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## MEETING MINUTES

**DATE HELD:** May 10, 2010

**DOCUMENT DATE:** May 12, 2010

**LOCATION:** MDOT 10th Floor Commission Room

**SUBJECT:** Bridge Widening Project, I-55 Lincoln County  
A Design Build Project  
Project No. IM-0055-01(097) / 105877301  
Mandatory Pre-Proposal Meeting

**ATTENDEES:** See attached Sign-In Sheet

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### SUMMARY

#### Purpose

This meeting was to inform the shortlisted Proposers of key items for this Project.

#### Discussion

Keith Purvis opened the meeting by providing an overview of the scope of work and noting that the contract will require the Proposer to bid on the first three bridges from the south, and then bid the optional bridges in the order of priority presented in the RFP. He noted that no bid over \$10 Million would be considered. He mentioned that MDOT had advertised for CEI services for this project and that all design consultants were eligible to submit on that RFQ, but selection on the design-build project would take precedence. A design firm, whether prime or sub, on the design-build contract will not be selected for the CE&I contract. He also noted that MDOT would provide the Categorical Exclusion (CE) document, the stormwater permit, and wetlands permit – all other permits would be the responsibility of the Proposer. He noted the 5% DBE goal, and reminded Proposers to submit all required DBE documentation. He reviewed the schedule of milestone events as per the RFP including the deadline for submission of questions (May 12, 2010), the deadline for submission of Volume 1 (Technical Proposal) (June 4, 2010), deadline for submission of Volume 2 (Price Proposal) (June 11, 2010), and anticipated award of June 22, 2010. He also mentioned that an addendum would be issued to correct a few items and to address any questions that were developed prior to May 12.

Brad Lewis cautioned the Design Consultants to make sure they are fully aware of all RFP requirements.

- The Proposal is evaluated for the purpose of making a selection.
- It is the selected Contractor's responsibility to make sure that the ultimate design meets the Contract requirements, including the Technical Requirements in the RFP.

Brad Lewis then presented a summary of major changes in the documents since the last MDOT design-build project (the I-59/I-20 design build project in Meridian). He cautioned that these were not all-inclusive but just a summary of some major changes. He emphasized that the Proposer is solely responsible for reading the RFP and meeting each and every requirement.

The changes discussed included:

- Addenda will be handled electronically. Proposers will be notified that the addenda are available on the website.
- Proposals should be sequentially numbered in the lower right corner of the cover.
- Proposals are evaluated for general conformity with the RFP for selection purposes. The selected Contractor must submit plans that meet the requirements of the Contract, including the RFP.
- Bonds are acceptable from qualified Mississippi agents or qualified non-resident agents.
- Several NTP's were added or significantly modified such as NTP's 824 DB, 1808 DB, 2239 DB, 2382 DB, 2618-D7-1DB, and 2887 DB.
- Several Special Provisions were added including SP's 907-304 DB, 907-401-4 DB, 907-403-9 DB, 907-703 DB, and 907-711 DB.
- An RFI process was added to the Technical Requirements including a RFI Form.
- A Non-Conforming Work process was added to the Technical Requirements including a NCR Form.

Mitch Carr discussed a few of major modifications that concerned the bridge widenings including:

- Modifications to Section 10.5 – Deep Foundations and the requirements to verify pile capacities.
- Modifications to Section 15.3.2 – Bridge Substructure and the requirements to provide similar foundations.
- Modifications to Section 15.4.1.4.c to provide live load deflection calculations.
- Modification to Section 15.4.4 – Piers have a minimum column size as per the RFP.
- Modifications to Section 15.4.10 to provide a summary of the load rating calculations.
- A reiteration of Section 15.4.11 regarding the placement of temporary barriers and need to properly anchor if placed less than 8 feet from the deck edge. A request to use temporary barriers should be made well in advance.

Brad Lewis discussed erosion control plans and noted the importance of erosion control to MDOT in the selection process and the construction process. He emphasized the revised special provisions, design sheets, etc. He stressed that all requirements of the stormwater permit will be enforced.

Kevin Delva presented a few examples of electronic submittals that did not print properly. He suggested that in order to keep design reviews moving, that any electronic submittal should be followed by a hard-copy submittal to ensure that what is being reviewed is what was submitted.

BB House stated that the RFP was posted on-line. An email will be sent to contact person for each of the shortlisted Proposers stating that an Addendum has been posted to the website. Once the contact receives the email and downloads the Addendum, that person is to sign the

coversheet and scan and email back or fax to B.B. House. BB's email address is [bbhouse@mdot.state.ms.us](mailto:bbhouse@mdot.state.ms.us). If a Proposer would like additional team members to receive e-mails from MDOT Contract Administration, please e-mail the additional addresses to BB House.

He noted that stipend requests should be sent on company letterhead to BB House.

BB reminded everyone that the DBE requirements for this Project are 5%. The OCR-485 must be completed and submitted with the Price Proposal. The apparent best value Proposer will have 10 days to submit the OCR-481.

All proposal submittals should be made to the MDOT Contract Administration office located on the first floor. From there, Proposers will be directed to the room where the price proposals will be opened.

He noted that all Proposers were given a Bid Envelope that should be used with the Volume 2 (Price Proposal). He reminded all that the Volume 1 will contain the Contractor's Schedule Certificate that shows the number of bridges that will be bid and that number cannot change with the submission of Volume 2.

Escrow documents will be required within 2 days of Award. In the case of tie of the best value, then the lowest price wins, or in the case of tie on the lowest price, then the winner will be determined by a flip of a coin.

Keith Purvis closed by thanking everyone for their interest in the project and asked if there were any questions. A few questions/comments were presented including:

- The and/or language in the NTP 2618-D7-1 DB should be eliminated.
- The map shows the bridge sites two and three reversed.
- On page 49, the last paragraph, the wording "from south to north" should be deleted.
- It was suggested that a time limit be placed on MDOT to respond to RFI's that are presented by the Contractor. It was agreed that MDOT would review this issue.
- Question: Was the narrative portion that is usually added for erosion control plans required for Volume 1? The answer was no, it is not a requirement of Volume 1 but is a requirement following award of the project.

The meeting was adjourned at 11:00 am.

If written comments or corrections to these minutes are not received by the undersigned within 10 days, the minutes as published will be considered to accurately reflect the meeting.

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Kent B. Dussom P.E.  
Project Manager



I-55 Bridge Widening Project In Lincoln County  
 Pre-Proposal Meeting for IM-0055-01(097)/105877301  
 May 10, 2010

Tenth Floor Commission Room  
 MDOT Administration Building  
 Jackson, MS

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