

*Mississippi Department of Transportation*

# **REQUEST FOR QUALIFICATIONS**

**A DESIGN-BUILD PROJECT**

Bridge Widening Project  
I-20 Newton County, Mississippi

**Project No. IM-0020-02(078)/105444301**

August 8, 2011

## 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 services necessary for the construction of the I-20 Bridge Widening Project in Newton County, Mississippi.

The Mississippi Transportation Commission, hereinafter referred to as the “Commission”, and the Federal Highway Administration (FHWA) will be utilizing the Design-Build method of contracting for this Project. The proposed widening of the selected bridges and the associated roadway work 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. The term “Proposer” as used herein includes a firm or firms, partnerships, joint ventures and others, who upon the request of the Commission, will be invited to submit a proposal in response to the Request for Proposals (RFP).

The Commission will use a two-step process to select a Proposer with whom to execute a contract for this Project. This RFQ represents the first step in the process. After evaluation and scoring of responsive submittals to the RFQ, the Commission intends to short-list a minimum of three (3) Responders. A stipend of \$25,000.00 will be available to the short-listed responsive Proposers to whom the contract is not awarded.

The selected Proposers will be asked to submit a technical proposal, number of bridges proposed, a cost proposal and schedule. Information about the format, contents and evaluation criteria for the responses to the RFP will be provided to the selected Proposers. Upon evaluation of the technical proposal, cost proposal, the number of bridge locations to be widened, and schedule, the Commission intends to select a Proposer for contract award and execution.

It is not the intention of the Commission to receive project-specific design or engineering recommendations as part of this RFQ. Responders should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience.

## OVERVIEW

The bridges on I-20 in Newton County will be widened to improve the bridges to the current roadway standards. This improvement project shall also include replacement of existing bearing devices, and reconstruction of existing bridge joints. MDOT intends to maximize the number of bridges to be improved as part of this Project. The proposed bridge locations that may be part of this Project are:

- I-20 EB and WB over Chunky River (Bridges 119.3A and 119.3B)
- I-20 EB over Chunky River Relief (Bridge 118.9B)
- I-20 EB and WB over Hickory Little Rock Road (Bridges 116.8A and 116.8B)
- I-20 EB and WB over Oakahatta Creek (Bridges 116.7A and 116.7B)
- I-20 EB and WB over Turkey Creek (Bridges 111.9A and 111.9B)

Construction of the Project will be within Mississippi Department of Transportation(MDOT) right-of-way. The Commission will secure the Categorical Exclusion for the construction of the Project. Any additional permits required will be the responsibility of the Proposer.

Project services shall include but are not limited to:

- Design Services – complete development of construction plans and permitting
- Utility Coordination
- Construction Services–necessary to build and ensure high quality workmanship of the designed facility

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

The Project will include as many of the above listed bridge locations that can be widened and improved up to a maximum lump sum proposal price of \$10 Million. The Proposers will be required to determine the maximum number of bridge locations to be widened in pairs (i.e. both the eastbound and westbound bridge at each location as applicable), in the order presented above (from east to west along I-20).

# SCOPE

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

## Design:

- Preliminary and Final Roadway Design and Plan Preparation
- Preliminary and Final Bridge Superstructure and Substructure Design and Plan Preparation
- Erosion Control Plan
- Traffic Control Plan
- Utility Coordination
- Environmental Coordination
- Roadway and Bridge Drainage Design
- Geotechnical Design
- QC for Design
- Surveying

Design shall meet all appropriate AASHTO *Policy on Geometric Design of Highways and Streets* (latest edition), AASHTO *Standard Specifications for the Design of 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 of portions of the existing bridges with debris removal and disposal
- All necessary roadway and bridge work
- Surveying
- Drainage
- Environmental coordination
- Erosion and sediment control work items
- Traffic control
- Utility Coordination and relocation if necessary
- Project management
- Construction management

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, Notice to Bidders, current MDOT, AASHTO or ASTM publications.

# SUBMITTAL FORMAT

The RFQ response must be submitted according to the Milestone Schedule. The response shall contain no more than twenty-five (25), double-spaced, 8.5 inch x 11 inch pages with margins of at least one inch on all four sides, typed on one side only, excluding appendices. The minimum font size shall be 10 point. A single-page cover letter will not be counted as part of the 25-page maximum. Cover letters in excess of one page and any other information submitted beyond that noted in the RFQ will be counted as part of the 25-page maximum. Responses should address each of the following categories in the same order as listed below.

