

Request for Information (RFI)

The Mississippi Department of Transportation (MDOT) proposes to execute a Master Contract(s) with consultant engineering firms (CONSULTANTS) for the purpose of providing Mechanical/Plumbing/Electrical Consulting Services and Building Commissioning Services for MDOT owned facilities, buildings, and other transportation sites, Statewide.

Mechanical/Plumbing/Electrical Services include, but are not necessarily limited to, the following:

- Design, design review, and drawings,
- Building Information Modeling (BIM),
- Cost estimating,
- Assessment studies, and
- Specifications of mechanical/plumbing/electrical needs for MDOT facilities, buildings, and other transportation sites, including roadway lighting projects.

All information shall be based on MDOT requirements and guidelines. MDOT prefers that CONSULTANTS utilize Bentley as their BIM software.

Building Commissioning Services include those services performed from design through construction completion which may include the following:

- Reviewing designs, submittals, manuals, and other pertinent documents,
- Inspecting construction/installation of the building envelope and HVAC/electrical systems,
- Drafting and reviewing various building commissioning reports,
- Monitoring and testing of equipment,
- Ensuring MDOT personnel are properly trained where necessary for HVAC, electrical and plumbing systems,
- Retro-commissioning of existing buildings,
- Identifying existing HVAC system issues and making recommendations for solutions,
- Performing sustainability reviews of existing MDOT buildings, and
- Identifying areas where energy can be conserved and making recommendations for energy conservation.

In addition, CONSULTANTS may provide contract and construction administration and other inspection related activities related to all services.

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 two (2) 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.

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 two pages per individual in length), SF-330 Part II, proof of state licensure and certification requirements, and any information not relevant to the requirements 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 should be included in the 25 pages. 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 may 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. Section dividers, tabs, or similar means are recommended but are not counted as part of the recommended 25-page maximum.

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

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

CONSULTANTS interested in providing these services may so indicate by furnishing the Department **seven (7) copies and one (1) CD** of an Expression of Interest proposal which should consist of the following unless specifically stated otherwise elsewhere:

1. The 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 (including any subconsultant(s)). Should any subconsultant(s) be teaming with the CONSULTANT, identify both the roles of the CONSULTANT and the subconsultant(s). In addition, the CONSULTANT must note if this is a joint venture.
2. The CONSULTANT should provide a team organizational chart that lists each individual's name, job title for the project, and company of employment. In addition to the CONSULTANT providing a resume in the appendix for each individual anticipated to be assigned to the project as specified in the organizational chart, the CONSULTANT should also provide a written summary of each individual's experience and qualifications relative to those services specifically defined in this RFI. The CONSULTANT should also provide proof that the **Project Manager is licensed as a Mississippi Professional Engineer**, provide any Construction Specifications Institute (CSI) certifications for any of the other individuals listed in the organizational chart, and provide evidence that the CONSULTANT has met state licensure and certification requirements**. All certifications and licenses should be provided in the appendix.
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, provide justification (if any).** For each of

the projects, the CONSULTANT should provide the name of the client and the client's representative who can verify and discuss the project. Any subconsultant teaming with the CONSULTANT should also provide the above requested past performance information.

4. The CONSULTANT should provide Part II of Standard Form (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).

The Department will evaluate the Expression of Interest proposals based on the following factors listed in their relative order of importance: a) Past performance of the CONSULTANT (and any subconsultant(s)) on similar projects with MDOT and/or other clients, b) Experience, performance, and qualifications of the team's staff, c) Experience, performance, and qualifications of the proposed Project Manager, d) Location/proximity of the CONSULTANT's (and any subconsultants') office(s), and e) Quality of proposal.

The CONSULTANT should mark any and all pages of the Expression of Interest 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 Expression of Interest 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 Expression of Interest 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(s), 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(s). Any debriefings shall be limited to the merits of the individual CONSULTANT's proposal.

Scot Ehgott, P.E.
MDOT Director of Consultant Services
e-mailed to sehgott@mdot.ms.gov
and copy srone@mdot.ms.gov

All questions related to this solicitation shall be e-mailed to the addressee below:

Scot Ehgott, P.E.
MDOT Director of Consultant Services
e-mailed to sehgott@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 seven (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.

An example of a typical MDOT engineering services Master Contract template may be found on the website at the web link indicated below. The template will be identified as "Engineering Services 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, May 6, 2016, in the Office of the Director of Consultant Services, Scot Ehgott, 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 April 6th and 13th, 2016.

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. CONSULTANTS are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and CONSULTANTS 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.