

REQUEST FOR PROPOSAL

September 4, 2013

CONTRACT FOR PROFESSIONAL SERVICES

**TRAFFIC DATA COLLECTION
Vehicle Classification and Portable Weigh-in-Motion
Project Number: 106460
Statewide**

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

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PART 1: GENERAL INFORMATION FOR CONSULTANTS

I. Purpose

This Request for Proposal (RFP) is intended to provide interested CONSULTANT(s) with sufficient information for the preparation and submission of a written response (also referred to as a PROPOSAL) for consideration by the Mississippi Transportation Commission (hereinafter referred to as the **COMMISSION**) to:

- Employ a CONSULTANT to provide services associated with collecting vehicle classification data and portable weigh-in-motion data that is in compliance with Federal Highway Administration (FHWA) guidelines and the scope of work found in this RFP (also referred to as the PROJECT).

II. Issuing Office

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

Scot Ehrgott, P.E., MDOT Director of Consultant Services
Mississippi Department of Transportation
P.O. Box 1850
Jackson, Mississippi 39215-1850
sehgott@mdot.ms.gov

III. Intent of the COMMISSION

The intent of the **COMMISSION** is to execute a contract for professional services with CONSULTANT(s) to provide the services specified herein.

IV. The Selection Process

Selection of CONSULTANT(s) will be based on the criteria established in the RFP and/or any addenda. CONSULTANT(s) **shall not** submit any cost or price information with their PROPOSAL(s). CONSULTANT(s) should submit complete PROPOSAL(s) sufficient for final selection of the most qualified firm. The MDOT will then select the most qualified firm based on the criteria. The **COMMISSION** reserves the right to select the CONSULTANT(s) for award of a contract using one of the following methods:

- A. Final ranking of all PROPOSAL(s) based on the initial response to this RFP or
- B. Selection of a Short List of at least two and not more than five qualified CONSULTANT(s), if available. Firms on the Short List will then be asked to make

presentations to the appropriate MDOT staff. The Short-listed CONSULTANTS will be notified by a written letter. The letter will also indicate all pertinent information necessary to prepare for the presentation. If this Short-list method is used, final ranking will be made after the Selection Committee evaluates the Short-listed firms.

Once the most qualified firm is selected, MDOT will enter into negotiations for a sound scope, costs, and a schedule. The scope of work shall be based on the description of work established in this RFP and/or any addenda. Upon successful completion of the negotiation of fair and reasonable costs and a schedule for the scope of work, the MDOT will draft the contract for the selected CONSULTANT to execute. 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.

V. Type of Contract

The contract shall be a **cost plus, labor hour/unit cost or lump sum/firm fixed price to include a maximum “not to exceed” amount**. The contract will include all appropriate federal contract provisions in accordance with 49 CFR, Part 18, as revised, and any other requirements MDOT may deem necessary. The contract will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, and payment.

While cost will not be part of the evaluation criteria, cost will be negotiated at a later date between the selected 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” cost negotiated as part of the contract.

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

<http://sp.mdot.ms.gov/Consulting%20Services/Pages/Templates.aspx>

All written questions regarding this contract shall be e-mailed to the below addressees no later than **September 19, 2013, 5:00 pm Central Time**.

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

MDOT may update this template throughout the procurement process. MDOT intends to post the final contract template for this PROJECT to the website indicated above no later

than **September 24, 2013**. Contract terms after this date are non-negotiable. However, MDOT reserves the right to modify the contract terms at its discretion.

NOTE: This RFP 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. The contract template should be reviewed by the interested CONSULTANT for these purposes.

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

The MDOT 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 e-mailed to the below addressees will be considered. No requests for additional information or clarification 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.

Scot Ehrgott, P.E.

sehrgott@mdot.ms.gov

and copy (Cc)

Stephen Rone

srone@mdot.ms.gov

All written questions shall be e-mailed to these addressees no later than **September 19, 2013, 5:00 pm Central Time**.

MDOT intends to post written answers for this RFP to the website indicated above no later than **September 24, 2013**.

