

# **ADVERTISEMENT FOR PROPOSALS**

## **ENGINEERING SERVICES RFP #19-07**

The City of Meridian is seeking "Proposals", relating to Engineering Services in connection with the proposed improvements on 22<sup>nd</sup> Avenue. All submittals shall be received by **3:00 P.M., TUESDAY, JUNE 4, 2019**, at City Hall, Purchasing, 601 23<sup>rd</sup> Avenue, Meridian, Mississippi 39301.

Copies of the detailed RFP can be obtained by contacting Eugene Perry, Purchasing Agent at 601-485-1938, [eugeneperry@meridianms.org](mailto:eugeneperry@meridianms.org), or from the address above.

Official "request for proposal" documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Detailed specifications may also be obtained by contacting Eugene Perry, Purchasing Agent at 601-485-1938, [eugeneperry@meridianms.org](mailto:eugeneperry@meridianms.org), or from the address above. Electronic bids and/or reverse auction bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The City of Meridian is an equal opportunity employer and hereby notifies all bidders that it will affirmatively insure that, in any contract entered unto pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, disability or national origin in consideration for an award.

The City of Meridian reserves the right to reject any and/or all submittals, waive technicalities, informalities or irregularities in the submittals received, solicit new submittals or to choose that submittal which is deemed to be in the best interest of the City of Meridian.

Eugene Perry  
Purchasing Agent

Publishing Dates: **05/14/19**  
**05/21/19**

## **I. GENERAL INFORMATION**

### **A. Purpose**

The purpose of the Request for Proposals is to identify and pre-qualify a professional engineering firm to provide design and engineering services in support of improvements to 22<sup>nd</sup> avenue between North Frontage Road and Front Street. The information provided in this RFP outlines the scope of work, guidelines for proposal preparation, selection procedure, and contract requirements for firms interested in providing services. This RFP has been prepared and will be administered in accordance with MS Code

### **B. Background**

In 2001, the Mississippi State Legislature enacted Senate Bill #2666 establishing the Southern Arts and Entertainment Center, Inc., now known as The Mississippi Art + Entertainment Experience and the City of Meridian was selected as the site for the museum. The museum opened in April of 2018 and is located on Front St adjacent to the 22<sup>nd</sup> Avenue overpass. Also, construction has begun on the Mississippi Children's Museum of Meridian slated to open in 2020 on 22<sup>nd</sup> Ave within the project area. The section of 22<sup>nd</sup> Ave from I-20/59 into the downtown area was designated in 2004 as the "Gateway" of Meridian by the Urban Land Institute. It is important to the City of Meridian and the State of Mississippi to provide visitors to these and other points of interest with the best possible experience. The infrastructure along this corridor requires significant upgrades to be able to project the best possible image and drive future economic development.

### **C. Issuing Office**

Eugene Perry, Purchasing Agent  
City of Meridian  
PO Box 1430  
Meridian MS 39302

### **D. Contact Office**

Mike VanZandt, Project Manager  
City of Meridian  
PO Box 1430  
Meridian MS 39302

### **E. Notification**

A legal advertisement describing the RFP will be published in the Meridian Star providing notice to interested parties and information on how to obtain a complete RFP package. In addition, the City of Meridian has elected to mail copies of the RFP directly to firms on their contact list. Inclusion in or exclusion from the initial mail distribution of RFP's will be considered in the evaluation of proposals.

### **F. Rejection**

The City of Meridian reserves the right to reject any and/or all proposals, waive technicalities, informalities or irregularities in the proposals received, solicit new proposals or to choose that proposal which is deemed to be in the best interest of the City of Meridian.

### **G. Cost**

The City of Meridian is not liable for any costs incurred by consultants in responding to this RFP.

#### H. Addenda

Any changes in the RFP will be brought to the attention of all persons who have been provided with or are otherwise identified as having received this RFP information package. The City of Meridian reserves the right to request additional information as required to adequately evaluate all proposals.

## II. **SCOPE OF WORK**

#### A. Objectives

The 22<sup>nd</sup> Avenue Bicycle & Pedestrian project includes improvements to sidewalks, possible addition of bicycle paths or shared use paths, implementation of MDOT Access Management Manual regarding commercial driveways, realignment of travel lanes, addition of decorative lighting, traffic signal upgrades, and landscaping.

#### B. Scope

This project requires but is not limited to the following:

1. Accomplish upgrades within existing 80 foot right-of-way
2. Remove indiscriminate ingress/egress to existing businesses
3. Review existing vehicular/pedestrian traffic flow and make suggestions for improvements (traffic study attached – attachment A)
4. Provide suggestions to revise current zoning, signage, landscape, and lighting requirements
5. Provide a landscape plan that works within the constraints of this urban environment

## III. **PROPOSAL REQUIREMENTS**

#### A. General Requirements

1. Submittal of Proposals
2. Firms must be able to meet the insurance requirements per “Attachment B”.

#### C. Proposal Format

Proposals should be clear and concise and organized in a manner that will facilitate review and evaluation. Ornamental bindings and promotional material within the RFP are not necessary or desired. Proposals should include the following information in the general order shown:

1. Letter of Transmittal – signed by a company official with the power to bind the company in its proposal.
2. Introduction to the Firm – may include a brief history, current size, organizational structure, office locations, etc.

3. Understanding of Proposed Services – a brief narrative outlining the firm's understanding of the types of projects such as this one.
4. Typical Work Plan – an outline of the project team's approach in the planning, design, permitting, and other key elements of a typical project.

#### **IV. SELECTION PROCEDURE**

##### **A. Minimum Qualifications**

Proposals will be reviewed for compliance with minimum qualifications; any firm unable to meet the minimum qualifications outlined in this RFP will not be recommended for Pre-qualification.

##### **B. Supplemental Information**

The City of Meridian may make inquiries and request additional information on an individual basis to discuss the RFP responses, obtain supplemental information, and answer any questions in order to adequately evaluate all proposals. These inquiries may be in writing, via telephone, e-mail, FAX, or in person. Although the City of Meridian does not anticipate requiring any presentations at the present time, it may require them, if necessary.

##### **C. Evaluation and Selection**

A committee appointed by City of Meridian's Chief Administrative Officer; that committee will evaluate all proposals. The committee will then forward all proposals to the Purchasing Department along with its comments. Thereafter, the City Clerk shall make a recommendation to the Council.

Consultant proposals will be evaluated in two steps: Step One will involve the selection committee reviewing and grading all submitted written proposals. Step Two will involve conducting and in-person presentation by the consultants who are selected from submissions received. The selection committee will grade interviews and the consultant with the best overall score will be selected.

The written proposal needs to include relevant experience that demonstrates your firm's ability to overcome challenges similar to those listed above (include before and after pictures).

Submitted written proposals will be graded per the following:

- Project Team (30%)
- Firm Capabilities (30%)
- Prior Experience/Performance (40%)

In person presentations will be graded equally from the following:

- Grasp of Project Requirements
- Design Approach/Methodology
- Project Management
- Project Design Team
- Key Project Personnel
- Experience
- Geographic Considerations