

Purchasing Department
Madison County Board of Supervisors
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19 January 2018

District 1 Supervisor Sheila Jones
District 2 Supervisor Trey Baxter
District 3 Supervisor Gerald Steen
District 4 Supervisor David Bishop
District 5 Supervisor Paul Griffin

Subject: Acknowledge receipt of Statements of Qualifications from engineering firms for Engineering Services for Reunion Parkway Phase 2

Dear Board Members:

Five Expressions of Interest for Engineering Services for Reunion Parkway Phase 2 were received by the 10 a.m. January 16 deadline. The firms submitting Expressions of Interest were:

Garver
Michael Baker
Mississippi Engineering Group (MSEG)
Neel-Schaffer
TRC

After being opened, the Expressions of Interest were picked up by the Madison County Engineering Department.

Please acknowledge receipt of the above-listed Expressions of Interest in the minutes.

Thank you,



Hardy Crunk
Purchase Clerk

ADVERTISEMENT FOR ENGINEERING SERVICES
REUNION PARKWAY PHASE 2

The Madison County Board of Supervisors intends to employ a consulting engineering firm to provide engineering services utilizing a Cost plus Fixed Fee contract for **Reunion Parkway Phase 2**, which will be a new roadway on new alignment from Bozeman Road to Parkway East and will include a bridge over I-55. These services shall include project management, environmental studies/permitting, field surveys, geotechnical investigations (bridges and retaining walls), centerline soil profiles, conceptual plans, profile grades, plan-profile sheets, hydraulic design (bridge and roadway), bridge layouts, structural design of bridges and appurtenances, permanent signing plans and details, traffic signal plans, roadway lighting plans, landscaping, roadway right of way plans, final bridge and roadway construction plans (PS&E), right of way maps and deeds, right of way acquisition, utility coordination, bidding services other roadway related services. The firm shall provide these services following MDOT's Project Development Manual for Local Public Agencies (LPAs) and FHWA guidelines.

Upon selection, negotiation, and execution of contract, the County anticipates the duration of the contract to be based upon the selected firm's proposed schedule and as agreed to by all parties. The County anticipates executing the contract by March 2018.

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 County six (6) copies and one (1) CD/jump drive of an Expression of Interest that 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 company profile showing the overall capabilities of firm(s);

3. 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;
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 provide a work plan and progress schedule that identifies task benchmarks and time required for each segment or phase of work;
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 County will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance:

1. Consultant Profile and Overall Capabilities
2. Personnel Assigned to Project
3. Experience in the LPA Process
4. Experience with the Design of Bridges over Interstate Highways per FHWA/MDOT Guidelines
5. Experience with Similar Projects Involving Roadway Design per MDOT Guidelines
6. Experience in the Environmental Process
7. Project Work Plan and Schedule
8. Office Location(s) where Work will be Performed

The County 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 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 Madison County Chancery Clerk's office, Madison County Chancery Courthouse, Rooms 225 – 228, 146 West Center Street, Canton, MS 39046, on or before 10:00 a.m. January 16, 2018. The Expressions of Interest should be marked on the outside of the envelope: "Proposal for Engineering Services, Reunion Parkway Phase 2."

This Legal Notice will appear in the Clarion Ledger on December 14 and 21, 2017.

*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.

Open Forum Public Meeting
REUNION PARKWAY PHASE III
PROJECT
FROM US 51 TO PARKWAY EAST
MADISON COUNTY

Madison County Board of Supervisors has scheduled an open forum public meeting to discuss the proposed construction of the Reunion Parkway Phase III roadway from US Highway 51 to Parkway East. The meeting will take place from 4:00-6:00 p.m. on Wednesday, November 29, 2017, at the Madison County Board Room of the Chancery/Administrative Office Complex in Canton, MS.

Citizens are invited to come and go at any time during the hours of the meeting to view the County's concepts and speak to County and MDOT representatives concerning traffic, design, right-of-way and environmental issues.

A copy of the Draft NEPA Environmental Assessment (EA) will be available for public review during the meeting.

THE PUBLIC IS ENCOURAGED TO ATTEND

Wednesday, November 29, 2017, 4:00 - 6:00 p.m.
Madison County Chancery/Administrative Office Complex Board Room
125 West North Street, Canton, Mississippi

Any individual who needs auxiliary aids or special accommodations to attend the meeting should advise Madison County of their needs by calling the Road Department 601-855-5670