

Mississippi Department of Transportation

REQUEST FOR QUALIFICATIONS

A DESIGN-BUILD PROJECT

Proposed Improvements to State Route 9
From US 278/State Route 6 near Pontotoc
to US 78 Near Sherman

Pontotoc County, Mississippi

Project No. STP-2833-00(004) / 105094-101000

November 15, 2010

PURPOSE OF REQUEST

The purpose of this Request For Qualifications (RFQ) is to solicit letters of interest and qualifications from firms interested in providing design services and construction services necessary for the construction of the proposed improvements to State Route 9 from the intersection of US 278/SR 6 near Pontotoc to US 78 near Sherman, all within Pontotoc 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 construction of a four-lane highway on new alignment with associated frontage roads and interchanges as defined in the Finding of No Significant Impact (FONSI-NEPA) document is hereinafter 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 which 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 \$75,000.00 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, a cost proposal and project 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 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 proposed Project consists of the construction of a four-lane highway on new alignment, including the construction of new interchanges and frontage roads, as further defined in the Environmental Assessment/FONSI document prepared by MDOT for this project. A copy of the Environmental Assessment/FONSI document is available on the MDOT website (<http://www.gomdot.com/Home/Projects/DesignBuild/Home.aspx>).

MDOT intends to purchase all of the required right-of-way and have all of the utilities relocated prior to the initiation of construction. Construction of the Project will be within MDOT right-of-way.

MDOT will also provide bridge design and bridge plan quantities prior to the submittal of the final price proposal for this Project. MDOT has contracted with Neel-Schaffer, Inc. to complete the 60% roadway design plans (Right-of-Way Plans), 100% bridge design plans, and to complete the right-of-way acquisition and coordinate utility relocation. The Design-Build Team will have the opportunity to propose design alternatives that provide equal or better quality and/or maintenance/durability. The Design-Build Team will be required to provide final design plans, except bridge plans, signed by a Professional Engineer. The Design-Build Team may provide final bridges plans if the Design-Build Team has a more economical design. The Design-Build Team will be responsible for the development of Erosion Control plans in compliance with the current regulations for storm water runoff/erosion control for construction sites.

Currently, MDOT is scheduled to release the 60% roadway design plan set and a bridge design plan set (current status) at the time that the Request for Proposals is issued to the shortlisted Proposers. MDOT is scheduled to release the 100% bridge design plans to the shortlisted Proposers the beginning of March, 2011.

All environmental permits will be acquired by MDOT based on the potential design provided by MDOT. Compliance with all permits will be the responsibility of the Design-Build Team.. The Design-Build Team will be responsible for acquiring and complying with any new or additional permits for any proposed project modifications.

The Design-Build Team will be responsible for completing the final design as noted above, developing an approved erosion control plan, construction inspection and quality control, and determining how to construct the project within the allowable timeframes and within all state and federal regulations. If the Design-Build Team proposes a design and/or method of construction that triggers additional regulatory requirements, then the Design-Build Team will be responsible for compliance with all such additional state and federal regulations.

The Commission may utilize a separate Firm to provide MDOT with Project Management Assistance and Quality Assurance inspection.

SCOPE

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

Design:

- Erosion Control Plans and Erosion Control Monitoring
- Final Roadway Design and Plan Preparation
- Structure Design and Supporting Documentation Preparation
- Traffic Control Plan
- Permanent Signing Plans
- Environmental Coordination
- Roadway and Bridge Deck Drainage Design
- Geotechnical Investigation, Testing and Report Preparation
- QC for Design
- Surveying

If the Design-Build Team chooses to design different bridge structures than provided by MDOT, then the scope of services will also include, but not be limited to the following:

- Final Bridge Superstructure and Substructure Design and Plan Preparation
- Bridge Hydraulic and Scour Design
- Geotechnical Investigation, Testing and Report Preparation

Design shall meet all appropriate AASHTO *Policy on Geometric Design of Highways and Streets* (latest edition), AASHTO *LRFD Bridge Design Specifications* (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.

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

Construction:

- Clearing and grubbing with debris removal and disposal
- All necessary roadway and bridge work
- Surveying
- Drainage
- Environmental coordination
- Erosion and sediment control work items
- Traffic control
- Project management
- Construction management
- QC for Construction, including inspection and testing

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 publications including, but not limited to, the Construction Manual, the Materials Division Inspection, Testing and Certification Manual, and existing AASHTO, ASTM, or MDOT Test Methods.

SUBMITTAL FORMAT

The RFQ response must be submitted according to the Milestone Schedule. The response shall be submitted on 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. Any response that does not meet these requirements will be considered non-responsive.

Responders are encouraged to limit the response to 25 pages, as only the first 25 pages of the submittal will be reviewed as part of the evaluation. 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 not be considered in the evaluation. **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. Indicate the team's ability to comply with the 3 percent DBE goal. DBE firms do not need to be identified as part of the RFQ process but will need to be identified in the RFP submittal. After initial submittal, changes to primary team members (including major subcontractors with over 10 percent of the project value, all consultants and all testing firms) cannot be made without MDOT approval.
3. Certain Key Individuals 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. The Key Individuals requiring registration are the Lead Design Engineer and the Quality Control

Manager. 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.

4. At a minimum, the team must include and identify the following Key Individuals in order for the RFQ to be deemed technically responsive:
 - 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 Design-Build Team 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.
 - 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 FONSI, and other environmental rules and regulations.
 - e. Quality Control Manager – The Quality Control Manager shall be a licensed Professional Engineer, not employed by the Contractor, and shall be responsible for assuring that the design, all workmanship and materials, inspections and testing are in compliance with the Contract requirements. The Quality Control Manager shall report directly to the Project Director.
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, especially the erosion control plans.

