



REQUEST FOR QUALIFICATIONS

A DESIGN-BUILD PROJECT

**Woodrow Wilson Avenue Bridge over Mill Street
Hinds County, Mississippi**

**Project Number
DB/TCSP-7281-00(003)/106494-301000**

June 23, 2014

I. PURPOSE OF REQUEST

The purpose of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SOQs) from firms interested in providing design and construction/repair services necessary for repairs to the Woodrow Wilson Avenue Bridge over Mill Street and the Illinois Central Railroad (ICR) North Yard in Hinds County, Mississippi.

The Mississippi Transportation Commission, hereinafter referred to as the “Commission,” will be utilizing the Design-Build method of contracting for this federally funded project. The proposed design and construction/repairs to the Woodrow Wilson Avenue Bridge will hereinafter be referred to as the “Project.” The term “Responder” as used herein includes a firm or firms, partnerships, joint ventures, and others responding to this RFQ document. The term “Short-listed Responders” used herein refers to the responding firms that have been short-listed based on evaluation and scoring of their submitted SOQ and will be asked to submit a Volume 1 - Technical Proposal and a Volume 2 – Contract Price Proposal. The term “Contractor,” as used here, is defined as the selected Short-listed Responder with whom the contract is executed.

The Commission will use a two-step process to award a contract for this Project. This RFQ represents the first step in the process. After evaluation and scoring of responsive SOQs, the Commission intends to short-list a minimum of two (2) Responders. Those Short-listed Responders will be provided a Request for Proposal (RFP) and asked to submit a Volume 1 - Technical Proposal and a Volume 2 – Contract Price Proposal. These Proposals shall include at a minimum: the maximum number of repairs to be completed, a cost to complete the Project, preliminary designs, technical approach, and other information as outlined in the RFP. The format, contents, and evaluation criteria of the Volume 1 - Technical Proposal and the Volume 2 – Contract Price Proposal will be included in the RFP. Final execution of the contract will be based on evaluations of the aforementioned items and will be at the sole discretion of the Commission.

Provided that the Short-listed Responders have submitted a responsive Volume 1 - Technical Proposal and a responsive Volume 2 – Contract Price Proposal, a stipend of \$10,000.00 will be available to the Short-listed Responder(s) to whom the contract is not awarded.

It is not the intention of the Commission to receive project-specific design or engineering recommendations as part of the SOQ. Responders should limit their submittals to the information required herein.

II. OVERVIEW

The Project will include repairs and reconstruction to various structural and ancillary components of the Woodrow Wilson Avenue Bridge over Mill Street and the ICR North Yard in order to maximize the use of available funds.

The specific structural repairs and priority of work to be completed for this Project will be described in the RFP. The Short-listed Responder will be required to determine the maximum number of repairs. The Commission intends to maximize the number of repairs as part of this Project up to a maximum Lump Sum proposal price of no more than four million dollars (\$4,000,000). This Project includes federal funds.

The Project will be within the approximate footprint of the bridge. The Commission has secured the Categorical Exclusion for the construction of the Project. Any additional permits and/or permit modifications required will be the responsibility of the Contractor. The Contractor will be responsible for executing a right of entry agreement with the railroad prior to commencing work.

MDOT will be responsible for the Construction Inspection and Job Acceptance Testing; however, the Contractor's Design Engineering Firm will be responsible for Design Quality Control.

Upon release of the RFP, it is the intention of the Commission to provide Short-listed Responders a special inspection report which documents and puts forward priority levels for various repairs desired. The most recent National Bridge Inventory (NBI) bridge inspection report available at the time of the RFP's release will also be made available to Short-listed Responders.

III. SCOPE

This Project may include, but is not necessarily limited to, the following repairs: installation of bolted splice plates, repairs to damaged bridge railing and posts, repairs to concrete or removal of concrete in encased sidewalk cantilevers, installation of repair plates on web stiffeners where needed, cleaning, painting, and lubrication of bearings or replacement of bearings, installation of repair plates on cross frames where needed, and clearing of the scuppers.

