

PUBLIC NOTICE
MARYLAND DEPARTMENT OF TRANSPORTATION

NOTICE
TO
ARCHITECTS & ENGINEERS

TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified to the Transportation Professional Services Selection Board the need to utilize the services of architects or engineers for the following project(s).

Firms interested in being considered for work on any Project must submit an Expression of Interest for that Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. For projects that are 100% State funded, Price Proposal cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, shall apply. For projects that are Federal funded, Price Proposal cost limitations on payroll burden and overhead shall not apply. However, the Maryland Department of Transportation reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Office Rate for planning/design activities and Field Rate for construction inspection). If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures may be addressed to the Office Procurement and Contracts, telephone number 410-545-0437.

Facsimile copies are not acceptable. No response received after 4:00 P.M. on the date specified for a Project will be accepted, no matter how transmitted.

Minority business enterprises are encouraged to respond to this solicitation notice.

RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. State Highway Administration

A. Contract Number: BCS 2010-08

1. Project Description:

To perform supplemental construction inspection services for the State Highway Administration's Office of Traffic and Safety, Traffic Operations Division for various traffic construction projects, which may include but not necessarily be limited to construction projects for the installation of traffic signals, signing, lighting and minor geometric projects. It is anticipated the Highway Administration will enter into Agreements as follows:

For each Project, services are to be provided for approximately six (6) years and will consist of individual project assignments. Project assignments will depend on the State Highway Administration's workloads and construction project awards. It is anticipated that project assignments will be funded with Federal and state Funds. It is envisioned that the Highway Administration will enter into multiple contracts for these services, each for approximately \$6 Million.

2. Consultant Services Required:

For each consultant Agreement awarded in this series of projects, the Consultant will be required to provide approximately six (6) Traffic Engineering Technicians (Inspectors), estimated as follows:

- ◆ 1-2 Traffic Engineering Technician IV Level - with a minimum of five (5) years of traffic and/or highway inspection experience.

- ◆ 1-2 Traffic Engineering Technician III Level - with a minimum of three (3) years of traffic and/or highway inspection experience.
- ◆ 1-2 Traffic Engineering Technician II Level - with a minimum of one (1) year of traffic and/or highway inspection experience.

For each Project Agreement, the Consultant will also be required to furnish a Professional Engineer registered in the State of Maryland. This individual may be used on an on-call basis for an estimated time not to exceed eight (8) hours per week per individual. For each project assignment the State Highway Administration shall furnish the Project Engineer.

The State Highway Administration reserves the right to jointly staff projects with State Highway Administration forces.

3. Specific Type Firm Solicited:

A consulting engineering firm with a minimum of five (5) years inspection experience inspecting the construction of traffic control devices.

4. Required Information: The Consultant shall submit one (1) original and five (5) copies of an Expression of Interest, which shall include the following:

- a. One (1) Letter of Interest - Limited to two (2) pages. Must contain e-mail address of contact individual.
- b. One (1) US Government Form SF 255.
- c. One (1) US Government Form SF 254 for each firm,

including each subcontractor, proposed.

- d. One (1) additional unbound copy of the Letter of Interest.
- e. One (1) additional unbound SF 254 Form, for those firms, including subcontractors, who are not currently on file with the Consultant Services Division.
- f. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

Note: US Government forms are to be completed with standard size typing and are not to be photo reduced.

Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255.

- 5. Requirements - Documentation: In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

The information required for Item #7, Key Staff, is to be limited to (4) individuals who are proposed for performing significant productive time on the Project and in total shall not exceed two (2) pages in length.

The Consultant shall document in writing in Item #7 the following Key Staff:

One (1) of his own employees proposed as a Key Staff individual is a Professional Engineer Registered in the State of Maryland with expertise in the inspection of the installation of traffic control devices in accordance with Maryland State Highway Administration's standards and specifications.

Two (2) of his own employees proposed as Key Staff individuals are Traffic Engineering Technicians IVs with five (5) years of traffic control device inspection experience.

