

# **REQUEST FOR PROPOSAL**

**1/16/2019**

## **CONTRACT FOR ENGINEERING SERVICES**

Environmental Stewardship & Compliance Program:  
Erosion and Sediment Control & Other Related Environmental Concerns  
Project Number: SP-9999-09(223)/105841-103000  
Statewide

**Issuing Office  
Mississippi Department of Transportation  
P. O. Box 1850  
Jackson, Mississippi 39215-1850**

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**PART 1:  
GENERAL INFORMATION FOR CONSULTANT(S)**

**I. Purpose**

This Request for Proposal (RFP) is intended to provide interested consulting engineering firms (hereinafter referred to as CONSULTANT(S)) with sufficient information for the preparation and submission of a proposal (hereinafter referred to as PROPOSAL) for consideration by the Mississippi Transportation Commission (hereinafter referred to as the **COMMISSION**). The services requested consist of the following:

*Assist MDOT with the Environmental Stewardship and Compliance Program to address erosion and sediment control issues for MDOT's transportation construction projects (including State Aid and/or Local Public Agency projects), Statewide and other related environmental concerns for this program (hereinafter referred to as the PROJECT). Additional services may apply as identified in this RFP.*

**II. Issuing Office**

This RFP is issued by the Mississippi Department of Transportation (MDOT) on behalf of the **COMMISSION**. CONSULTANT(S) submitting PROPOSALS must comply with the instructions in this RFP, Legal Ad, and any addenda. The issuing office is identified below:

Scot Ehrgott, P.E.  
Mississippi Department of Transportation  
Consultant Services Unit  
P.O. Box 1850  
Jackson, Mississippi 39215-1850  
Or e-mail Scot Ehrgott, P.E.  
[sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)

**III. Intent of the COMMISSION**

The intent of the **COMMISSION** is to negotiate a Contract for Engineering Services with the most qualified CONSULTANT to provide the services specified herein. This document does not and is not intended to include or address every item that will be included or addressed in the contract for engineering services.

**IV. The Selection Process**

Selection of a CONSULTANT will be based on the criteria established in this RFP and/or any addenda. CONSULTANT(S) **shall not** submit any cost or price information with their PROPOSALS. CONSULTANT(S) for this RFP should submit complete PROPOSALS sufficient for final selection of the most qualified firm. The MDOT will then select the most qualified firm based on the criteria. The

**MDOT** reserves the right to select the CONSULTANT for negotiations using one of the following methods:

- A. Final ranking of all PROPOSALS based on the initial response to this RFP, or
- B. Selection of a *Short List* of at least three (3) and not more than five (5) qualified CONSULTANTS, if available. CONSULTANTS on the *Short List* will then be asked to make presentations and/or provide additional information to the appropriate MDOT staff. The *Short-listed* CONSULTANTS will be notified by a written letter. The letter will provide all pertinent information necessary to prepare for the presentation and/or request for additional information. If this *Short List* method is used, final ranking will be made after the Selection Committee evaluates the *Short-listed* CONSULTANTS.

Once the most qualified firm is selected, MDOT will enter into negotiations for a sound scope, costs, and a schedule. The MDOT will draft a contract for the most qualified CONSULTANT to execute based on the description of work established in this RFP and/or any addenda. If MDOT is unable to negotiate a contract with the selected CONSULTANT at a fair and reasonable cost, then MDOT may select the next most qualified firm on the selection list until a contract has been executed. In addition, time is of the essence in negotiation and execution of the contract from the selected CONSULTANT. If the selected CONSULTANT does not execute the contract or is unable to meet any contractual requirements within 15 days of receipt, then MDOT may select the next most qualified firm on the selection list until a contract has been executed.

The MDOT reserves the right to 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 PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this RFP.

