

**ADDENDUM #3 – RFQ – A DESIGN-BUILD PROJECT – Interstate 55 Bridge Preservation**

**Date:** October 7, 2015  
**County:** DeSoto, Tate, and Panola Counties  
**Project Description:** A Design-Build Project – Interstate 55 Bridge Preservation  
**Project Numbers:** DB/IM-9999-02(253)/106720-301000, 302000, 303000

**Statement of Modifications:**

The purpose of this addendum is to make the following changes:

1. To modify Section V. Submittal Format, Subsection B. Experience and Qualifications of Personnel (RFQ Pages 8 through 11 of 17) of the original RFQ dated September 14, 2015, to read as shown below with changes tracked:

**B. EXPERIENCE AND QUALIFICATIONS OF PERSONNEL**

1. Provide an organizational chart of the Responder’s team members including, at a minimum, all Key Individuals and other members of the team indicated in this section of the RFQ. The team organizational chart should include each individual’s name, job description (for this Project), and company of employment. The organizational chart should be tabbed and clearly defined. Changes to Key Individuals shall not be made after initial submittal of this SOQ without MDOT approval.

Provide the complete contact information for the Project Director for correspondence during procurement. At a minimum, include a physical (mailing) address, a direct phone number, and e-mail address for this individual.

**Key Individuals are defined as the following members of the team: Project Director, Lead Design Engineer, Construction Manager, Construction Superintendent(s), Project Surveyor, Environmental Manager, Safety Officer, Traffic Control Manager, and Quality Control Manager.**

It is preferred that the Responder assign each Key Individual position to a separate person on the team, unless the Responder can clearly and satisfactorily explain how one individual serving in the two different roles will not cause conflict between the two roles or impede that person’s ability to perform both roles at the level required.

2. Provide the following information necessary to demonstrate that the following Responder’s **Key Individuals and Staff** possess the preferred minimum qualifications

listed below and any additional relevant qualifications, including previous Design-Build experience that may be advantageous to the Project:

- a. The **Project Director** should have a minimum of ten (10) years of experience managing projects of similar scope and magnitude. Provide a maximum of five (5) projects that demonstrate the Project Director's ability to successfully complete a project of similar scope and magnitude. For each project listed, provide:
  - i. A brief description of each relevant project managed, including at a minimum, the year(s) of construction, the contract amount of the project, the Project Director's employer at the time, the location of the project, and any unique features.
  - ii. The name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Project Director's participation in the project.
- b. The **Construction Manager** should have a minimum of ten (10) years of experience in the management of projects of similar scope and magnitude. Provide a maximum of five (5) projects that demonstrate the Construction Manager's ability to successfully complete a project of similar scope and magnitude. For each project listed, provide:
  - i. A brief description of each relevant project managed, including at a minimum, the year(s) of construction, the contract amount of the project, the Construction Manager's employer at the time, the location of the project, and any unique features.
  - ii. The name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Construction Manager's participation in the project.
- c. Each **Construction Superintendent** should have a minimum of five (5) years of experience in supervising projects of similar scope and magnitude.
- d. The **Project Surveyor** should have a minimum of five (5) years of experience and demonstrate experience in roadway and bridge survey, layout, and construction staking work. The Project Surveyor is required to be a Professional Surveyor licensed in the State of Mississippi. Mississippi registration is not required to propose on the Project but is required prior to commencing the work.
- e. The **Environmental Manager** should have experience in the environmental oversight of environmentally sensitive projects. Explain how the outcomes of these projects demonstrate concern for the natural environment. Provide current environmental certifications (if any). The Environmental Manager shall complete the MDOT Storm Water Training. Completion of the MDOT Storm Water

Training is not required to propose on the Project but is required prior to commencing the work.

