

REQUEST FOR PROPOSAL(S)

May 11, 2016

CONTRACT FOR PROFESSIONAL SERVICES

Disadvantaged Business Enterprise (DBE) Supportive Services Program

DBE-FY17(017) / 104113-112000
Statewide

**Issuing Office: Consulting Services Division – 90-01
Mississippi Department of Transportation
P. O. Box 1850
Jackson, Mississippi 39215-1850**

Table of Contents

PART 1 GENERAL INFORMATION FOR CONSULTANTS..... 3
PART 2 INFORMATION REQUIRED/SELECTION CRITERIA..... 10
PART 3 PROJECT DESCRIPTION 14

PART 1
GENERAL INFORMATION FOR CONSULTANTS

I. Purpose

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

Provide Disadvantaged Business Enterprise Supportive Services to assist MDOT in recruitment efforts, training, and technical assistance (known 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, Legal Ad, and any addenda. The issuing office is identified below:

Scot Ehrgott, P.E.
Mississippi Department of Transportation
P.O. Box 1850
Jackson, Mississippi 39215-1850
Or e-mailed to sehrgott@mdot.ms.gov

III. Intention of the COMMISSION

The intent of the COMMISSION is to negotiate a Contract for Professional Services with a CONSULTANT to provide the services specified herein.

IV. The Selection Process

Selection of a CONSULTANT 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 PROPOSALS. CONSULTANT(s) for this PROJECT should submit complete PROPOSALS sufficient for final selection of the most qualified CONSULTANT. The MDOT will then select the most qualified CONSULTANT based on the criteria. The MDOT reserves the right to select the CONSULTANT(s) for negotiations using one of the following methods:

- A. Final ranking of all PROPOSALS based on the initial response to this RFP, or
- B. Selection of a *Short List* of at least two (2) and not more than five (5) qualified CONSULTANT(s), if available. CONSULTANTs 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* CONSULTANTS.

The most qualified CONSULTANT will then enter into negotiations with the appropriate MDOT staff for costs and schedule. The MDOT will draft a Contract for the most qualified CONSULTANT to execute based on the description of work established in this RFP and/or any addenda. If the most qualified CONSULTANT does not execute the Contract or is unable to meet any contractual requirements, then MDOT may reject the most qualified CONSULTANT for the duration of this process and select the next most qualified CONSULTANT on the list until a contract has been executed.

The MDOT reserves the right to request additional information with any party at any time prior to final contract execution.

V. Type of Contract

At the COMMISSION's option, the Contract shall be a **labor hour/unit cost 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, payment, and other related items.

After the most qualified CONSULTANT is selected by the MDOT, costs will be negotiated between the most qualified 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" amount negotiated as part of the contract.

An example of a typical MDOT professional service contract template may be found on the website indicated below. The template will be identified as the "DBE Supportive Service 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 the section XXI. Procurement Schedule**.

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 the section XXI. 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 final contract template in order to execute a contract with the selected **CONSULTANT**.

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 discontinue contract execution

The **COMMISSION** 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. Further, the **COMMISSION** shall not be liable for any costs incurred by the **CONSULTANT** under the Contract prior to the effective date of the Project Director's Notice to Proceed.

VIII. Addenda and/or questions to this 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 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 the section XXI. Procurement Schedule.**

MDOT intends to post written answers for this RFP to the website indicated above no later than **the date indicated in the section XXI. Procurement Schedule.**

IX. Pre-proposal Meeting

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

X. CONSULTANT Submission

To be considered, **five (5) copies and one (1) CD containing electronic PDF file(s)** of the CONSULTANT’S PROPOSAL must be received by **the date and time indicated in the section XXI. Procurement Schedule,** 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 this date and time may be deemed non-responsive.

XI. PROPOSALS

CONSULTANT(s) should 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 shall 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 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.

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 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).

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 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 negotiate a contract with the next most qualified CONSULTANT 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. Disadvantage Business Enterprise (DBE Goal)

The DBE for this PROJECT goal is **3%**. 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 the Mississippi Department of Transportation and other Unified Certification Partners (UCP). 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 count towards meeting the DBE goal.

XVII. Notification of Selected CONSULTANT(s)

The selected CONSULTANT(s) for both the "Short-List" (if necessary) and the final selection 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(s). Any debriefings shall be limited to the merits of the individual CONSULTANT's PROPOSAL.

