

# BOARD OF SUPERVISORS

# MADISON COUNTY, MISSISSIPPI


Department of Engineering/Road Management  
Dan Gaillet, P.E., County Engineer/ Road Manager

3137 South Liberty Street, Canton, MS 39046  
Office (601) 855-5670 FAX (601) 859-5857

## MEMORANDUM

August 29, 2016

TO: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
David Bishop, Supervisor, District IV  
Paul Griffin, Supervisor, District V

FROM: Dan Gaillet, P.E.   
County Engineer/Road Manager

RE: Reunion and Highland Colony Parkway Paving Project

The Mississippi Department of Transportation (MDOT) requires that authorization be granted for executing the contract and signing paperwork associated with the paving project, STP-0045-00(27) LPA 10682-701000.

As a result, it is recommended that Trey Baxter, President, be authorized to execute the paving contract and that in addition to Trey, Shelton Vance, Comptroller and Dan Gaillet, P.E., County Engineer/Road Manager, be authorized to sign documentation associated with the paving project.

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SHEILA JONES  
District One

TREY BAXTER  
District Two

GERALD STEEN  
District Three

DAVID BISHOP  
District Four

PAUL GRIFFIN  
District Five

August 1, 2016

Dana Cleveland, P.E.  
Special Project Engineer  
MDOT – District 5 Office  
P.O. Box 90  
Newton, MS 39345

RE: STP-0045-00(027)LPA/106482-701000  
Madison County, Mississippi  
Roadways of Reunion Parkway and Highland Colony Parkway

Dear Ms. Cleveland:

Attached are the following documents for MDOT authorization to award the contract to the lowest recommended bidder, APAC-Mississippi, Inc.

1. One Copy of the Checklist to Award Project signed by the Chief LPA Official and the Project Engineer.
2. One (1) original of the Non-Collusion Affidavit for the recommended bidder.
3. One (1) original Bidding Statement from the LPA stating that the bidding procedures were performed in accordance with State law.
4. Two (2) original signed certified Bid Tabulations for all bidders, including the LPA construction estimate.
5. A detailed evaluation of bids and recommendation to award the bids subject to authorization by MDOT. The LPA and its professional have signed this document.
6. One (1) copy of the Section 905 Proposal bid sheets for the recommended bidder including the DBE commitment.
7. One (1) original signed OCR-481-LPA Form(s) to be completed by the successful bidder according to the instructions on the form. This form has been approved, signed and dated by the LPA and included in the data package submitted to MDOT.
8. One (1) copy of the completed original OCR-485-LPA Form(s) from all bidders on the project.
9. One (1) copy of the Sworn Proof of Publication.
10. A copy of the executed contract between the LPA and its professional.
11. The Safety Officer assigned to the project will be Chad Edwards, Waggoner Engineering, Inc. See attached copy of training certificate.
12. The name of the Certified Stormwater Inspector will be Chad Edwards. A copy of the Certification by MDOT approved certifying agency is included.

13. The names and signatures of three (3) publicly employed persons authorized to sign estimates for the LPA.

Dan Gaillet, P.E.  
County Engineer/Road Manager \_\_\_\_\_

Shelton Vance  
Madison County Comptroller \_\_\_\_\_

Trey Baxter, President  
Madison County Board of Supervisors \_\_\_\_\_

14. One (1) copy of the official Minutes of the LPA Board Meeting, accepting the bid of the lowest recommended bidder and giving the Chairman approval to execute the contract.
15. A copy of the completed NTB for DUNS Requirement (NTB 4566)

We respectfully request MDOT's authorization of the construction phase of this project and authority from MDOT to award the construction contract to APAC-Mississippi, Inc.

Should additional information be required please contact David Williams at Waggoner Engineering, Inc., phone number 601-355-9526. Thank you for your assistance on this project.

Sincerely,

Dan Gaillet, P.E.  
County Engineer/Road Manager

DG/DW/reg

Attachments

c: David Williams, P.E., LPA CE&I Engineer

**Checklist to award project to the lowest bidder**

If the LPA recommendation is to award the project to the lowest bidder, the following initialed items must be submitted to the MDOT District LPA Coordinator.