## I. TEAM APPROACH

1. Identify the lead organization and primary members of the team. Name the entity with whom the Commission will be contracting and identify if this will be a partnership, corporation, joint venture, etc. The total value of all work performed by the lead organization shall be no less than 40 percent of the value of the Proposer's submitted cost proposal.
2. Provide an organizational chart of the Responder's team describing the roles and responsibilities of each team member. Identify all team members that are Disadvantaged Business Enterprise (DBE) firms. This Project has a five (5) percent DBE goal and Responders shall acknowledge that they will meet this requirement. After initial submittal, changes to primary team members cannot be made without MDOT approval.
3. The Lead Design Engineer and any engineers that will be responsible for the technical design of portions of the Project are required to be Professional Engineers or Professional Surveyors licensed in the State of Mississippi. Registration is not required to propose on the Project but is required prior to commencing the work.

Mississippi Code Annotated Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. 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](http://www.pepls.state.ms.us).

4. The team must include at a minimum the following Key Individuals in order for the SOQ to be deemed technically responsive. Identify the following individuals:
  - 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 or an approved designee must be present on site fulltime as the work is performed, have full authority to make the final decisions on behalf of the Responder/Proposer and have responsibility for communicating these decisions directly to MDOT.
  - b. Lead Design Engineer – The Lead Design Engineer shall be a licensed Professional Engineer and in charge of and responsible for all aspects of the design of the Project (road, bridge, hydrology, and geotechnical).
  - 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.
  - d. Environmental Manager – The Environmental Manager shall be responsible for adherence to all environmental requirements and commitments, including but not limited to erosion control inspections as required by the National Pollutant Discharge Elimination System (NPDES), the terms of the Categorical Exclusion, if any, and other environmental rules and regulations.
5. Identify any firms on the team who have previously worked together on similar projects.
6. Describe the approach to accomplish the various items of work required by the Project as identified in the Scope.
7. Demonstrate the team's ability to commit necessary resources to successfully complete the Project in a timely manner.
8. Identify the Project Director and the firm by which he/she is employed. Give a clear definition of the role and responsibility of the Project Director relative to the member firms.

## II. EXPERIENCE AND QUALIFICATIONS OF PERSONNEL

Except as noted, provide information demonstrating that the Responder's personnel possess the required minimum qualifications listed below:

1. All team members shall hold or obtain licenses required for performing work on the Project under state and local laws. This item is instructive as to future requirements. No response is necessary at this time.
2. Any design reports or plans and specifications shall be signed and sealed by a Professional Engineer licensed in the State of Mississippi. This item is instructive as to future requirements. No response is necessary at this time.
3. The Responder's Project Director must have at least ten (10) years experience managing projects of similar scope and magnitude. Describe the Project Director's experience leading this type and magnitude of project. Provide a list of the projects that the Project Director has managed in the past. For each project listed, provide:
  - a. A brief description of each project managed, including the year(s) of construction and size and type of project, the location of the project, and any unusual features.
  - b. 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.
4. Provide information that the Responder's construction team meets the following minimum qualifications:
  - a. The Construction Manager shall have a minimum of ten (10) years experience in the management of projects of similar scope and magnitude.
  - b. Each construction superintendent shall have a minimum of five (5) years experience in supervising projects of similar scope and magnitude.
  - c. The Project surveyor of the construction team shall be a Professional Surveyor (PS) licensed in the State of Mississippi and shall have a minimum of five (5) years experience and demonstrate experience in roadway and bridge construction work.
5. The Responder's design team shall meet the following minimum qualifications:
  - a. The design team shall have personnel with experience and expertise in all phases of roadway design, traffic control, erosion control and the design of bridge widening projects as required for this Project.
  - b. The Lead Design Engineer shall be a Professional Engineer licensed in the State of Mississippi and have a minimum of ten (10) years experience and expertise in the design of projects of similar scope and magnitude.

- c. The design team shall provide for a Geotechnical Engineer to conduct a geotechnical investigation, as necessary, and provide specific recommendations for the design and construction of the foundations. The Geotechnical Staff shall contain at least one Professional Engineer licensed in the State of Mississippi with a minimum of ten (10) years experience in the design of bridge foundations.

Provide resumes of Key Individuals and other personnel that you consider critical to the success of this Project, including team members discussed above. This information may be included in the appendices and will not be counted against the 25-page maximum requirement. Key Individuals and team members are to remain for the duration of the Project and changes cannot be made without MDOT approval.

