

## Request for Expressions of Interest

The City of Oxford, Mississippi (LPA) intends to employ a consulting engineering firm to provide engineering services utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract for the design of the University Avenue and Commonwealth Boulevard Connector Road (otherwise known as Pegues Road). The project will have a southern terminus at the intersection of Pegues Road and University Avenue and northern terminus at the current southern end of Commonwealth Boulevard. The project will partly follow the existing alignment of Pegues Road and will also include a connection to Ed Perry Boulevard. The project is identified as **Project No. STBG-0360-00(015)LPA 109620-811000**, Lafayette County, Mississippi. These services include field surveys, environmental studies and permitting procedures, geotechnical sampling and testing, roundabout design, design of water distribution and sewer collection facilities, preparation of field review plans for MDOT review, preparation of right-of-way plans, maps and deeds, preparation of office review and PS&E plans for MDOT review, and preparation of final construction drawings and bid documents. The firm shall provide these services in accordance with the latest edition of MDOT's Project Development Manual for Local Public Agencies (LPAs).

Upon selection, negotiation, and execution of contract, the City anticipates the duration of the contract to be approximately **24 months**. The City anticipates executing the contract by approximately **October 2024**.

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 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 "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 **4 copies and one CD/flash drive** of an Expression of Interest 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 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. 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 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;
4. 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. Experience over the past five years in planning, scheduling, designing of similar projects.
2. Experience over the last five years in working with Federal and State agencies on similar projects.
3. The firm's ability and manpower (either in-house or contracted) to establish schedules and meet those established schedules and deadlines.
4. Number of professional employees by discipline, registration and experience that will be dedicated to the project.
5. The firm's ability to provide an effective and efficient design.

The City of Oxford 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 is 1%.

CONSULTANTS may visit MDOT's website, [www.gomdot.com](http://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](http://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 **Office of the City Engineer c/o: Mr. John Crawley, P.E., at 107 Courthouse Square, Oxford, MS 38655, on or before 5 p.m. Thursday, August 22, 2024.** The Expressions of Interest should be submitted and marked on the outside as **“Expression of Interest, University Avenue – Commonwealth Boulevard Connector”**.

This Legal Notice will appear in the Clarion Ledger on July 24 and July 31, 2024.

\*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 ensure 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](http://www.pepls.state.ms.us).