

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/**e-mail** 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.

**Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on Highway Administration projects.**

Minority business enterprises are encouraged to respond to this solicitation notice.

RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. State Highway Administration

A. Contract Number: BCS 2011-03

1. Project Description:

To provide traffic engineering services to various Engineering Districts of the State Highway Administration, which may include District 1 (Dorchester, Somerset, Wicomico and Worcester Counties) and District 3 (Montgomery and Prince George's Counties) and to provide back-up engineering expertise for the Districts cited. Project services will be provided for a period of five (5) years. It is anticipated that at least one (1) contract will be written for each District cited above; however, the Highway Administration reserves the right not to enter into any contract for any of the Districts cited. Each contract will be for \$1,500,000.

Project services will consist of individual project assignments as designated by an Engineering District and will depend on the Districts' needs during the term of the Agreement.

Project services for an assignment may include traffic studies, traffic engineering design, complete design or back-up engineering expertise for the Highway Administration. It is anticipated that project assignments will be funded with Federal and state funds.

2. Consultant Services Required:

To perform traffic engineering studies and traffic engineering design services including but not limited to: minor geometric design, metes and bounds right-of-way plats, traffic accident analysis, corridor analysis,

minor origin and destination studies, capacity analysis (level of service), traffic signal studies, intersection analysis for signalization, lighting analysis and design, traffic control device inventories, layouts, and design, participation in public meetings, traffic control in work zones, signal design at identified high accident locations and potentially high accident locations, or design services for specific problems as required in conjunction with ongoing Highway Administration planning, construction and/or special projects. All tasks will be in conformance with Volume II “Specifications for Consulting Engineers Services”. The Consultant shall be prepared to respond to the State Highway Administration’s requests for work with only a minimum number of days notice depending on the urgency of the assignment which will be determined by the State Highway Administration. SHA workload may require that the Consultant provide traffic engineering staff to be assigned to the District Office during duration of length of the contract and shall be approved by the District Engineer.

3. Specific Type Firm Solicited:

An engineering firm specializing in performing traffic studies and traffic engineering design services. Due to the location of the special projects, a firm located in a specific District is preferred and when rating responses for the development of Reduced Candidate Lists for each District, consideration will be given to the Consultant’s office location.

The firm(s) selected for a given Contract may be required to provide engineering services for any SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a contractor on the same Design/Build project after advertisement. State Government Article 15-508 of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

4. Required Information: The Consultant shall submit one (1) original and seven (7) copies of an Expression of Interest, which shall include the following:
  - a. One (1) Letter of Interest - Limited to two (2) pages which must contain the e-mail address of the Primary Liaison. **In this letter, the Consultant must document in writing those Districts where the firm is interested in performing services and those Districts where the firm is not interested in performing services.**
  - 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 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 #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.

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 in total shall not exceed two (2) pages in length. The Consultant must document in writing in Item #7 that two (2) of his own employees proposed as Key Staff individuals are Professional Engineers Registered in the State of Maryland with expertise in Traffic Engineering Design. The third Key Staff individual shall be a Transportation Engineer. The fourth Key Staff individual shall be a Draftsperson.

Where Maryland Registrations are required 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 will result in the firm being precluded from further consideration for the Project.

Also, the information required for Item #8, Similar Projects, shall be limited to five (5) similar projects and shall not exceed one (1) page in total length. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. The vertical space used for each of the five (5) projects cited is at the discretion of the Consultant. 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 is not to be completed for this Project.

6. Special Requirements - DBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBEs 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 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 Consultant Services Division at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE Prime firm(s) or DBE subcontractor(s) proposed for goal attainment indicating:

- 1) the proposed work,
- 2) percentage of total work, and
- 3) MDOT certification number,

for each DBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.** If the proposed DBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE firm in lieu of the certification number. **If this Project is funded with Federal funds, proposed DBE firms must be certified by MDOT to participate on federally funded Projects.**

**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 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, A GOAL OF TWENTY THREE PERCENT (23%) HAS BEEN ESTABLISHED FOR DBEs.

**DBE proposers have to meet the established DBE goal by either their own forces or approved DBE subcontractor(s).**

7. Project Representative: No additional information available.
8. Additional Information: The Highway 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 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
- b. Similar Project Experience
- c. Past Performance on SHA Projects
- d. Capability to accomplish proposed work in required time
- e. Firm's location
- f. Compatibility of size of firm with size of proposed project

11. Respond by: March 23, 2011 prior to 4:00 P.M. RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202