## **V. Type of Contract**

The contract shall utilize a **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed payment method to include a maximum “not to exceed” amount**. The contract will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

After the most qualified CONSULTANT is selected by the MDOT, costs will be negotiated between the most qualified CONSULTANT and MDOT for all necessary services provided to MDOT in support of this PROJECT. Direct Expenses may be reimbursable and will count towards the “not to exceed” amount negotiated as part of the contract.

An example of a typical MDOT engineering services contract template may be found on the website at the web link indicated below. The template will be identified as “Engineering Services Contract Template.”

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

All written questions regarding this contract template shall be e-mailed to the below addressees no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

Scot Ehrgott, P.E.  
[sehgott@mdot.ms.gov](mailto:sehgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

MDOT may update this contract template throughout the procurement process. MDOT intends to post the final contract template for this PROJECT to the website indicated above no later than **the date indicated in Part 1, Section XXIII. Procurement Schedule.** Contract terms after this date are non-negotiable; however, MDOT reserves the right to modify the contract terms at its discretion.

The **COMMISSION** intends to utilize this template in order to execute a contract with the selected CONSULTANT.

#### **VI. Rejection of PROPOSALS and/or Discontinuance of Contract Execution**

The **COMMISSION** reserves the right to reject any and all PROPOSALS and/or to discontinue contract execution or contract negotiations with any party at any time prior to final contract execution.

#### **VII. Costs Incurred by CONSULTANT Prior to Execution of a Contract**

The **COMMISSION** shall not be liable for any costs incurred by any CONSULTANT prior to the execution of a contract by all parties. Furthermore, the **COMMISSION** shall not be liable for any costs incurred by the CONSULTANT under the contract prior to the effective date of the MDOT Project Director's Notice to Proceed.

#### **VIII. Addenda to and/or Questions about the RFP**

Only written requests by e-mail to the below addressees will be considered.

Scot Ehrgott  
[sehgott@mdot.ms.gov](mailto:sehgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

No requests for additional information or clarification directed to any other MDOT office, consultant, or employee will be considered. All responses to written questions and addenda will be in writing and will be posted to the MDOT website indicated below:

<http://mdot.ms.gov/portal/LegalAd.aspx>

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.

All written questions shall be e-mailed to the above addressees no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

MDOT intends to post written answers for this RFP to the website indicated above no later than **the date and time indicated in Part 1, Section XXIII. Procurement Schedule.**

### **IX. Pre-proposal Meeting**

A pre-proposal meeting will not be held for this RFP.

### **X. CONSULTANT Submission**

To be considered, **eight (8) copies and one (1) CD/flash drive containing electronic PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **the date and time indicated in Part 1, Section XXIII. Procurement Schedule,** at the office of the MDOT Consultant Services Unit, addressed to Scot Ehrgott, 10th floor, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi 39201.

PROPOSALS received after this date and time may be deemed non-responsive.

### **XI. PROPOSALS**

To be considered, CONSULTANT(s) must submit a complete response to this RFP and any addenda, addressing those requirements provided in Part 2 of this RFP. No other distribution of PROPOSALS should be made by the CONSULTANT. **The original and all required copies of the PROPOSAL should be signed by an official authorized to bind the CONSULTANT to its provisions.**

The CONSULTANT should mark any and all pages of the 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 of 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.

### **XII. Economy of Preparation**

PROPOSALS should be prepared simply and economically, providing a straightforward, concise description of the CONSULTANT's ability to meet the requirements of the RFP and any addenda.

### **XIII. Prime Consultant Responsibilities**

The selected CONSULTANT will be required to assume responsibility for all services offered in the PROPOSAL whether or not these services are produced directly by the CONSULTANT or through subconsultant(s). Furthermore, the COMMISSION will consider the CONSULTANT selected to be the sole point of contact with regard to contractual matters, and the MDOT retains the right to approve or disapprove all proposed subconsultant(s). CONSULTANT(s) responding to this RFP should identify all proposed partners and subconsultant(s).

Any partners and subconsultants are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of partner(s) and subconsultant(s) are discouraged and are subject to MDOT's approval. MDOT will not approve requests for modification without justification to MDOT's satisfaction.