- f. The **Safety Officer** should demonstrate knowledge of current OSHA requirements and at a minimum have completed the OSHA 10-Hour Construction Training.
- g. The **Traffic Control Manager** should have knowledge of the *Manual of Uniform Traffic Control Devices* (MUTCD), and have a minimum of five (5) years of experience with projects of a similar scope and magnitude. This Key Individual shall be available on a twenty-four (24) hour per day basis throughout construction and be prepared to coordinate response to the Project upon notification of an emergency situation.
- h. Provide the experience, qualifications, and any additional relevant information about the Responder's **Lead Design Engineer** that may be advantageous to the Project, including specialized experience in the seismic retrofitting of highway bridges. It is preferred that the Lead Design Engineer have a minimum of ten (10) years of experience and expertise in the design of projects of similar scope and magnitude. The Lead Design Engineer is required to be a Professional Engineer licensed in the State of Mississippi. Mississippi registration is not required to propose on the Project but is required prior to commencing the work.
- i. Provide the experience, qualifications, and any additional relevant information about any **Supporting Engineering Staff** that will be responsible for additional technical design elements necessary to the scope of the Project. These engineers are required to be Professional Engineers licensed in the State of Mississippi. Mississippi registration is not required to propose on the Project but is required prior to commencing the work. The design team should have personnel with experience and expertise in design of projects of similar scope and magnitude including:
  - i. Bridge design engineer,
  - ii. Traffic engineer, and
  - iii. Roadway design engineer.
- j. The **Quality Control Manager** shall have a minimum of ten (10) years of experience and demonstrate experience in inspection, testing, and certification of materials on projects of similar scope and magnitude. The Quality Control Manager is required to be a Professional Engineer licensed in the State of Mississippi. Mississippi registration is not required to propose on the Project but is required prior to commencing the work. The Quality Control Manager shall not be an employee of the construction firm.

3. Discuss the role and responsibility of each of the following select **Key Individuals** for the Project and how these roles and responsibilities will support the Responder's team:
  - a. **Project Director** – 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 Responder. During the procurement and pre-construction phases, the Project Director shall have responsibility for communicating these decisions directly to MDOT as the Responder's main point of contact during these phases.
  - b. **Lead Design Engineer** – The Lead Design Engineer shall be in charge of and responsible for all aspects of the design of the Project including design quality control.
  - c. **Construction Manager** – The Construction Manager reports directly to the Project Director and shall be responsible for the overall coordination of the Project including design and construction. The Construction Manager must be present at the site full-time. During the construction phase of the Project, the Construction Manager shall be the Contractor's main point of contact with MDOT.
  - d. **Quality Control Manager** – The Quality Control Manager shall be responsible for assuring that there is coordination between construction and design while assuring that all workmanship and materials are in compliance with the contract requirements. The Quality Control Manager shall be responsible for administering the Construction Quality Control Plan (CQCP) including the resolution of any quality issues that might occur on the Project and for fully documenting the resolution of these issues through the designated Nonconforming Work Report (NCR) process. The Quality Control Manager shall be responsible for gathering all the necessary documentation for materials clearance throughout the life of the Project and upon completion of construction. The Quality Control Manager shall have the authority to halt construction and shall report directly to the Project Director.

As an appendix to the SOQ document, provide resumes of Key Individuals and other personnel considered critical to the success of this Project, including team members discussed above. It is preferred that all resumes be limited to one (1) page. Any licenses or certifications may be provided in the appendices. It shall be a requirement of the contract for the Project that any design reports, plans, and specifications shall be signed and sealed by a Professional Engineer licensed in the State of Mississippi. Mississippi registration is not required to propose on the Project but is required prior to commencing the work. Key Individuals are to remain for the duration of the Project, and changes cannot be made without MDOT approval.

MDOT reserves the right to obtain references from any source listed in the SOQ and any other source deemed appropriate for any of the requirements/criteria listed in this RFQ.

Modifications to the Responder's, Short-listed Responder's, or Contractor's Key Individuals are discouraged and require prior approval by MDOT. MDOT will not approve requests for modification without proper justification. In order to secure MDOT's approval prior to the award of the contract, a written request shall be sent to the following e-mail address: [155DeSotoBridgePreservation@mdot.ms.gov](mailto:155DeSotoBridgePreservation@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 team will meet the required qualifications for the position/responsibility.

No such modifications will be made without prior MDOT approval. Modifications to Responder's Key Individuals after short-listing could negatively affect evaluation of the Volume 1 – Technical Proposals.

Mississippi Code Annotated Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Mississippi Code Annotated Sections 73-13-71 through 73-13-105 (1972) (as amended) govern the practice of land surveying in Mississippi. Firms are required to be qualified to offer and provide services in the State of Mississippi. For more information, contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160. More information can be found at the Board's web address: <http://www.pepls.state.ms.us/pepls/web.nsf>.