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## MEETING MINUTES

**DATE HELD:** August 12, 2009

**DOCUMENT DATE:** August 12, 2009

**LOCATION:** MDOT 1st Floor Conference Room

**SUBJECT:** Extension of I-59/I-20 Merge Lanes and I-20 Bridge Widening Project  
A Design Build Project  
Project No. IM-0059-03(090) 105448301  
Mandatory Pre-Proposal Meeting

**ATTENDEES:** See attached Sign-In Sheet

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### SUMMARY

#### Purpose

This meeting was to inform the shortlisted Proposers of key items for this Project.

#### Discussion

Melinda McGrath opened the meeting by explaining that this Project had been bid once and that due to right of way issues at 65<sup>th</sup> Avenue, it was decided that no award would be made and that the Project scope would be changed and reissued for bid. The 65<sup>th</sup> Avenue Project will be let in the future. After reviewing the RFQ responses, the amount of shortlisted Proposers was changed from 3 to 5 due to the closeness in scores. Melinda said she looked forward to the competition.

Melinda went over the milestone dates for the Project. Notice to Proceed will be issued on October 21, 2009 and Full Maintenance Release should occur on January 14, 2011. The Technical Proposal (Volume 1) is due on September 11, 2009, Submittal of Contract Price Proposals (Volume 2) is due September 23, 2009 and Award will be made on September 24, 2009.

Melinda stated that the largest bottleneck that occurred during the Katrina contraflow happened at the I-20 and I-59 Interchange. It is the desire of MDOT and FHWA to widen this area to meet Federal Guidelines.

Melinda cautioned the Design Consultants to make sure you are fully aware of all RFP requirements.

- While the Proposal becomes part of the Contract, the RFC Plans and design must meet all RFP Technical Requirements.
- The Contractor submitted Proposal is evaluated for general conformance with the RFP for the purpose of making a selection.
- It is the Contractor's responsibility to make sure the Proposal meets the Contract requirements.

Mark McConnell pointed out the locations on the map of the Project limits that include the mandatory bridges and the additional optional bridges to the west.

Mitch Carr discussed what was expected from Proposers regarding the approach and controls that will be put into place to manage the quality of the design and plan production. The Proposers must also describe how they will monitor the conformance and tracking of issues and non-conforming items.

The selected Proposer will be required to submit the Design Quality Control Plan within 7 days of the issuance of the Notice to Proceed (NTP) for MDOT review and approval. Refer to Section 3.1 of the Technical Requirements – Report Functions for further requirements.

The design review will be a 3-phase process as follows:

1. Preliminary Design Submittal (30% Plans) is to be submitted for each location. MDOT will have 21 days to review. The Contractor will set up a meeting with MDOT to review the comments. The Contractor will incorporate the comments into the design and plans or otherwise address the comments to MDOT's satisfaction.

Optional 60% Plan review can be requested by Contractor but is not required. This review will be held at a further stage of development prior to the Final Design Submittal. MDOT's review procedures are the same as for the Preliminary Design Review except that the review time is limited to 14 days.

2. Final Design Submittal review procedures are the same as the Preliminary Design review but the submittal must include drawings, details, specifications, computations, supporting data, load rating computations and independent design check calculations. All documents must be stamped by a Professional Engineer licensed to practice in the state of Mississippi.

3. "Released for Construction" Plans – Once Contractor incorporates all comments and all issues are resolved, the Contractor prepares a "Release for Construction" (RFC) submittal to MDOT for final review and the "Released for Construction" stamp. The full submittal details are listed in Section 2.2.5 of the Technical Requirements. Once MDOT receives the submittal, they will either 1) stamp the plans and specifications "Released for Construction" and return one full size reproducible set or 2) return comments which must be addressed within 7 days.

As-Built plans and Piling Records have been issued to Proposers on CD.

Mitch noted that Contractor's design and plans must at a minimum meet RFP requirements, regardless of what the Contractor submitted in response to the RFP. Plans and design submitted during the design review which does not meet the RFP requirements will not be approved.

John Reese noted that Roadway and other related design criteria are located in sections 11, 12, and 13 in the Technical Requirements.

Brad Lewis of Construction discussed that this Project would not allow the Contractor to work at risk. Released for Construction Plans must be on jobsite in order to start work.

Contractor has the responsibility for Quality Control. The Construction Quality Control Plan must be submitted before construction can begin. This Project will have ARRA reporting requirements. Contractor must report total hours and total payroll.

Brad stated that this is a not-to-exceed Contract. He also cautioned that this RFP has changed from the original project and the first RFP document from the prior project should not be used.

