

PUBLIC NOTICE

MARYLAND DEPARTMENT OF TRANSPORTATION

NOTICE

TO

ARCHITECTS & ENGINEERS

TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

REQUEST FOR PROFESSIONAL SERVICES

REVISION

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 projects.

I. Maryland Transit Administration

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

This is a revision to the Advertisement for the above referenced project previously advertised in The Daily Record on November 16, 2012 and in e-Maryland MarketPlace on November 16, 2012. This revision will revise the requirements set forth as follows:

Section I.A.1, entitled “Project Description” – Delete in its entirety and replace with the following:

“1. Project Description:

The Maryland Transit Administration (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 **or other Transit Facilities such as Bus, Metro Heavy Rail, MARC Commuter, Freight Rail, Light Rail Capital Improvements, LOTS and Transit Oriented Development.** 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.”

Section 1.A.5, entitled “Requirements – Documentation” – Changes made to specific items under this section as follows:

Changes to Key Staff:

- 1.) Change item b, “One (1) Resident Engineer” to “Two (2) Resident Engineers”
- 2.) Remove item c, “Systems Inspector” from Key Staff

Changes to Additional Support Staff:

- 1.) Remove all references to Grades
- 2.) Change item b from “Two (2) Resident Engineers” to “One (1) Resident Engineer”
- 3.) Change item f from “Community Liaison” to “Capital Project Community Liaison”
- 4.) Change item g from “Administrative Officer” to “Project Controls Officer”
- 5.) Remove “Quality Assurance Officer” from Additional Staff
- 6.) Change item i from “Safety Officer” to “Construction Safety Officer” (new item h)
- 7.) Change item j from Budget Analyst” to “Capital Project Cost Analyst” (new item i)
- 8.) Remove “Project Auditor” from Additional Staff

Revised Section I.A.5 reads as follows in its entirety:

“5. 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 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. Two (2) Resident Engineers**
- c. One (1) Trackwork Inspector
- d. 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
- b. **One (1) Resident Engineer**
- c. Two (2) Field Office Engineers III Level
- d. Two (2) Construction Inspectors
(Construction Technical Senior Level)
- e. Four (4) Construction Inspectors
(Construction Technical II Level)
- f. **One (1) Capital Project Community Liaison**
- g. **Two (2) Project Controls Officers**
- h. **One (1) Construction Safety Officer**
- i. **One (1) Capital Project Cost Analyst**
- j. Two (2) Capital Program Technicians
- k. Survey Party consisting of a Party Chief, Instrument Man and Rod Man on an as needed basis
- l. One (1) Scheduler on an as needed basis

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.

The due date, December 19, 2012 by 4:00 P.M., for receipt of “Expressions of Interest” remains unchanged. All other requirements for the advertisement remain the same.

RESPOND TO:

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Questions concerning submissions and procedures may be addressed to the Consultant Services Division, telephone number 410-545-0437.