

## **Request for Information (RFI)**

The Mississippi Department of Transportation (MDOT) proposes to execute a Master Contract(s) with consultant engineering firms (CONSULTANTS) for the purpose of providing underwater bridge inspection services, Statewide. These services include, but are not necessarily limited to, inspections on bridge elements which may be partially or completely submerged. The inspections will include pictures and a report with complete documentation for National Bridge Inventory (NBI) compliance. The CONSULTANT may also be required to develop underwater bridge inspection procedures for each bridge. These bridges are located throughout the state and include saltwater crossings as well as freshwater crossings. For selected bridges, portions of the bridges' substructures and the channel bottom surrounding the substructures will be displayed and recorded with acoustic imaging using high-resolution scanning sonar. In addition, heavy drift removal requiring the use of a heavy duty winch truck may be required at a number of sites. Other services include instituting Quality Control (QC) procedures to maintain the quality of underwater bridge inspections and reporting and Quality Assurance (QA) procedures to assure the adequacy of the Quality Control procedures. Non-NBI inspection of bridge elements which may be partially or completely submerged may be required on an as-needed basis. When required, the CONSULTANT will provide maintenance of traffic. The Master Contract will utilize Cost plus Fixed Fee, Labor Hour/Unit Price, or Firm Fixed Price Work Assignments. The terms of a Master Contract for a selected consultant will not exceed 3½ years with an estimated maximum contract amount of up to five (5) million dollars; however, MDOT may elect to execute a contract for a lesser not to exceed amount. Selected consultants may be assigned Work Assignments throughout the Master Contract term. Work Assignments will be assigned based on MDOT's standard operating procedures. MDOT may select up to ten (10) CONSULTANTS to be awarded a Master Contract; however, MDOT reserves the right to select a lesser amount.

To be considered, the Expression of Interest proposal must respond to all requirements of this RFI and any addenda. The recommended proposal length should not exceed twenty-five (25) pages, exclusive of appendices. The resumes (which should not exceed two pages per individual in length), SF-330 Part II, proof of state licensure and certification requirements, samples of National Bridge Inventory (NBI) underwater inspection reports, and any information not relevant to the requirements should be included in the appendices. The CONSULTANT's cover letter, table of contents, any summaries and introductions, team organizational chart, past performance information, and any other responses to the evaluation criteria should be included in the 25 pages. Pages should be numbered, single-spaced, one-sided, 8.5 inches by 11 inches with margins of at least one inch on all four sides. No more than five pages may be 11 inches by 17 inches, but they may count as two sheets each against the recommended 25-page maximum. Information within the recommended 25-page maximum of the proposal should be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. Also, all text information in the recommended 25-page maximum should be shown in a readable font, size 12 points or larger. Headers, footers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers, tabs, or similar means are recommended but are not counted as part of the recommended 25-page maximum.

The overall quality of the Expression of Interest proposal will be evaluated. This will include, but will not be limited to, overall layout and readability of the submittal, organization and comprehensiveness of the content, conformance with formatting guidelines above, and any other characteristics of the Expression of Interest that increase the quality of the document. CONSULTANTS are encouraged to thoroughly address and adhere to the recommendations and/or preferences of the Expression of Interest for the highest quality response. Failure to provide any of the information in the appropriate location indicated or adhere to the recommendations and/or preferences may adversely affect the CONSULTANT's score.

With the exception of the information to be supplied in the appendices, the Expression of Interest proposal should be divided into the following sections in the order as listed below.

CONSULTANTs interested in providing these services may so indicate by furnishing the Department **six (6) copies and one (1) CD** of an Expression of Interest proposal which should consist of the following unless specifically stated otherwise elsewhere:

1. The CONSULTANT should provide a cover letter specifying the description of the Master Contract as referenced in this RFI, the name of the Prime CONSULTANT and any of its subconsultant(s), the name of an individual who will be the single point of contact throughout the selection process, the name of the Project Manager, the location and address of the managing office, and the location and address of the office(s) that may be assigned the work (including any subconsultant(s)). Should any subconsultant(s) be teaming with the CONSULTANT, identify both the roles of the CONSULTANT and the subconsultant(s). In addition, the CONSULTANT must note if this is a joint venture.
2. The CONSULTANT should provide a team organizational chart that lists each individual's name, job title for the project, and company of employment. The CONSULTANT should provide a resume in the appendix for each individual anticipated to be assigned to the project as specified in the organizational chart. In addition, the CONSULTANT should provide a written summary (to be included in the recommended 25 page maximum) of each individual's experience and qualifications relative to those services specifically defined in this RFI. The resumes should include an experience record for each diver and engineer that may be involved in this work as well as a listing by classification of each employee who may be assigned to this work. The CONSULTANT should also provide proof that the **Project Manager is licensed as a Mississippi Professional Engineer** and provide evidence that the CONSULTANT has met state licensure and certification requirements\*\*. MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the CONSULTANT. In addition to extensive underwater investigation experience, a CONSULTANT should have qualified engineering personnel licensed as Mississippi Professional Engineers on its staff, capable of rendering sound judgments and evaluations regarding the structural integrity of underwater bridge elements. All divers who may perform inspections should have attended and successfully completed a FHWA-approved comprehensive bridge inspection training course or other FHWA-approved underwater inspection training course as prescribed in the National Bridge Inspection Standards (NBIS), 23 CFR 650.309.

