

**PUBLIC  
NOTICE**

**MARYLAND DEPARTMENT OF TRANSPORTATION**

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**NOTICE**

**TO**

**ARCHITECTS & ENGINEERS**

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**TRANSPORTATION PROFESSIONAL SERVICES  
SELECTION BOARD**

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**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 construction and inspection services at various marine terminal facilities owned and/or operated by the Maryland Port Administration.

Firms interested in being considered for work on any project must submit an Expression of Interest for the 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. When Price Proposals are prepared, cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130% shall apply. 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 will 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 Consultant Services Division, telephone number (410) 545-0437.

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:**

**Robert P. Gay**

**OFFICE OF PROCUREMENT AND CONTRACTS**

**Fourth Floor, C-405**

**707 North Calvert Street**

**Baltimore, Maryland 21202**

I. Maryland Port Administration:

A. **Contract No. 513002 - Construction Management and Inspection Services**

1. **Project Description:** The purpose of this contract is to establish an agreement for construction management and inspection services (“CMI”) for Maryland Port Administration (“MPA”) construction projects on an as-needed basis for approximately a period of five (5) years. The contract shall not exceed three million dollars (\$3,000,000.00). Project services are to be funded with State funds. The contract awards are subject to receipt of necessary funding and approval by the Maryland Department of Transportation, and the Maryland Board of Public Works.
2. **Consultant Services Required:** The Consultant shall provide professional CMI for new and ongoing construction projects for the MPA on an on-call and on-site basis. The consultant shall perform the work under the direction of the MPA Manager of Construction Management or his designated representative. The Consultant shall ascertain the internal policies and work practices of the MPA prior to performance of the work, and all engineering and inspection shall be performed in accordance with these standard practices.
3. **Specific Type Firm Solicited:** An architectural/engineering firm or CMI firm that has experienced personnel familiar with all aspects of marine terminal facilities, operations and equipment including container cranes. Qualified firms must have a minimum of five (5) years experience inspecting marine construction projects.
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.
  - 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 hereinunder 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 eight (8) individuals who are proposed for performing significant productive time on the project and in total shall not exceed four (4) pages in length. The Consultant must document in writing in Item #7 that one (1) of his own employees proposed as a Key Staff individual is a Professional Engineer registered in the State of Maryland. The remaining seven (7) Key Staff are to be comprised of three (3) Resident Engineers, two (2) Construction Technician IIIs, one (1) Mechanical Construction Inspector and one (1) Electrical Construction Inspector. Each of the Key Staff individuals are to have five (5) years or more of marine and/or civil construction inspection experience. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include the 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.

The information required for Item #8, Similar Projects, shall be limited to five (5) similar projects and shall not exceed five (5) pages 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 five (5) years.

Item #10 of the SF 255 Form shall be limited to two (2) pages.

6. Special Requirements – Minority Business Enterprise Provisions (MBE):

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, MBE's 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 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” 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, Consultants who submit Expressions of Interest must clearly set forth the MBE Prime

firm(s) or MBE subcontractor(s) proposed for goal attainment including the following information:

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

**This information shall be shown in Item #6 of the Federal Government SF 255 Form.** If the proposed MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed MBE firm in lieu of the 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 MBE information, in the specified areas, shall effect the Consultant’s rating, and may 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 TEN (10%) PERCENT HAS BEEN ESTABLISHED FOR MBEs.** The MPA has further established that sub-goals are not required for this contract. It is the goal of the Maryland Department of Transportation that MBE’s participate in all contracts, and the Consultant is encouraged to utilize MBE subconsultants where there is the opportunity to do so. **All MBE proposers have to meet the established goals by certified MBE subcontractor(s).**

7. **Project Representative:** No additional information available.
8. **Additional Information:** The MPA 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, in descending order of importance, will be:
- a. **Project Organization and Key Personnel:** Evaluation will include project functional organization; quality and experience of proposed staff; and integration of subconsultants into the project organization.
  - b. **Experience on Similar Projects:** Evaluation will include the firm's experience in successfully completing similar projects; management approach to complete the project within the specified time frame and within the budget; the level, complexity and quality of work performed; and references submitted for consideration.
  - c. **Response to Scope of Services:** Evaluation will include comprehension of the project's requirements and the quality of the response.
  - d. **Capability and Capacity:** Evaluation will include the firm's capability and capacity to perform the work in the required time and its financial responsibility including the ability to protect the State from errors and omissions.
  - e. **Familiarity with Local Conditions:** Evaluation will consider the firm's and staff's experience and knowledge of local conditions that may have impacts on the implementation of this project.
10. **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.**

11. Respond by **September 28, 2011 prior to 4:00 p.m.**

**RESPOND TO:**

**Robert P. Gay**

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**Fourth Floor, C-405**

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**Baltimore, Maryland 21202**