

Department of Engineering  
Tim Bryan, P.E., County Engineer

3137 South Liberty Street, Canton, MS 39046  
Office (601) 790-2525 FAX (601) 859-3430

## MEMORANDUM

February 13, 2023

To: Sheila Jones, Supervisor, District I  
Trey Baxter, Supervisor, District II  
Gerald Steen, Supervisor, District III  
Karl Banks, Supervisor, District IV  
Paul Griffin, Supervisor, District V

From: Tim Bryan, P.E.  
County Engineer

**Re: Approval of Lowest Construction Bid  
Reunion Parkway Phase 3 Project  
Project STP-6988-00(003)LPA/106992-701000**

On February 7, 2023, construction bids were received from 2 companies for the Reunion Parkway Phase 3 Project.

The Engineering Department recommends that the Board approve the lowest bidder, Hemphill Construction Company, Inc. to construct the project for a bid of \$22,738,264.00. Upon concurrence from MDOT, it is requested that the Board President be authorized to sign the construction contract.

As part of the MDOT concurrence package, it is requested that the Board President be authorized to sign the following items:

- Letter to MDOT requesting concurrence
- MDOT checklist to award the project to the lowest bidder

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SHEILA JONES  
District One

TREY BAXTER  
District Two

GERALD STEEN  
District Three

KARL BANKS  
District Four

PAUL GRIFFIN  
District Five



February 8, 2023

**Attention: Mr. Tim Bryan P.E., County Engineer**  
Madison County, Mississippi  
3137 South Liberty Street  
Canton, MS 39046

Dear Mr. Bryan,

**Reference: Reunion Parkway Phase 3 Project**  
**Project STP-6988-00(003)LPA/106992-701000**

Sealed bids were received by Madison County, MS on February 7, 2023, for the construction of the referenced project. As indicated by the enclosed certified bid tabulation, two (2) sealed bids from the following construction companies were opened and read aloud:

|                                     |                 |
|-------------------------------------|-----------------|
| Hemphill Construction Company, Inc. | \$22,738,264.00 |
| Key, LLC                            | \$27,320,611.33 |

The low bid amount was for **\$22,738,264.00**. We have reviewed the bids, find it to be in order and recommend the referenced project be awarded to Hemphill Construction Company, Inc. following approval by Madison County personnel and concurrence from MDOT.

Regards,

**Stantec Consulting Services Inc.**

A handwritten signature in blue ink, appearing to read 'Brad Engels', with a long horizontal flourish extending to the right.

