

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. 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:

Norie A. Calvert, Acting Director

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 2012 - 02

1. Project Description:

The Consulting Engineer shall provide comprehensive environmental design, compliance and management services for the Maryland Transportation Authority Office of Engineering and Construction and the Office of Environment, Safety and Risk Management. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. It is envisioned 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 between \$1 to \$3 million each, for a total of \$6 million for the combined three (3) contracts. Project Services are to be provided for a five (5) year period and will consist of individual project assignments.

2. Consultant Services Required:

The Maryland Transportation Authority (MDTA) is responsible for maintaining compliance with the State and Federal National Pollutant Discharge Elimination System (NPDES) laws for Phase II Municipal Separate Storm Sewer Systems (MS4), Industrial Discharges and Construction Activities. The current MS4 permit lists six minimum control measures: 1. Personnel Education and Outreach, 2. Public Involvement and Participation, 3. Illicit Discharge Detection and Elimination, 4. Construction Site Stormwater

Runoff Control, 5. Post Construction Stormwater Management and 6. Pollution Prevention and Good Housekeeping. In addition, MDTA will be required to meet requirements related to the Chesapeake Bay Total Maximum Daily Load (TMDL) requirements. MDTA is also responsible to comply with other environmental laws and regulations pertaining to air, water and land that affect MDTA projects and property.

The Consultants shall provide the professional expertise needed for stormwater engineering assessment and design, guidance on stormwater operations and maintenance, water quality analyses and processes, field and office data collection, Geographic Information System (GIS) and database development and management, computer programming, and report preparation to assist the MDTA in complying with the regulations pertaining to NPDES permits and administered through the Maryland Department of the Environment (MDE) and to provide other environmental compliance and design services. Miscellaneous preliminary and final design services for any engineering discipline may also be included as required. The NPDES services to be provided will focus on the minimum control measures related to Illicit Discharges, Erosion and Sediment Control, and Stormwater Best Management Practices (BMPs). Anticipated tasks will include:

- Illicit discharge outfall screening, sampling, detection and source tracking and documentation process;

- Storm drainage inventory, inspection and remedial work order preparation;
- Assessment of storm drains, culverts, channels, stormwater management facilities, erosion and sediment controls, and miscellaneous drainage structures;
- Storm drain and stormwater BMP design and preparation of standard contract advertisement documents including but not limited to plans, specifications and estimates;
- Erosion and Sediment Control services including inspections of construction sites; Quality Assurance Assessments and plan preparation
- BMP inventory, inspection, rating, and remedial work order preparation;
- Field oversight of BMP remedial activities;
- Design of new BMPs and enhancements of existing BMPs
- Estimation of pollutant loads to BMPs and resultant pollutant load reductions
- Stormwater Environmental Site Design (ESD) according to the Stormwater Management Act of 2007 and regulations;
- Landscape design
- Stormwater discharge characterization by providing sampling, monitoring, analysis, reporting; including and equipment installation and maintenance;

- Watershed-based strategies to enhance MDTA's Stormwater Program;
- Perform water quality and Bay TMDL related research activities
- Maintain and update GIS databases for stormwater systems and other related environmental resources;
- Prepare GIS products for internal-use or digital deliverables to State entities or others. The products may include maps or tables of stormwater infrastructure; import/export of GIS data
- Document GIS-related activities and resources, such as NPDES guidance documents, data dictionaries, and data/work flow processes.
- Tracking of impervious surfaces and stormwater treatment areas;
- Computer software development, programming and maintenance;
- Develop technical reports, guidelines, standards and procedures, and annual compliance reports; and
- Development of remediation and/or design documents for:
- Oil control/groundwater remediation including discharge characterization by providing sampling, monitoring, analysis, reporting; including and equipment installation and maintenance;
- Underground and above ground storage tanks (UST/AST)

- RCRA/CERCLA services: Hazardous or contaminated materials site characterizations, remedial investigations, corrective action plan development, environmental remediation, and related duties
- Waste and Wastewater
- Asbestos and Lead-Based Paint
- Development of standard operating procedures, training, compliance audits, environmental assessments, personnel analysis, budget analysis and emergency response plans
- Software Design
- In-house support services
- On-site support services
- Outreach
- GIS services including development
- Right-of-way and ground survey services
- Construction Management Inspection
- Design and procurement for the procurement of construction contracts

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.

3. Specific Type Firm solicited:

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.

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 Consultant Services Division.
- (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. Each section 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 six (6) 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 his own employees proposed as a Key Staff individual is a Professional Engineer registered in the State of Maryland with expertise in hydrologic/hydraulic and stormwater engineering related to highway design.
- One (1) of his own employees proposed as a Key Staff individual is a Professional Engineer registered in the State of Maryland with expertise in environmental engineering related to NPDES regulations and compliance.
- One (1) individual with expertise in ESRI-Geographic Information System (GIS) and database development including programming, to serve as a GIS Coordinator.
- One (1) of his own employees proposed as a Key Staff individual has demonstrated experience in environmental management related to hazardous materials and site investigations.
- One (1) individual proposed should be a Professional Geologist experienced in oil control and remediation.
- One (1) individual shall have expertise in TMDL compliance and processes.

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.

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, 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 may contain a goal for 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 Consultant Services Division 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 MBE subcontractor(s) proposed for goal attainment indicating:

1. The proposed work,
2. Percentage of total work, and
3. MDOT certification number,

for each 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.

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 NINE PERCENT (9%) FOR CERTIFIED FEMALE OWNED FIRMS A GOAL OF TWO (2%) FOR HISPANIC OWNED FIRMS AND A GOAL OF SIX PERCENT (6%) FOR CERTIFIED AFRICAN-AMERICAN OWNED FIRMS HAS BEEN ESTABLISHED FOR THIS CONTRACT.

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

- 7. Project Representative:** E-mail: 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. 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 / 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.

- 11.** 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.

- 12.** Respond by: December 20, 2011 prior to 4:00 PM. Respond to:

Norie A. Calvert, Acting Director

OFFICE OF PROCUREMENT AND CONTRACTS

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Baltimore, Maryland 21202