The underwater inspection(s) should be conducted by a certified diver(s) meeting the requirements of the National Bridge Inspection Standards (NBIS). All underwater inspections should be conducted under the direct supervision of a NBIS-qualified Team Leader. Members of the dive team should meet the requirements of and follow the operations procedures prescribed in the Occupational Safety and Health Administration (OSHA) regulations (29 CFR Part 1910, Subpart T-Commercial Diving Operations) and United States Coast Guard (USCG) regulations covering commercial diving operation in areas under USCG jurisdiction (46 CFR, Chapter I, Subchapter V, Part 197, Subpart B, Commercial Dive Operations). The CONSULTANT should have a Mississippi-licensed Professional Engineer (Civil/Structural) on its staff who is directly responsible for the thoroughness of the inspections, the analysis of the inspection findings, and any subsequent recommendations of corrective actions to be taken. **The CONSULTANT should provide copies of the certifications of training for the courses described above for each individual diver including any certifications from subconsultant(s).** All certifications and licenses should be provided in the appendix.

3. The CONSULTANT should provide a description of similar type work completed during the past five (5) years which qualifies the CONSULTANT for this work. **Provide a detailed description of the role of the CONSULTANT and define whether the CONSULTANT was the prime or a subconsultant. Include in the description the amount of the CONSULTANT's contract for the work they provided for the project, the date the CONSULTANT's project was initiated, the CONSULTANT's scheduled completion date in accordance with the progress schedule, and when the CONSULTANT completed the work in accordance with the contract. If the CONSULTANT's project was not completed on time, provide justification (if any).** For each of

the projects, the CONSULTANT should provide the name of the client and the client's representative who can verify and discuss the project. Any subconsultant teaming with the CONSULTANT should also provide the above requested past performance information. **In addition, the CONSULTANT should provide at least five (5) samples of National Bridge Inventory (NBI) underwater inspection reports for the above referenced past projects which qualify the CONSULTANT for this work.**

4. The CONSULTANT(s) (and any subconsultant(s)) should provide a description of its Quality Control and Quality Assurance (QC/QA) Plan for underwater inspections and report preparations similar to the project description. The QC/QA plan should fulfill the requirements set forth in the NBIS.
5. The CONSULTANT should provide Part II of Standard Form (SF)-330, Architect-Engineer Qualifications. If a CONSULTANT has branch offices, complete the form for each specific branch office seeking work. In addition, this form should be completed for any subconsultant(s) in the same manner. This form can be obtained at the following web address:

[http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20\(SF\)%20330,%20Part%20II.pdf](http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf).

The Department will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance: a) CONSULTANT's (and any subconsultant's) past experience, performance, and qualifications on similar projects with MDOT and/or other clients, b) Experience, performance, and qualifications of the team's staff, c) Quality, clarity, and thoroughness of the sample inspection reports provided in this proposal, d) Quality, clarity, and thoroughness of the QC/QA Plan, and e) Quality of proposal.

The CONSULTANT should mark any and all pages of the Expression of Interest proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the proposal that the CONSULTANT considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL." Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

DBE goals may be applied to Work Assignments at MDOT's discretion. In the event that a DBE goal is required on an individual Work Assignment, MDOT approval of the DBE subconsultant(s) will be required.

The MDOT reserves the right to reject any and all Expression of Interest proposals, discontinue contract execution, and/or request additional information with any party at any time prior to final contract execution.

The MDOT reserves the right to obtain references from any source listed in the Expression of Interest proposal and any other source deemed appropriate for any of the requirements/criteria listed in this RFI.

If a CONSULTANT opts to request a debriefing following the announcement of the selected consultant(s), the CONSULTANT shall send an email to the below addressee within two (2) weeks of the distribution of the notification letter of the selected consultant(s). Any debriefings shall be limited to the merits of the individual CONSULTANT's proposal.

Scot Ehrgott, P.E.  
MDOT Director of Consultant Services  
e-mailed to [sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy [srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

All questions related to this solicitation shall be e-mailed to the addressee below:

Scot Ehr Gott, P.E.  
MDOT Director of Consultant Services  
e-mailed to [sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy [srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

Only written requests e-mailed 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 and addenda will be in writing and will be posted to the MDOT website (<http://mdot.ms.gov/portal/LegalAD.aspx>) no later than seven (7) days prior to the submittal deadline. The submission deadline for questions will be 10 days prior to the submittal deadline. CONSULTANTS shall be solely responsible for checking the website for updates. The MDOT will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

An example of a typical MDOT engineering services Master Contract template may be found on the website at the web link indicated below. The template will be identified as "Engineering Services Master Contract Template." The COMMISSION intends to utilize this template in order to execute a contract with the selected consultant. Contract terms are non-negotiable; however, MDOT reserves the right to modify the contract terms at its discretion.

<http://sp.gomdot.com/Consulting/%20Services/Pages/Templates.aspx>

To be considered, all replies must be received by 5:00 p.m., Central Time, Thursday, July 28, 2016, in the Office of the Director of Consultant Services, Scot Ehr Gott, mail code 90-01, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi 39201.

The Legal Notice for this RFI will appear in the Clarion Ledger on June 29<sup>th</sup> and July 6<sup>th</sup>, 2016.

The Mississippi Transportation Commission and the Mississippi Department of Transportation are equal opportunity employers.

\*\*Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. CONSULTANTS are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and CONSULTANTS 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).

As provided by Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), the Mississippi Department of Transportation (MDOT) assures that no person shall on the grounds of race, color, national origin, sex, religion, age, or disability be excluded from participating in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity from the MDOT.