Under no condition will the selected CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected CONSULTANT performs at least 40% of the overall contract with its own forces.

The selected CONSULTANT must be registered with the Mississippi Secretary of State's Office to do business in the State of Mississippi prior to contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a contract with the selected CONSULTANT. MDOT may then reject the selected CONSULTANT for the duration of this process and negotiate a contract with the next most qualified CONSULTANT on the list until the contract has been executed. Additional requirements may apply as identified in Part 2 of this RFP.

### **XIV. Disclosure of PROPOSAL Contents**

All materials submitted in response to this RFP shall become the property of the COMMISSION and may be returned only at the COMMISSION's option. All information submitted in response to this RFP shall be subject to disclosure under the Mississippi Public Records Act and any other applicable law.

### **XV. Nondiscrimination Requirement**

By submitting a response to this RFP, the CONSULTANT agrees that it understands that the COMMISSION is an equal opportunity employer. It is the policy of the COMMISSION to comply with all applicable portions of Title VI of the Civil Rights Act of 1964, which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The proposed contract will require that the CONSULTANT and all subconsultant(s) agree to strictly adhere to this policy in all employment practices and provision of services.

In the event the CONSULTANT performs work for the COMMISSION that involves the selection of a site or location of a facility, the CONSULTANT shall utilize criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive

measures for obtaining citizen participation from persons of all applicable races, colors, religions, sexes and national origins.

**XVI. Disadvantaged Business Enterprise (DBE) Goal**

The DBE goal for this PROJECT is 0%. The CONSULTANT shall exercise all necessary and reasonable steps to ensure that participation is equal to or exceeds the contract goal. CONSULTANTS may visit MDOTs website, [www.gomdot.com](http://www.gomdot.com), to view a complete list of “Certified DBE Firms” which have been certified as such by the Mississippi Department of Transportation and other Unified Certification Partners (UCPs). The DBE firm must be on the Department’s list of “Certified DBE firms” as listed on MDOT’s website, [www.gomdot.com](http://www.gomdot.com) and approved by MDOT to count towards meeting the DBE goal.

**XVII. Notification of Selected CONSULTANT(s)**

The selected CONSULTANT(s) for both the "Short-List" (if necessary) and the final selection will be notified of their status in writing by the MDOT. The CONSULTANT(s) whose PROPOSALS are not selected will be notified in writing of the name of the selected CONSULTANT(s) at the same time.

**XVIII. Debriefing Request(s)**

If a CONSULTANT opts to request a debriefing following the announcement of the selected CONSULTANT, the CONSULTANT shall send an e-mail to the below addressees within two (2) weeks of the distribution of the notification letter of the selected CONSULTANT. Any debriefings shall have no more than two (2) CONSULTANT representatives present and shall be limited to the merits of the individual CONSULTANT’s PROPOSAL. All debriefings shall be held at MDOT’s Jackson downtown facility.

Scot Ehrgott, P.E.  
[sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

**XIX. Contract Administration**

The CONSULTANT’s contract will be administered by the MDOT. All payments will be made to the contracted prime CONSULTANT(s) by the MDOT. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).



## **XX. Conflict of Interest**

CONSULTANTS shall provide information concerning potential conflicts of interest and disclose all relevant facts concerning any past, present, or currently planned interests which may present a conflict of interest. Examples of potential conflicts of interest include relationships or situations which would impair the CONSULTANT's judgment on the job, impair the ability to perform, or allow the CONSULTANT an unfair competitive advantage. The CONSULTANT shall state how its interests or those of its chief executives, directors, individuals, or subconsultants for this contract may result in, or could be viewed as, a conflict of interest. Furthermore, the CONSULTANT shall describe actions taken, or proposed to be taken, to mitigate stated conflicts or potential conflicts.