One (1) proposed Key Staff individual, in the employ of the Prime or Subcontractor, and is a Traffic Engineering Technician III with three (3) years of traffic control device inspection experience.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual.

Failure of the Consultant to properly document Key Staff

requirements in writing will result in the firm being precluded from further consideration for the Project.

Also, the information required for Item #8, Similar Projects, shall be limited to five (5) similar projects and shall not exceed one (1) page in total length. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. The vertical space used for each of the five (5) projects cited is at the discretion of the Consultant. Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years.

Item #10 of the SF 255 shall be limited to one (1) page.

6. Special Requirements - DBE/MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

It is the goal of MDOT that certified businesses participate in all contracts. Each contract will contain a goal for DBE/MBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION

REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991, ATTACHMENT 6", as modified June 8, 2000, which is obtainable from the Consultant Services Division at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE/MBE Prime firm(s) or DBE/MBE subcontractor(s) proposed for goal attainment indicating:

- 1) the proposed work,
- 2) percentage of total work, and
- 3) MDOT certification number,

for each DBE/MBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.** If the proposed DBE/MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE/MBE firm in lieu of the certification number. **If this Project is funded with Federal funds, proposed DBE/MBE firms must be certified by MDOT to participate on federally funded Projects.**

Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Minority Affairs". The Consultant's failure to submit all of the

required DBE/MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWENTY FIVE PERCENT (25%) HAS BEEN ESTABLISHED FOR DBE/MBEs.

DBE/MBE proposers have to meet the established DBE/MBE goal by either their own forces or approved DBE/MBE subcontractor(s).

7. Project Representative: No additional information available.
8. Additional Information: The Highway Administration reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
9. **Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at**

<http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf> . Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.

10. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
 - a. Similar Project Experience
 - b. Key Staff
 - c. Past Performance on SHA Projects
 - d. Capability to accomplish proposed work in required time
 - e. Compatibility of size of firm with size of proposed project
 - f. Firm's location
11. Respond by: December 10, 2009 prior to 4:00 P.M. RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

II. Maryland Transportation Authority

B. Contract Number: MdTA 2010-01

1. Project Description:

The services to be performed are for the physical on-site condition inspections of facilities under the jurisdiction of the Maryland Transportation Authority. The facilities include I-95 (John F. Kennedy Memorial Highway), I-895 (Baltimore Harbor Tunnel Thruway), Seagirt Marine Terminal, I-395 and I-95 in Baltimore City (Fort McHenry Tunnel), I-695 (Francis Scott Key Bridge), the Harry W. Nice Memorial Bridge, the Thomas J. Hatem Memorial Bridge, the William Preston Lane Memorial Bridge (twin structures) and the Inter County Connector (ICC) in Prince George and Montgomery Counties. The project will also include providing Miscellaneous Engineering Design and/or Consultation Services. All services will be performed on an annual basis for a period of four (4) years, commencing on or about July 1, 2010. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. After review of the Technical Proposals, it is anticipated the Authority will enter into negotiations with each of the top three (3) ranked firms.

2. Consultant Services Required:

The consultant shall provide inspection teams to perform yearly condition inspections of all structures, roadways, drawbridges (2), tunnels and tunnel ventilation buildings, mechanical and electrical systems, drainage

structures, toll plazas, and all other ancillary highway structures. The level of inspection required will vary by year. Typically, hands-on inspections, including non-destructive testing (NDT), will be required every two (2) years with visual inspections being performed in the off years. Underwater inspections will be typically performed on a four (4) year cycle.

To expedite the inspection process and minimize disruption to the traveling public, the consultant will be required to employ multiple inspection teams to work on the same structure simultaneously, particularly the Authority owned long span bridges and tunnels.

The consultant shall provide all required access equipment, including under bridge inspection vehicles (e.g. snoopers), rigging, ladders, manlifts, boats, etc. The consultant shall also provide all maintenance of traffic (labor and equipment) needed in support of inspection services.

