

Biloxi Infrastructure Repair Program Manager Services

May 8, 2008 Biloxi City Hall 2:00 P.M.

Summary of Pre-Proposal Meeting

The outline dated 5/8/08 for this meeting was followed and read with the following exceptions:

- Mayor Holloway started the meeting with a quick welcome to all attendees.
- David Staehling read through 1.a. Review of Timeline and 2.a. Funding for Program Manager.
- Bill Mitchell & Kreg Overstreet added the following comments after completed items 2.b. & 3:
 - a. Public Relations will include press releases, city council and ward meeting attendance and neighborhood meeting scheduling and attendance at same.
 - b. Coordination by the Program Manager during construction includes the continued safety and operation of the City's systems during work. Avoid 'tearing-up' entire neighborhoods or systems at the same time.
 - c. The Program Manager selected will further break-up the 14 areas into sub-areas if and when necessary to provide the most beneficial, individually bid projects to complete the work.
 - d. The Program Manager also has the task of promoting competition between construction contractors to make bids competitive.
 - e. Some individual projects may fall into the "small" category, i.e. under \$5 million while others will be inherently larger.
 - f. The City will provide a separate Right-of-Way Acquisition company; the Program Manager shall coordinate the efforts of acquisition with all parties.
 - g. In terms of MEMA/FEMA documentation, the Program Manager will assure the City that no problems occur during inspector general audits.
 - h. These meeting notes will be published on the City Website.
- Prior to fielding questions from the attendees, David Staehling expressed the following:
 - a. Program Manager's fees will be 1% for Design Oversight and 3% for Construction Oversight as shown on each individual project worksheet.

- b. The FEMA Guidance Manuals were followed throughout preparation and submittal of Project Worksheets.
- c. The Program Manager will also be expected to 'Go By the Book' – "NO EXCEPTIONS".

Summary of Questions, Answers and Subsequent Discussions After Q&A

1. Don Mauldin w/ AMEC – What form (type) of Contract will be signed? Lump Sum?
 - a. Damon Torricelli - % of construction costs actually expended during repairs as approved by FEMA & MEMA.
 - b. Bill Mitchell – Reiterated, subject to FEMA's approval. Most likely will use the ASCE document.
2. Todd Bradford w/ Yates – Does the selection process for hiring this Program Manager need approval by FEMA?
 - a. David Staehling – The selection committee will use the point system outlined in the RFQ to select the Program Manager. FEMA has reviewed the RFQ that is on the website.
3. Donna McDurmont w/ Rosser International – Have all areas that need to be paved been evaluated? Have street repair areas been finalized?
 - a. Bill Mitchell – No geotechnical testing has been performed. Exact street (pavement) repairs will have to be determined during design.
4. Ann Compson w/ HNTB – Any additional damages to roads need to be identified?
 - a. Bill Mitchell – Some work on roadways has started such as Hwy 90 with FHWA funds; the Program Manager after coordination with the geotechnical investigation may determine additional damages.
 - b. Kreg Overstreet – A complete evaluation of all damages has been performed. The overall scope is completed with each project worksheet.
5. Cherry Talbert w/ Ardaman & Assoc – Will the Program Manager's Geotech Team perform the Geotechnical Investigations and Testing?

- a. Damon Torricelli – The Geotechnical Investigations included in the Design Engineers work must be coordinated by the Program Manager to assure consistency in the overall program.
 - b. Kreg Overstreet – Explained the difference between Geotechnical Investigations that take place during Design versus the Geotechnical Testing Lab Work that takes place during construction. The prior is directly under the Design Engineer and the former is directly under the Program Manager.
 - c. Bill Mitchell – Reiterated that the Program Manager cannot be a Design Engineer, similarly, the Program Manager’s company cannot provide Geotechnical Investigations to the Design Engineer but it can perform Construction Testing.
6. Roy ??? (Roy A. Glapion w/ PSI on page 3 of sign-in sheet)- Will the Program Manager directly select the Geotechnical Labs (Firms)?
- a. Bill Mitchell – The Program Manager will work with the City to select Geo Firms.
7. Todd Bradford w/ Yates - Does the scope of work under the Program Manager require that he/she be a Professional Engineer?
- a. Kreg Overstreet – Value Engineering should be implemented by a PE.
 - b. Bill Mitchell – Reiterated Kreg’s point and emphasized that the PE must have strong management qualifications.
8. Ekert w/ Roy Anderson (John Elkhart) – Which regulations govern in the contracts, i.e. Davis-Bacon...
- a. Bill Mitchell – To date, no special provisions, usually associated with federal contracts, have been added.
9. Donna McDurmont w/ Rosser International – RFQ asks for resumes in appendix with no company info? Why?
- a. Kreg Overstreet – Simply do not repeat company info in every resume. Try not to duplicate what you are already placing in the front of the proposal.
 - b. Bill Mitchell – We strongly suggest that actual people are designated to be the Program Managers for this project. Experience in other states is great, but who is going to be this Program Manager and who will be back up personnel if the first guy is moved.