IX. Pre-PROPOSAL Meeting

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

X. CONSULTANT Submission

To be considered, **six (6) copies and one (1) CD containing electronic PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **5:00 p.m., Central Time, Monday, October 14th, 2013**, 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 **5:00 p.m., Central Time, Monday, October 14th, 2013**, 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.

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

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 CONSULTANT. MDOT may then reject the selected CONSULTANT for the duration of this process and select the next most qualified firm on the list until a contract has been executed.

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 they understand 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 Goal

The Disadvantaged Business Enterprise (DBE) goal for this contract 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 MDOT's website, www.gomdot.com, to view a complete list of Certified DBE Firms which have been certified as such by MDOT 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 and approved by MDOT to count towards meeting the DBE goal.

XVII. Notification of Selected CONSULTANT(s)

The selected CONSULTANT will be notified of their status 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 be limited to the merits of the individual CONSULTANT's PROPOSAL.

Scot Ehgott, P.E.
sehgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
srone@mdot.ms.gov

XIX. Contract Administration

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

XX. Mandatory & Key Personnel Modifications

Mandatory Personnel and Key Personnel team members are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of Mandatory and Key Personnel are 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 execution of the contract, a written request shall be forwarded to:

Scot Ehgott, P.E.
sehgott@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, and
- C. A statement of how the desired change will meet the required qualification for the position/responsibility.

If MDOT determines that any CONSULTANT personnel are unable to perform satisfactorily in their area of expertise or to communicate effectively, MDOT may require

immediate removal of that person(s) from the contract. Substitution of approved personnel may be made but requires prior approval by MDOT. Substitute personnel shall have comparable qualifications and be provided at no additional cost to MDOT.

XXI. Procurement and Project Schedule

MDOT strongly desires completion of project activities in the shortest practical time frame. CONSULTANTS are encouraged to explore and justify means by which the project schedule may be expedited without jeopardizing the overall project success or by posing an unacceptable burden to MDOT. MDOT will not sacrifice functionality or quality for the sake of a more rapid implementation of the PROJECT.

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

<u>Procurement Schedule (*Approximate dates only)</u>	
Advertisement dates for legal notice	September 4 th & 11 th , 2013
Deadline for CONSULTANT's written questions	September 19 th , 2013 at 5:00 pm Central Time
*Deadline for answering written questions	*September 24 th , 2013
*Deadline for posting the final contract template	*September 24 th , 2013
Deadline for delivery of PROPOSALS	October 14 th , 2013 at 5:00 pm Central Time
*Selection of qualified CONSULTANT	*November 2013
*Contract execution	*January 2014

Note: All times are Central Time.

The contract period may include calendar years 2014, 2015, and 2016, with an option to extend for two (2) more calendar years. **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 should respond to all requirements of this RFP, the Legal Ad, and any addenda. The recommended PROPOSAL length should not exceed twenty-five (25) pages, exclusive of appendices. All resumes, certifications/licenses, and other information not relevant to these requirements should be included in the appendices. The following information should be included in the recommended 25-page maximum: the CONSULTANT's cover letter, table of contents, organizational chart, summaries and introductions, and responses to the evaluation criteria indicated in Part 2, Section III of this RFP. Pages should be numbered, single-spaced, one-sided, 8.5 by 11 inches with margins of at least one inch on all four sides. No more than five pages may be 11 by 17 inches, but they may count as two sheets each against the recommended 25-page maximum. Information within the recommended 25-page limit of the PROPOSAL must be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. Also, all text information in the 25-page limit should be shown in a readable font, size 12 points or larger. Headers, 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.

These recommendations and other instructions indicated in this RFP will be considered when evaluating the quality of the CONSULTANT's PROPOSAL.

CONSULTANT(s) are encouraged to thoroughly address the requirements of the RFP for the highest quality response. Those PROPOSALS which exceed the recommended PROPOSAL length or fail to provide any of the information in the appropriate location indicated below may adversely affect the CONSULTANT's score.