Brad Engels  
Senior Associate

Attachment: Bid Tabulation

Madison County BOS - Reunion Parkway Phase 3 Project

PROJECT: STP-6988-00(003)LPA/106992-701000

MADISON COUNTY

BID TABULATION

|          |              |                      |               |      |   | Hemphill Construction Company, Inc. |                | Key, LLC   |                |
|----------|--------------|----------------------|---------------|------|---|-------------------------------------|----------------|------------|----------------|
| Line No. | Pay Item No. | Fuel Adjustment Code | Plan Quantity | Unit | Description                                       | Unit Price                          | Item Total     | Unit Price | Item Total     |
|          |              |                      |               |      | Roadway   |                                     |                |            |                |
| 10       | 201-A001     |                      | 1             | LS   | Clearing and Grubbing                             | XXXXX                               | \$1,200,000.00 | XXXXX      | \$300,000.00   |
| 20       | 201-B001     |                      | 4             | ACRE | Clearing and Grubbing                             | \$11,080.50                         | \$44,322.00    | \$3,865.00 | \$15,460.00    |
| 30       | 202-A001     |                      | 1             | LS   | Removal of Obstructions                           | XXXXX                               | \$50,000.00    | XXXXX      | \$35,000.00    |
| 40       | 202-B052     |                      | 53            | SY   | Removal of Concrete Driveways, All Depths         | \$26.50                             | \$1,404.50     | \$28.00    | \$1,484.00     |
| 50       | 202-B126     |                      | 2,536         | LF   | Removal of Fence, All Types                       | \$4.00                              | \$10,144.00    | \$5.00     | \$12,680.00    |
| 60       | 202-B191     |                      | 135           | LF   | Removal of Pipe, 8" And Above                     | \$27.00                             | \$3,645.00     | \$50.00    | \$6,750.00     |
| 70       | 203-A001     | E                    | 37,803        | CY   | Unclassified Excavation, FM, AH                   | \$10.50                             | \$396,931.50   | \$6.65     | \$251,389.95   |
| 80       | 203-D001     | E                    | 5,000         | CY   | Muck Excavation, FM                               | \$14.50                             | \$72,500.00    | \$26.00    | \$130,000.00   |
| 90       | 203-EX012    | E                    | 20,000        | CY   | Borrow Excavation, AH, FME, Class B3              | \$38.00                             | \$760,000.00   | \$42.00    | \$840,000.00   |
| 100      | 203-EX042    | E                    | 144,640       | CY   | Borrow Excavation, AH, FME, Class B9-10           | \$23.85                             | \$3,449,664.00 | \$40.00    | \$5,785,600.00 |
| 110      | 203-G001     | E                    | 25,000        | CY   | Excess Excavation, FM, AH                         | \$14.25                             | \$356,250.00   | \$26.00    | \$650,000.00   |
| 120      | 206-A001     | S                    | 2,000         | CY   | Structure Excavation                              | \$22.50                             | \$45,000.00    | \$32.00    | \$64,000.00    |
| 130      | 209-A005     |                      | 5,000         | SY   | Geotextile Stabilization, Type V, Non-Woven       | \$2.00                              | \$10,000.00    | \$6.00     | \$30,000.00    |
| 140      | 211-B001     | E                    | 5,000         | CY   | Topsoil for Slope Treatment, Contractor Furnished | \$23.85                             | \$119,250.00   | \$1.00     | \$5,000.00     |
| 150      | 216-A001     |                      | 1,957         | SY   | Solid Sodding                                     | \$4.50                              | \$8,806.50     | \$6.20     | \$12,133.40    |
| 160      | 217-A001     |                      | 501           | SY   | Ditch Liner                                       | \$2.00                              | \$1,002.00     | \$2.00     | \$1,002.00     |
| 170      | 220-A001     |                      | 18            | ACRE | Insect Pest Control                               | \$30.00                             | \$540.00       | \$30.00    | \$540.00       |
| 180      | 221-A001     | S                    | 141           | CY   | Concrete Paved Ditch                              | \$908.00                            | \$128,028.00   | \$840.00   | \$118,440.00   |
| 190      | 224-A001     |                      | 1,825         | SY   | Soil Reinforcing Mat                              | \$4.25                              | \$7,756.25     | \$3.10     | \$5,657.50     |
| 200      | 225-A001     |                      | 27            | ACRE | Grassing  | \$1,426.00                          | \$38,502.00    | \$1,435.00 | \$38,745.00    |
| 210      | 226-A001     |                      | 27            | ACRE | Temporary Grassing                                | \$1,307.50                          | \$35,302.50    | \$925.00   | \$24,975.00    |
| 220      | 230-B022     |                      | 46            | EA   | Tree Planting, Crape Myrtle                       | \$416.00                            | \$19,136.00    | \$425.00   | \$19,550.00    |
| 230      | 907-234-A001 |                      | 21,300        | LF   | Temporary Silt Fence                              | \$3.50                              | \$74,550.00    | \$3.85     | \$82,005.00    |
| 240      | 907-234-F001 |                      | 400           | LF   | Turbidity Barrier                                 | \$21.50                             | \$8,600.00     | \$43.00    | \$17,200.00    |
| 250      | 236-A008     |                      | 3             | EA   | Silt Basin, Type D                                | \$12,137.50                         | \$36,412.50    | \$7,500.00 | \$22,500.00    |
| 260      | 237-A002     |                      | 1,000         | LF   | Wattles, 20"                                      | \$5.50                              | \$5,500.00     | \$8.25     | \$8,250.00     |
| 270      | 245-A001     |                      | 530           | LF   | Silt Dike   | \$13.00                             | \$6,890.00     | \$11.00    | \$5,830.00     |
| 280      | 246-B002     |                      | 530           | LF   | Rockbags  | \$62.50                             | \$33,125.00    | \$11.00    | \$5,830.00     |