1. \_\_\_\_ One (1) original of Non-Collusion Affidavit for the recommended bidder.
2. \_\_\_\_ One (1) original [Bidding Statement](#) from the *LPA* stating that the bidding procedures were performed in accordance with State law.
3. \_\_\_\_ Two (2) original signed certified Bid Tabulations for all bidders, including the *LPA's* construction estimate.
4. \_\_\_\_ A detailed evaluation of bids and recommendation to award the bids subject to authorization by *MDOT*. The *LPA* and its *professional* must sign this document.
5. \_\_\_\_ One (1) copy of the **entire** Section 905 Proposal bid sheets for the recommended bidder including the DBE commitment.
6. \_\_\_\_ One (1) original signed [OCR-481-LPA\(s\)](#) to be completed by the successful bidder according to the instructions on the form. This form must be approved, signed and dated by the *LPA* and included in the data packet submission to *MDOT*.
7. \_\_\_\_ One (1) copy of the completed original [OCR-485-LPA\(s\)](#) from all bidders on the project.
8. \_\_\_\_ One (1) copy of the Sworn Proof of Publication.
9. \_\_\_\_ A copy of the executed contract between the LPA and the *LPA's CE&I Engineer/Architect*.
10. \_\_\_\_ The name of the **Safety Officer** (if required by the *MDOT* District LPA Coordinator assigned to the project. A copy of the training certificate(s) must be included.
11. \_\_\_\_ The name of the Certified Stormwater Inspector. A copy of the Certification by a *MDOT* approved certifying agency must be included.
12. \_\_\_\_ The names and signatures of three (3) publicly employed persons authorized to sign estimates for the *LPA*. One of these must be the assigned **Project Director** or **Project Manager**.
13. \_\_\_\_ A copy of the official Minutes of the *LPA* **ACCEPTING THE BID OF THE RECOMMENDED BIDDER AND GIVING THE CHIEF LPA OFFICIAL APPROVAL TO EXECUTE THE CONTRACT**. These Minutes do not have to be APPROVED prior to submission.
14. \_\_\_\_ A copy of the completed NTB for DUNS Requirement (NTB 4566)

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Chief LPA Official

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LPA Professional

Waggoner Engineering, Inc.  
143-A LeFleurs Square  
Jackson, MS 39211-5525

P.O. Box 12227  
Jackson, MS 39236-2227

601-355-9526 Voice  
800-661-3733 Toll-Free  
601-352-3945 Fax

www.waggonereng.com



July 27, 2016

Dan Gaillet, P.E., Director  
Madison County Public Works Department  
3137 South Liberty Road  
Canton, MS 39046

RE: RECOMMENDATION OF CONTRACT AWARD  
Roadways of Reunion Parkway and Highland Colony Parkway  
Project No. STP-0045-00(027)LPA/106482-701000  
Madison County

Dear Dan:

We are pleased to submit to you our bid tabulation for the Roadways of Reunion Parkway and Highland Colony Parkway project. Bids were received and opened at Madison County Chancery Clerks Office on Wednesday, July 27, 2016 at 10:00 AM. A copy of the Certified Tabulation of Bids is attached.

Three bids were submitted ranging in total amounts from \$4,342,628.50 to \$5,319,301.46. The low bidder was APAC-Mississippi, Inc. with a total bid amount of \$4,342,628.50. The Opinion of Probable Cost was \$4,904,365.00. The low bid was 11.5% under the Engineer's Estimate (see attached). The proper proposal documentation, including bond, appears to be in order as required by the contract documents.

Therefore, we recommend that award of the contract be made to APAC-Mississippi, Inc. in the amount of \$4,342,628.50. Our recommendation of contract award as stated herein is made subject to availability of funds.

Thank you for this opportunity to be of service to you.

Sincerely,

David Williams, P.E.  
Project Engineer

Recommended Concurrence

Trey Baxter, President  
Madison County Board of Supervisors

Date

DW/reg

Attachments

Perspective. Passion. Innovation.