

**ADDENDUM #7**

**ISSUE DATE 07-23-12**

RE: RFQ for City Wide Paving Projects for 2012  
Bids due 09-14-2012

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1. Replace original RFQ with attached. All changes are noted by “an outline in the margin and/or underlined”.
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**END OF ADDENDUM NO. 7**

Connie Debenport  
Purchasing Manager, City of Gulfport  
Voice - 228-868-5705  
Fax – 228-868-5704  
[cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov)

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# Request for Qualifications

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City of Gulfport Citywide  
Paving Project 2012

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City of Gulfport, MS  
Date: 01-26-2012

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**Purchasing Department  
1410 24<sup>th</sup> Avenue  
Gulfport, MS 39501**

**January 26, 2012**

**Request for Qualifications  
For  
Engineering Services  
City of Gulfport Citywide Paving Project 2012**

The City of Gulfport, MS requests qualified individuals and/or firms with experience in Engineering Services to submit proposals for City of Gulfport Citywide Paving Project 2012.

**I. INTRODUCTION**

The City of Gulfport, MS, utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract, intends to employ a consulting engineering firm to provide preliminary engineering, design, construction engineering, and inspection services for the paving and infrastructure improvements for approximately 30 miles of streets, in Gulfport, MS, Harrison County titled "Gulfport Citywide Paving Project 2012". These streets will be identified by the City and will range from two lanes to five lanes. The project will include improvements to grading, drainage, water, sewer, ADA ramps, and intersection. It may also include roadway design, surveying, signing plans, signal design, specifications, environmental, permit approvals, bid documents, pavement thicknesses, geotechnical design, contract administration, construction engineering, inspection, legal descriptions and right-of-way maps and deeds and other specified plan details necessary for the preparation of both right-of-way, and construction plans.

- A. The City of Gulfport will also accept proposals from individuals or firms for Project Management services, as the City anticipates that some of the work may not require professional engineering design".

**II. STATEMENT OF WORK**

The Scope of Work is shown below.

- A. Description: The Engineering Services Contract is for determining rights-of-way limits ("ROW") for the construction of, maintenance and overlay, and infrastructure repairs of various streets; to provide complete design services including field surveys for the

development of construction plans, ROW maps and descriptions and to provide complete construction engineering services

- B. Construction Design Results shall include but not limited to: hot bituminous overlay, hot bituminous leveling, base repair, pavement marking, roadway shoulder repair with erosion control, replacement of utilities including water, sewer, and/or drainage, and ADA ramp installation.
- C. Completion schedule for both engineering services and construction combined shall not exceed 8 months.
- D. General Requirement for the Design Contract shall include:
  - a. Evaluation of route locations for design consideration, utility conflicts and an environmental assessment document for the project.
  - b. Development of complete Preliminary and Final construction plans and bid documents.
  - c. Development of a final Opinion of Probable Costs.
  - d. Assist Gulfport in advertising for and obtaining bids for construction
  - e. Provide complete construction phase engineering services.
- E. Services to be provided by the Consultant:
  - a. Evaluate route locations for environmental and design consideration.
  - b. Submit Environmental Assessment for entire project.
  - c. Review the selected streets and routes for utility conflicts. Prepare utility adjustments with utility companies and assist the execution of such agreements prior to construction.
  - d. Review the water, sewer, and drainage systems and prepare plans as needed for replacement or repairs of these systems.
  - e. Complete field surveys.
  - f. Hydraulic analysis at all drainage structures.
  - g. Identify the need for regulatory permits and provide appropriate agencies the opportunity for comment regarding impacts.
  - h. Development of preliminary ROW plans and final ROW plans sufficient in detail for the City to acquire the ROW of the project. The streets are in the existing ROW.
  - i. Development of preliminary construction plans with final ROW limits.
  - j. Development of complete construction plans and bid documents and special provisions including electronics files.
- F. Progress reporting shall be made at a minimum monthly to the City by meetings and/or written correspondence.
- G. Government furnished property/services: The City Engineering Departments record drawings and electronic files shall be available for assistance.

### III. PROPOSED FORMAT

The following is a suggested format.

#### A. Technical Proposal

**NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION**

1. A cover letter specifying the name and complete description of project, the name of the project manager, and the location and address of the office to be assigned the majority of the work;
2. Technical Approach - Proposers are required to describe the procedures and methods that will achieve the required outcome of this project.
3. Project Management - Describe how the project will be organized and managed. Include the anticipated use of subcontractors and/or vendors. Describe the resources necessary to accomplish the purpose of the project.
4. Personnel - Identify the individuals who will be part of the project team. Include any outside personnel such as subcontractors. A resume for each principal member, the project manager, and employees of the firm anticipated to be assigned to the project. Also, provide an 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;
  - a. Licensure is only required by MS Professional Engineers, Project, Program Managers licensure NOT required.
5. Organizational Qualifications - Describe your experience, capabilities and other qualifications for this project. Include a current Financial Statement and references (include name of project, point of contact, phone number).
6. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work, the cost and scheduled completion (or actual completion) of this work;
7. A statement that your organization is sufficiently staffed to perform the required consulting services with reasonable dispatch.

8. A statement to the effect that, in the event certain features on the proposed project are of such complexity and nature as to require specialized or expert assistance, whether your organization is sufficiently staffed with such specialists, or if it will be necessary to associate with other, and if an association should be necessary, the nature of such association.
9. A response containing the information upon which the consultant will be evaluated; and,
10. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications. This Form can be obtained at:  
<http://www.gomdot.com/Divisions/AdministrativeServices/Resources/Forms> .  
Interested firms without internet access may obtain this information by contacting Steven Rone at (601)359-7076.

