



Request for Proposals

RFP# MPO #2019-1001

Consultant to Provide a Pavement Management Plan

For The

HATTIESBURG URBANIZED AREA

Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization

RELEASE DATE: April 17, 2019



**RFP DUE: 10:00AM (CST)
May 23, 2019**

CONTACT:

Andrew Ellard

City of Hattiesburg, Mississippi
Department of Urban Development
HPFL-MPO
P.O. Box 1898
Hattiesburg, MS 39403-1898
601-545-4675 Office

TO The Hattiesburg Post and the Clarion Ledger: Publish on April 25th and May 2nd, as a legal ad and furnish City of Hattiesburg with Two (2) Proofs of Publication.

Request for Proposals
Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization
PUBLIC NOTICE

PAVEMENT MANAGEMENT PLAN

RELEASE DATE: April 17, 2019

Planners, architects, landscape architects and other related professionals are requested to submit a proposal to provide professional services for the development of a Pavement Management Plan in the urbanized area of the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (HPFL MPO). The boundary area for the project is to be determined, but could include any part of the cities of Hattiesburg and /or Petal and all or portions of Forrest and /or Lamar Counties. A map of the MPO Planning Area is available at www.hattiesburg.ms.com/mpo.

The goal of the **Pavement Management Plan** is to provide each HPFL-MPO entity with an effective, data-driven approach toward active pavement maintenance.

The intended outcome of this project is a planning document that complements the MPO's Long-Range Transportation Plan (2015-2040) by way of specific attention to pavement maintenance, which local jurisdictions will find useful in planning and implementing future projects.

The deadline for Bidders to submit written questions for information and/or clarification is **3:00 PM on Thursday, May 9, 2019**. All written questions received by this deadline will be answered in a written addendum.

The deadline for receipt of all submittals is **10:00 A.M. on Thursday, May 23, 2019**.

The Request for Proposals application can be found on the MPO's website at www.hattiesburg.ms.com/mpo. Questions regarding the project should be submitted to Calvin Russell, MPO Division Manager, at mpo@hattiesburgms.com. Questions and answers will be posted periodically at this website. Interested professionals should deliver six copies of proposals and one PDF version on a flash drive or CD by 10:00 a.m. on May 23, 2019 to:

Physical Address:
Office of the City Clerk
City of Hattiesburg
Attn: Cecilia Jones
Hattiesburg, Mississippi 39401

Mailing Address:
Office of the City Clerk
City of Hattiesburg
P.O. Box 1898
Hattiesburg, MS 39401



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I: CONDITIONS AND STIPULATIONS

The Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization (MPO) is seeking proposals from qualified and professional consulting firms to work with the MPO in development of a Pavement Management Plan for all, or a part of the Hattiesburg Urban Area Metropolitan Planning Organization (MPO), with potential to expand further into the participating counties.

The following jurisdictions are located within the MPO boundary: City of Hattiesburg, City of Petal, Forrest County (portion) and Lamar County (portion).

This Request for Proposal (RFP) describes the elements requested for inclusion in the proposal. It is expected that this plan will become a strong planning tool for MPO-member jurisdictions and that it will facilitate the orderly development of a pavement management plan.

This project is anticipated to take approximately 6 to 8 months to complete.

Proposals will include estimates of starting and completion dates for each task of the project contained in this Request for Proposal.

Under the provisions of the Freedom of Information Act, all proposals, after opening, will become public information. Unless a specific note is made to the contrary in your proposal or a subsequent contract, we will assume that your proposal conforms to the City of Hattiesburg's specifications and an award to you will bind you to comply fully with all of the following General Conditions and Stipulations.

When responding to this Request for Proposals, the consultant should propose a schedule for efficiently managing involvement of the HPFL-MPO during preparation of the Pavement Management Plan.

The chosen consultant will be expected to make a presentation of the final draft to each participating MPO member jurisdiction's governing body for acceptance, in addition to presenting at the MPO's Technical Committee and Policy Committee for adoption.

II: BACKGROUND INFORMATION

Mississippi Governor William Winter established the Hattiesburg-Petal-Forrest-Lamar Metropolitan Planning Organization in August 1982. The HPFL-MPO was established when the Hattiesburg central area reached a population status of 50,000 plus. The HPFL-MPO area consists of the City of Hattiesburg, the City of Petal, a portion of Forrest County and a portion of Lamar County.

The smallest of MPO's in the State of Mississippi, representatives from the City of Hattiesburg, City of Petal, Forrest County and Lamar County, the Mississippi Department of Transportation and the Federal Highway Administration are involved in the transportation planning process for the MPO. Their purpose is to provide effective leadership in the development of transportation plans and programs.