All inspection team members shall meet the qualifications set forth in the Federal National Bridge Inspection Standards, CFR 23, Part 650. In addition to the NBI requirements, the Team Leader must have five (5) years relevant inspection experience; and Team Members must have a Bachelor of Science degree in Engineering or have five (5) years NBIS inspection experience. Upon completion of the annual inspection of each structure, a detailed narrative report shall be submitted describing findings, prioritizing all deficiencies, and repair recommendations as determined by the inspection. Additional submittal items include element

level inspection results and updated structural inventory and appraisal (SIA) data. All individual reports shall be summarized in one annual report upon completion of all inspections. The draft submittal of each inspected structure shall be within 60 days of the final inspection day or June 1st, whichever comes first. The final annual report shall be submitted no later than July 1st of each inspection year. All inspection data shall be inputted in the Authority's Bridge Management System. All individual inspection reports shall be stamped by the Team Leader. The final complete report shall be stamped by the Project Manager.

The Consultant may also be required to perform engineering analysis, design and/or consultation services on an as needed basis during the term of the contract.

3. Specific Type Firm solicited:

A nationally recognized civil engineering firm with expertise in the condition inspection, design, construction engineering and maintenance needs of long span bridges (including suspension spans), bascule bridges, truss bridges, underwater vehicular tunnels, typical interstate highways and bridges, marine facilities, and signing and lighting structures.

4. Required Information

The Consultant shall submit one (1) original and five (5) copies of an Expression of Interest, which shall include the following:

- (a) One (1) Letter of Interest - Limited to one (1) page.
- (b) One (1) US Government Form SF 255.

- (c) One (1) US Government Form SF 254 for each firm, including each subcontractor proposed.
- (d) The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

NOTE: US Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255.

5. Requirements - Documentation

In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor Personnel are not to be included. An explanation of work distribution shall be indicated under Item #5 on the Form SF 255 for those Firms/Joint Ventures proposing to split significant portions of the project between Firms or Offices.

The information required for Item #7, Key Staff, is to be limited to ten (10) individuals who are proposed for performing significant productive time on the Project and shall not exceed one (1) page in length per individual. The Consultant must document in writing in Item #7 that the

Key staff individuals have a NHI Bridge Inspection Certification and meet the following requirements:

- One (1) of the key staff individuals shall serve as the Project Manager and shall be a Professional Engineer registered in the State of Maryland or eligible for registration in Maryland within one (1) year of contract award, with expertise in condition inspection, report development, rating, inventory, analysis and design of structures including long span bridges and tunnels, in accordance with Federal and State guidelines. This individual shall be an employee of the prime consultant.
- Three (3) of the remaining key staff individuals shall be Professional Engineers registered in the State of Maryland or eligible for registration in Maryland within one (1) year of contract award, with expertise in Mechanical Engineering including bascule machinery and tunnel ventilation and mechanical systems, Electrical Engineering and Highway Engineering respectively.
- One (1) of the remaining key staff individuals shall be a diver who will actually perform the underwater inspection. This individual must be experienced in this type of work, and shall meet the following requirements.
 - The diver must possess and produce valid credentials showing successful completion of a regular diver's training course, and shall possess the relevant experience at the

depth and conditions similar to that of the structures referenced in Section 1 of this advertisement.

- The individual shall possess training and experience in the use of surface applied diving systems. Scuba experience alone will not be considered responsive to the requirements of this solicitation.
- The diver must be a graduate engineer (civil-structural) from an accredited university and possess at least five (5) years experience in underwater inspections, with at least 500 hours of experience in underwater structures inspection; five (5) years additional experience may be substituted for the required Engineering degree to a total of ten (10) years of experience in underwater inspections and at least 1000 hours of experience in underwater structures.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the state of Maryland or eligible for registration within one (1) year of contract award with expertise in bridge fatigue issues, including analysis, design, testing and inspection.
- One (1) of the remaining key staff individuals shall be a PE registered in the state of Maryland or eligible for registration in Maryland within one (1) year of contract award with expertise in the design and analysis of long span bridges and/or tunnels.

