

Legal Notice Template for LPAs

****** Please note that all legal Advertisements should be sent to MDOT prior to publishing for review***

The City of Laurel (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 gateway improvements along the Beacon Street corridor, including Interstate 59/US 84/SR 15 interchange along Beacon Street and Central Avenue, Project No. IMD-8077-00(002)LPA/106639-801000, Jones County, Mississippi. These services include construction engineering, inspection, testing, and related work. The firm shall provide these services in accordance with MDOT's Project Development Manual for Local Public Agencies (PDM).

Upon selection, negotiation, and execution of contract, the LPA anticipates the duration of the contract to be approximately 18 months. The LPA anticipates executing the contract by approximately February 2020.

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 LPA four (4) copies and one (1) CD 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 engineer, 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 Engineer 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 Engineer 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 PDM training;

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 Project Engineer shall be in-charge of all day-to-day operations on the PROJECT as outlined in the PDM. The Project Engineer should have construction experience managing larger CE&I projects.
 - The CONSULTANT should provide a written summary indicating why the individual serving as the Project Engineer would be the best candidate for this PROJECT.
 - The CONSULTANT should provide a maximum of five (5) projects which demonstrate the Project Engineer's ability to successfully oversee larger CE&I projects. For each project listed, provide a description of each relevant project, including at a minimum, the Project Engineer's role on the project, the CONSULTANT's contract execution date and completion date for the project, the CONSULTANT's contract amount and construction amount of the project, the Project Engineer's employer at the time, the location of the project, and any unique features, as well as, the name of the owner for whom the work was performed and the name and phone numbers of the owner's representatives who can verify and discuss the Project Engineer's participation in the project.
5. 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 LPA will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance:

1. Experience of the Firm in performing specific services and experience on similar LPA projects;
2. Qualifications and experience of Staff to be assigned to the project based on requested scope of Services;
3. Size/Capacity of the Firm's professional and technical staff with respect to the services needed;
4. Qualifications and experience of the Project Engineer with respect to the services needed;
5. Local Presence of the Firm; and
6. Quality of Proposal

The LPA 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 0%.

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 Clerk, at Laurel City Hall, 405 North 5th Ave, Laurel, MS 39440, on or before 10:00 AM FRIDAY, JULY 19, 2019. The Expressions of Interest should be submitted and marked on the outside as Beacon Street Corridor Gateway CE&I Proposals.

This Legal Notice will appear in the Clarion Ledger on June 11, 2019 and June 20, 2019 .

*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.