Ken Wallace stated that District oversight will be limited. MDOT will advertise for a CE&I contract. The Newton project office will use Chris Nail as the Design/Build contact. Chris will provide asphalt/concrete QA in-house.

Mark McConnell read the RFP Article X. Milestone Schedule. He stated that the Stipend letters would be posted on the website. Mark also said that a CE&I contract would be let for this area, but that Proposers on this Project would be ineligible to bid on the CE&I contract.

BB House stated that the RFP was posted on-line. Proposers will need the user name and password that was mailed to them at time of notice of shortlist. BB informed Proposers that they should share the user name and password with their partnering team so that they could also download available information. All addendums will be posted on this site rather than mailed out. An email will be sent to the shortlisted Proposers contact stating that an Addendum has been posted to the website. Once the contact receives the email and downloads the Addendum, that person is to sign the coversheet and scan and email back or fax to B.B. House. BB requested that each shortlisted Proposer send him the contact's email address for notifications. BB's email address is [bbhouse@mdot.state.ms.us](mailto:bbhouse@mdot.state.ms.us).

BB discussed the requirements for submittal of Volume 1. Volume 1 is to be submitted with 10 copies, and Volume 2 is a strip Proposal. Just send the pages that require filling out. Do not send the entire RFP. BB handed out envelopes for the submittal of Volume 2. Once the Contract is awarded, 20 copies of Volume 1 needs to be submitted by the Contractor. These will then be bound and distributed by MDOT.

BB reminded everyone that the DBE requirements for this Project are 5%. The OCR-485 must be filled out in order to meet the requirement.

Escrow documents will be required within 2 days of Award. The documents must be escrowed in the city of Jackson. The documents that are escrowed are sealed and put in a box. The

shortlisted Proposers should escrow everything they used in order to price the Proposal. In the event that there is a discrepancy the documents will be opened and examined in accordance with the RFP.

This Contract has no fuel or material adjustments.

ARRA signage is required. An outside agency may examine Project documents for ARRA. The ARRA reporting documents must show that the dollars earned on the form must reflect the money earned by the employees on the jobsite. The estimate period will be the 1<sup>st</sup> of each month to the last day of each month. Every workday must be accounted for. Reporting requirements may be changed at any time and MDOT will adhere to the changes made.

Mark McConnell stated that there would be an Addendum coming out that would establish that the shortlisted Proposers that bid on this Project are not eligible to bid on CE& I project.

Mark closed by thanking everyone and saying that he was happy to have 5 bidders. He also added that any questions that had been previously submitted in the past RFP are no longer considered submitted in this Project. If you had a question then and it applies to this Project, you must resubmit the question. Do not refer to the answer that was previously received as it may no longer apply to this Project.

Brad Lewis noted that the Completion Date in the RFP is the desired date and that the Contractor is to bid the Contract Completion Date.

There were no questions asked at the meeting.

The meeting was adjourned at 10:35 am.

If written comments or corrections to these minutes are not received by the undersigned within 10 days, the minutes as published will be considered to accurately reflect the meeting.



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Kent B. Dussom P.E.  
Project Manager

Distribution:  
Attendees

**Project No. IM-0059-03(090) 105448/301000  
Extend Merge Lane and I-20 Bridge Widening**

**MDOT Headquarters, First Floor Auditorium  
Jackson, Mississippi**

**Pre-Proposal Meeting**

**AGENDA**

**August 12, 2009**

**10:00 AM**

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|--------------------|--|
| 9:30 AM            | Registration   |
| 10:00 – 10:10 AM   | Introductory Comments <ul style="list-style-type: none"><li>• Melinda L. McGrath, P.E, Deputy Executive Director, Chief Engineer</li></ul>   |
| 10:10 – 10:30 AM   | Project Overview <ul style="list-style-type: none"><li>• Keith Purvis, P.E. Assistant Chief of PreConstruction</li></ul>   |
| 10:30-11:15 PM     | Project Requirements <ul style="list-style-type: none"><li>• Mitch Carr, P.E. – Bridge Engineer</li><li>• John Reese, P.E.– Roadway Engineer</li><li>• Brad Lewis, P.E. – Construction Engineer</li><li>• Ken Wallace, P.E. – District Construction Engineer</li></ul>           |
| 11:15 – 11:30 AM   | Schedule and Next Steps (Including Stipend Request) <ul style="list-style-type: none"><li>• Mark McConnell, P.E. – Assistant Chief of Field Operations</li><li>• BB House, P.E. – Contract Administration</li><li>• Randy Battey, P.E. – Assistant Chief of Operations</li></ul> |
| 11:30 – 12:00 Noon | Questions & Answers  |

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1<sup>st</sup> Floor Conference Room  
 MDOT Administration Building  
 Jackson, MS

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