The responsibility of the CONSULTANT to disclose a conflict of interest if one is discovered is ongoing, prior to award and throughout the contract period. The CONSULTANT agrees that, if a conflict of interest is discovered, the CONSULTANT must make an immediate and full disclosure to MDOT that includes a description of the action that the CONSULTANT has taken or proposes to take to avoid or mitigate such conflict.

**If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL.**

## **XXI. Suspension and Debarment**

**The Prime CONSULTANT shall ensure that it and any subconsultants are not suspended or debarred as specified in 2 CFR 1200 and 2 CFR 180.**

## **XXII. Key Personnel Modifications**

Key Individuals and team members, as identified in the organizational chart, are to remain for the duration of the contract and changes cannot be made without prior MDOT approval. Modifications of Key Individuals are discouraged. MDOT will not approve requests for modification without justification. Examples of justification include death of a Key Individual, 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 execution of the contract, the CONSULTANT shall e-mail the below addressees:

Scot Ehrgott, P.E.  
[sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

The request shall include:

- A. The nature of the desired change;
- B. The reason for the desired change;

- C. A statement of how the desired change will meet the required qualification for the position/responsibility; and
- D. A copy of the individual's resume for review.

MDOT will review the justification and resume of the Key Personnel and determine whether the modification is appropriate and notify the CONSULTANT. Failure to receive approval for any modification in personnel may result in termination of negotiations.

**XXIII. Procurement Schedule**

The following schedule identified below lists the projected dates for the procurement of this contract.

<b><u>Procurement Schedule</u></b>	
Advertisement dates for legal notice	January 16 <sup>th</sup> and January 23 <sup>rd</sup> , 2019
Deadline for CONSULTANTS' written questions	January 30 <sup>th</sup> , 2019
*Answering of written questions/ posting of final contract template	*February 5 <sup>th</sup> , 2019
Deadline for delivery of PROPOSALS	February 19 <sup>th</sup> 2019, 5:00 p.m.
*Selection of qualified CONSULTANT(s)	*April 2019
*Contract Execution	*July 2019

**\*Approximate dates only**

Note: All times are Central Time.

The contract period may range from approximately 3 to 5 years in duration. **MDOT reserves the right to enter into additional contracts for the work covered in this RFP.**

**PART 2:  
INFORMATION REQUIRED/SELECTION CRITERIA**

**I. Format for PROPOSAL**

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. The recommended PROPOSAL length should not exceed 25 pages, exclusive of appendices. The resumes (which should not exceed two pages per individual in length), Standard Form (SF) 330 Part II, proof of state licensure and certification requirements, and any information not relevant to the requirements or criteria 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 indicated in Part 2, Section III of this RFP should be included in the 25 pages. Any information beyond the recommended 25-page maximum, exclusive of appendices, may not be considered. 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 will 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. Tabs are recommended and are not counted as part of the recommended 25-page maximum.

The overall quality of the 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 PROPOSAL that increase the quality of the document. CONSULTANTS are encouraged to thoroughly address and adhere to the recommendations and/or preferences of the PROPOSAL 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.

**II. Requirements and Instructions for PROPOSAL submission**

CONSULTANT(s) interested in providing these services may indicate so by furnishing MDOT with **eight (8) copies and one (1) CD/flash drive containing electronic PDF file(s)** of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide their PROPOSAL into the following sections as listed below, clearly separated by tabs; however, resumes, certifications/licenses, SF 330 Part II, and other information not relevant to these requirements and/or preferences should be included in the appendices as indicated above. **CONSULTANTS should address each of the following categories in their PROPOSAL in the same order as listed below.** MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the information listed in this RFP. The quality of the PROPOSAL will be considered when evaluating the CONSULTANT's PROPOSAL. The PROPOSAL should provide at a minimum the following information:

## A. Provide a Cover Letter/Introduction

The CONSULTANT should provide a cover letter/introduction specifying the following information:

- ✓ the description of the contract as referenced in this RFP,
- ✓ the name of the prime CONSULTANT and any of its subconsultant(s) along with the roles/responsibilities of each firm,
- ✓ the name of the individual who will be the single point of contact throughout the selection process,
- ✓ the name of the Project Manager, and
- ✓ the location and address of the managing office.