Modifications to the Proposer's Team or Key Individuals and other personnel listed in Sections I & II 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 the award of the contract, a written request shall be forwarded to the person and address as shown in the GENERAL INFORMATION section of this RFQ. 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 qualifications for the position/responsibility. No such modification will be made without prior MDOT approval.

### **III. PAST PERFORMANCE**

1. The Responder shall list all relative projects, with a brief description of the project(s) that have either been completed within the last five (5) years or are currently under contract. The Responder shall indicate the location of the project, the years of construction, and 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.
2. Part II of Form SF 330 shall be completed by each Engineering firm. In addition, list all relative projects, with a brief description of the project(s) that have been completed within the last five (5) years. The Engineering Firm shall indicate the location of the project, the years of project services, and 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.
3. Provide brief answers and explanations 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?
  - 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?

- c. Identify any member of the Responder's team who is under pending indictment, has been convicted or has had any construction-related civil judgments issued against them in the past five (5) years.
- 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 projects.
- e. Does any member of the Responder's team have active projects that are behind schedule? If so, describe why the projects are behind schedule?
- f. Has any member of the Responder's team been assessed erosion and sediment control violations and/or fines within the last five (5) years? If so, list the projects.

#### **IV. SAFETY**

Provide the OSHA Recordable Incident Rate for each team member for the last five years. Has any team member been cited for OSHA violations within the last five (5) years? If yes, provide a detailed explanation of the violation. Provide the Responder's safety goals for this Project.

#### **V. BONDING AND INSURANCE CAPACITY**

Provide information on 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 interests. 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."

Responder 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. 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.

Responder is 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, URS Corporation and any of its 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. 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.

This information may be included in the appendices and will not be counted against the 25-page maximum requirement.

## QUALIFICATIONS 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:

Team Approach	25
Experience and Qualifications of Personnel	30
Past Performance	25
Safety	15
Bonding and Insurance Capacity	5
<b>Maximum Score</b>	<b>100</b>

## SELECTION

Based upon the scoring of responsive submittals, the Commission intends to select a minimum of three (3) Responders to be invited to submit proposals for this Project.

## GENERAL INFORMATION

The Commission intends for the contract to be awarded based on Best Value selection.

The Commission intends for the contract type to be firm Fixed Price.

The Commission reserves the right, at its sole discretion, to either 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 Responder's firms (whether selected or not) in developing responses to this RFQ.

The Commission reserves the right to request or obtain additional information about any and all responses to the RFQ. The Commission may also issue addenda to the RFQ which will be posted to the MDOT website ([www.gomdot.com](http://www.gomdot.com)).

After initial submittal, Key Individuals of the Responder's team cannot be changed without MDOT approval.

All Responders/Proposers 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 in writing and directed to:

Ms. Melinda McGrath, P.E.  
Mississippi Department of Transportation  
P.O. Box 1850  
Jackson, Mississippi 39215-1850  
Or e-mailed to [I20NewtonCountyBridgeWidening@mdot.state.ms.us](mailto:I20NewtonCountyBridgeWidening@mdot.state.ms.us)

Written questions will be accepted according to the dates established in the Milestone Schedule. Only written requests to the above addressee will be considered. No requests for additional information or clarification to any other MDOT office, consultant, or employee will be considered. All responses will be in writing and will be posted to the MDOT website ([www.gomdot.com](http://www.gomdot.com)).

The MDOT will not be responsible for any oral exchange or 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. Clarification of major participants is as follows: The Contractor's construction company in its entirety and the Design Firm from which the Lead Design Engineer is employed.

# MILESTONE SCHEDULE

Advertise RFQ	August 8, 2011
Deadline for Submittal of RFQ Questions	August 19, 2011 5:00 PM Central Time
Deadline for Submittal of ten (10) copies of Qualifications	August 29, 2011 12:00 PM Central Time

Submit to:

Mr. B.B. House, 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 Qualifications	August 30 to September 13, 2011
Letter to Responders	September 23, 2011 (Approximate Date)
Provide RFP to Proposers	September 13, 2011 (Approximate Date)
Submittal of RFP Technical Proposals	November 4, 2011 (Approximate Date)
Submittal of RFP Cost Proposals	November 21, 2011 (Approximate Date)
Award/Contract Execution	November 22, 2011 (Approximate Date)
Target Project Completion	January 9, 2013 (Approximate Date)