| Line No. | Pay Item No. | Fuel Adjustment Code | Plan Quantity | Unit | Description   | Unit Price | Item Total   | Unit Price | Item Total   |
|----------|--------------|----------------------|---------------|------|---|------------|--------------|------------|--------------|
| 290      | 249-A001     |                      | 1,498         | TON  | Riprap for Erosion Control                            | \$105.00   | \$157,290.00 | \$100.00   | \$149,800.00 |
| 300      | 907-253-A001 |                      | 619           | LF   | Coir Fiber Baffle                                     | \$11.50    | \$7,118.50   | \$12.25    | \$7,582.75   |
| 310      | 304-F001     | GT                   | 2,969         | TON  | 3/4" and Down Crushed Stone Base                      |            |              |            |              |
|          |              |                      |               |      | OR  |            |              |            |              |
| 320      | 304-F002     | GT                   | 2,969         | TON  | Size 610 Crushed Stone Base                           | \$67.50    | \$200,407.50 | \$69.00    | \$204,861.00 |
|          |              |                      |               |      | OR  |            |              |            |              |
| 330      | 304-F003     | GT                   | 2,969         | TON  | Size 825B Crushed Stone Base                          |            |              |            |              |
| 340      | 307-C002     | M                    | 32,213        | SY   | 12" Soil-Lime-Water Mixing, Class C                   | \$5.50     | \$177,171.50 | \$2.96     | \$95,350.48  |
| 350      | 307-D001     |                      | 870           | TON  | Lime  | \$375.00   | \$326,250.00 | \$415.00   | \$361,050.00 |
| 360      | 307-S001     | A3                   | 8,054         | GAL  | Bituminous Curing Seal                                | \$7.25     | \$58,391.50  | \$6.00     | \$48,324.00  |
| 370      | 403-A002     | BA1                  | 3,480         | TON  | 12.5-mm, MT, Asphalt Pavement                         | \$167.50   | \$582,900.00 | \$153.00   | \$532,440.00 |
| 380      | 403-A005     | BA1                  | 4,084         | TON  | 19-mm, MT, Asphalt Pavement                           | \$159.25   | \$650,377.00 | \$147.00   | \$600,348.00 |
| 390      | 403-A006     | BA1                  | 4,084         | TON  | 19-mm, ST, Asphalt Pavement                           | \$156.75   | \$640,167.00 | \$143.00   | \$584,012.00 |
| 400      | 403-A014     | BA1                  | 2,645         | TON  | 9.5-mm, MT, Asphalt Pavement                          | \$186.50   | \$493,292.50 | \$171.00   | \$452,295.00 |
| 410      | 502-A001     | C                    | 446           | SY   | Reinforced Cement Concrete Bridge End Pavement        | \$306.50   | \$136,699.00 | \$524.00   | \$233,704.00 |
| 420      | 503-C010     |                      | 100           | LF   | Saw Cut, Full Depth                                   | \$9.00     | \$900.00     | \$20.00    | \$2,000.00   |
