

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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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:**

Robert P. Gay

**OFFICE OF PROCUREMENT AND CONTRACTS**

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

## **I. Maryland Transportation Authority**

### **A. Contract Number: MDTA 2012 - 01**

#### **1. Project Description:**

Project Description: The purpose of these contracts is to establish agreements with three (3) Consultants for a four (4) year period to provide Comprehensive Traffic Engineering and Miscellaneous Consulting Services on all Maryland Transportation Authority (MDTA) transportation facility projects and/or other projects and research activities in which the MDTA has a past, current or future interest. Project assignments will depend on the MDTA's workload. It is anticipated that project assignments will be funded with 100% MDTA funds. 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 \$2 to \$3 million each, for a total of \$7 million for the combined three (3) contracts.

#### **2. Consultant Services Required:**

The Consultant shall perform a variety of traffic engineering and miscellaneous consulting services necessary for the continued development, maintenance and operation of the transportation facility projects in a safe and efficient manner. The Consultants shall also perform these services for review, development or improvement of other transportation projects or research activities in which the MDTA may have a past, current or future interest. The Consultants shall provide these services as directed by the MDTA including but not limited to development of traffic control, signal, signing, lighting, pavement marking, maintenance of

traffic and safety improvement plans and databases; development, modification and/or input/output support for various software packages; and/or speed, parking, origin-destination, travel-demand, capacity, crash, revenue, regulatory, safety and other studies. The Consultant may be asked to provide miscellaneous preliminary and final engineering design services for any engineering discipline as needed. The Consultant may be asked to assist in the procurement or management of related services and goods. The Consultants may be asked to provide staff support within agency offices for short or long term assignments. Specific task assignments are expected to vary depending on the MDTA's needs throughout the life of the contract.

**3. Specific Type of Firm Solicited:**

The Consultant shall be proficient in the services listed above and shall bring an experienced and expert staff to the project. The Consultant firm or firms shall have recent experience (past five (5) years) in freeway/expressway safety studies, capacity analyses, revenue studies, experimental traffic control device studies and documentation, and traffic engineering design.

The Consultant shall be completely familiar with the Maryland Transportation Authority / State Highway Administration process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986.

The Consultant shall provide complete and signed draft and/or final documents, graphics, plans and other materials in both hard copy and electronic format ready for distribution and/or reproduction. At a minimum, the Consultant shall provide

one hard copy, one original format file and one Adobe file of all final documents.

When plans or drawings are submitted, all electronic submittals shall be in:

- MicroSoft Office 2003 or better
- Adobe Acrobat V8 or better
- Bentley Systems, Inc. MicroStation V8i and GEOPAK or other current design file formats as requested by the MDTA All plan submissions shall be based on the Maryland Grid NAD 83/91 Feet Datum if two-dimensional and NAD 83/91 and NAVD 88 if three-dimensional
- ESRI ArcGIS V9.3 or better and
- Google Earth Enterprise 5 or better.

Prior to the MDTA accepting any or all portions of the Consultant's work, it shall be the responsibility of the Consultant to perform any and all necessary electronic file conversions. Electronic file submissions shall be continuous throughout the project such that the MDTA's files are representative of the current stage of work. Utility engineering will adhere to the utility owner's specifications. Communications between the Consultant, Joint Venture Constituents (where applicable) and the MDTA will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic design 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) The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

Additionally, the following shall be submitted:

(a) One (1) additional and unbound copy of the Letter of Interest.

(b) 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.

**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 the Consultant is proposing more than one (1) location, 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 four (4) individuals who are proposed for performing significant productive time on the Project and shall not exceed one (1) page in length per individual. The Consultant must document in writing in Item #7 that the Key staff individuals meet the following requirements:

- One (1) of the proposed Key Staff individuals shall be a Professional Engineer Registered in the State of Maryland with a Professional Transportation Operations Engineer (PTOE) certification and expertise in traffic engineering studies, analyses and design including experience in conducting safety and experimental traffic control device studies. This individual shall serve as the Consultant liaison for all task assignments.
- One (1) of the proposed Key Staff individuals shall have demonstrated expertise in the development of government forms, documentation of procedures and review of policy materials.
- One (1) of the remaining proposed Key Staff individuals shall be a Registered Professional Engineer in the State of Maryland with experience in signing, pavement marking and work zone traffic control.
- The remaining Key Staff individual shall be at the discretion of the consultant however it is desirable that the team demonstrate a working knowledge of traffic and revenue analyses, toll pricing, pricing related trip diversion characteristics, concession revenues or other revenue related analyses and study techniques.

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. 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 five (5) 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 be limited to two (2) pages.

**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 will 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 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 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 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 PERCENT (20%) HAS BEEN ESTABLISHED FOR MINORITY BUSINESS ENTERPRISES. THERE ARE NO SUB-GOALS FOR THIS CONTRACT.

**All MBE Proposers have to meet the established MBE goal by certified 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. 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.

It is anticipated that the MDTA will conduct oral interviews with the Reduced Candidate List Consultants as part of the Technical Proposal review process.

**12. Respond by:** November 3, 2011 prior to 4:00 PM. Respond to:

Robert P. Gay

OFFICE OF PROCUREMENT AND CONTRACTS

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202