

LEGAL NOTICE

The City of Ridgeland, Mississippi intends to employ a consulting engineering firm to provide professional engineering services utilizing one or more Labor Hour/Unit Price Contract(s) for **Construction Engineering & Inspection (CE&I) services on two separate phases of construction on the Lake Harbour Drive Extension Project** from US Highway 51 to Highland Colony Parkway. Phase "A" will include the Canadian National Railroad Box Culvert Replacement construction project, Federal Aid Project No. HPP-8323-00(004) LPA/104859-801200, Madison County. Phase "B" being the remainder of the Lake Harbour Drive Extension Road and Bridge Improvements, Federal Aid Project No. HPP-8323-00(004) LPA/104859-801000, Madison County.

These CE&I services shall consist of all engineering work involved beginning the date of FHWA/MDOT concurrence in award of the construction Contract, through the preparation and submission of a final estimate and supporting documents to the MDOT, and shall include the following: interpretation of Contract Documents; review of work and rejection of defective work to insure that work is performed in accordance with the plans and specifications; sampling, testing and certification of construction materials in accordance with Federal Aid Policy Guide (FAPG) 23CFR637B for compliance with requirements of the approved plans and specifications; maintenance of project records; preparation of project records and reports including project daily diary, daily material quantities, Contract Document modifications, payment requests, progress schedules, material submittals; coordination and attendance of project related conferences and meetings, serve as liaison between the Contractor and the City; and submission of the final estimate and supporting documents to the City. The firm selected shall provide these services in accordance with MDOT's Project Development Manual for Local Public Agencies (LPAs).

Upon selection, negotiation and execution of one or more Contract(s), the City anticipates the duration of the Contract(s) to be approximately 2-years. The City anticipates executing the Contract(s) by approximately August 2017 and issuing Notice to Proceed on the date FHWA & MDOT provide concurrence in the award of the construction contract, anticipated by September 2017.

To be considered, the "Expression of Interest" 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 1 page in length per individual), 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 engineering firms (CONSULTANT) interested in providing these services may so indicate by furnishing the City (four (4) copies and one (1) CD) of an Expression of Interest which should consist of the following unless specifically stated otherwise:

1. **COVER LETTER:** 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 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. **QUALIFICATIONS:** 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. **PAST EXPERIENCE:** The CONSULTANT should provide a description of services provided on projects with similar scope and magnitude 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 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.

4. **REFERENCES:** The CONSULTANT should provide three (3) client references not affiliated with the City of Ridgeland for which the company has performed services within the past five (5) years that are similar to the requirements within this Scope of Work. Provide the reference contact name, address, e-mail address, telephone numbers and date of the Contract.

5. **APPROACH:** The CONSULTANT should provide a brief description of its APPROACH to completing the scope of work in an efficient manner. This description should describe the Consultant's resources and abilities in project operations, project management and how they utilize their equipment, personnel, and other technical and procedural resources. Provide a brief description of any resource that has proven beneficial for accomplishing similar scopes of work in previous projects such as use of digital records in project administration, inspection and daily summary reports, unique inspection methodology, pay item analysis and reporting, use of GPS information, digital photographs and videos in as-built documentation. Provide a brief description of any unique company resources or procedures for producing documentation essential for processing pay estimates and Federal Grant requests for reimbursement.

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 Expressions of Interest based on the following factors listed in their relative order of importance:

1. Qualifications of assigned staff and company resources
2. Experience in scope of work
3. Approach to services required within scope of work
4. Locations of the Consultant's home, branch and field offices
5. Quality of Proposal

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 firms 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.

All replies must be received by 1:30 P.M., Tuesday May 9, 2017, in the Office of Public Works of the City of Ridgeland at City Hall 304 Highway 51, Ridgeland, Mississippi 39157. The City reserves the right to reject any and all replies and to waive any irregularities or informalities in the proposal process. The City reserves the right to select one (1) consultant or select a short list of consultants from whom more information will be required. 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 for this Contract is 0%. The City of Ridgeland is an equal opportunity employer. Questions should be directed to the City of Ridgeland, Public Works Department, telephone no. 601-853-2027, Attn: Public Works Director.

The Expressions of Interest should be submitted and marked on the outside as:
"Expression of Interest"

Construction Engineering & Inspection (CE&I) Professional Services
Lake Harbour Drive Extension
Project No. HPP-8323-00(004) LPA/104859-801200 & 801000
City of Ridgeland, Madison County, Mississippi

BY ORDER OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF RIDGELAND,
MISSISSIPPI, ON THIS THE 22nd DAY OF DECEMBER 2016.

CITY OF RIDGELAND, MISSISSIPPI

BY:(s) Paula Tierce
Paula Tierce, CITY CLERK
April 8, 15, 2017

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