| 430      | 601-B001     | S                    | 3             | CY   | Class "B" Structural Concrete, Minor Structures       | \$1,248.00 | \$3,744.00   | \$8,825.00 | \$26,475.00  |
| 440      | 602-A001     | S                    | 72            | LBS  | Reinforcing Steel                                     | \$2.50     | \$180.00     | \$2.00     | \$144.00     |
| 450      | 603-ALT006   | S                    | 112           | LF   | 24" Type A Alternate Pipe                             | \$131.50   | \$14,728.00  | \$184.00   | \$20,608.00  |
| 460      | 603-CA026    | S                    | 192           | LF   | 24" Reinforced Concrete Pipe, Class III               | \$110.50   | \$21,216.00  | \$110.00   | \$21,120.00  |
| 470      | 603-CA055    | S                    | 304           | LF   | 36" Reinforced Concrete Pipe, Class III               | \$133.00   | \$40,432.00  | \$135.00   | \$41,040.00  |
| 480      | 603-CB004    | S                    | 3             | EA   | 24" Reinforced Concrete End Section                   | \$1,220.50 | \$3,661.50   | \$1,790.00 | \$5,370.00   |
| 490      | 603-CB006    | S                    | 4             | EA   | 36" Reinforced Concrete End Section                   | \$1,848.50 | \$7,394.00   | \$2,000.00 | \$8,000.00   |
| 500      | 604-B001     |                      | 250           | LBS  | Gratings  | \$5.00     | \$1,250.00   | \$5.40     | \$1,350.00   |
| 510      | 605-X002     | GY                   | 165           | CY   | Filter Material for Filter Beds, Type A               | \$120.50   | \$19,882.50  | \$119.00   | \$19,635.00  |
| 520      | 605-X003     | GY                   | 5,000         | CY   | Filter Material for Filter Beds, Type B               | \$38.00    | \$190,000.00 | \$44.00    | \$220,000.00 |
| 530      | 606-B001     |                      | 650           | LF   | Guard Rail, Class A, Type 1                           | \$33.00    | \$21,450.00  | \$31.00    | \$20,150.00  |
| 540      | 606-D022     |                      | 8             | EA   | Guard Rail, Bridge End Section, Type I                | \$3,916.00 | \$31,328.00  | \$3,655.00 | \$29,240.00  |
| 550      | 606-E005     |                      | 8             | EA   | Guard Rail, Terminal End Section, Flared              | \$4,086.00 | \$32,688.00  | \$3,815.00 | \$30,520.00  |
| 560      | 609-D012     | S                    | 896           | LF   | Combination Concrete Curb and Gutter Type 3A Modified | \$32.00    | \$28,672.00  | \$29.00    | \$25,984.00  |
| 570      | 614-B001     | S                    | 53            | SY   | Concrete Driveway, With Reinforcement                 | \$144.50   | \$7,658.50   | \$103.00   | \$5,459.00   |
| 580      | 615-A002     | S                    | 80            | LF   | Concrete Bridge End Barrier, 33.5"                    | \$62.50    | \$5,000.00   | \$58.00    | \$4,640.00   |
| 590      | 617-A001     |                      | 45            | EA   | Right-of-Way Marker                                   | \$250.00   | \$11,250.00  | \$500.00   | \$22,500.00  |

