

REQUEST FOR PROPOSAL

08/21/19

IDIQ MASTER (ON-CALL) CONTRACT FOR Appraisal and Appraisal Review Services

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 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:

Provide appraisal and appraisal review services and any additional reporting needed for Right of Way projects, statewide (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

III. Intent of the COMMISSION

The intent of the **COMMISSION** is to award an Indefinite Delivery / Indefinite Quantity (IDIQ) Master Contract(s) to CONSULTANT(s) 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 professional services.

IV. The Selection Process

Selection of CONSULTANT(s) 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(s). The MDOT will then select the most qualified firm(s) based on the criteria. The **MDOT** reserves the right to select the CONSULTANT(s) for award of an IDIQ Master Contract using the following method:

- Final ranking of all PROPOSALS based on the initial response to this RFP.

Once the most qualified firm(s) are selected and awarded an IDIQ Master Contract by the COMMISSION, the MDOT will provide the IDIQ Master Contract for the selected CONSULTANT(s) to execute based on the description of work established in this RFP and/or any addenda. If the selected CONSULTANT(s) do not execute the contract or are unable to meet any contractual requirements within 30 days of receipt, then MDOT may select the next most qualified firm on the selection list until an IDIQ Master Contract has been executed.

Selected CONSULTANT(s) may then be assigned Work Assignments throughout the IDIQ Master Contract term. Work Assignments will be assigned based on MDOT's standard operating procedures. In addition, selected CONSULTANT(s) may also be considered by Local Public Agencies (LPAs) during their selection procedures in accordance with the "Local Public Agency Consultant Operating Procedures for Professional Services."

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 IDIQ Master Contract will utilize **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed price Work Assignments to include a maximum "not to exceed" amount* for any federally funded projects.** The IDIQ Master Contracts and associated Work Assignments will include all appropriate federal contract provisions in accordance with 49 CFR Part 18, and 23 CFR 172 as revised. The IDIQ Master Contract and associated Work Assignments will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

The execution of an IDIQ Master Contract is no assurance that any Work Assignment will be assigned to the CONSULTANT or that the parties will enter into Work Assignment(s). If a Work Assignment is assigned to the CONSULTANT, costs may be negotiated at a fair and reasonable price. Direct expenses may also be reimbursable.

An example of a typical MDOT professional services contract template may be found on the website at the web link indicated below. The template will be identified as "Professional Services IDIQ Master 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.**

* All Consultant and subconsultant firms, shall comply with the AASHTO Uniform Audit & Accounting Guide – 2016 edition (as revised), unless specifically authorized otherwise by MDOT. Information regarding this guide may be found at <http://audit.transportation.org/>

Scot Ehrgott, P.E.
sehrgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
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(s).

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 the execution of any IDIQ Master Contract or Work Assignment with any party at any time.

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 an IDIQ Master Contract or Work Assignment by all parties. Furthermore, the COMMISSION shall not be liable for any costs incurred by the CONSULTANT under any Work Assignment prior to the effective date of the MDOT Project Director's Notice to Proceed for that Work Assignment.

VIII. Addenda to and/or Questions about the RFP

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

Scot Ehrgott
sehrgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
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 Ehr Gott, 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

Each 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 an IDIQ Master 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 MDOT is committed to provide for full participation by Disadvantaged Business Enterprises (DBEs) in contracting opportunities available through this IDIQ Master Contract, to the greatest extent practical. DBE goals may be applied to a Work Assignment 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.

CONSULTANT(s) may visit MDOT's website, 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, and approved by MDOT to perform the classification of work to count towards meeting the DBE goal.

XVII. Notification of Selected CONSULTANT(s)

The selected CONSULTANT(s) will be notified in writing of their status by MDOT. The CONSULTANT(s) whose PROPOSALS are not selected will be notified in writing of the name of the selected CONSULTANT(s).

XVIII. Debriefing Request(s)

If a CONSULTANT, who was not selected, opts to request a debriefing following the announcement of the selected CONSULTANT(s), 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(s). 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. MDOT will not administer debriefings for consultant(s) selected for this contract.

Scot Ehrgott, P.E.
sehgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
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
and copy (Cc)
Stephen Rone
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 IDIQ Master Contract.

Procurement Schedule	
Advertisement dates for legal notice	August 21 st and August 28 th , 2019
Deadline for CONSULTANTS' written questions	September 4 th , 2019, 5:00 p.m.
*Answering of written questions/ posting of final contract template	*September 11 th , 2019
Deadline for delivery of PROPOSALS	September 19 th , 2019, 5:00 p.m.
*Selection of qualified CONSULTANT(s)	*December 2019

***Approximate dates only**

Note: All times are Central Time.

