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MEETING MINUTES

DATE HELD: December 2, 2010 **DOCUMENT DATE:** December 3, 2010

LOCATION: MDOT 1st Floor Commission Room

SUBJECT: **PROPOSED IMPROVEMENTS TO STATE ROUTE 9**
From US 278/State Route 6 near Pontotoc to US 78 Near Sherman
Pontotoc County, Mississippi
State Project No. SP-2833-00(002)/105094-001000

Pre-Submittal Meeting

ATTENDEES: See attached Sign-In Sheet

SUMMARY

Purpose

This meeting was to inform the potential submitters of qualifications of key items for this Project.

Discussion

Mark McConnell, MDOT Assistant Chief Engineer for Field Operations opened the meeting with a brief introduction and thanked all participants for their demonstrated interest in the project. Mr. McConnell reminded all that sign-in sheets were available at the door and that all should make sure to sign-in.

Mr. McConnell then provided an overview of the proposed improvements to SR 9 which include the construction of 10 miles of four-lane roadway with seven cross road connections. One major interchange is anticipated and the pavement is asphalt due to existing soil conditions. It is estimated that approximately 7 million cubic yards of material needs to be moved for this project.

Mr. McConnell reviewed the requirement of Request for Qualifications noting the Schedule requirement is to demonstrate how to accomplish the work – a detailed “critical path” analysis is not needed. Environmental compliance should demonstrate ability to comply with environmental requirements which are currently being negotiated. The page limit for this submittal is 25 pages, extra pages can be submitted, but only 25 will be evaluated.

Mr. McConnell noted that the primary goal of this project is to complete on schedule, which is desired by December 2012. The project will face challenges with geotechnical, as there are high volume change soils in the area that will need to be identified and managed. Bridges may also be a challenge as one bridge is currently being design as steel span, but the Design-Build Team may find another option to save time and cost. It is proposed that shortlisted Design-Build Team will receive

60% roadway plans and 100% bridge plans. Most utilities will be moved by March 2011 with right-of-way estimated to be complete by June 2011. For this reason, it is likely that a dual Notice-to-Proceed will be issued, one for design and a second for construction following completion of the right-of-way acquisition.

The shortlist is planned to be announced on January 12, 2010. Questions may be submitted to the website up to December 10, 2010. A minimum of three responders will be shortlisted. Shortlisted Design-Build Teams will be eligible for a stipend of \$75,000.

Mr. McConnell then opened the floor to questions:

1. MDOT intends to shortlist 3 maybe more. What determines how many?

MDOT makes an assessment of the qualification scoring. If more than 3 firms are bunched together and then there is a clear break to the rest of the pack, that determines the number of shortlisted teams.

2. If right-of-way is not available in June 2011, will a limited NTP be provided?

Yes, likely a limited NTP will be provided along with a schedule of the right-of-way acquisition. Periodic schedules of right-of-way acquisition can be provided during the final proposal preparation.

3. What are the requirements of the Quality Control Manager?

The Quality Control Manager must meet the requirements of the RFQ and must be independent of the Contractor.

4. What if a major environmental issues (such as discovery of the grave site) stops work?

The normal MDOT procedures for such cases will be followed. An assessment will be made to determine whether the incident affected the overall critical path of the schedule. If so, then a schedule adjustment will be made.

5. Is geotechnical information to be provided?

Yes, existing geotechnical information will be provided including bridge site borings and centerline profiles, however, the Design-Build Team may perform additional investigation.

6. Will information on the expansive soils be provided?

Yes, as part of the geotechnical information.

7. Utilities, such as TVA may be a problem.

The current schedule for utility relocation is as stated above.

8. Can the quality manager be two people, one for design and one for construction?

Yes, as long as they are independent from (not employees of) the Contractor.

9. Will the sign-in sheet be made available?

Yes, it will be posted on the project website.

10. How will the QA/QC process work?

The Design-Build Team will be responsible for the quality control and quality assurance program. MDOT will provide (possibly through a Consultant) an independent quality assurance program.

11. Will erosion control plans be reviewed by anyone other than MDOT (such as MDEQ)?

MDOT will review the erosion control plans (possibly through a Consultant).

12. Will office review plans be required as part of the design submittals?

The design submittals will be required to submit an initial overall preliminary plan. After that, individual plans may be submitted for any portion of the project. MDOT will have 21 days to complete the review. Once all comments are address, MDOT will stamp the plans as "Released for Construction". If additional reviews are requested, MDOT will participate, but the Design-Build Team is responsible for requesting such meetings.

13. Will the typical cost escalators such as fuel adjustment be allowed on this project?

No, this project will be lump sum.

14. Who will provide the project oversight, MDOT from Jackson or the District?

If MDOT provided the oversight, it would be from the District, but it is likely to be a combination of MDOT and Consultant personnel.

15. If a team has a "designate" for the Project Director, should that be identified in the Statement of Qualifications?

Design-Build Team may identify a "designate" for the Project Director, however, it is anticipated that the Project Director will maintain a presence at the site for the duration of the project.

16. Will an asphalt warranty be included in the final Request for Proposals?

The final Request for Proposal documents are currently in development, however, it is anticipated that a seven year asphalt pavement warranty will be included the specifications for this project.

Mr. McConnell thanked all participates for their time and interest in the project.

There being no further questions, the meeting was adjourned at 2:15 pm.

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.

Kent B. Dussom P.E.
Project Manager

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December 2, 2010

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MDOT Administration Building
Jackson, MS

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