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|----------|-----------------------|----------------------|---------------|------|---|-------------|----------------|-------------|----------------|
| 600      | 618-A001              |                      | 1             | LS   | Maintenance of Traffic                                    | XXXXX       | \$40,000.00    | XXXXX       | \$320,000.00   |
| 610      | 618-B001              |                      | 1             | SF   | Additional Construction Signs                             | 10.00       | \$10.00        | 10.00       | \$10.00        |
| 620      | 620-A001              |                      | 1             | LS   | Mobilization  | XXXXX       | \$1,593,626.25 | XXXXX       | \$2,556,000.00 |
| 630      | 626-A003              |                      | 1,473         | LF   | 6" Thermoplastic Traffic Stripe, Skip White               | \$1.00      | \$1,473.00     | \$1.55      | \$2,283.15     |
| 640      | 626-B003              |                      | 13,851        | LF   | 6" Thermoplastic Traffic Stripe, Continuous White         | \$1.50      | \$20,776.50    | \$2.20      | \$30,472.20    |
| 650      | 626-E003              |                      | 10,294        | LF   | 6" Thermoplastic Traffic Stripe, Continuous Yellow        | \$1.50      | \$15,441.00    | \$2.10      | \$21,617.40    |
| 660      | 626-G002              |                      | 633           | LF   | Thermoplastic Detail Stripe, White                        | \$2.25      | \$1,424.25     | \$2.20      | \$1,392.60     |
| 670      | 626-G003              |                      | 8,879         | LF   | Thermoplastic Detail Stripe, Yellow                       | \$2.25      | \$19,977.75    | \$2.10      | \$18,645.90    |
| 680      | 626-H004              |                      | 180           | SF   | Thermoplastic Legend, White                               | \$7.00      | \$1,260.00     | \$52.00     | \$9,360.00     |
| 690      | 627-K001              |                      | 26            | EA   | Red-Clear Reflective High Performance Raised Markers      | \$8.00      | \$208.00       | \$15.00     | \$390.00       |
| 700      | 627-L001              |                      | 432           | EA   | Two-Way Yellow Reflective High Performance Raised Markers | \$8.00      | \$3,456.00     | \$16.00     | \$6,912.00     |
| 710      | 630-A001              |                      | 28            | SF   | Standard Roadside Signs, Sheet Aluminum, 0.080" Thickness | \$22.50     | \$630.00       | \$20.00     | \$560.00       |
| 720      | 630-A003              |                      | 102           | SF   | Standard Roadside Signs, Sheet Aluminum, 0.125" Thickness | \$24.00     | \$2,448.00     | \$23.00     | \$2,346.00     |
| 730      | 630-C003              |                      | 259           | LF   | Steel U-Section Posts, 3.0 lb/ft                          | \$20.50     | \$5,309.50     | \$20.00     | \$5,180.00     |
| 740      | 630-E004              |                      | 56            | LBS  | Structural Steel Angles & Bars, 7/16" x 2 1/2" Flat Bar   | \$7.00      | \$392.00       | \$6.00      | \$336.00       |
| 750      | 630-F006              |                      | 40            | EA   | Delineators, Guard Rail, White                            | \$25.00     | \$1,000.00     | \$22.00     | \$880.00       |
| 760      | 630-G004              |                      | 8             | EA   | Type 3 Object Markers, OM-3R or OM-3L                     | \$96.50     | \$772.00       | \$85.00     | \$680.00       |
| 770      | 630-K001              |                      | 14            | LF   | Welded & Seamless Steel Pipe Posts, 3 1/2"                | \$79.50     | \$1,113.00     | \$70.00     | \$980.00       |
| 780      | 630-K003              |                      | 16            | LF   | Welded & Seamless Steel Pipe Posts, 4"                    | \$85.00     | \$1,360.00     | \$80.00     | \$1,280.00     |
| 790      | 699-A001              |                      | 1             | LS   | Roadway Construction Stakes                               | XXXXX       | \$100,000.00   | XXXXX       | \$150,000.00   |
| 800      | 815-A002              | S                    | 454           | TON  | Loose Riprap, Size 100                                    | \$108.50    | \$49,259.00    | \$99.00     | \$44,946.00    |
| 810      | 815-F002              | S                    | 240           | TON  | Sediment Control Stone                                    | \$67.50     | \$16,200.00    | \$93.00     | \$22,320.00    |
| 820      | 907-899-A001          |                      | 1             | LS   | Railway-Highway Provisions                                | XXXXX       | \$816,425.00   | XXXXX       | \$400,000.00   |
| 830      | L00074 - 907-209-A500 |                      | 86,464        | SY   | Geotextile Stabilization TYPE X                           | \$16.00     | \$1,383,424.00 | \$14.50     | \$1,253,728.00 |
|          |                       |                      |               |      |   |             |                |             |                |
|          |                       |                      |               |      | Bridge  |             |                |             |                |
| 840      | 501-K001              |                      | 5,640         | SY   | Transverse Grooving                                       | \$4.00      | \$22,560.00    | \$2.50      | \$14,100.00    |
| 850      | 907-607-PP001         |                      | 200           | LF   | Safety Fence  | \$267.50    | \$53,500.00    | \$176.00    | \$35,200.00    |
| 860      | 907-803-B001          | S                    | 2             | EA   | Conventional Static Pile Load Test                        | 5000.00     | \$10,000.00    | 5000.00     | \$10,000.00    |
| 870      | 803-C002              | S                    | 1,785         | LF   | 14" x 14" Prestressed Concrete Piling                     | \$65.00     | \$116,025.00   | \$71.00     | \$126,735.00   |
| 880      | 803-C003              | S                    | 3,250         | LF   | 16" x 16" Prestressed Concrete Piling                     | \$85.00     | \$276,250.00   | \$87.00     | \$282,750.00   |
| 890      | 803-C004              | S                    | 6,500         | LF   | 18" x 18" Prestressed Concrete Piling                     | \$100.00    | \$650,000.00   | \$97.00     | \$630,500.00   |
| 900      | 907-803-I002          | S                    | 8             | EA   | PDA Test Pile, Concrete Pile                              | \$10,584.00 | \$84,672.00    | \$21,000.00 | \$168,000.00   |