**In addition, the CONSULTANT shall provide information concerning potential conflicts of interest as referenced in Part 1, Section XX of this RFP. If no potential conflict of interest exists, the CONSULTANT should indicate so in the cover letter to the PROPOSAL. \*The CONSULTANT should provide proof that the firm has met state licensure and certification requirements in the appendix. The CONSULTANT must note if this is a joint venture. If selected, a joint venture must meet all contract requirements as a joint venture, including insurance requirements.**

## B. Past Experience

The CONSULTANT and any subconsultant(s) should provide a description of projects for similar work performed during the past five (5) years which qualifies the CONSULTANT for this work. Projects completed during the past five (5) years are preferred. This project description should include the work related to the Project Description established in Part 3 of this RFP. The CONSULTANT and any subconsultant(s) should provide the following information at a minimum for each project:

- ✓ a description of the project including the role/responsibility of the CONSULTANT,
- ✓ define whether the CONSULTANT was the prime or a subconsultant,
- ✓ the amount of the CONSULTANT's contract for the work they provided for the project,
- ✓ the date the CONSULTANT's contract was initiated,
- ✓ the CONSULTANT's scheduled completion date in accordance with the progress schedule,
- ✓ the date the CONSULTANT completed the work in accordance with the contract, and
- ✓ the name and contact information of the client and the client's representative who can verify and discuss the project

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\* Miss. Code Ann 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 ensure 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).

**In addition, the CONSULTANT and any subconsultant(s) should list any staff from the organizational chart that worked on the projects and identify their roles for the projects. If the CONSULTANT's project was not completed on time, provide justification (if any).**

### **C. Description of Staff, Organizational Chart, and Resumes**

The CONSULTANT(s) should propose an appropriate and efficient quantity and quality of staff to ensure the successful completion of all work established in Part 3 of this RFP with limited MDOT support. The following information should be included in this section unless specifically stated otherwise:

1. The CONSULTANT should provide a team organizational chart that identifies Key Personnel and other relevant employees of the CONSULTANT and any subconsultant(s) for this contract as indicated below (Part 2, Section II.C.2). Key Personnel include the Project Manager. **The team organizational chart should include each individual's name, job description (for this contract), company of employment, and primary office location.** In addition, the organizational chart should be arranged in accordance with the tasks outlined in Part 3 of this RFP. The organizational chart should be tabbed and clearly defined.
2. The CONSULTANT should include the following specific information for the Key Personnel and other relevant employees listed below and reference all individuals in the organizational chart:
  - a. **Project Manager** – MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager should be provided for overall project oversight. Activities of the Project Manager will include but will not be limited to, establishing and administering controls to ensure the quality of deliverables, monitoring the project status, developing (with MDOT) and maintaining a detailed project work plan and schedule, and providing status reports to MDOT as requested.
    - i. The CONSULTANT should provide a written summary indicating why the individual serving as the Project Manager would be the best candidate for this contract and describe how they will be engaged in this contract.
    - ii. The CONSULTANT should describe up to three (3) similar projects that the Project Manager has managed (completed projects are preferred) in the last five (5) years. The description should include at a minimum the following information:
      - ✓ the role and the level of work provided by the Project Manager,
      - ✓ the name of the firm with which the Project Manager was employed for the project,
      - ✓ the date that the Project Manager's firm initiated the contract for the project,
      - ✓ the date the project was completed in accordance with the firm's contract, and

✓ the firm's contract amount.

iii. **The PROPOSAL should include proof that the Project Manager is licensed as a Mississippi Professional Engineer\* in the appendix.**

b. **Other Relevant Employees:** Other relevant employees include any additional staff members of the CONSULTANT and subconsultant(s) who will be utilized to perform any other services in accordance with the Project Description established in Part 3 of this RFP.

i. The CONSULTANT should define these other relevant employees and provide a chart summarizing the roles, responsibilities, and relevant certifications for each employee relative to the services listed in the Project Description established in Part 3 of this RFP.

