

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. Facsimile copies are not acceptable.

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 Office of Consultant Services, 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:

Norie A. Calvert

OFFICE OF PROCUREMENT & CONTRACTS

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Motor Vehicle Administration

A. Contract Number: V-MUL-12067-AE

1. Project Description: To perform architectural and engineering comprehensive design services for the Motor Vehicle Administration's Facilities Maintenance and Engineering Division for various projects under the following areas: architectural, civil engineering, structural engineering, electrical engineering, mechanical engineering, and environmental management engineering. Project services will be provided for a five (5) year period and will consist of individual project assignments. This will be a multiple award contract for these services with an award value of \$1,000,000.00 each. Project services are to be funded with state funds.
2. Consultant Services Required: To provide such services in the areas of architectural; civil; structural; mechanical, electrical design engineering; geotechnical and environmental design; interior design and landscaping; associated drafting services and construction management and inspection services; In order to complete plans, specifications, drawings, and estimates (construction bidding document) required for solicitation and post award services.
3. Specific Type Firm Solicited:
An architectural and/or engineering firm with experienced and expert staff familiar with all the above aspects incorporating planning, design, and construction management and inspection services on "as needed" basis.
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 and 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 #2, 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. Key Staff, is to be limited to six (6) individuals, two (2) of whom will be supervisors and four (4) of whom are proposed for performing significant productive time on the project. The Consultant must document that the proposed Key Staff consists of at least four (4) Professional Engineers and one (1) Architect, all of whom are to be registered in the State of Maryland. Three (3) of the Key Staff are to be employees of the Prime Consultant. Expertise and experience of the Key Staff must be shown to include planning; architectural design; and civil, electrical, mechanical and structural engineering and design, Environmental Sciences. Resumes for Key Staff are to be included and are limited to one (1) page per Key Staff. Where Maryland Registration are required for the professional Key Staff, the Consultant shall include the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Failure of the Consultant to properly document personnel may eliminate them from further consideration for the Project.

Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years.

The Consultant must show an organization chart of proposed personnel in this Section. The Consultant must also include in this section a listing of support personnel proposed, including items such as names, degrees, registrations and expertise, limited to three (3) lines for each individual. Resumes of support personnel are not to be included.

The Motor Vehicle Administration will require that certain proposed key staff personnel be assigned to this project. Said key staff personnel will be identified in the Agreement. If one or more of the aforementioned personnel is unavailable for continuation of the work assignment, the Consultant shall replace said individual(s) with personnel of substantially equal ability and qualifications. However, any changes to designated key staff personnel will require the prior written approval of the Motor Vehicle Administration. If acceptable, changes shall be effected without additional cost to the Motor Vehicle Administration and without formal modification of the Agreement.

6. Special Requirements - MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, MBE 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, 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 revised SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE/MBE subcontractor(s) proposed for goal attainment:

- 1) 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 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, 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.**

MBE CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF SIXTEEN (16%) PERCENT HAS BEEN ESTABLISHED FOR MINORITY BUSINESS ENTERPRISES. NO SUB-GOALS HAVE BEEN ESTABLISHED BEEN ESTABLISHED FOR THIS CONTRACT.

All MBE proposers have to meet the established MBE goals and sub-goals by certified MBE subcontractor(s).

7. Project Representative: No additional information available.

8. Additional Information: The Motor Vehicle 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 reason 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. Specialized expertise in Architectural/Engineering Design and Environmental Services for Construction Management and Construction Inspection Services.
 - b. Key Staff.
 - c. Similar Project Experience
 - d. Past Performance on MDOT Projects.
 - e. Compatibility of size of firm with size of proposed project budget.
 - f. Firm's location.
11. Ratings developed in the short list process for Criteria b) Key Staff individuals will be retained and used in the final selection process. Later substitutions of Key Staff members must be approved by MVA 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.

12. Respond by: February 22, 2012 prior to 4:00 P.M.

RESPOND TO:

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