| Line No.                | Pay Item No. | Fuel Adjustment Code | Plan Quantity | Unit | Description                             | Unit Price | Item Total             | Unit Price | Item Total             |
|-------------------------|--------------|----------------------|---------------|------|---|------------|------------------------|------------|------------------------|
| 910                     | 907-803-J001 | S                    | 8             | EA   | Pile Restrike                           | \$1,258.50 | \$10,068.00            | \$3,600.00 | \$28,800.00            |
| 920                     | 907-804-A002 | S                    | 830           | CY   | Bridge Concrete, Class AA               | \$1,104.00 | \$916,320.00           | \$2,195.00 | \$1,821,850.00         |
| 930                     | 907-804-A004 | S                    | 1,688         | CY   | Bridge Concrete, Class BD               | \$1,112.50 | \$1,877,900.00         | \$1,500.00 | \$2,532,000.00         |
| 940                     | 907-804-B001 | S                    | 365           | CY   | Box Bridge Concrete, Class B            | \$942.50   | \$344,012.50           | \$1,119.00 | \$408,435.00           |
| 950                     | 804-C002     | S                    | 1,193         | LF   | 100' Prestressed Concrete Beam, Type IV | \$251.50   | \$300,039.50           | \$285.00   | \$340,005.00           |
| 960                     | 804-C026     | S                    | 7,215         | LF   | 110' Prestressed Concrete Beam, Type IV | \$243.50   | \$1,756,852.50         | \$285.00   | \$2,056,275.00         |
| 970                     | 805-A001     | S                    | 604,975       | LBS  | Reinforcement                           | \$1.70     | \$1,028,457.50         | \$2.00     | \$1,209,950.00         |
| 980                     | 813-A002     | S                    | 2,830         | LF   | Concrete Railing, 32"                   | \$62.50    | \$176,875.00           | \$58.00    | \$164,140.00           |
| 990                     | 815-A007     | S                    | 1,745         | TON  | Loose Riprap, Size 300                  | \$80.50    | \$140,472.50           | \$100.00   | \$174,500.00           |
| 1000                    | 815-D001     | S                    | 129           | CY   | Concrete Slope Paving                   | \$765.50   | \$98,749.50            | \$1,500.00 | \$193,500.00           |
| 1010                    | 815-E001     | S                    | 1,588         | SY   | Geotextile under Riprap                 | \$3.00     | \$4,764.00             | \$6.00     | \$9,528.00             |
| <b>Total Bid Amount</b> |              |                      |               |      |   |            | <b>\$22,738,264.00</b> |            | <b>\$27,320,611.33</b> |