3. Resumes for all Key Personnel and other relevant employees as listed above and in the team organizational chart should be included in the appendix. Resumes (which should not exceed two pages per individual in length) should reflect qualifications and recent experience relevant to the Project Description established in Part 3 of this RFP.

4. Copies of any licenses/certifications (Erosion & Sediment Control certification, MS Professional Engineer license, etc.) of the staff as listed on the organizational chart that may prove advantageous to performing the services established in Part 3 of this RFP should be provided in the appendices.

#### **D. Plan to Commit Necessary Accessible Staff and Resources**

The CONSULTANT should provide a plan which indicates that the team has the necessary resources, including necessary accessible staff, to successfully complete the tasks (as indicated in Part 3) in a timely manner. In addition, the CONSULTANT should develop a chart which indicates any other active projects that any individuals, as listed on the organizational chart (including any subconsultant(s)), are currently working to complete. The CONSULTANT should identify the percent of effort on a weekly basis that these individuals will be able to commit towards this project and indicate how they plan to balance workloads to commit the staff and resources necessary to successfully complete tasks in a timely manner;

**The Committee reserves the right to specifically request additional information and clarification at any time to verify the CONSULTANT's plan.**

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\* Miss. Code Ann 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 ensure 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).

**E. Project Approach and Application of Best Management Practices (BMPs)**

The CONSULTANT should provide a description of their approach and application of BMPs which help prevent, reduce, and/or treat contamination of water, or which help prevent or reduce soil erosion for similar type projects in relation to Part 3 of this RFP.

This description should also include, but not necessarily be limited to, a summary of the team's approach to training personnel as it relates to these elements indicated above.

**F. Location/Proximity of CONSULTANT's Office(s)**

In addition to providing the location and address of the managing office (as indicated in the Cover Letter/Introduction), the CONSULTANT should also provide any other office locations (including addresses) where any work may take place. If subconsultant(s) will be provided, the CONSULTANT should identify their office location(s) where work may be provided.

**G. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications**

The CONSULTANT should provide Part II of 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).

This Form should be provided in the appendix.

### **III. CONSULTANT Selection Criteria**

All responsive PROPOSALS received from CONSULTANT(s) will be reviewed and evaluated by the selection committee based on the selection criteria listed below. The criteria are listed in order of their relative importance to the selection committee.

- A.** Past experience and performance of the CONSULTANT (and any subconsultant(s)) in erosion and sediment control and other environmental related activities;
- B.** Experience, performance, and qualifications of the team's staff in erosion and sediment control and other environmental related activities;
- C.** The team's current plan to commit necessary accessible staff and resources to complete the tasks in a timely manner;
- D.** The team's overall approach and application of Best Management Practices (BMPs) and how the practices apply to similar type of projects;
- E.** Location/proximity of the CONSULTANT's (and any subconsultants') office(s); and
- F.** Quality of PROPOSAL



**PART 3:  
PROJECT DESCRIPTION**

The CONSULTANT will assist MDOT with the Environmental Stewardship and Compliance Program to address erosion and sediment control issues for MDOT's transportation construction projects (including State Aid and/or Local Public Agency projects), Statewide and other related environmental concerns for this program.

This contract will primarily consist of providing services including, but not limited to, the following:

- Conduct storm water program inspections;
- Conduct storm water program documentation verifications for quality performance;
- Review erosion control plans;
- Update and conduct storm water training;
- Review and make recommendations to enhance storm water compliance operations;
- Review and make recommendations to update environmental policies and procedures related to storm water compliance; and
- Provide on-call assistance when required to assist MDOT with erosion and sediment control and/or other environmental issues.