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

I. Requirements and Instructions for PROPOSAL submission

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. Firms should limit their PROPOSAL to the specific information requested in Part 2 of the RFP. Any additional information will not be considered.

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. **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 PROPOSAL should provide at a minimum the following information:

A. Cover Letter/Introduction

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

- ✓ the description of the IDIQ Master 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 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 the following information, where applicable:

1. The CONSULTANT should provide a description for up to five (5) projects for similar work performed during the past five (5) years which qualifies the CONSULTANT for this work. In addition, any subconsultants teaming with the prime CONSULTANT should provide a description for up to three (3) 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, but not required. 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/subconsultant;
- ✓ the name and contact information of the client (i.e., the name of the company/agency with which the CONSULTANT/subconsultant contracted) and the client's representative who can verify and discuss the project;
- ✓ the amount of the CONSULTANT's/subconsultant's contract for the work they provided for the project;
- ✓ the date the CONSULTANT's/subconsultant's contract was initiated; and
- ✓ the date the CONSULTANT/subconsultant completed the work in accordance with the contract.

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:

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. 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 include a detailed resume of the Project Manager. 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.

- ii. **The CONSULTANT should include proof that the Project Manager is a licensed certified general real estate appraiser, licensed by the Mississippi Real Estate Appraiser Licensing and Certification Board, to perform appraisal work in the State of Mississippi.**
 - iii. The CONSULTANT should include any additional certifications/licenses of the Project Manager in this section.
- 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 provide resumes for all other relevant employees as referenced in the organizational chart. 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.
 - ii. Copies of any licenses/certifications 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 also be provided in this section.
 - iii. The Appraiser of Record shall be a State Licensed Certified General Real Estate Appraiser in good standing with the Mississippi Real Estate Appraiser License and Certification Board (proof of license/certification should be provided in this section) and should have a minimum of two (2) years of appraisal experience in appraisal of real property for the purpose of right of way acquisition and eminent domain court testimony.
 - iv. The Review Appraiser shall be a State Licensed Certified General Real Estate Appraiser in good standing with the Mississippi Real Estate Licensure and Certification Board (proof of license/certification should be provided in this section) and should have a minimum of six (6) years of appraisal experience in appraisal and/or appraisal review of real property for the purpose of right of way acquisition.

D. 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.

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. Experience, performance, and qualifications of the team's key personnel and other relevant employees that will be dedicated to MDOT projects;
- B. CONSULTANT's (and any subconsultants') past experience on similar projects with MDOT and/or other clients as referenced in Part 3; and
- C. Location/proximity of the CONSULTANT's (and any subconsultants') office(s).

**PART 3:
PROJECT DESCRIPTION**

The CONSULTANT will provide appraisal and appraisal review services and any additional reporting needed for Right of Way projects, statewide, including, but not limited to, the following:

- Appraisal Services
 - Comparable Sales Brochure
 - Property Owner Contact and Property Inspection
 - Appraisal Reports
 - Narrative Appraisal Reports
 - Properly Documented Appraisal Reporting
 - Application of the Before and After Rule
 - Appraisal Parcel / Unit Cost
 - Revised Appraisal Reports
 - Additions to the Comparable Sales Brochure as a result of Revised Appraisals
 - Appraisal in Preparation of Testimony in Eminent Domain Court
 - Right of Way Field Review Report
 - Appraisal Technical Assistance
 - Disposal of Excess Property
 - The Purchase of real property that is not subject to Eminent Domain proceedings
 - Other related appraisal services

- Appraisal Review Services
 - Review Comparable Sales Brochure
 - Appraisal Review Reports
 - Review Narrative Appraisal Reports
 - Properly Documented Appraisal Review Reporting
 - Application of the Before and After Rule
 - Appraisal Review Parcel / Unit Cost
 - Revised Appraisal Review Reports
 - Review Additions to the Comparable Sales Brochure as a result of Revised Appraisals
 - Appraisal Review of Appraisals Prepared in Preparation for Testimony in Eminent Domain Court
 - Appraisal Review Technical Assistance
 - Review Disposal of Excess Property
 - Review the Purchase of real property that is not subject to Eminent Domain proceedings
 - Other related appraisal review services

In addition, CONSULTANTS may be asked to provide document development and/or policy and procedure review for MDOT.

Services shall comply with the current version of the following publications:

1. MDOT Right of Way Operations Manual (ROM), as revised;
2. Uniform Act (49 CFR Part 24 of the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs);
3. The Uniform Standards of Professional Appraisal Practice, (USPAP);
4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C. § 4601 and Regulations promulgated pursuant thereto at 49 CFR Part 24;
5. Mississippi law applicable to governmental acquisition appraisal; and
6. Any other publications listed in Exhibit 8, or as instructed by MDOT.