

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 firms that submit the highest rated Technical Proposal will be requested to submit Price Proposals. For projects that are 100% State funded, Price Proposal cost limitation 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 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 firms 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/**e-mail** 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:

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Maryland Transit Administration (MTA)

A. Contract Numbers MTA-1357A,B&C, On-Call Construction Management & Inspection Personnel for Statewide Construction Projects.

1. Project Description:

The MTA requires the professional services of three (3) qualified engineering firms to provide construction management, inspection, survey and design support personnel for a variety of projects related to MTA Transit Facilities (Bus, Metro Heavy Rail, MARC Commuter, Freight Rail and Light Rail Capital Improvements). Assignments will depend upon the MTA workload and construction projects awarded and/or in progress during the term of the contract. These contracts will be for a five (5) year period in the amount not to exceed \$12.5 Million each. Project services are anticipated to be funded with Federal and State funds.

2. Consultant Services Required:

The MTA will require the professional services of firms with knowledgeable and experienced mechanical/electrical/trackwork staff to provide the project services described in I.A.1 above. Services to be provided under each contract may include, but are not limited to, any or all of the following tasks:

- a. Daily inspection of contractor's work including normal field testing
- b. Completion of daily inspection reports
- c. Preparation of neat and accurate records of contract items and quantities completed by the contractor including all field diaries, sketches, measurements and computations of quantities

- d. Assistance in the preparation of monthly estimates
- e. Participation in field reviews
- f. Assistance in the preparation of as-built plans
- g. Review on contractor claims
- h. Assistance in changes and change orders
- i. Field surveys
- j. Assistance with schedules and projects
- k. Project budget forecasting
- l. Safety compliance
- m. Quality Assurance/Quality Control
- n. Undesignated specialty subconsultant(s) may be added to the contract if required and approved by the MTA
- o. Other services as required.

3. Specific Type of Firm Solicited:

Firms with not less than five (5) years of experience in performing the services described in I.A.1 and I.A.2 above. The firm should have a clearly established record in the tasks described above and a proven record of program control to provide MTA with finished products on time and within budget.

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 which must contain information/statement that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions. Also, the e-mail address of the Primary Liaison must be included in the Letter of Interest.
- b. One (1) US Government Form SF 255.
- c. One (1) US Government Form SF 254 for each firm, including each subconsultant, proposed.
- d. One (1) additional unbound copy of the Letter of Interest.
- e. One (1) additional unbound SF 254 Form, for those firms, including subconsultants.
- f. A copy of the firm's current certificate(s) of insurance.
(Note: MTA's required Professional Liability Coverage is \$5 Million)
- g. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforementioned said 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: Requirements - Documentation: In completing 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. Subconsultant personnel are not to be included.

The information required for Item #7 of the SF 255, Key Staff, is to be limited to five (5) individuals who are proposed for performing significant productive time on the Project and shall not exceed five (5) pages in total, one (1) page for each individual. The Consultant must document in writing in Item #7 that at least two (2) of the firm's own employees are proposed as Key Staff individuals. The following five (5) Key Staff are required for this project:

- a. One (1) Maryland Registered Professional Engineer/Project Manager with a degree in Civil or Structural Engineering
- b. One (1) Resident Engineer
- c. One (1) Systems Inspector
- d. One (1) Trackwork Inspector
- e. One (1) Mechanical/Electrical Inspector

Where Maryland Registrations are required and/or described 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 shall result in the firm being precluded from further consideration for the Project.

Also, **in addition to the above five (5) required Key Staff**, each

Consultant shall be capable of furnishing the following minimum number of construction management, survey, engineering and inspection personnel at any given time during the term of the contract (position specifications and salary grade schedules are available from the Project Representative upon request):

- a. One (1) Area Manager (Grade 20)
- b. Two (2) Resident Engineers (Grade 18)
- c. Two (2) Field Office Engineers III Level (Grade 16)
- d. Two (2) Construction Inspectors
(Construction Technical Senior Level – Grade 17)
- e. Four (4) Construction Inspectors
(Construction Technical II Level – Grade 14)
- f. One (1) Community Liaison (Grade 13)
- g. One (1) Administrative Officer (Grade 19)
- h. One (1) Quality Assurance Officer (Grade 17)
- i. One (1) Safety Officer (Grade 17)
- j. One (1) Budget Analyst (Grade 17)
- k. Two (2) Capital Program Technicians II Level (Grade 15)
- l. One (1) Project Auditor on an as needed basis (Grade 21)
- m. Survey Party consisting of a Party Chief, Instrument Man and Rod Man on an as needed basis
- n. One (1) Scheduler on an as needed basis (Grade 20)

The personnel listed above are based on estimated needs. The MTA reserves the right to adjust the number of personnel based on its actual needs during the term of the contract. Each Offeror must acknowledge the

MTA's requirement for the above additional personnel in writing in Item #10, Additional Information, by briefly describing their in-house process to be used to furnish such staff upon the MTA's request.

Also, the information required for Item #8, Similar Projects, shall be limited to five (5) similar transit projects and shall not exceed one (1) page length for each project, including client references. Current and accurate client phone numbers must be provided. **References will be checked – it is the Offeror's responsibility to ensure this information is accurate and up to date; otherwise it could result in a lower rating for the Offeror in this area.** 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, Additional Information, shall be limited to two (2) pages.

6. Special Requirements – DBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE'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 DBE 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 Prime firm(s) or DBE subconsultant(s) proposed for goal attainment indicating:

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

for each DBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.** If the proposed DBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE firm in lieu of the certification number. **This Project is proposed to be funded with Federal funds, and proposed DBE 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 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 DBEs. **DBE proposers have to meet the established DBE goal by either their own forces or approved DBE subcontractor(s).**

7. Project Representative: pjeffers@mta.maryland.gov
8. Additional Information:

The MTA 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 form 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 Experience
- b. Similar Project Experience
- c. Past Performance on Similar and MDOT Projects
- d. Capability of firm to perform the work in required time
- e. Compatibility of the size of the firm with the size of the project
- f. Firm's Location
- g. Financial Responsibility
- h. Consultant has measures of protection for the State against errors and omissions

11. **Respond by: December 19, 2012, prior to 4:00 P.M.**

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