The HPFL-MPO metropolitan urbanized area is in southeastern Mississippi that covers two counties - Forrest, Lamar.

Hattiesburg is part of the Hattiesburg Metropolitan Statistical Area. In the 2010 census, 43,685 of the city's 45,989 residents lived in Forrest County and 2,304 in Lamar County. According to the United States Census Bureau, the city of Hattiesburg has a total area of 49.7 square miles (129 km²), of which 49.3 square miles (128 km²) is land and 0.4 square miles (1.0 km²) (0.83%) is water. West Hattiesburg (a primarily commercial area in Lamar County) is part of the Hattiesburg metropolitan urbanized area. The population was 5,905 at the 2010 census. According to the United States Census Bureau, the western portion of the city of Hattiesburg has a total area of 7.2 square miles (19 km²), of which, 7.1 square miles (18 km²) is land and 0.1 square miles (0.26 km²) is water. The total area is 1.39% water.

Forrest County is a part the Hattiesburg, Mississippi Metropolitan Statistical Area. As of the 2010 census, the population was 76,894. According to the 2000 census, the county has a total area of 470 sq miles (1,217 km²) and 3.59 sq mi (9 km²) is water.

Lamar County is part of the Hattiesburg, Mississippi Metropolitan Statistical Area. As of the 2010 census, the population was 55,658. According to the 2000 census, the county has a total area of 500.49 square miles (1,296.3 km²), of which 497.07 square miles (1,287.4 km²) (or 99.32%) is land and 3.42 square miles (8.9 km²) (or 0.68%) is water.

Petal is a city in Forrest County, Mississippi, along the Leaf River. It is part of the Hattiesburg, Mississippi Metropolitan Statistical Area. The population is approximately 10,454 per the US Census estimates performed in April, 2010. According to the United States Census Bureau of 2000, the city had a total area of 9.7 square miles (25 km²), of which 9.7 square miles (25 km²) was land and 0.04 square miles (0.10 km²) (0.21%) was water. However, following an annexation effort approved in 2002, the total area of the city is now estimated at 16.87 square miles (43.7 km²)

In 2000, the total population of the HPFL-MPO study area was 93,721 persons with 91,125 persons in households, and 2,596 persons in group quarters (dorms, prisons, etc.). The household population was 67,470 in Forrest County, and 23,655 in Lamar County.

III: SCOPE OF SERVICES

Project Description

HPFL-MPO is requesting proposals from qualified and interested consultant firms for professional services to develop a Pavement Management Plan for the HPFL-MPO entities participating in the procurement of services.

There is a total of approximately 1,434 centerline miles in the HPFL-MPO Planning Area included in this project. A breakdown of the roadway length for each of agency is listed below:

COH: 470 (413 in Forrest; 57 in Lamar)

Petal: 114

Lamar: 458 (Excluding COH area)

Forrest: 506 (Excluding COH and Petal)

Added Alternate: Forrest and Lamar Counties will have the option to expand the scope of the project outside of the MPO Planning Area boundary to include additional roadways, although funding for that mileage will not be eligible for federal cost share. Outside of the MPO Planning Area, Forrest County has an additional 350 miles and Lamar County has an additional 703 miles (centerline, approximation).

HPFL-MPO will be the responsible agency in contracting and administering the project work. All four local agencies may or may not choose to participate. The overall goal of this plan is to provide the HPFL-MPO the tools and training to develop and maintain their Pavement Management Plan for future years. It is expected that the work will be completed in approximately 6 to 8 months. The consultant shall provide current pavement condition surveys for the roads analyzed that are not a part of the NHS or otherwise excluded by each entity; recommend appropriate treatment strategies; provide budget analysis and future year funding scenarios. The consultant shall also provide each agency a breakdown of costs for items provided by the consultant. Once cost proposals are received from the consultant, each agency will have the opportunity to opt in or out of their portion of the proposed plan or to add or reduce mileage covered in accordance with their cost sharing agreement with the HPFL-MPO.

A final Scope of Work will be made a part of the professional services agreement between HPFL-MPO and the consultant. It is important that the consultant have the capability to work closely with the HPFL-MPO staff. The consultant or consultant team must be prepared to undertake whatever liaison and meetings are required to satisfy this requirement.

Task 1 - Inventory and assessment of non-state maintained roads. The consultant will drive and video the conditions of all roads as defined by a final scope of work and create a video inventory of all roads. With that inventory and on-site inspection as needed, the consultant will assess the visible condition and rate roadway sections based on the Pavement Surface Evaluation and Rating (PASER) scale.