**COST PROPOSAL**  
**SHALL BE SUBMITTED IN A SEPARATE, SEALED ENVELOPE**

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**B. Cost Proposal**

The cost proposal **must be** submitted in a separate, sealed envelope with the responder's name and the title of the RFQ clearly identified on the outside of the envelope.

**Place:** Office of Procurement, 1410 24<sup>th</sup> Avenue, Gulfport, Mississippi, 39501

**Date:** \_\_\_\_\_

**Proposal of:**

(\_\_\_\_\_), organized and existing under the laws of the  
Company/Firm name

State of \_\_\_\_\_, doing business as \_\_\_\_\_.

**To: City of Gulfport**  
**1410 24<sup>th</sup> Avenue**  
**Gulfport, MS 39501**

Gentlemen, in compliance with your invitation for proposals for:

**PROFESSIONAL ENGINEERING SERVICES**

**FOR THE CITY OF GULFPORT, MISSISSIPPI**

Having examined the proposal documents, and scope of work, we do hereby propose to provide professional services and meet and satisfy all requirements and duties in accordance with the contract documents and at the price stated below. This price is to cover all expenses incurred in adequately and properly performing the work and services required under the contract documents, of which this proposal is a part.

\$\_\_\_\_\_ per project

Proposer acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

## **CRITERIA FOR SELECTION**

The City of Gulfport will evaluate the Proposals based on the following factors listed in their relative order of importance:

- A. The experience in performing the type of work outlined in the Scope of Work;
- B. The qualifications of the principals and professionals to be assigned;
- C. The consultant's experience in working with projects involving public funding;
- D. The extent of in-house capabilities of the firm; and the consultant's size and capability of staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload.

### **IV. Deleted**

#### **A. Deleted**

#### **B. Expenses of Preparing Responses to this RFQ**

The City of Gulfport accepts no responsibility for any expenses incurred by the responders to this RFQ in the preparation of their responses. Such expenses are borne exclusively by the responders.

#### **C. Submittal Instructions**

Proposals must be submitted to the Purchasing Office, 1410 24<sup>th</sup> Avenue, Gulfport, MS 39501, no later than 5:00 p.m. on September 14, 2012, after which time they will be delivered to the Selection Committee. Any proposal submitted after the date and time as noted will be returned unopened.

Each proposal will be evaluated for full compliance with the RFQ instructions to the offeror and the mandatory terms and conditions set forth within the RFQ document. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of the City.

Proposals submitted pursuant to this RFQ shall be brief and to the point. An original and five (5) hard copies as well as one (1) digitally converted copy (cd) of the provider's proposal are to be furnished containing the following information:

All proposals submitted under this RFQ shall become the property of the City of Gulfport and will not be returned

#### **D. Proposal Duration**

Proposals submitted in response to this RFQ must be valid for a period of ninety (90) days from proposal submission deadline, and must be so marked.

#### **E. Acknowledgement of Addenda**

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged by signing and returning the addenda form. Acknowledgements must be received no later than the proposal due date. If acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the Governing Authority.

#### **V. AWARD OF CONTRACT**

A selection committee will review and rate all proposals and may determine an interview list of the firms whose proposal are highest rated based on qualifications and information provided in Section III., Proposal Format and Section IV., Criteria for Selection.

Interview listed firms will be scheduled for oral presentation to the selection committee, not to exceed one hour's duration, responding to questions from the selection committee relevant to the firm's proposal.

The selection committee will then rescore all interview-listed firms based on the information submitted and oral interview, and will compile a new list ranking those firms. After all rating is completed, the committee will open cost proposals of only the final short listed firms and will include the cost proposal information along with its recommendation to the Administration and City Council, who will make the final decision as to award of Contract.

#### **Authorizations**

Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.

#### **Contract Period**

The contract period shall be from the date of award (anticipated to be October 2012 through May 2012), with options to extend, at the Governing Authority's discretion.

## **Disqualification of Proposer**

Although not intended to be an inclusive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proposer and the rejection of his proposal:

1. Evidence of collusion among proposers.
2. Lack of competency as revealed by either financial statements and/or experience as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default or termination on a previous contract for failure to perform or otherwise.

## **Questions**

Questions regarding this RFQ should be directed to the Purchasing Office by email: [cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov) or facsimile (228) 868-5705, *not less than ten (10) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

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## **Direct Contact**

**Direct contact with any City employee, including the Governing Authority, on the subject of this proposal, is strictly forbidden. Violation of this paragraph will result in disqualification of your proposal.**

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## **Trade Secrets/Proprietary Information**

Trade Secrets or Proprietary information submitted by an offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Mississippi Freedom of Information Act; however, the offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not "proprietary" or "confidential".* They are considered public information.

Please mark one:

( ) **No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.

( ) **Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information. If **YES**, please list the *page numbers* and the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled "PROPRIETARY INFORMATION" in red ink at the top and bottom center of each page.

**Do Not Mark the Whole Proposal Proprietary**

The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**Complete the following information and return the form with your package.**

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

**SBE**

**MBE**

**WBE**

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to subcontract any work to others, even if you are an S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$\_\_\_\_\_

Total **MBE** Dollars to be Sub-contracted \$\_\_\_\_\_

Total **WBE** Dollars to be Sub-contracted \$\_\_\_\_\_

3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

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**Minimum Insurance Requirements**

Professional Liability:	\$1,000,000	Each Person
	\$3,000,000	Total Aggregate
Workers Compensation:	\$500,000	Each Accident
	\$500,000	Each Employee Disease
	\$500,000	Policy Limit Disease

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**VENDOR INFORMATION**

***Contact Information*** - please provide the following information:

Company/Firm Name	
Authorized Representative	
Address (Primary Office)	
Address (Other Office(s))	
Phone Number	
Facsimile Number	
Email	
Website (if available)	