The scope of work for this Project will include, but is not limited to, the following design and construction work items:

Design:

- Evaluation and analysis of existing conditions at each repair location
- Preliminary and final bridge superstructure and substructure design/repair and plan preparation
- Traffic control plan
- Utility coordination and utility relocation (if necessary)
- Quality control for design
- Surveying

Design shall meet all appropriate AASHTO *Policy on Geometric Design of Highways and Streets* (latest edition), AASHTO *Standard Specifications for Highway Bridges* (latest edition), *Manual on Uniform Traffic Control Devices* (latest edition) (MUTCD), and MDOT design criteria as modified by the RFP. Microstation and Geopak shall be used in the preparation of CADD files.

Construction:

- Demolition necessary for improvements to the existing bridge with proper debris removal and disposal
- All necessary bridge work
- Surveying
- Drainage
- Traffic control
- Utility coordination and utility relocation (if necessary)
- Project management
- Construction management
- Safety

Construction shall comply with the MDOT *Standard Specifications for Road and Bridge Construction 2004 Edition* as modified by the RFP to accommodate specific Design-Build requirements, *Manual on Uniform Traffic Control Devices* (latest edition), MDOT Standard Drawings, any Special Provisions, and Notice to Bidders, current MDOT, AASHTO or ASTM publications.

IV. SUBMITTAL INSTRUCTIONS

SOQs must be received by the date and time specified in the Milestone Schedule located at the end of this document. Deliver **seven (7)** copies of the SOQ sequentially numbered on the lower right hand cover sheet from 1 to 7, and one (1) CD containing the Proposals in a PDF file to:

Mr. Billy Owen, P.E.
Contract Administration Engineer
Mississippi Department of Transportation
401 North West Street
Post Office Box 1850
Jackson, Mississippi 39215-1850
Phone: (601) 359-7730
Fax: (601) 359-7732

V. SUBMITTAL FORMAT

The SOQ must be submitted according to the Milestone Schedule located at the end of this document. The recommended length of the SOQ is no more than twenty-five (25) pages, double-spaced, exclusive of appendices. Pages size 8.5 inches by 11 inches will each be counted as one (1) page of the recommended 25-page maximum. Margins should be at least one inch on all four sides, typed on one side only, excluding appendices. All text information in the recommended 25-page limit should be shown in a readable font, size 12 points or larger. No more than five pages may be 11 inches by 17 inches, but they shall count as two sheets each against the recommended 25-page maximum. Headers, footers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers are not counted as part of the recommended 25-page maximum. A single-page cover letter and table of contents will not be counted as part of the recommended 25-page maximum. Resumes, licenses, certifications, and the SF 330 Part II may be provided in the appendices and will not count against the recommended 25-page maximum. It is preferred that all resumes be limited to one (1) page.

The overall quality of the SOQ submittal will be evaluated. This will include, but will not be limited to overall layout and readability of the submittal, organization and comprehensiveness of the required content, conformance with formatting guidelines, and any other characteristics of the SOQ that increase the quality of the document. Responders are encouraged to thoroughly address the requirements of the RFQ for the highest quality response. Failure to provide any of the information in the appropriate location indicated below may adversely affect the Responder's score.

Responders shall address each of the following categories in their SOQ in the same order as listed below. The SOQ categories shall be numbered in a manner consistent with this RFQ.

A. TEAM APPROACH TO MANAGEMENT OF CONTRACT

Identify the firms that are part of the team and describe how and why the team has been so structured. At a minimum, this description shall include those firms identified in the organizational chart as defined in section B. Explain the roles and responsibilities of each firm as part of the Responder's team and how these responsibilities will facilitate the successful completion of the Project.

In addition, each engineering firm should provide a completed Part II of Form SF 330 in accordance with the form's instructions. These forms should be included in the appendix. The form can be obtained at the following web address:

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

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 the Project), and company of employment. The organizational chart should be tabbed and clearly defined. Changes to Key Individuals cannot 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, Safety Officer, and Traffic Control Manager.

2. Identify the role and responsibility of each of the following 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

- 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 **Safety Officer** should demonstrate knowledge of current OSHA requirements and at a minimum have completed the OSHA 10-Hour Construction Training.
 - e. 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.
4. Provide the experience, qualifications, and any additional relevant information about the Responder's **Lead Design Engineer** that may be advantageous to the Project. 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.
5. Provide the experience, qualifications, and any additional relevant information about any **Supporting Engineering Staff** that will be responsible for the technical design of portions 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.