Task 2 - Analysis, recommendations, and planning basis. Based on the results of Task 1, the consultant will assign recommendations for the maintenance of roadway sections, including cost estimates. Recommendations shall include both short- and long-term planning strategies and should take into account that each participating agency will need its own recommendations and strategy as each agency is individually responsible for the roadways in the respective jurisdictions.

Task 3 - Final plan, presentation, and deliverables.

Prepare Final Pavement Management Plan Report

The consultant shall assemble the completed technical work and integrate into a final Pavement Management Plan report.

Final Presentation

In addition to a written Executive Summary, the consultant will be expected to make a public presentations to the MPO Technical Committee and MPO Policy Committee, as well as the governing bodies of participating entities.

The consultant must provide:

- Various printed materials to be presented and distributed at MPO meetings, etc. as the consultant’s presentation may necessitate.

Deliverables

- A total of three (3) copies to each participating agency and three (3) copies to the MPO as well as one digital copy that can be reproduced and /or distributed.
- Website manageable by the HPFL-MPO including GIS-based functionality linking roadway segments to their respective video assessments and rating information. Deliverable to include training for its continued use and rights thereto.
- Training for participating agency staff and MPO staff regarding the recommendations made in the plan (methods/techniques) and on the interpretation and use of the plan itself.
- **Copies of all digital files including:**
 - The finished Plan
 - Any and all graphics
 - Technical drawings, photographs, maps and GIS files, including metadata
 - Items used to promote the Plan
 - Any of the above items used for public meetings

Document accessibility and ownership:

- All documents, printed or electronically produced as part of this project shall be the property of the City of Hattiesburg, the HPFL-MPO, and MDOT.
- The City of Hattiesburg (HPFL-MPO) shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.
- Electronic documents shall not be locked or password protected and the City of Hattiesburg (HPFL-MPO) shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and mapping files and resulting Acrobat files.

IV: PROPOSAL DEVELOPMENT

Required Contents of Proposal

The detailed requirements set forth in the **Proposal Format** are mandatory. Failure by any firm(s) to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Offerors are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the HPFL-MPO. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information and proposed budget for the contractor selected for contract award will form the basis for negotiation of a contract. The HPFL-MPO reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

Understanding of RFP Procedures, Terms and Conditions of proposals form must be included in the proposal.

Proposal Format

The proposal format requirements were developed to aid firms(s) in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted. The purpose of the Proposal is to demonstrate the qualifications, service level, cost for services, competence and capacity of the firms seeking to become a consultant of record for the HPFL-MPO. The offeror's proposal should include a Technical Proposal which addresses all the points outlined here as required. Proposals should be held to no more than 20 pages in length; this is to include: resumes and inserts and be printed on standard 8.5" x 11" paper and be bound.

Transmittal Letter: A transmittal letter must be submitted with an offeror's proposal. The letter must include:

1. A statement of the firm's interest in the procurement and why it feels the company is best qualified to be selected.
2. The name of the person or persons authorized to make representations on behalf of the offeror, binding the firm to a contract.

Proposal Title Page: The Title Page must include:

1. The RFP "**PAVEMENT MANAGEMENT PLAN**" subject.
2. Name of the firm responding, including mailing address, telephone number, **e-mail address**, and **contact person**.
3. Be labeled **Technical Proposal**.

Technical Proposal

A. Experience: The consultant team is expected to have expertise in the following areas:

- Pavement Management planning
- Design and costing of pavement infrastructure improvements
- Implementation and funding strategies for pavement improvements and maintenance

B. Firm History and Project Management

Proposer is requested to define the overall structure of the firm to include the following:

1. Brief overview of firm's history, primary line of business as well as specialty areas.
2. A description of the firm's principal business location and any other service locations, including the primary office that will service the City.
3. Length of time providing services as described herein.
4. Expected communication responsibilities.
5. Discuss any impending changes in your organization that could impact the delivery of services.
6. Disclose any conflicts or perceived conflicts of interest as well as what procedures your firm utilizes to identify and resolve conflicts of interest.

C. Qualifications: Proposer is requested to provide a description of the proposed project team, staff qualifications, experience and credentials:

1. Description of service philosophy and what sets your company apart from other consulting firms.
2. Describe similar master planning efforts successfully undertaken by your company.
3. Introduce the project team by name with specific roles, qualifications, experience, present client load, and distribution of responsibilities.
4. Indicate current responsibilities of person designated to serve as lead contact for the HPFL-MPO.
5. State level of organizational responsibility of key project staff members.
6. Include certifications held by Proposer's personnel.
7. Indicate back-up support capability.

