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## MEETING MINUTES

**DATE HELD:** September 12, 2012, 10:00 AM    **DOCUMENT DATE:** September 12, 2012

**LOCATION:** Mississippi Transportation Commission Meeting Room  
McCoy Building, 401 North West Street  
Jackson, MS

**SUBJECT:** PRE-PROPOSAL MEETING  
DESIGN BUILD IMPROVEMENTS TO INTERSTATE 55  
Lincoln and Copiah Counties, Mississippi  
Federal Aid Project Nos. DB/IM-0055-02(228)/105444305  
DB/IM-0055-02(228)/105444306

**ATTENDEES:** Attendance Register Attached

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### SUMMARY

#### Purpose

This meeting was held in order to discuss the Request for Proposal (RFP) with the short-listed design build teams. Short-listed team attendance was mandatory.

#### Discussion:

Randy Battey began by welcoming the attendees to the meeting and offered a brief discussion on the approach and result of the short-listing process. Mr. Battey noted that the meeting was for information only and all questions following the meeting must be submitted in writing only. Also, modifications to the RFP will be issued as an addendum. Mr. Battey then introduced Durwood Graham, MDOT District 3 Construction Engineer.

#### Project Description:

1. Mr. Graham began the project description with a brief narrative of the bridge sites required for the Project and the optional bridge sites.
2. Mr. Graham reviewed the Title VI Policy.
3. Mr. Graham emphasized that the project is within a contra-flow area which requires two (2) lanes of traffic, each direction, to be open from July 1 through November 1. For this project, Mr. Graham noted that MDOT amended the contra-flow requirements to the above dates rather than occurring from June 1 through November 1.
4. Kevin Delva noted that due to the close proximity to the Jackson metro area, all lanes must remain open from the SR 27 site to the County Line Rd. site, including the SR 27 bridge site.

**Project Requirements:**

5. Mr. Graham noted that Part C of the Best Value Proposal formula on page 12 of the RFP will be corrected by addendum to read: *(Number of Bridge sites on I-55 to be improved minus 4)*.
6. Mr. Graham noted that the existing utilities have been identified and should not conflict with construction but should be verified by the Contractor. Mr. Graham noted that the utility maps will be provided on the web site.
7. Mr. Graham reviewed the scope and noted the areas of tree and fill removal at the SR 27 site are included for improved site distance. After a discussion regarding the need for improved site distances, Mr. Graham noted that additional information to help clarify the requirements would be provided on the project web site.
8. Mr. Graham emphasized that the traffic control methods used during the lowering of SR 27, SR 28 and Gallman Road will be included in the Technical Proposal evaluation process. Mr. Graham noted that, because Gallman Road is a county road, Contractors would have to obtain approval from the Copiah County Board of Supervisors for any closure(s) on Gallman Road.
9. Mr. Graham reviewed the scope and limits of the bridge end pavement repairs at Tyson Rd.

**Contract Requirements:**

10. B. B. House reviewed the DBE requirements for this project by stating that the DBE goal is 10% and the OCR 481 must be submitted with the price proposal. Also, short-listed responders should submit a letter requesting the stipend with their price proposal (in the event they are deemed responsive, but are not selected).
11. Mr. House noted that the schedule certificate should be submitted in the front of Volume 1.
12. Mr. House emphasized that Proposers are required to submit form OCR 481 with the submittal of Contract Price Proposal (Volume 2),
13. Mr. House reminded Proposers to escrow all Proposal documents within two days of award notification.
14. Mr. House noted that no cost adjustment for fuel will be given on this project.

**Summary:**

Mr. Batteny reviewed the Milestone Schedule as indicated in the RFP and thanked the attendees for participating.

After a question and answer period, the meeting concluded at approximately 11:00 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.

A handwritten signature in blue ink, appearing to read 'J. Revell', is written over a horizontal line.

Joshua B. Revell, P.E.  
Project Engineer

Improvements to Interstate 55 Project - Lincoln and Copiah Counties, Mississippi  
 Project Numbers DB/IM-0055-02(228)/103444-305 & DB/IM-0055-02(228)/105444-306  
 September 12, 2012

MDOT Administration Building  
 Jackson, MS

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