- Three (3) of the remaining key staff individuals shall be inspection team leaders who are registered Professional Engineers in the state of Maryland or eligible for registration in Maryland within one (1) year of contract award, with a minimum of eight (8) years experience in bridge inspection including long span bridges and tunnels and who shall also meet the qualifications for team leaders as specified in the Federal National Bridge Inspection Standards (FNBIS), CFR 23, Part 650. The Team Leader responsible for tunnel inspection shall be familiar with the Federal Highway Administration Manual, Highway and Rail Transit Tunnel Inspection Manual (2005).

A one (1) page listing of the primary support staff available for this project, and a one page team organizational chart shall also be provided.

Where Maryland Registrations are required, the License Registration Certificate Number for the individual must be provided on Item #7 resumes. Professional Engineers who are not currently registered in Maryland must obtain Maryland registration within one (1) year of award of contract. Current non-Maryland registration(s), (state and certificate number) must be shown on the Item #7 resumes for these individuals. Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

The information required for Item #8, Similar Projects, shall be limited to six (6) similar projects and shall not exceed three (3) pages in total length. Two (2) projects shall be set forth on each page. There shall be no constraints to the format of the page, but all of the required contents must be included. Both the Key Staff experience must include experience performed within the past ten (10) years. The similar projects set forth shall be recent experience performed within the past ten (10) years. Item # 9 of the SF 255 shall be a complete listing of all work by the Consultant or Joint Venture constituents currently being performed directly for the State of Maryland.

Item #10 of the SF 255. Please indicate how many inspection teams your firm intends to employ to perform the simultaneous inspections of the long span bridges and tunnels, e.g., William Preston Memorial Bridge (Bay Bridge), Fort McHenry Tunnel. These inspection teams must be available for performing inspections on a full time basis for a continuous period of no less than six (6) months.

Describe any similar experience your firm had in performing these types of multiple team inspections.

6. Special Requirement - MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all Proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBEs will be afforded full opportunity to submit Expressions of Interest in response to this notice and will not be subject to

discrimination on the basis of race, color, sex or national origin in consideration for an award.

It is the goal of MDOT that certified businesses participate in all contracts.

Each contract will contain a goal for DBE/MBE participation, on a contract-by contract basis. Firms interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS,

AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE

TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, AND ISTEA OF 1991, ATTACHMENT 6", as modified

June 8, 2000, which is obtainable from the Office of Consultant Services at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, firms who submit Expressions of Interest must clearly set forth the DBE/MBE

subcontractors proposed for goal attainment indicating:

1. The proposed work,
2. Percentage of total work, and
3. MDOT certification number,

for each DBE/MBE. **Said information shall be shown in Item #6 of the**

Federal Government SF 255 form. All proposed DBE/MBE firms shall

be certified by MDOT, the Consultant shall include the Proposed

DBE/MBE firms' certification number. Consultants shall also set forth in

the letter portion of the Expression of Interest their "Consultant Liaison

Officer for Minority Affairs". The Consultant's failure to submit all of the required DBE/MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, AN OVERALL GOAL OF THIRTY PERCENT (30%) WITH NO SUBGOALS HAS BEEN ESTABLISHED FOR MINORITY BUSINESS ENTERPRISES.

All DBE/MBE Proposers must meet the established DBE/MBE goal by certified DBE/MBE subcontractor(s).

7. **Project Representative:** E-mail: mdtaengineer@mdot.state.md.us
8. **Additional Information:** The Authority reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
9. **Rating Criteria:** The major factors/criteria for the establishment of a Reduced Candidate List for this Project will be:
 - a) Key Staff
 - b) Similar Project Experience
 - c) Past Performance on similar Authority / MDOT Projects
 - d) Compatibility of size of firm with size of proposed project
 - e) Firm's location.

- 10.** Ratings developed in the short list process for criteria a) Key Staff individuals will be retained and used in the final selection process. Later substitutions of Key Staff members must be approved by the Authority, and will be re-evaluated using the same criteria used at the Expression of Interest stage. This may result in a revised score. All scores will remain confidential for short-listed firms until after final selection.
- 11. Respond By:** December 16, 2009 prior to 4:00 PM Eastern Time.

RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202