D. Scope of Services: As indicated above, please include a detailed explanation of services offered, as they relate to the Scope of Services provided herein, and your recommended approach to addressing the MPO's needs. Include any services offered by your firm that may be above and beyond the Scope of Services indicated by the City.

E. References: Proposer is requested to provide a list of references with the RFP:

1. Provide the contact names and telephone numbers of three (3) references, preferably other municipalities or MPOs
2. Include name of the client, address, telephone number, and name of main contact.

G. Cost:

1. Provide a detail of all related costs. Identify what costs are flat /fixed, what costs are variable by mile or other unit, and what costs vary based on the number of participating entities.

2. Provide detail for GIS ongoing hosting, IT & maintenance costs and describe.
3. Added Alternate: Provide specific detail of fixed cost or cost per mileage or other variable that will be unique to any mileage or service performed outside of the MPO Planning Area (see scope of services mileage section for details).

V. PROPOSAL EVALUATION

A. Criteria

The Selection Committee will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful offeror. Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms.

The City reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response.

Proposal evaluation criteria will be grouped into percentage factors as follows:

1. Responsiveness and completeness of the written proposal with regard to RFP specifications and requirements (overall quality of submittal). **10%**
2. Approach and methodology of how Consultant will meet MPO's objectives for the project. **20%**
3. Demonstrated and proven successful experience in developing pavement management plans in a similar setting. **20%**
4. Demonstrated effectiveness of websites and other GIS - enabled tools that become a part of deliverables. **30%**
5. Qualifications, expertise, and availability of key personnel assigned to the project. **20%**

The relative merits of all proposals will be determined at the sole discretion of the Selection Committee. The successful candidate will be required to enter into a written agreement with the City of Hattiesburg. This agreement will last for the period of time it is estimated to complete this study. The City of Hattiesburg reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. The HPFL-MPO will choose the proposal(s) that best fits its needs.

VI. SUBMISSION OF PROPOSALS

Final sealed proposals must be received by the City of Hattiesburg office of the City Clerk no later than 10:00 a.m. (Central Standard Time) local time on the proposal closing date specified on the cover of this document. Late proposals will not be accepted nor considered.

All proposals must be sealed and clearly marked with the Proposer's name and labeled with the RFP# provided on the cover of this document and the name of the RFP, "PAVEMENT MANAGEMENT PLAN". Proposers must allow sufficient lead-time to ensure receipt of their proposals by the time specified. HPFL-

MPO nor the City of Hattiesburg will not be responsible for a carrier's failure to deliver. **An original plus Six (6) copies of the complete proposal response plus one (1) PDF version on a flash drive must be delivered to the following:**

Physical Address

Office of the City Clerk – 2nd Floor City Hall
City of Hattiesburg
200 Forrest Street
Hattiesburg, MS 39401

Or

Mailing Address

Office of the City Clerk – 2nd Floor City Hall
City of Hattiesburg
P.O. Box 1898
Hattiesburg, MS 39403-1898

Schedule of Activities

Please note that dates are subject to change based on HPFL-MPO and City of Hattiesburg needs.

<u>Item</u>	<u>Date</u>
RFP Issue Date	April 17, 2019
Proposal Inquiry Deadline	May 9, 2019
Response in Writing, to Questions	May 16, 2019
Closing Date for Receipt of Proposals	May 23, 2019, 10:00 am, CDT
Bid Openings	May 23, 2019, 10:00 am, CDT
Discussions/Negotiations	June 10, 2019
Anticipated Notice to Proceed	July 24, 2019
Full Implementation to Satisfaction HPFL-MPO	March 1, 2020

The City of Hattiesburg (HPFL-MPO) reserves the right to reject any or all Proposals, or any parts thereof, waive formalities, negotiate terms and conditions, and to select the consultant and service options that best meet the needs of the City of Hattiesburg and the Hattiesburg Urbanized Area. The project objective is to develop a pavement manage plan. It is expected that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project. Within thirty (30) days from receiving notice that the HPFL-MPO has awarded the contract, the firm awarded the contract shall submit to the HPFL-MPO an action plan and timetable for a proposed scope of services. This project is to be funded by the ultimate participating entities with reimbursement of 80% of the cost by the HPFL Metropolitan Planning Organization for portions of the project within the MPO Planning Area.

Understanding of RFP Procedures, Terms and Conditions
(To be returned with proposal submission)

Invitation to Submit Proposals
City of Hattiesburg, Mississippi (HPFL-MPO)

I acknowledge I have read and understand all procedures and requirements of the above referenced RFP and have complied fully with the general terms and conditions outlined in the RFP.

Contractor: _____

Representative's Signature: _____

Representative's Printed Name: _____

Date: _____