I certify this to be a true and accurate tabulation of the bids received by the Madison County Board of Supervisors by 10:00 AM on Tuesday, February 7, 2023 and opened and read aloud at the Madison County Chancery Clerk's Office.

Brad Engels, PE

Stantec



# MADISON COUNTY BOARD OF SUPERVISORS

125 West North Street • Post Office Box 608 Canton, Mississippi 49046  
601-855-5500 • Facsimile 601-855-5759

[www.madison-co.com](http://www.madison-co.com)

February 21, 2023

Mr. Josh Tillery, P.E.  
District 5 LPA Engineer  
Mississippi Department of Transportation  
7759 Highway 80  
Newton, MS 39345

**Re: Reunion Parkway Phase 3 Project  
Project Number STP-6988-00(003)LPA/106992-701000  
Madison County, Mississippi**

Dear Mr. Tillery:

This letter shall serve as Madison County's request for MDOT authorization to award the contract for the referenced project.

Sealed bids were received by Madison County on February 7, 2023, for the construction of the referenced project. As indicated by the enclosed certified bid tabulation, two (2) sealed bids from the following construction companies were opened and read aloud:

|                                     |                 |
|-------------------------------------|-----------------|
| Hemphill Construction Company, Inc. | \$22,738,264.00 |
| Key, LLC                            | \$27,320,611.33 |

The lowest bid was submitted by **Hemphill Construction Company, Inc.** for a total bid amount of **\$22,738,264.00**. This bid is approximately 131% of the Engineers Estimate of \$17,409,956.00. We contribute this increase to a significant increase in the cost of materials over the past year causing the unit prices to be higher. We have reviewed the bids and found them to be in order and request authorization from MDOT to award the referenced project to **Hemphill Construction Company, Inc.**

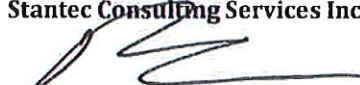
The officials employed by the LPA that will be authorized to sign estimates are the Project Director (Gerald Steen), the Project Manager (Tim Bryan, P.E.) and the County Administrator (Greg Higginbotham). The LPA's Registered Professional Engineer, Safety Officer and Certified Stormwater Inspector assigned to this project is Brad Engels with Stantec Consulting Services Inc. All Sampling and Testing for this project will be handled by Burns Cooley Dennis, Inc.


Sincerely,

**Madison County Board of Supervisors**

**Stantec Consulting Services Inc.**

\_\_\_\_\_  
Gerald Steen  
President, Madison County Board of Supervisors

  
\_\_\_\_\_  
Brad Engels, P.E.

  
\_\_\_\_\_  
Tim Bryan, PE, Madison County Engineer

  
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Greg Higginbotham, Madison County Administrator

**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 Engineer.

1. BE One (1) original of Non-Collusion Affidavit for the recommended bidder.
  - a. **This cannot be printed on the front and back**
2. BE One (1) original Bidding Statement from the **LPA's Consultant** stating that the bidding procedures were performed in accordance with State law.
3. BE Two (2) original signed certified Bid Tabulations for all bidders, including the **LPA's** construction estimate.
4. BE 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. An example can be found [here](#).
5. BE One (1) copy of the **entire** Section 905 Proposal bid sheets for the recommended bidder including the DBE commitment.
6. BE One (1) legible copy of the 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**. An Example of the supporting documentation can be found [here](#). **The form shall be stamped or dated to verify it was received within the required 3 days.**
7. BE One (1) copy of the completed original OCR-485-LPA(s) from all bidders on the project.
8. BE One (1) copy of the Sworn Proof of Publication.
9. BE A copy of the executed contract between the LPA and the **LPA's CE&I Engineer/Architect**.
10. BE The name of the **Traffic Control Supervisor** (if required by the **MDOT** District LPA Engineer) assigned to the project. A copy of the certification(s) must be included. Training must meet the requirements, and training frequency set forth in **section 618.01.2 (Contractors and Consultants are both required to meet these requirements)**.
11. BE The name of the Certified Stormwater Inspector. A copy of the Certification by a **MDOT** approved certifying agency must be included.
12. BE 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. BE A copy of the completed contractor's UEI form.



15. \_\_\_\_ A P.E. Reimbursement request or denial must accompany the PS&E package along with all supporting backup documentation for **MDOT** review. **A Preliminary Engineering Reimbursement checklist can be found [here](#) detailing required items for approval.** If allowed, P.E. Reimbursement will be authorized at the same time project funds are approved by FHWA. P.E. Reimbursement cannot be requested after a project has been authorized. Costs of the **professional's** services during the receiving, checking, and certifying of bids cannot be included.

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Chief LPA Official



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LPA Professional