As an appendix to the SOQ document, provide resumes of Key Individuals and other personnel that you consider 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. 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 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: WWBDesignBuild@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. 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: www.pepls.state.ms.us.

C. PAST PERFORMANCE

The Responder should provide the following information demonstrating the team's past experience:

1. Provide a maximum of five (5) construction projects, with a brief description of each, that demonstrate the Responder's ability to successfully complete the Project. Example construction projects should have been completed within the last five (5) years or currently be under contract and should be of similar scope and magnitude to the Project herein. The Responder should also indicate whether they served as a subconsultant or a prime for each project, their role on the project, the contract amount of each project, the location of each project, the years of construction for each project, 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. Indicate any innovative practices used on these projects and any client or industry recognition received.
2. Provide a maximum of five (5) construction projects which involved coordination with a railroad, with a brief description of each, that demonstrate the Responder's ability to successfully complete the Project. Example projects should have been completed within the last ten (10) years or currently be under contract and should be of similar scope and magnitude to the Project herein. The Responder should also indicate whether they served as a subconsultant or a prime for each project, their role on the project, the contract amount of each project, the location of each project, the years of construction for each project, 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. Indicate any innovative practices used on these projects and any client or industry recognition received.

3. Demonstrate that the Responder has successfully completed past projects with Federal Highway Administration (FHWA) contract provisions, including but not limited to compliance with Equal Employment Opportunity (EEO) and Davis-Bacon Wage Act requirements.
4. Provide brief answers (Yes or No) and explanations as required to the following questions:
 - a. Has any member of the Responder's team been declared delinquent, defaulted, or been terminated on any project within the last five (5) years? If so, identify the team member(s) and project(s) and explain.
 - b. In the past five (5) years, has any member of the Responder's team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity, or are any such actions pending against them? If so, identify the team member(s) and explain.
 - c. Is any member of the Responder's team under indictment, been convicted, or had any construction-related civil judgments issued against them in the past five (5) years? If so, identify the team member(s) and explain.
 - d. Has any member of the Responder's team been assessed liquidated damages on any projects listed within the past five (5) years? If so, identify the team member(s), identify the project(s), and explain.
 - e. Does any member of the Responder's team have active projects that are behind schedule? If so, identify the team member(s) and the project(s), and describe why the project(s) are behind schedule and how far the project(s) are behind schedule.
 - f. Has any member of the Responder's team incurred disciplinary action by a state board of licensure for professional engineers and surveyors or similar body within the past five (5) years? If so, identify the team member(s) and explain.

D. SAFETY

1. Provide the OSHA Recordable Incident Rate for each construction firm for the last five years.
2. Identify any construction firm team member(s) that have been cited for OSHA violations within the last five (5) years. If a team member has been cited for a violation, provide a detailed explanation of the violation and identify the team member.
3. Provide a description of each construction firm's safety program and any other safety-related details that may be relevant to this Project.

E. BONDING AND INSURANCE CAPACITY

Provide information on the Responder's insurance and bonding capacity.

VI. CONFLICT OF INTEREST

The Responder's attention is directed to 23 CFR Section 636 Subpart A and in particular to Subsection 636.116 regarding organizational conflicts of interest. Section 636.103 defines "organizational conflict of interest" as follows:

"Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage."

Responders shall provide information concerning potential organizational conflicts of interest and disclose all relevant facts concerning any past, present, or currently planned interests which may present an organizational conflict of interest. The Responder shall state how its interests or those of its chief executives, directors, Key Individuals for this Project, or any proposed consultant, contractor, or subcontractor may result, or could be viewed as, an organizational conflict of interest.

Responders are prohibited from receiving any advice or discussing any aspect relating to the Project or procurement of the Project with any person or entity with an organizational conflict of interest, including, but not limited to Crown Engineering PLLC, Neel-Schaffer, Inc., and any of their affiliates. Such persons and entities are prohibited from participating on a Responder team relating to this Project.

The Responder agrees that, if an organizational conflict of interest is discovered, the Responder must make an immediate and full disclosure to MDOT that includes a description of the action that the Responder has taken or proposes to take to avoid or mitigate such conflict. If after award of the contract, an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the Design-Build contract for the Project at no additional cost. If the Responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, then MDOT may terminate the contract for default.

