Legal Notice

The Mississippi Department of Transportation (MDOT) proposes to execute a Master Contract(s) with firms for the purpose of providing Building Commissioning Services for new construction and renovation of MDOT owned buildings. The Consultant will perform Building Commissioning Services from design through construction completion. These services include, but are not necessarily limited to, overseeing the design, construction / installation for building renovations /additions that are 5,000 sq ft or larger. In addition, these Commissioning services will include reviewing design documents, inspecting construction / installation of the building envelope and HVAC/electrical systems, and ensuring training is provided to MDOT personnel where necessary for HVAC, Electrical and Plumbing Systems. The firm will provide oversight of the design and inspection of the construction to ensure all requirements are being met. Also, services will include Retro-Commissioning of existing buildings, which will involve identifying existing HVAC System issues and making recommendation for solution. The Master Contract will utilize Cost plus Fixed Fee, Labor Hour/Unit Price, or Firm Fixed Price Work Assignments. The terms of a Master Contract for a selected consultant will not exceed 3½ years with an estimated maximum contract amount of up to (1.5) million dollars; however, MDOT may elect to execute a contract for a lesser not to exceed amount. Selected consultants may be assigned Work Assignments throughout the Master Contract term. Work Assignments will be assigned based on MDOT's standard operating procedures.

Consulting firms interested in providing these services may so indicate by furnishing the Department **seven (7) copies** of an Expression of Interest which should consist of the following:

1. A cover letter specifying the name and complete description of the project, the name of the project manager, the location and address of the managing office, and the location and address of the office(s) that may be assigned the work;

2. A resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also, provide a team organizational chart and list each person's experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Engineer. The team organizational chart should include each individual's name, job description (for the project), and company of employment.

3. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work. Please provide a detailed description of the role of the consultant and define whether the consultant was the prime or a subconsultant. Include in the description the amount of the consultant's contract for the work they provided for the project, the date the project was initiated, the schedule completion date in accordance with the progress schedule, and the actual completion date. If the project was not completed on-time, identify any justifications. The firm should provide contact information for each of the projects. This will include the name of the client's and client's representative that can verify and discuss the project;

4. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf. Interested firms without internet access may obtain this information by contacting Scot Ehrgott at (601)359-7536; and,

5. A response containing the information upon which the consultant will be evaluated (see below).

The Department will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance: Consultant's (and any subconsultant's) experience, performance, and qualifications to perform the listed services; Experience, performance, and qualifications of the team's staff; Past performance of the consultant (and any subconsultant) on similar projects with MDOT and/or other clients; Consultant's past performance and experience in achieving agreed project delivery schedules and mitigating project delays; Location/proximity of the consultant's (and any subconsultant's) office(s); and Quality of Proposal.

To be considered, the "Expression of Interest" proposal must respond to all requirements of this legal ad and any addenda. The recommended proposal length should not exceed twenty five (25) pages, exclusive of appendices. The resumes, SF-330 Part II, proof of State Licensure requirements, and other information not relevant to the requirements should be included in the appendices. The Consultant's cover letter, table of contents, summaries and introductions, team organizational chart, past performances, & responses to the evaluation criteria should be included in the 25 pages. Pages should be numbered, single-spaced, one-sided, 8.5" by 11" with margins of at least one inch on all four sides. No more than five pages may be 11" by 17", but they may count as two sheets each against the recommended 25 page maximum. Information within the recommended 25 page limit of the proposal should be complete and sufficient in scope for the selection committee to evaluate the Consultant. Also, all text information in the recommended 25 page limit should be shown in a readable font, size 12 points or larger. Headers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers, tabs, or similar means are recommended but are not counted as part of the recommended 25 page limit. These recommendations will be considered when evaluating the quality of proposal.

DBE goals may be applied to Work Assignments at MDOT's discretion. In the event that a DBE goal is required on an individual work assignment, MDOT approval of the DBE sub consultant(s) will be required.

The MDOT reserves the right to reject any and all Proposals, discontinue contract execution, and/or 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 legal notice.

If a Consultant opts to request a debriefing following the announcement of the selected Consultant(s), the Consultant shall send an email to the below addressee within two (2) weeks of the distribution of the notification letter of the selected Consultant(s). Any debriefings shall be limited to the merits of the individual Consultant's proposal.

Scot Ehrgott, P.E.,
MDOT Director of Consultant Services
e-mailed to sehrgott@mdot.state.ms.us
and copy srone@mdot.state.ms.us

All questions related to this solicitation shall be e-mailed to the addressee below:

Scot Ehrgott, P.E.,
MDOT Director of Consultant Services
e-mailed to sehrgott@mdot.state.ms.us
and copy srone@mdot.state.ms.us

Only written requests e-mailed to the above addressee will be considered. No requests for additional information or clarification to any other MDOT office, consultant, or employee will be considered. All responses and addenda will be in writing and will be posted to the MDOT website (http://sp.gomdot.com/Consulting%20Services/Pages/LegalAdvertisements.aspx) no later than 7 days prior to the submittal deadline. The submission deadline for questions will be 10 days prior to the submittal deadline. 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.

To be considered, all replies must be received by 5:00 p.m., Central Time, Thursday, March 28, 2013, in the Office of the Director of Consultant Services, Scot Ehrgott, Mail Code 90-01, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi, 39201.

This Legal Notice will appear in the Clarion Ledger on February 27th and March 6th, 2013.

The Mississippi Transportation Commission and the Mississippi Department of Transportation are equal opportunity employers.