

Request for Information (RFI)

The Mississippi Department of Transportation (MDOT) proposes to execute a Master Contract(s) with firms for the purpose of providing transportation related Professional Land Surveying services, Statewide. These services may be provided in a particular location, or on a statewide basis. These services may be provided on projects that range from a large to a small scale. Firms that do not wish to provide these services Statewide may also submit a proposal in accordance with the legal notice. The Master Contract will utilize Cost plus Fixed Fee, Labor Hour/Unit Price, or Firm Fixed Price Work Assignments. The terms of a Master Contract for a selected consultant will not exceed 3½ years with an estimated maximum contract amount of up to five (5) million dollars; however, MDOT may elect to execute a contract for a lesser not to exceed amount. Selected consultants may be assigned Work Assignments throughout the Master Contract term. Work Assignments will be assigned based on MDOT's standard operating procedures.

Services may include, but are not necessarily limited to, the following functions:

1. Project Property Maps
2. Individual Parcel Plats
3. Legal descriptions for various types of legal conveyances
4. Acquisition (Appraisal) maps
5. Surveys of existing right of way
6. Surveys for as built construction and right of way
7. Miscellaneous field surveys
8. Topographic and hydrographic surveys
9. Eminent Domain surveys and expert witness testimony

Final digital submittal of these services will be required in MDOT standard formats. These formats include, but are not necessarily limited to, Microstation SelectSeries 3 with Geopak SelectSeries 4.

To be considered, the "Expression of Interest" proposal must respond to all requirements of this RFI and any addenda. The recommended proposal length should not exceed twenty-five (25) pages, exclusive of appendices. The resumes (which should not exceed 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 any other 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 firms (CONSULTANT) interested in providing these services may so indicate by furnishing the Department **eleven (11) 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 consultant's team 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 Surveyor and that the firm has met state licensure and certification requirements**. In addition, employees shall list any certifications and/or licenses including, but not limited to, those provided by the Mississippi State Board of Registration for Professional Engineers and Surveyors, the National Society of Professional Surveyors, and Survey Technician Certification Program. The team organizational chart should include each individual's name, job description (for the project), and company of employment;
3. The CONSULTANT should provide a description of similar type work completed during the past five (5) years which qualifies the consultant for this work. **Provide a detailed description of the role of the consultant and define whether the consultant was the prime or a subconsultant. Include in the description the amount of the consultant's contract for the work they provided for the project, the date the consultant's project was initiated, the consultant's scheduled completion date in accordance with the progress schedule, and when the consultant completed the work as stated in the contract. If the consultant's project was not completed on-time, identify any justifications.** The firm should provide contact information for each of the projects. This will include the name of the client and client's representative that can verify and discuss the project; and,
4. 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).

The Department will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance: Experience, performance, and qualifications of the team's staff that will be dedicated to MDOT project; Consultant's (and any subconsultant's) past experience on similar design, construction, and boundary survey projects with MDOT and/or other clients; Consultant's (and any subconsultant's) past experience producing Maps and Deeds for ROW acquisition with MDOT and/or other clients; Consultant's past performance and experience in achieving agreed project delivery schedules and mitigating project delays; 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.

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

The MDOT reserves the right to reject any and all 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 RFI.

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
and copy 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
and copy 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.

Prior to executing a work assignment, all Consultant and subconsultant firms must comply with the AASHTO Uniform Audit & Accounting Guide – 2012 (as revised). This guide may be found at <http://audit.transportation.org/Pages/default.aspx>.

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

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

To be considered, all replies must be received by 5:00 p.m., Central Time, Friday, September 11, 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.

The Legal Notice for this RFI will appear in the Clarion Ledger on August 12th and 19th, 2015.

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

**Miss. Code Ann Sections 73-13-71 through 73-13-105(1972) (as amended) govern the practice of land surveying 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.

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.