7. 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.
8. Describe the the key elements of the Design and Construction Quality Control Program.

II. APPROACH TO SCHEDULE

Demonstrate the team's ability to commit necessary resources to successfully complete the Project in accordance with the Project schedule. Schedule adherence will be enforced through liquidated damages.

III. APPROACH TO ENVIRONMENTAL COMPLIANCE

Responder shall describe their proposed approach to environmental compliance while achieving the required scheduled delivery date. Responder shall describe the anticipated total acreage of area disturbed and provide a description of the approach to maintain compliance with the current effluent guidelines described in the EPA Effluent Limitations and Standards for the Construction and Development Point Source Category.

IV. 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 computations, 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 (cost) and type of project, including 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 ten (10) 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 ten (10) years experience and demonstrate experience in roadway and bridge construction work.
 - d. The project environmental manager shall have demonstrated previous experience with erosion plan development, inspection, and compliance plans.
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, design of bridge structures, traffic control, and erosion control as required for this Project.
 - b. The lead design engineer shall be a Professional Engineer (PE) 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 a report with specific recommendations for the design and construction of roadway pavement sections and proposed bridge foundations as required to design and construct the Project. 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 roadway pavement design and bridge foundations.
 - d. The design team shall have the necessary equipment and personnel to provide the designs and plans in a timely manner.
6. The Responder's Quality Control team (QC) shall meet the following minimum qualifications:
 - a. The QC Manager shall have a minimum of ten (10) years experience on projects of similar scope and magnitude and shall be a Professional Engineer in licensed the State of Mississippi.
 - b. The QC Manager shall be an employee of a firm that is independent of the Contractor (i.e. may not be an employee of the Contractor).
 - c. The QC team shall utilize a laboratory currently certified by MDOT for testing purposes.

- d. The inspection and materials technician personnel must obtain appropriate certification(s) as required by the MDOT for each specific test to be performed.

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 written MDOT approval.

Modifications to the Proposer's Team or Key Individuals and other personnel listed in Sections I & II is 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 written MDOT approval.

V. 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, including subconsultants. 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(s) 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 has pending indictment, been convicted or had any construction related civil judgments issued against them in the past five (5) years.
- d. Provide the number of claims submitted in the past five (5) years by any member of the Responder's Team and how were they resolved. This does not include the exercise or assertion of a personal right.
- e. Has any member of the Responder's Team been assessed liquidated damages on any projects within the past five (5) years?
- f. Has any member of the Responder's team received notice from an Owner that they are behind schedule on any active projects? If so, provide a list and explain why the projects are behind schedule.
- g. Has any member of the Responder's team been assessed erosion and sediment control violations and/or fines within the last five (5) years?

VI. QUALITY CONTROL (QC) PLAN AND APPROACH

Provide information on how the QC responsibilities, including design, construction inspection and testing will be performed on this Project. Describe the key elements of the Design and Construction Quality Control Programs.

VII. 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 so, provide a detailed explanation of the violation. Provide the Responder's safety goals for this project.

VIII. BONDING AND INSURANCE CAPACITY

Provide information on Responder's insurance and bonding capacity. This information may be included in the appendices and will not be counted against the 25-page maximum requirement.

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 the procurement of the Project with any person or entity with an organizational conflict of interest. Such persons and entities are prohibited from participating in a Responder organization relating to the Project.

As discussed previously, Neel-Schaffer is providing MDOT with design plans that will become part of the RFP process and shall not be contacted during this procurement.

URS Corporation is currently providing MDOT with assistance in preparing the procurement documents for this Project and shall not be contacted during this procurement.

Both Neel-Schaffer and URS Corporation are prohibited from participating on any Proposer's Team.

Additionally, The Commission intends to select a Firm to provide MDOT with Project Management Assistance and Quality Assurance inspection during construction. The Firm(s) selected to provide such services would be conflicted from participating on the Proposer's Team.

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	10
Approach to Schedule	15
Approach to Environmental Compliance	15
Experience and Qualifications of Personnel	20
Past Performance	15
Quality Control Plan and Approach	15
Safety	10
Maximum Score	100

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 cancel this procurement process 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).

After initial submittal, Key Individuals of the Responder's team cannot be changed without written 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 SOQ’s 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 SR9Construction@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).

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	November 15, 2010
RFQ Pre-submittal Meeting MDOT HQ 1 ST Floor Auditorium	December 2, 2010 1:30 PM CST
Deadline for Submittal of RFQ Questions	December 10, 2010 5:00 PM CST
Deadline for Submittal of ten (10) copies of Qualifications	December 17, 2010 10:00 AM CST
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	December 20, 2010 to January 5, 2011
Letter to Selected and Non-selected Responders	January 12, 2011 (Approximate Date)
Provide RFP to Selected Proposers	January 19, 2011 (Approximate Date)
Informational Meeting (Mandatory)	February 2, 2011 (Approximate Date)
Submittal of RFP Proposals	March 11, 2011 (Approximate Date)
Award/Contract Execution	March 22, 2011 (Approximate Date)
Notice to Proceed (Design)	March 22, 2011 (Approximate Date)
Notice to Proceed (Construction)	July 1, 2011 (Approximate Date)
Project Completion Deadline	December 31, 2012