If no potential conflict of interest exists, the Responder should indicate so in the SOQ.

VII. SOQ EVALUATION

The criteria shown below will be considered in determining the firm's qualification score. The maximum points for each evaluation category will be as follows:

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|---|------------|
| Quality of SOQ | 10 |
| Team Approach to Management of the Contract | 20 |
| Experience and Qualifications of Personnel | 30 |
| Past Performance | 25 |
| Safety | 10 |
| Bonding and Insurance Capacity | 5 |
| Maximum Score | 100 |

VIII. GENERAL INFORMATION

The Commission intends for the contract to be awarded based on Best Value selection as defined in the RFP. The Commission intends for the contract type to be firm Fixed Price.

This Project has a **2 percent DBE goal**.

The Commission reserves the right, at its sole discretion, to cancel this procurement and proceed no further or to re-advertise in another public solicitation.

The Commission assumes no liability and will not reimburse costs incurred by Responders (whether selected or not) in developing responses to this RFQ.

MDOT reserves the right to request or obtain additional information about any and all responses to the RFQ.

MDOT may issue addenda to this RFQ, which will be posted to the MDOT Design-Build and Special Projects website (go to www.gomdot.com; under Contracts and Lettings, click Design-Build and Special Projects; then click the referenced project). Responders shall be solely responsible for checking the website for any and all updates, responses to written questions, addenda, or other information related to the Project. Short-list results will be posted to the MDOT Design-Build and Special Projects website.

All Responders must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain confidential and/or proprietary information. All submittals

will be subject to disclosure in accordance with the Mississippi Public Records Act, Miss. Code Ann. § 25-61-1, *et seq.*

All questions related to this RFQ shall be submitted by e-mail and directed to the following e-mail address:

WWBDesignBuild@mdot.ms.gov

Questions e-mailed in accordance with the above method will be accepted according to the dates established in the Milestone Schedule. Only written requests e-mailed to the above e-mail address in accordance with this RFQ will be considered. No requests for additional information or clarification to any other MDOT office, firm, or employee will be considered. All responses will be in writing and will be posted to the MDOT Design-Build and Special Projects website.

Neither the COMMISSION nor MDOT will be responsible for any oral exchange nor any other exchange of information that occurs outside the official process specified herein.

MDOT may disqualify a Responder if any of its major participants belong to more than one Responder's organization. The term "major participants" includes the Prime Contractor's construction company in its entirety and the firm from which the Lead Design Engineer is employed.

All debriefing requests from Responders who are not short-listed shall be submitted by e-mail to the attention of Scot Ehrgott, P.E., at sehgott@mdot.ms.gov within one (1) week of the date that the list of Short-listed Responders is posted to the Design-Build and Special Projects website. The debriefing shall be limited to teams not short-listed and to the merits of the individual Responder's SOQ.

IX. MILESTONE SCHEDULE

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| Advertise RFQ | June 23, 2014 |
| Deadline for Submittal of RFQ Questions | July 7, 2014 5:00 p.m. Central Time |
| Target Date for MDOT to Post to Website Last Responses to Written Questions and to Issue Addenda | July 10, 2014 |
| Deadline for Submittal of Seven (7) Copies and One (1) PDF File of SOQ | July 23, 2014 10:00 a.m. Central Time |
| Submit to: | |
| | Mr. Billy Owen, P.E. Contract Administration Engineer Mississippi Department of Transportation 401 North West Street Post Office Box 1850 Jackson, Mississippi 39215-1850 Phone: (601) 359-7730 Fax: (601) 359-7732 |
| Evaluation of SOQs | July 23, 2014 to August 27, 2014 |
| Letter to Responders | August 28, 2014 (Approximate Date) |
| Provide RFP to Short-listed Responders | August 28, 2014 (Approximate Date) |
| Submittal of RFP Technical Proposals (Vol. 1) | October 6, 2014 (Approximate Date) |
| Submittal of RFP Contract Price Proposals (Vol. 2) | November 13, 2014 (Approximate Date) |
| Notification of Award | November 25, 2014 (Approximate Date) |