10. Manish Mardia w/ Hartman Eng. Inc. – Part One - Projects appear to be lumped to push design fees to the lower portion of the curve? Part Two – Old ASCE curves used? Why not new curves?
 - a. Kreg Overstreet – Entire areas will not bid out at one time. Possible will have several phases in each area and percentage will be based on that phase. FEMA curves used not ASCE.
11. Adam Faschen w/ CDM – Fees are a % of each PW or did FEMA approve a separate PW just for Program Manager?
 - a. Kreg Overstreet – Program Manager fee is a % of each PW – All work, fees, auditing, etc. will be tracked (tied) to a Project Worksheet.
12. Mark Schloegel w/ Roy Anderson – Even with FEMA approval, can DEQ review change plans?
 - a. Kreg Overstreet – Each individual set of plans in areas are separate, normal construction projects – all permits must be obtained for each individual project.
 - b. Bill Mitchell – The Program Manager is expected to assist with overall coordination of permits. (Bill reiterated that the normal permitting is required with all local, state and federal agencies.)
13. Joe Sensebe w/ CH2M Hill – Is Program Manager the only participant paid with the 1% & 3%?
 - a. Kreg Overstreet – Yes, and special services like Geotechnical Investigations, Testing, Surveying, etc are outside the 1% and 3%.
 - b. Damon Torricelli – Upon FEMA review and approval, the Program Manager's fee may change.
14. Frank Nicoladis w/ N-Y Assoc – How are the design services to be coordinated by the Program Manager if he is not a PE?
 - a. Kreg Overstreet – Written clarification on the PE vs. Non PE review requirements will be included with the upcoming addendum.
15. Ann Compson w/ HNTB – Any Historical Preservation Issues identified?
 - a. Bill Mitchell – Don't know of any at this time. If work is to take place in the proximity of a historical structure then coordinate with all archive and history agencies.
16. Darrell Williamson w/ Meyer, Meyer, LaCroix & Hilnon ? (can't read writing on sign-in sheet) – Program Manager does not have to be a PE but must have the staff or resources of professional engineers.

a. Bill Mitchell – Correct.

After questions/answer session, the attendees were notified that the upcoming addendum to be posted on the City Website will include the attendee sign-in sheets and notes from this Pre Proposal Meeting. Kreg Overstreet and Bill Mitchell reiterated that a 'quick turn-a-round' in selecting a Program Manager is expected; however, any verbal answers to questions from City officials, employees or committee members are non-binding. All questions must be made in writing to Damon Torricelli, City Engineer.

2968: Biloxi Infrastructure Repair
Program Management Request for Proposals

Outline for Pre-Proposal Meeting (5/8/08)

1. Welcome (D. Staehling)

a. Review of timeline (D. Torricelli)

- i. Proposals due 5/15
- ii. Questions due by 5/12 (IN WRITING!)
- iii. No Addendums after 5/13
- iv. Interview Notifications 5/29
- v. Interviews 6/4 - 6/6
- vi. Scope Meeting 6/11

b. BMI Role in PM RFQ (D. Torricelli)

- i. BMI assisted the City in preparing the RFQ
- ii. BMI will be a non-voting member of the Scoring Committee in order to review technical aspects only
- iii. BMI will have a separate, parallel contract with the City in order to provide background knowledge and modeling to help the PM
- iv. BMI will pursue design engineering opportunities only

2. FEMA Funding

a. Funding for Program Management Work (D. Staehling)

- i. Emphasize that this work must be in accordance with FEMA's Public Assistance Guideline, obligated Project Worksheets and applicable codes and standards, both in scope and funding.
- ii. Project Worksheets are based on preliminary design, and may change according to site conditions or other factors during final design.

b. Explanation/Status of Project Worksheets (K. Overstreet)

- i. Emphasize that all work must be tied to the correct PW:
 - 1. 14 Areas – Obligated – covers sewer collection, water distribution, storm drainage and street repairs

2. Water Wells
3. Pump Stations
4. Survey & Geotechnical Services
5. Rights-of-Way

3. Scope of Work

a. Design Phase (K. Overstreet)

- i. Establish standard specifications.
- ii. Establish standards for surveying, geotechnical and other special services.
- iii. Assist City in selecting Design Engineers for individual projects.
- iv. Coordinate with Design Engineers regarding specifications, project integration.
- v. Coordinate and facilitate meetings between various stakeholders (City, FEMA/MEMA, Design Engineers, property owners, etc.)
- vi. Document design decisions and/or design exceptions.
- vii. Report to City on design progress/budget.
- viii. Coordinate Right-of-Way services
- ix. Perform value engineering to optimize design.
- x. Divide designs into individual projects.
- xi. Take bids for individual projects (w/ assistance from Design Engineers).

b. Construction Phase (K. Overstreet)

- i. Provide Inspectors on site during construction.
- ii. Coordinate between various contractors re: schedules, road closings, timelines, conflicts, etc.
- iii. Report to City on construction progress/budget as needed.
- iv. Provide public relations regarding all aspects of project in conjunction with City's various departments.
- v. Provide City with up-to-date financial status and analysis of individual projects and overall program

- vi. Process pay applications, change orders, requests for information, and required MEMA/FEMA documentation.
- vii. Process closeout documentation.

4. Questions from Attendees



CITY OF BILOXI
RFQ - Biloxi Infrastructure Repair Program Manager Services

Pre-Proposal Conference – Sign In Sheet
Thursday, May 8, 2008 – 2:00 P.M. (Local Time)
Biloxi City Hall

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