

### Legal Notice

The Mississippi Department of Transportation (MDOT) intends to employ a consulting engineering firm to provide engineering services utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract to assist MDOT with the Environmental Stewardship and Compliance Program to address erosion and sediment control issues and other related environmental concerns, Project No. 105841-102000, Statewide. This Project will include but not limited to the following tasks:

- Review and update MDOT's environmental policies and procedures.
- Review and enhance storm water compliance operations.
- Review of Erosion Control Plans.
- Conduct storm water inspections to verify that weekly inspections are being performed, the Contractor's ECPs are being updated, and that deficiencies are being rectified in a timely manner.
- Conduct any necessary follow-up storm water inspections.
- Provide on-call assistance when required to assist MDOT and contractors in dealing with erosion and sediment control issues including environmental concerns including turbidity monitoring, hazardous material assessments, environmental audits, and other related tasks.
- Update and conduct storm water training.

Upon selection, negotiation, and execution of contract, the MDOT anticipates the duration of the contract to be approximately three (3) to five (5) years. We anticipate executing the contract by July 1, 2015.

To be considered, the "Expression of Interest" proposal must respond to all requirements of this legal ad and any addenda. The recommended proposal length should not exceed twenty-five (25) pages, exclusive of appendices. The resumes (which should not exceed 2 pages per individual in length), SF-330 Part II, proof of State Licensure and certificates requirements, and other information not relevant to the requirements should be included in the appendices. The Consultant's cover letter, table of contents, summaries and introductions, team organizational chart, past performances, and responses to the evaluation criteria should be included in the 25 pages. Pages should be numbered, single-spaced, one-sided, 8.5" by 11" with margins of at least one inch on all four sides. No more than five pages may be 11" by 17", but they may count as two sheets each against the recommended 25 page maximum. Information within the recommended 25 page limit 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 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 limit. These recommendations will be considered when evaluating the quality of proposal.

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

Consulting engineering firms (CONSULTANT) interested in providing these services may so indicate by furnishing the Department **eight (8) copies and one (1) CD** of an Expression of Interest which should consist of the following unless specifically stated otherwise:

1. The Prime CONSULTANT should provide a cover letter specifying the name and complete description of the Master Contract, 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. Should any Subconsultant(s) be listed as team members, identify the roles of each of the team's members. In addition, the CONSULTANT must note if this is a joint venture;

2. The CONSULTANT should provide a resume for each principal member, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also, provide a team organizational chart and list each person's experience and qualifications, including proof that the Project Manager is licensed as a Mississippi Professional Engineer and that the firm has met state licensure and certification requirements\*\*. The team organizational chart should include each individual's name, job description (for the project), and company of employment;
3. The CONSULTANT should provide any information to indicate that the team has the necessary resources, including necessary accessible staff, to successfully complete the tasks in a timely manner. The CONSULTANT should indicate 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 amount of effort 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;
4. The CONSULTANT should provide a description of similar type work completed during the past five (5) years which qualifies the consultant for this work, the cost and scheduled completion (or actual completion) of this work performed by the firm;
5. The CONSULTANT should provide Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. If a firm has branch offices, complete the form for each specific branch office seeking work. In addition, this form should be completed for any subconsultants 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)

Interested firms without internet access may obtain this information by contacting Scot Ehrgott at (601) 359-7536; and,

6. The CONSULTANT should provide a response containing the information upon which the consultant will be evaluated (see below).

The Department will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance: Consultant's (and any subconsultant's) experience, performance, and qualifications in erosion and sediment control and other environmental related activities; Experience, performance, and qualifications of the team's staff in erosion and sediment control and other environmental related activities; Consultant's (and any subconsultant's) overall understanding of Best Management Practices (BMP's) and how they apply to transportation projects; Current plan to commit necessary accessible staff and resources to complete the tasks in a timely manner; Location/proximity of the consultant's (and any subconsultant's) office(s); and Quality of Proposal.

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 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.

The MDOT reserves the right to reject any and all 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 Proposal and any other source deemed appropriate for any of the requirements/criteria listed in this legal notice.

If a Consultant opts to request a debriefing following the announcement of the selected Consultant, 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. 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 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)

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 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.

MDOT reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required.

The DBE goal is 0%.

To be considered, all replies must be received by 5:00 p.m., Central Time, Friday, March 13, 2015, in the Office of the Director of Consultant Services, Scot Ehrgott, mail code 90-01, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi, 39201.

This Legal Notice will appear in the Clarion Ledger on February 11<sup>th</sup> and 18<sup>th</sup>, 2015.

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. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to insure 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).

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.