

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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**SMALL BUSINESS RESERVE PROCUREMENT**

This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Maryland Department of General Services, Small Business Reserve Program are eligible for award of a contract. For additional information concerning the Small Business Reserve Program go to the Department of General Services web page at <http://www.dgs.maryland.gov/>

**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. 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:

Robert P. Gay

OFFICE OF PROCUREMENT AND CONTRACTS

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

**I. Maryland Transportation Authority (MDTA)**

**A. Contract Number: MDTA 2011 - 02**

**1. Project Description:**

The Consulting Engineer shall provide comprehensive construction management and inspection (CMI) services for the Maryland Transportation Authority Construction Division. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. It is envisioned that the MDTA will enter into multiple contracts for these services. After review of the Technical Proposals, it is anticipated the MDTA will enter into negotiations with each of the top three (3) ranked firms for contracts valued at \$2 million each, for a total of \$6 million for the combined three (3) contracts. Project Services are to be provided for a six (6) year period and will consist of individual project assignments.

**2. Consultant Services Required:**

The Consultants shall provide professional CMI services for construction projects on an on-call and on-site basis, as directed by the MDTA. Services shall include, but not be limited to constructability reviews, conduct pre-construction conferences, monitor and document contractor performance, conduct detailed inspections of all construction work including erosion and sediment control contract compliance, maintenance of traffic, schedule and conduct progress meetings, conduct detailed materials inspections and field testing, contract utility coordination and

locating of existing facility utilities as needed, review and process progress and final payments.

The Consultant shall have the ability and manpower to respond to and act immediately on project assignments without sacrifice and disruption to other MDTA project assignments being completed by the Consultant. All work shall be done in accordance with Maryland State Highway Administration Standards and Specifications and guidelines prepared by the "American Association of State Highway Transportation Officials" (AASHTO).

**3. Specific Type Firm solicited:**

Consultant firms that are certified for the Maryland Department of General Services, Small Business Reserve Program. The Consultant shall be proficient in the services listed above and shall bring experienced and expert staff to the project. The Consultant shall be completely familiar with the Maryland Transportation Authority / Maryland State Highway Administration process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986. Communications between the Consultant, Joint Venture Constituents (where applicable) and the MDTA and/or the MDTA's project representative will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic data. The Consultant should have been responsible for the construction management and inspection of a full range of highway related projects,

with at least one (1) Interstate Highway or Freeway type highway project within the last six (6) years.

**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 and 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 Office of Consultant Services.

(f) The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

**NOTE:** All information must be presented in an easily readable format.

**Font size shall be no smaller than 11 point.** Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255. Sections shall be divided with tabs.

**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 five (5) individuals who are proposed **for performing significant productive time** on the Project and shall not exceed one (1) page in length per individual. **Information presented must convey each individual's specific role, responsibility, and involvement in any listed experience.** Vague and general descriptions should not be used. Exact timeframes should be noted for each referenced project or experience. The Consultant must document in writing in Item #7 that the Key staff individuals meet the following requirements:

- One (1) of the Key staff individuals shall be a Professional Engineer registered in the State of Maryland, with demonstrated expertise in the management of comprehensive interstate / interchange construction projects. This individual must demonstrate experience with managing multiple task order based contracts. This individual must be employed by the Prime Consultant firm, Prime joint venture constituents.

- One (1) of the remaining Key staff individuals shall be a Project Engineer, with demonstrated expertise in the field construction management and inspection of maintenance of traffic, structural, highway repair, and building facility projects for major interstate / interchange construction projects. This individual must be employed of the Prime Consultant, Prime joint venture constituents or sub-contractor consultant firm.
- One (1) of the remaining Key staff individuals shall be a document control manager, with demonstrated expertise in construction record keeping. Experience with the Maryland Construction Management System (MCMS) software is desirable. This individual must be employed by the Prime Consultant, Prime joint venture constituents or sub-contractor consultant firm.
- Two (2) of the remaining Key staff individuals shall be a quality control and field technician, with demonstrated expertise in the sampling and testing of a full range of construction materials inspection including but not limited to soils, concrete and hot mix asphalt. Also inspection and monitoring of erosion and sediment control devices. These individuals must be employees of the Prime Consultant, Prime joint venture constituents or sub-contractor consultant firm.

A one (1) page listing of primary support staff available for this project, and a one (1) 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. **Additionally, the individual Key Staff resumes shall include the number of years of experience at the proposed assignment level.**

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 individual experience and the similar projects set forth shall be recent experience performed within the past six (6) years. The Consultant must show at least one (1) Interstate / Freeway type highway construction management and inspection project by the Prime Consultant or Joint Venture Constituent with construction currently underway or completed within the last six (6) 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 shall not be used. Any information presented in Item #10 will not be evaluated or considered.**

**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 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. 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 TWENTY FIVE PERCENT (25%) HAS BEEN ESTABLISHED FOR MINORITY BUSINESS ENTERPRISES. A GOAL OF TEN PERCENT (10%) FOR CERTIFIED FEMALE OWNED FIRMS AND A GOAL OF EIGHT PERCENT (8%) FOR CERTIFIED AFRICAN-AMERICAN OWNED FIRMS HAS BEEN ESTABLISHED FOR THIS CONTRACT.

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

7. **Project Representative:** E-mail: [mdtapspc@mdta.state.md.us](mailto:mdtapspc@mdta.state.md.us)
8. **Additional Information:** The MDTA 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) Key Staff / Support Staff
  - b) Similar Project Experience
  - c) Past Performance on similar MDTA / 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 MDTA, 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: July 19, 2011 prior to 4:00 PM.**

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Robert P. Gay

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