II. Requirements of the PROPOSAL

CONSULTANT(s) interested in providing these services may so indicate by furnishing the Department six (6) copies and one (1) CD containing electronic PDF file(s) of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide its PROPOSAL into the following sections as listed below, clearly separated by tabs, section dividers, or similar means; however, resumes, certifications/licenses, and other information not relevant to these requirements should be included in the appendices. MDOT reserves the right to obtain references and additional information from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria 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. Cover Letter

The CONSULTANT should provide a cover letter and introduction specifying the name and complete description of the PROJECT defined in this RFP, the name of the prime CONSULTANT and any of its subconsultant(s), the CONSULTANT's size and organizational structure, and the name of an individual who will be the single point of contact throughout the selection process. In addition, the CONSULTANT must note if they are submitting as part of a joint venture.

B. Past Experience

The CONSULTANT should provide in its PROPOSAL descriptions of similar type work for similar projects performed during the past five (5) years which qualify the CONSULTANT (and any subconsultant) for this work. This project description should include the work related to the Project Description established in Part 3 of this RFP. The projects listed shall describe work related to these services for previous projects performed by the CONSULTANT and/or their subconsultant(s) with MDOT and/or other clients. **Each related project description should include a brief scope of the project, whether the CONSULTANT served as a subconsultant or a prime for the contract, a description of the amount of the CONSULTANT's contract for the work they provided for the project, the date the project was initiated, and the anticipated or scheduled completion date.** The CONSULTANT should provide contact information for each of the projects. This information should include a project client contact name, contact title, contact phone number, and contact e-mail address.

C. Organizational Chart and Resumes

The CONSULTANT should propose an appropriate quantity and quality of staff to ensure the successful completion of this PROJECT with limited MDOT support. The CONSULTANT should provide a team organizational chart that identifies all proposed personnel of the CONSULTANT and any subconsultant(s) for the PROJECT. The team organizational chart should include each individual's name, job description (for this contract), and company of employment.

The CONSULTANT should provide resumes for each principal member, the Project Manager, and employee(s) of the firm anticipated to be assigned to the PROJECT as referenced in the organizational chart. MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the CONSULTANT. The Project Manager must have a minimum of five (5) years of

experience in quality traffic data collection. Resumes for any other known personnel that would be assigned to this PROJECT may also be included but are not required. Resumes must reflect qualifications and recent experience relevant to the Project Description indicated in this RFP.

D. Staff and Resources

The CONSULTANT should indicate the total number of employees of the firm and indicate that sufficient staff and resources are available and dedicated to the PROJECT. The CONSULTANT should reveal 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 state the percent of effort or number of hours estimated to be committed by these individuals to current active projects. Contact information should also be provided for any of the active projects listed in this section. The CONSULTANT should then describe how they plan to balance workloads to commit the staff and resources necessary to successfully complete this PROJECT on-time.

Any special Vehicle Classification or Portable Weigh-in-Motion Counts must be collected and returned to MDOT within 10 business days unless otherwise directed or special circumstances exist. Scheduled monthly Vehicle Classification Counts must be collected by the CONSULTANT during the month designated by MDOT.

For informational purposes, the MDOT has provided a kmz (Google Earth) file and a .pdf file containing the locations of all of the vehicle classification count sites for the three years of the contract period. These files will be available at the same web address as the RFP.

E. Work Plan

The CONSULTANT should define a sound and complete Work Plan for the PROJECT. The Work Plan should be provided in narrative form that summarizes the methodology expected to be followed to meet the requirements listed in Part 3, Project Description, of this RFP. The CONSULTANT should use the task descriptions in the Project Description of this RFP as a point of departure. At a minimum, the Work Plan should address the following:

- a. The CONSULTANT should include a chart to illustrate typical timing and scheduling for delivery of a requested classification or portable weigh-in-motion count.
- b. The Work Plan submitted with the PROPOSAL should identify all major project tasks as identified in Part 3, Project Description, major activities

within each task, deliverables, detailed schedule, and assigned resources for the PROJECT.

- c. The Work Plan should be structured to minimize disruption and interference with MDOT's daily operations of the MDOT Planning Division.

