

REQUEST FOR PROPOSAL(S)

07/03/2013

MASTER (ON-CALL) CONTRACT FOR SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES

Statewide

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

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PART 1
GENERAL INFORMATION FOR CONSULTANT(s)

I. Purpose

This *Request for Proposal* (RFP) is intended to provide interested engineering and/or surveying firm(s) with sufficient information for the preparation and submission of a proposal for consideration by the Mississippi Transportation Commission (hereinafter referred to as the **COMMISSION**). The services requested consist of the following:

To establish the location of existing underground and overhead utilities within the limits of various MDOT construction projects and to determine how these utilities will be impacted by proposed project(s).

II. Issuing Office

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

Scot Ehrgott, P.E.
Mississippi Department of Transportation
P.O. Box 1850
Jackson, Mississippi 39215-1850
Or e-mail at sehrgott@mdot.state.ms.us

III. Intention of the COMMISSION

The intent of the **COMMISSION** is to award an on-call Master Contract to a firm(s) 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 professional services

IV. The Selection Process

Selection of **CONSULTANT(s)** will be based on the criteria established in the RFP and/or any addenda. **CONSULTANT(s)** **shall not** submit any cost or price information with their proposals. **CONSULTANT(s)** for this **PROJECT** 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 **COMMISSION** reserves the right to select the **CONSULTANT(s)** for award of a Master Contract 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 two and not more than five qualified CONSULTANT(s), if available. Firms on the *Short List* will then be asked to make presentations to the appropriate MDOT staff. The *Short-listed* CONSULTANTs will be notified by a written letter. The letter will also indicate all pertinent information necessary to prepare for the presentation. If this *Short List* method is used, final ranking will be made after the Selection Committee evaluates the *short-listed* firms.

Once the most qualified firm(s) are selected and awarded an on-call Master Contract, the MDOT will draft the on-call Master Contract for the selected CONSULTANT(s) to execute based on the description of work established in this RFP and/or any addenda. If the selected CONSULTANT(s) do not execute the contract or are 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 an on-call Master Contract has been executed.

Selected CONSULTANT(s) may then be assigned Work Assignments throughout the Master Contract term. Work Assignments will be assigned based on MDOT's standard operating procedures.

V. Type of Contract

The terms of a Master Contract for a selected CONSULTANT will not exceed 3½ years with an estimated maximum contract amount of up to (2) million dollars; however, MDOT may elect to execute a contract for a lesser not to exceed amount. The on-call Master Contract(s) will utilize **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed price Work Assignments to include a maximum “not to exceed” amount**¹. The on-call Master Contracts and associated Work Assignments will include all appropriate Federal contract provisions in accordance with 49 CFR, Part 18, as revised. The on-call Master Contract and associated Work Assignments will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, etc.

The execution of a Master Contract is no assurance that any Work Assignment will be assigned to the CONSULTANT or that the parties will enter into Work Assignment(s). If a Work Assignment is assigned to the CONSULTANT, cost will be negotiated at a fair and reasonable price. Direct Expenses may be reimbursable but will count towards the not to exceed cost negotiated as part of the contract.

An example of a typical MDOT professional service contract template may be found on the website at the web link indicated below. The template will be identified as “Engineering Services Master Contract Template”.

¹ All Architectural and Engineering (A/E) – including surveying Consultant and subconsultant firms shall comply with the AASHTO Uniform Audit & Accounting Guide – 2012 (as revised). This guide may be found at <http://audit.transportation.org/pages/default.aspx/>

<http://sp.gomdot.com/Consulting%20Services/Pages/Templates.aspx>

The **COMMISSION** intends to utilize this template in order to execute a contract with the selected CONSULTANT(s).

NOTE: This RFP does not and is not intended to include or address every item that will be included or addressed in the contract for professional services.

VI. Rejection of Proposals and/or discontinue contract execution

The **COMMISSION** reserves the right to reject any and all Proposals and/or to discontinue the execution or negotiations of an on-call Master Contract or Work Assignment with any party at any time prior to final Master Contract or Work Assignment 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 an on-call Master Contract or Work Assignment by all parties. Further, the **COMMISSION** shall not be liable for any costs incurred by the CONSULTANT under any Work Assignment prior to the effective date of the Project Director's Notice to Proceed for that Work Assignment.

VIII. Addenda and/or questions to this RFP

Only written requests by e-mail to the below addressees will be considered.

Scot Ehrgott
sehrgott@mdot.ms.gov;
and "copy" (Cc)
Stephen Rone:
srone@mdot.ms.gov

No requests for additional information or clarification 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:

<http://mdot.ms.gov/portal/LegalAd.aspx>

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 below addressee no later than **July 23th, 2013, 5:00 p.m., Central Time.**

MDOT intends to post written answers for this PROJECT to the website indicated above no later than **July 29th, 2013**.

X. CONSULTANT Submission

To be considered, **six (6) copies and one (1) CD containing electronic PDF file(s)** of the CONSULTANT's proposal must be received by **5:00 p.m., Central Time, Thursday, August 8th, 2013**, at the front desk of the office of Consultant Services Unit addressed to Scot Ehrgott, 10th floor, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi, 39201.

