | RFP Part 3, service 1 | RFP Part 3, service 2 | RFP Part 3, service 3 | RFP Part 3, service 4 | RFP Part 3, service 5 | Etc. |
|---|---|---|---|---|---|---|---|---|---|
| Name 1 | PE, PS | Assistant Project Manager | 25 | | | • | • | • | |
| Name 2 | PE, PS | Roadway Design | 10 | • | | | • | | |
| Name 3 | PS | Surveying | 5 | • | • | • | | | |
| Name 4 | PE | Geotechnical Investigations | 10 | | | • | • | | |
| Name 5 | PE | Feasibility and Planning Studies | 15 | | | | | • | |
| Name 6 | PE | Bridge Design | 20 | • | • | • | | • | |
| Etc. | | | | | | | | | |