For informational purposes, the MDOT has provided examples of the files (.pdf, .cla, and .txt) to be developed by the CONSULTANT containing the scheduled vehicle classification counts. These files will be available at the same web address as the RFP.

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

The CONSULTANT should identify the location and address of the office of the firm which will be coordinating efforts for the PROJECT. In addition, the CONSULTANT should list any other office locations where any work may take place. If subconsultant(s) will be provided, the CONSULTANT should identify their office locations where work may be provided as well.

G. Quality of PROPOSAL

The overall quality of the PROPOSAL submission will be evaluated. This will include, but will not be limited to, overall layout and readability of the submission, organization and comprehensiveness of the required content, conformance with formatting guidelines, and any other characteristics of the PROPOSAL that increase the quality of the document.

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. 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 CONSULTANT's (and any subconsultant's) staff to perform these services for MDOT and/or other clients,
- C. Staff and resources available for this PROJECT in order to complete the work in a timely fashion,
- D. Description of the Work Plan,
- E. Location/proximity of the CONSULTANT's (and any subconsultant's) office(s), and
- F. Quality of PROPOSAL.

PART 3: PROJECT DESCRIPTION

INTRODUCTION

The kinds of traffic data to be collected and the uses of that data by MDOT are listed below:

Vehicle Classification Counts

- The CONSULTANT shall collect approximately 1200 to 1500 vehicle classification counts annually.

Portable Weigh-in-Motion Data

- The CONSULTANT shall collect portable weigh-in-motion data when requested by MDOT.

SERVICES TO BE PROVIDED BY THE CONSULTANT

A. VEHICLE CLASSIFICATION COUNTS

1. Accomplish a 48-hour vehicle classification count at each location scheduled.
 - a. Scheduled classification counts will be made according to a monthly schedule furnished by MDOT. MDOT will submit requests to the CONSULTANT as needed for any special counts. Special counts must be returned to the MDOT within 10 business days unless stated otherwise by the MDOT Project Manager.
 - b. The survey must be collected beginning at 6:00 am Monday morning and ending Friday at 12:00 noon. The counts shall not be collected during holidays or other abnormal traffic conditions unless stated otherwise by the MDOT Project Manager.
 - c. The survey must be collected by lane in one-hour intervals.
 - d. Vehicles will be classified into 13 vehicle classifications and recorded by lane, by classification, hourly. The 13 classifications to be used are listed in the FHWA Traffic Monitoring Guide.
 - e. All classification sites will include Global Positioning System (GPS) data in decimal form as requested in FHWA's Traffic Monitoring Guide.
2. Prepare an Adobe PDF file for each location that will include at a minimum:

- a. A list for each station showing vehicle classification by lane by hour.
- b. ASCII files (txt and CLA) including the classification count data by the 13 vehicle classifications by hour by lane and identifying the location. Format of txt file must be compatible with MDOT's existing file format.
- c. A speed matrix for each lane shall be provided.
- d. MetroCount source file if needed as requested by the MDOT Project Manager.

B. PORTABLE WEIGH-IN-MOTION DATA

- 1. Accomplish a weigh-in-motion session for each site.
 - a. The survey shall be for at least two (2) days to seven (7) days continuously using linguini sensors.
 - b. The survey shall not be conducted during holidays or other abnormal traffic conditions unless indicated otherwise by the MDOT Project Manager.
 - c. The survey must be collected in one-hour intervals and only in the lane or lanes indicated.
 - d. The equipment shall be calibrated using a weigh station if possible or a vehicle with a known front axle weight.
 - e. The surveys will be requested as needed by MDOT.
 - f. The files from these surveys will be provided on a disk and will be compatible with ITC and VTRIS software.

The MDOT will provide examples of summaries and diagrams to the CONSULTANT.

GPS coordinates and/or maps will be provided to the CONSULTANT showing the locations of the desired vehicle classification count or the portable weigh-in-motion site.

GPS coordinates and/or maps for vehicle classification counts will be furnished with the monthly schedule when work begins. GPS coordinates and/or maps for the portable weigh-in-motion sites will be furnished when the data requests are made.