Proposals received after **5:00 p.m., Central Time, Thursday, August 8th, 2013**, 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.

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 they 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* must identify all proposed partners and subconsultant(s).

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's firm 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 firm for the duration of this process and negotiate an on-call Master Contract with the next most qualified firm 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 they understand 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 MDOT is committed to provide for full participation by Disadvantaged Business Enterprises (DBE) in contracting opportunities available through this Master Agreement, to the greatest extent practical. 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.

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 (UCP). 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 perform the classification of work 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 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 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 Ehergott, P.E.
sehrgott@mdot.ms.gov
and "copy" (Cc)
Stephen Rone:
srone@mdot.ms.gov

XIX. Contract Administration

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

XX. Key Personnel Modifications

Key Individuals and team members are to remain for the duration of the Project and changes cannot be made without prior MDOT approval. Modifications of Key Individuals are discouraged. MDOT will not approve requests for modification without justification. Examples of justification include death of a team member, 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 addressee:

Scot Ehergott, P.E.
sehrgott@mdot.ms.gov
and "copy" (Cc)
Stephen Rone:
srone@mdot.ms.gov

The request shall include:

- A. The nature of the desired change;
- B. The reason for the desired change; and
- C. A statement of how the desired change will meet the required qualification for the position/responsibility.

XXI. Project Schedule

The following Schedule identified below lists the projected dates for the procurement of this on-call Master Contract.

Procurement Schedule (*Estimate dates only)	
Advertisement dates for legal notice	July 3 rd , 2013 & July 10 th , 2013
Deadline for CONSULTANT'S written questions	July 23 rd , 2013; 5:00 p.m.
* Deadline for answering written questions	* July 29 th , 2013
Deadline for delivery of PROPOSALS	August 8 th , 2013; 5:00 p.m.
* Selection of qualified CONSULTANT(s)	* October, 2013

Note: All times are Central Time.

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 recommended PROPOSAL length should not exceed twenty five (25) pages, exclusive of appendices. All resumes, certifications/licenses, SF-330 – Part II, and other information not relevant to these requirements should be included in the appendices. The following information should be included in the recommended 25 page maximum: the CONSULTANT's cover letter, table of contents, org chart, summaries and introductions, and responses to the evaluation criteria indicated in Part 2, Section III of this RFP. 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 must be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. Also, all text information in the 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 maximum.

These recommendations and other instructions indicated in this RFP will be considered when evaluating the quality of the firm's proposal.

Proposers are encouraged to thoroughly and concisely address the requirements of the RFP for the highest quality response. Those Proposals which exceed the recommended proposal length and fail to provide any of the information in the appropriate location indicated below may adversely affect the Proposer's score.

II. Requirements of the Proposal

Consulting firms interested in providing these services may so indicate by furnishing the Department **six (6) copies and one (1) CD containing electronic PDF file(s)** of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide its PROPOSAL into the following sections as listed below, clearly separated by tabs, section dividers, or similar means (however, resumes, certifications/licenses, SF-330 – Part II, and other information not relevant to these requirements should be included in the appendices). MDOT reserves the right to obtain references and additional information from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this RFP. The quality of the proposal will be considered when evaluating the firm's PROPOSAL. The PROPOSAL should provide as a minimum the following information:

A. Provide a Cover Letter:

The CONSULTANT should provide a cover letter and introduction specifying the name and complete description of the PROJECT defined in this RFP, the name of the prime CONSULTANT and any of its subconsultant(s), and the name of an individual who will be the single point of contact throughout the selection process. In addition, the CONSULTANT must note if they are submitting as part of a joint venture.

B. Provide the CONSULTANT's (and any subconsultant's) past experience on similar Projects with MDOT and/or other clients:

It is preferred that the CONSULTANT(s) provide in its PROPOSAL descriptions of similar type work for similar projects performed during the past five (5) years which qualifies the CONSULTANT(s) (and any subconsultant) for this work. This project description should include the work related to the project description established in Part 3 of this RFP. The project(s) listed shall describe work related to these services for previous projects performed by the CONSULTANT and/or their subconsultant(s) with MDOT and/or other clients. **Each related project description should include a brief scope of the project, a description of 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, or the above referenced dates cannot be provided, the firm should identify the justification. The firm should provide contact information for each of the projects. This information should include a project client contact name, contact title, contact phone number, and contact email address.

C. Identify personnel and provide resumes for the evaluation of the CONSULTANT's staff and any subconsultant's staff (if assigned):

The CONSULTANT(s) should propose an appropriate quantity and quality of staff to ensure the successful completion of this PROJECT with limited MDOT support. The CONSULTANT should provide a team organizational chart that identifies all proposed personnel of the CONSULTANT and any subconsultant(s) for the project. The team organizational chart should include each individual's name, job description (for this contract), and company of employment.