Scot Ehrgott, P.E.
sehrgott@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(s) by the MDOT. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).

XX. Key Personnel Modifications

Key Individuals and team members 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 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, 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; and
- C. A statement of how the desired change will meet the required qualification for the position/responsibility.

XXI. Procurement Schedule

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

<u>Procurement Schedule</u> (<i>*represents approximate dates only</i>)	
Advertisement dates for legal notice	May 11, 2016 & May 18, 2016
Deadline for CONSULTANT's written questions	May 25, 2016
Deadline for answering written questions	June 1, 2016
Deadline for posting the final contract template	June 1, 2016
Deadline for delivery of PROPOSALS	June 15, 2016 at 5:00 pm
Selection of qualified CONSULTANT	July, 2016
Contract execution	September, 2016

Note: All times are Central Time.

MDOT intends to execute a 1 year contract with the selected CONSULTANT with the possibility of extending the Contract by written agreement of both parties. **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 must 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. The resumes (which should not exceed two pages per individual in length), certifications/licenses, 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 indicated in Part 2, Section III of this RFP 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 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 PROPOSAL that increase the quality of the document. CONSULTANTS are encouraged to thoroughly address and adhere to the recommendations and/or preferences of the PROPOSAL 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.

II. Requirements and Instructions for PROPOSAL submission

CONSULTANT(s) interested in providing these services may so indicate by furnishing the MDOT **five (5) copies and one (1) CD containing electronic PDF file(s)** of a PROPOSAL as indicated in this RFP. The CONSULTANT should divide their 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. **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 quality of the PROPOSAL will be considered when evaluating the CONSULTANT's PROPOSAL. The PROPOSAL must provide as a minimum the following information:

A. Provide a Cover Letter

The CONSULTANT should provide a cover letter and introduction specifying 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. It is understood that this PROPOSAL shall be good for at least 120 days from the submission due date.

B. Past Experience

The CONSULTANT should provide in its PROPOSAL descriptions of similar type work for up to five (5) similar projects performed with a similar scope and magnitude which qualify the CONSULTANT (and any subconsultant) for this work. Recent projects with similar scope and magnitudes are preferred although not required. This project description should include the work related to the Project Description established in Part 3 of this RFP. The projects listed should 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 actual and/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. Description of Staff, Organizational Chart, and Resumes

The CONSULTANT(s) should propose an appropriate quantity and quality of staff to ensure the successful completion of all work with limited MDOT support. The CONSULTANT should indicate the total number of employees of the firm and describe how sufficient staff and resources are available and dedicated to the PROJECT.

The CONSULTANT should provide a team organizational chart that identifies all proposed personnel of the CONSULTANT and any subconsultant(s) for this contract. 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 any Key Individuals and other employee(s) of the firm anticipated to be assigned to the PROJECT as referenced in the organizational chart. Key Individuals should include the following personnel:

Project Manager: MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager must be provided for overall PROJECT oversight. Activities of the Project Manager will include but will not be limited to the following:

- Establishing and administering controls to ensure the quality of deliverables.
- Developing (with MDOT) and maintaining a detailed PROJECT Work Plan and schedule.
- Monitoring PROJECT day to day activities.
- Providing status reports to MDOT as requested.

Resumes should reflect qualifications and recent experience relevant to the Project Description indicated in this RFP. The resumes (which should not exceed two pages per individual in length) and certifications/licenses should be included in the appendices.

D. Approach/methodology to meeting the services listed in the RFP

The CONSULTANT must provide an Approach /Methodology to accomplish the services outlined in this RFP (See PART 3: Project Description). The Approach / Methodology submitted with the PROPOSAL must identify a description of all the assigned resources for the PROJECT to provide the services listed in this RFP. This Approach / Methodology shall indicate how

the CONSULTANT will provide the services in a timely manner without sacrificing quality of work. The Approach / Methodology shall be written in narrative form and include any charts or graphs that will assist with summarizing the methodology expected to be followed to meet the requirements identified in the RFP.

