

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%, may 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 Consultant Services Division, 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 2011-01

1. Project Description:

Perform engineering functions and technical support services for SHA' pavement management system within the Pavement and Geotechnical Division of the Office of Materials Technology (OMT). Project services will include providing technical assistance for the decision support systems in place for pavement system preservation goals. In addition, project services will include assisting existing Division pavement management resources for data processing and analysis tasks. Project services are to be provided for a five (5) year period and will consist of individual project assignments. Specific project assignments will depend on the Highway Administration's workload. It is anticipated that project assignments will be funded with State and Federal funds. It is envisioned the Highway Administration will enter into multiple contracts for these services, each for \$3,000,000.

2. Consultant Services Required: Services required for this project may include, but not necessarily be limited to:

- a. Support of the Pavement & Geotechnical Division in office data processing, analysis and reporting.

- b. Development and refinement of computer applications to process and report roadway inventory and condition data.
 - c. Development and refinement of existing MDSHA optimization tools used to develop annual roadway allocation and budget allocation plans.
 - d. Support to the Pavement & Geotechnical Division in development of annual roadway budget allocation plans.
 - e. Support of the Pavement & Geotechnical Division in maintenance and upgrade of agency pavement management-related databases.
 - f. Development and refinement of existing MDSHA pavement modeling tools.
 - g. Preparation and delivery of presentations to Maryland DOT and SHA representatives.
 - h. Writing technical papers for submission to transportation research organizations documenting development efforts at the SHA.
 - i. Support of the Pavement & Geotechnical Division in field data collection.
3. Specific Type Firm Solicited: An innovative technology firm with expertise in:
- a. Pavement-related practices for data collection, processing, analysis and reporting.

- b. Developing and refining database applications for large pavement networks.
- c. Developing and refining optimization-based computerized pavement management systems for state highway agencies.
- d. Developing and refining pavement management software applications using Windows-based programming languages.
- e. Developing analysis routines to interface with GIS applications.
- f. Using operations research technology to develop pavement management and asset management tools.

The firm(s) selected for a given Contract may be required to provide engineering services for any SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a contractor on the same Design/Build project after advertisement. State Government Article 15-508 of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

- 4. Required Information: The Consultant shall submit one (1) original and four (4) copies of an Expression of Interest, which shall include the following:
 - a. One (1) Letter of Interest - Limited to two (2) pages which **must contain the e-mail address of the Primary Liaison.**

- 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 four (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 must document in writing in Item #7 that one (1) of the employees proposed as Key Staff shall be the Project Manager with experience in pavement management systems for state highway agencies. The Project Manager shall be responsible for the overall management of the project and for the daily technical quality of engineering work performed. This employee must be employed by the Prime. The Consultant must document in writing in Item #7 that two (2) employees proposed as Key Staff shall be Pavement Management Engineers (PMEs) with experience in pavement management systems. The Pavement Management Engineers shall perform pavement management engineering tasks including data analysis and/or data processing tasks for state highway pavement management systems. These employees may be from either the Prime or subcontractor(s). The Consultant must document in writing in Item #7 that one (1) employee proposed as Key Staff shall be either an Operations Research Engineer (ORE) with experience in utilizing operations research technology to develop pavement or asset management systems and components or shall be an Engineering Analysis Tool Developer (EATD) with experience developing engineering analysis tools using windows-based software applications. This

employee may be from either the Prime or subcontractor(s). It is expected that the Consultant shall be required to place two (2) Pavement Management Engineers of the proposed Key Staff in the State Highway Administration's Pavement and Geotechnical Division (PGD) office in Hanover, Maryland, full time (100%) for the duration of the contract. It is expected that the same two (2) staff shall remain consistent throughout the length of the contract, except for extenuating circumstances. In addition, it is expected that the Consultant shall be required to place either the Operations Research Engineer or the Engineering Analysis Tool Developer of the proposed key staff in SHA's PGD office in Hanover, Maryland, on-site (50-100%) of the time for the duration of the contract. 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 two (2) 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 ten (10) years.

Item #10 of the SF 255 shall be limited to two (2) pages and address the Consultant's specialized expertise in developing pavement management systems, performing operations research, and development of Windows based applications. Information provided in this Section shall become part of the rating/evaluation criteria for this project.

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. Key Staff
 - b. Specialized expertise in developing pavement management systems, operations research, and developing Windows-based applications.
 - c. Past performance on SHA projects.
 - d. Similar project experience.
 - e. Firm's location
11. Respond by: December 21, 2010 prior to 4:00 P.M.

RESPOND TO:

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Baltimore, Maryland 21202