

Legal Notice

The City of Starkville (LPA) intends to employ a consulting engineering firm (CONSULTANT) to provide engineering services utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract for the Highway 182 Corridor Revitalization Project from North Long Street to Old West Point Road, Oktibbeha County, Mississippi (also known as the PROJECT). The firm shall provide a PS&E Assembly and follow all requirements in accordance with MDOT's Project Development Manual for Local Public Agencies (LPAs). These services may include, but not necessarily limited to, utility infrastructure design (including electrical utility design work), roadway improvements, surveying, drainage and hydraulics, traffic signal plans, traffic control, signing plans, bike lanes, sidewalks, landscaping, stormwater management design, site development, environmental and other studies, and other roadway related services.

CONSULTANTS interested in providing these services shall submit a PROPOSAL in accordance with the requirements in this Legal advertisement. Selection of a CONSULTANT will be based on the criteria established in this Legal advertisement. CONSULTANT(s) shall not submit any cost or price information with their PROPOSALS. CONSULTANT(s) should submit complete PROPOSALS sufficient for final selection of the most qualified CONSULTANT. The LPA will then select the most qualified CONSULTANT based on the criteria. The LPA reserves the right to select the CONSULTANT 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 three (3) qualified CONSULTANTS, if available. CONSULTANTS on the Short List will then be asked to make presentations and/or provide additional information to the appropriate LPA staff. The Short-listed CONSULTANTS will be notified by a written letter. The letter will provide all pertinent information necessary to prepare for the presentation and/or request for additional information. If this Short List method is used, final ranking will be made after the Selection Committee evaluates the Short-listed CONSULTANTS.

After the most qualified CONSULTANT is selected by the LPA, costs will be negotiated between the most qualified CONSULTANT and the LPA for all necessary services provided to the LPA in support of this PROJECT. All Consultant and sub-consultant firms shall comply with the AASHTO Uniform Audit & Accounting Guide – 2016 edition (as revised), unless specifically authorized otherwise by FHWA/MDOT. Information regarding this guide may be found at <http://audit.transportation.org/>

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. An example of the LPA engineering services contract template may be found on the website at the web link indicated below. The template will be identified as "Preliminary Engineering Contract Boilerplate – Cost Plus Fixed Fee"

<https://mdot.ms.gov/documents/Consultant%20Services/LPA%20CSU/Preliminary%20Engineering/Preliminary%20Engineering%20Contract%20Boilerplate%20-%20Cost%20plus%20Fixed%20fee.docx>

The LPA intends to utilize this template in order to execute a contract with the selected CONSULTANT.

Upon selection, negotiation, and execution of contract, the City anticipates the duration of the contract to be approximately 20 months. The City anticipates executing the contract by approximately May 2020.

A copy of the grant can be found on file with the City of Starkville. Interested firms are encouraged to contact the following member for a copy of the grant application for their reference:

Ms. Vickie Hampton, Administrative Assistant to the Mayor
v.hampton@cityofstarkville.org

To be considered, the PROPOSAL must respond to all requirements of this Legal Advertisement. 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 PROPOSAL should be divided into the following sections as listed below.

CONSULTANTS interested in providing these services may so indicate by furnishing the LPA five (5) hard copies and one (1) electronic copy of a PROPOSAL 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 Contract, the name of the Prime CONSULTANT and any of its Sub-consultant(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 Sub-consultant(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. In addition, the CONSULTANT should provide proof that they have attended and received certification through MDOT for the Project Development Manual Training for Local Public Agencies;
3. The CONSULTANT should provide the following specific information for the Project Manager of the firm:
 - a. Project Manager – LPA prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager should be provided for overall PROJECT oversight. Activities of the Project Manager will include but will not be limited to, establishing and administering controls to ensure the quality of deliverables, monitoring the PROJECT status, developing (with LPA) and maintaining a detailed PROJECT work plan and schedule, and providing status reports to LPA as requested.

- The CONSULTANT should provide a written summary indicating why the individual serving as the Project Manager would be the best candidate for this contract and describe how they will be engaged in this contract.
 - The CONSULTANT should provide a maximum of three (3) similar type projects that the Project Manager has completed in the last ten (10) years. The description should describe the role and the level of work provided by the Project Manager. In addition, the PROPOSAL should include the name of the firm which the Project Manager was employed for the project, the date that the Project manager's firm initiated the contract for the project, the date the project was completed in accordance with the firm's contract, and the firm's contract amount.
 - The PROPOSAL should include proof that the Project Manager is licensed as a Mississippi Professional Engineer in the appendix.
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. **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;
 5. 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 accomplish the services listed in this RFP. At a minimum, the Work Plan should identify all major project tasks, major activities within each task, deliverables, schedule, and assigned resources for the PROJECT.
 6. 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 City will evaluate the PROPOSAL based on the following factors listed in their relative order of importance:

1. Qualification of the CONSULTANT's Project Manager,
2. Qualification of the team's staff,
3. Experience of the CONSULTANT (and any sub-consultants) with similar work completed during the past five years,
4. Technical approach to accomplishing the services listed in this RFP (Soundness of work plan), and
5. Proximity to the project location

The LPA 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 DBE goal is 9%.

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.

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.

To be considered, all replies must be received by the City of Starkville - Office of the City Clerk, at 110 West Main Street, Starkville, MS 39759, on or before 9 a.m., Wednesday, January 27, 2020. The PROPOSALS should be submitted and marked on the outside as Highway 182 Corridor Revitalization Project.

This Legal Notice will appear in the Clarion Ledger on December 26, 2019 and January 2, 2020.

** 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.