The CONSULTANT(s) should provide resumes for each principle member, the project manager, and employee(s) of the firm anticipated to be assigned to the project as referenced in the organizational chart. **In addition, the proposal should include proof that an employee is licensed as a**

Mississippi Professional Engineer or Mississippi Surveyor and that the firm has met state licensure and certification requirements². Resumes for any other known personnel that would be assigned to this PROJECT may also be included but are not required. Resumes must reflect qualifications and recent experience relevant to the Project Description indicated in this RFP. MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the CONSULTANT.

D. Identify the size of the firm's (and subconsultant(s)) available staff and any additional resources

The CONSULTANT(s) (and any subconsultant(s)) should provide a description of any staff and resources that will be available for the duration of this contract. Additional resources may include any software, hardware, or other equipment proven useful while providing these type services. A description should be provided identifying how and why these additional resources would provide an advantage to MDOT during the life of the Master Contract (see Part 1, section V for description of contract terms).

E. Identify Location/proximity of the firm's office(s)

The CONSULTANT should identify the location and address of the office of the firm which will be coordinating efforts for the PROJECT. In addition, the CONSULTANT should list any other office locations where any work may take place. If Subconsultant(s) were provided, the CONSULTANT should identify their office locations where work may be provided as well.

F. Complete the following Form - Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This form can be obtained at

<http://sp.mdot.ms.gov/Consulting%20Services/Pages/Forms.aspx>

This form should be provided for each CONSULTANT's (and Subconsultant's) branch office anticipated to provide services.

² * Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to insure 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.

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 following evaluation criteria, in order of their relative importance to the Selection Committee, will be evaluated in making the selection:

- A. Consultant's (and any subconsultant's) past experience, performance, and qualifications on similar Projects with MDOT and/or other clients;
- B. Experience, performance, and qualifications of the team's staff;
- C. Size of the Consultant's (and any subconsultant's) available staff and any additional resources;
- D. Consultant's past performance and experience in achieving agreed project delivery schedules and mitigating project delays;
- E. Location/proximity of the consultant's (and any Subconsultant's) office(s);
and
- F. Quality of Proposal

PART 3 PROJECT DESCRIPTION

NOTE: This document does not and is not intended to include or address every item that will be included or addressed in the contract for professional services.

The following information is a description of work that is anticipated to be performed for this PROJECT. A more detailed scope of work will be provided to the selected CONSULTANT(s). A monthly status report of the PROJECT will be required.

These tasks will be performed to establish the location of existing underground and overhead utilities within the limits of various MDOT construction projects and to determine how they will be impacted by the proposed project. The projects will be predominately in the preconstruction / design phase. There will be some projects in the construction phase. Tasks include all necessary research, field investigations, test holes, plotting, design analysis, and recommendations relative to impacts on existing or proposed utility systems by highway and/or bridge construction. The tasks may also include utility relocation design services (water and sanitary sewer) and cost estimating. The description of services for this on-call Master Contract may include, but is not limited to, the following:

1. Utility Records Research (Quality Level "D") - Indicate the presence and approximate horizontal location of existing utilities from information derived through existing records or oral recollections. This work may also include an in-field visual site inspection to verify credibility of such records.
2. Utility Mapping (Quality Level "C") - Indicate the presence and approximate horizontal location of underground utilities by surveying visible above-ground utility features, such as manholes, valve boxes, posts, and other related features, and by using professional judgment, correlating this information with existing utility records.
3. Utility Designating (Quality Level "D") – Determine the existing and approximate horizontal location of underground utilities using electromagnetic, magnetic, sonic, or other energy fields. Utility designating marks shall be surveyed to the same accuracies and precision as is required for the topographic data included in the project's database. Utility designations shall be returned to the Department in digital and reproducible certified plan sheet format.
4. Utility Locating (Quality Level "A") – Obtain precise horizontal and vertical position of the utility line by excavating test holes. The test holes shall be done using vacuum excavation or comparable nondestructive equipment in a manner as to cause no damage to the utility line. After excavating a test hole, the consultant shall perform a field survey to determine the exact location and position of the utility line.

5. Data Management – Assemble and present utility designating and utility locating information in a format compatible with the Department’s Computer Aided Drafting and Design (CADD) systems for use by MDOT’s staff or designated consultant. MDOT’s current CADD system is Microstation.
6. Utility Impact Analysis (UIA), Design Analysis and Recommendations – After performing the necessary designating, locating, and/or data management, determine the extent the proposed roadway improvements impact the existing utilities and prepare a report outlining avoidance alternates, required adjustments/relocations and/or cost estimates to perform those relocations.
7. Utility Relocation Design – Prepare utility relocation design plans for inclusion in the Department’s construction plans. Design the required utility relocations / adjustments for water and/or sanitary sewer within the designated project limits.
8. Training – Lead formalized training of Department personnel on SUE data management, best uses of SUE practices, etc.

In addition to the above scope of services, MDOT desires that the Consultant have the ability to provide, either with its own forces or through a sub-consultant team member, comprehensive services which may arise during the project cycle.