E. 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.

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 following evaluation criteria, in order of their relative importance to the Selection Committee, will be evaluated in making the selection:

- A. Past experience, performance, & qualifications of the CONSULTANT (and any subconsultant(s)) in performing these types of services for MDOT and/or other clients;
- B. Experience, performance, & qualifications of the team's staff;
- C. Approach/methodology to accomplishing the services listed in the RFP;
- D. Location/proximity of the CONSULTANT's (and any subconsultants') office(s); and
- E. Quality of PROPOSAL.

**PART 3
PROJECT DESCRIPTION**

TASKS

The descriptions of services listed below are not exhaustive, but are intended for the purpose of consistency in evaluation of all PROPOSALS. Additional services related to the services necessary to assist with DBE supportive services may be incorporated in the Contract.

The selected CONSULTANT will perform the following:

1. Make an effort to locate qualified DBE contractors and assist them in becoming certified with special emphasis to increase DBE availability in specific crafts.
2. Provide technical assistance to certified DBE contractors, upon request, in the operations or organization of their existing firm.
3. Provide certified DBE Contractors technical assistance in understanding requirements for bonding and improving the financial standing of their business to increase bonding opportunities and other financial assistance. This will include, but not limited to, assistance in completing required paper work and reviewing the firms financials to determine where problems exist and identify possible solutions.
4. Provide technical assistance for DBE contractors at the job site in cooperation and consultation with appropriate MDOT representative, by advising or counseling on problems encountered in the DBE's work performance.
5. Provide construction and engineering assistance, including but not limited to, pre-bid, on-site, or post construction assessment according to the needs of certified DBE contractors.
6. Develop and implement a Business Development Program (BDP) that targets, at a minimum, six underutilized DBE firms for specialized technical assistance and creation of a business plan.
7. Promote and coordinate any training the DBE coordinator and Civil Rights Director deem necessary to assist the DBE firms in managing their companies.
8. Provide a series of Business Management training seminars to enhance the abilities and skills of the certified DBE's in promoting their businesses. These

training seminars should be conducted in the north, central, and southern parts of the state to be as accessible as possible to our DBE Community.

- 9.** Prepare and distribute a quality newsletter quarterly to all DBE firms and other organizations and individuals that may have an interest in the DBE program. The DBE Coordinator will designate MDOT personnel who should receive a copy of the newsletter. The newsletter is to be distributed during the first month of each quarter. A news brief is to be prepared and distributed monthly to keep DBE's informed of contracting opportunities.
- 10.** Attend the DBE meeting held by MDOT on the Monday prior to the letting at the specified location. Conduct mini-workshops in conjunction with these meetings as needed to assist the DBEs in becoming familiar with the plans and specifications of the projects to be let that month.
- 11.** Submit a monthly activity report to the DBE Coordinator by the 30th day of the following month, in narrative form, covering the previous month's activities.
- 12.** Personally attend the (out-of-state) bi-annual National Civil Rights Conference or the Bi-annual Regional Civil Rights Conference (whichever is being held during the contract period) as a delegate and member of the MDOT DBE program team, contingent upon available funds.
- 13.** Provide a year-end summary report highlighting accomplishments in meeting goals and objectives outlined in the contract. This report should contain at a minimum the types of services provided, the number of DBEs served, any best practices learned and any recommendations for improvement. The body of the report should be no more than 12 pages but should include attachments such as all newsletters, newsbriefs, training flyers, sign-in sheets, etc.
- 14.** Perform any other duties related to the administration of the DBE Program such as writing special reports, making scheduled and unscheduled visits to in-state DBE's, gathering and submitting specific program data, and attending program related meetings as directed by the DBE Coordinator.
- 15.** Make all documents and records available to MDOT upon request.
- 16.** Coordinate a "Meet The Primes", event in Jackson, Mississippi with Road Builders to facilitate communications and relationship building between the Prime Contractors and DBE's.

- 17.** Provide a “Welcome Package” that will be given to all newly certified DBE’s which will include a detailed summary of what services are available to them, and how to navigate and participate in MDOT lettings.
- 18.** Provide marketing assistance to certified DBE’s in the creation of project profile sheets, company brochures, logos, tri-fold brochures, magnetic truck signs, banners, newspaper ads, and/or literature. Provide assistance in development of Business Plans upon request from DBE.
- 19.** Provide a DBE Supportive Services website to serve as a tool to relay information and provide more timely service to the DBE Community.
- 20.** Perform additional duties as assigned by MDOT Office of Civil Rights subject to funding availability.