

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):

Contract No. MDTA 2015-02 “Intelligent Transportation Systems and Electrical Engineering Consulting Services”.

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 Maryland Transportation Authority, via email to MDTAProcurement@mdta.state.md.us copied to [Benjamin Mondell](mailto:BenjaminMondell@mdta.state.md.us) at bmondell2@mdta.state.md.us. Questions must be submitted by December 28, 2015, by 4:00 P.M. **Consultants shall have the ability to provide background**

**investigation results for Consultant personnel assigned to work on Maryland
Transportation Authority projects.**

Expressions of Interest are due no later than 12:00 P.M., on January 13, 2016,
Facsimile/**e-mail** copies are not acceptable. No response received after 12:00 P.M. on January
13, 2016, 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 or the Authority)

A. Contract Number: MDTA 2015-02

1. Project Description:

The services to be performed are miscellaneous design and consultation services related to the design, specification, construction, management, testing and implementation of Intelligent Transportation Systems (ITS) for the MDTA. Project assignments will depend on the MDTA's workload. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. It is envisioned MDTA will enter into multiple contracts for a five (5) year term 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 \$5 million dollars each. The MDTA reserves the right to modify the number of contracts and the dollar value of each as it deems appropriate in the best interests of the State.

2. Consultant Services Required:

The Consultant shall provide ITS services as required to include but not be limited to the following general areas: design and preparation of contract documents, Request for Proposal's, Invitation for Bids and similar specifications and documents for the expansion or continuation of Intelligent Transportation Systems; preparation of plans, specifications, and estimates for any form of ITS the MDTA may develop; troubleshooting, and technical support for ITS; electrical

and utility design associated with ITS work; roadway, tunnel, and other lighting analysis, calculations, and design (RP8 and RP22); attendance and participation at monthly, weekly, or as-needed progress and status meetings to include providing meeting minutes, general contract administration support and coordination services; review and comment upon design documents and policy documents, and detailed design documents; inspection of the physical installation, software, machine configuration, network configuration, and other related equipment; review of schedules, including CPM type schedules, for delays, changes, and other project impacts; review of operations manuals and guidelines and verification of compliance; review and verification of network security; participation in testing programs for all aspects of the ITS; analysis of proposed changes in operations or systems design for impacts, potentially unanticipated, to other components of operations and design; investigation of system design, business processes, and implementation issues to identify any needs for improvements or changes.

Analysis of compliance with various codes including NEC, Life Safety, MDOSHA, and Fire Codes.

3. Specific Type 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 shall be completely familiar with the MDTA/ SHA process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986. The consultant shall be proficient using email and electronic file exchange as a collaborative tool. The Consultant must have the capability to

submit files utilizing Micro-Station V8 and GEOPAK 2004 and other current design file formats as specified by the Authority. It shall be the responsibility of the Consultant to perform any and all necessary electronic file conversions before the MDTA will accept any portion of the Consultant's work. Electronic file submissions shall be continuous throughout the project such that the MDTA's files are representative of the current stage of work. All plan submissions shall be based on the Maryland Grid NAD 83/91 Datum if two-dimensional and NAD 83/91 and NAVD 88 if three-dimensional. 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. All partial and/or completed documents, materials, and electronic files developed by the Consultant for services performed for this contract shall be solely owned by the MDTA and shall be made available immediately upon request.

As per State Finance & Procurement Article, §§ 17-701 – 17-707 of the Annotated Code of Maryland, the firm(s) selected for a given Contract will be required to provide "Certification Regarding Investments in Iran". See below 4(h.)

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 which must contain the information that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions and the e-mail address of the Primary Liaison.
- b. One (1) US Government Form SF 255 with a project organization chart and additional support staff chart.
- 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 Form SF 254, for those firms, including subcontractors.
- f. A copy of the firm's current certificate(s) of insurance.
- g. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

NOTE: U.S. 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.

- h. As per the State Finance & Procurement Article, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment

Activities in Iran list is located at www.bpw.state.md.us of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No. 2013-1; Date Issued: January 1, 2013, an officer of the firm shall provide a signed original certification as per language listed on BPW Advisory page.

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.

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 five (5) pages in length (one (1) full

page 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, and all project experience noted shall be within the last ten (10) years. 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 Project Manager with experience managing various long-term ITS projects. This individual may be direct employee of the prime/prime joint venture or a sub-consultant.
- One (1) of the remaining Key staff individuals shall be an Electrical Engineer, Professional Engineer Registered in the State of Maryland, fluent in load and voltage drop calculations and able to work with local utilities to coordinate electrical service work. This individual may be direct employee of the prime/prime joint venture or a sub-consultant.
- One (1) of the remaining Key staff individuals shall be a Systems Engineer with experience analyzing systems, preferably ITS, and preparing and coordinating CONOPS, Functional Requirements Definitions, and Detailed specifications. This individual may be direct employee of the prime/prime joint venture or a sub-consultant.

- One (1) of the remaining Key staff individuals shall be a Traffic Engineer, Professional Engineer Registered in the State of Maryland, with experience creating maintenance of traffic plans, maintenance of traffic phasing and related work. This individual may be direct employee of the prime/prime joint venture or a sub-consultant.
- The remaining Key Staff Individual shall be a Structural Engineer, Professional Engineer Registered in the State of Maryland, with experience or knowledge analyzing bridge attachments, sign structures, pole foundations and poles, and similar structural elements of ITS designs. This individual may be direct employee of the prime/prime joint venture or a sub-consultant.

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.

A one (1) page organization chart shall be provided.

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 ten (10) 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:

MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, Minority Business Enterprises (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 MDTA that certified businesses participate in all contracts. Each contract may contain a goal for MBE 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 MBE subcontractor(s) proposed for goal attainment indicating:

- 1) The proposed work,
- 2) Percentage of total work,
- 3) MDOT certification number, and
- 4) Applicable NAICS Codes

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.

MINORITY BUSINESS ENTERPRISE (MBE) GOAL

FOR THE PURPOSE OF THIS CONTRACT, AN OVERALL GOAL OF THIRTY FOUR PERCENT (34%) HAS BEEN ESTABLISHED FOR MBEs.

WITHIN THE OVERALL GOAL, SUB-GOALS OF NINE PERCENT (9%) FOR CERTIFIED WOMEN OWNED FIRMS, TWO PERCENT (2%) FOR HISPANIC OWNED FIRMS AND SIX PERCENT (6%) FOR AFRICAN AMERICAN OWNED FIRMS HAVE BEEN ESTABLISHED FOR THIS CONTRACT.

Proposers have to meet the established MBE goal and sub-goals by approved MBE subcontractor(s).

NOTE: New Guidelines Regarding MBE Prime Self-Performance. Please note that when a certified MBE firm participates as a prime contractor on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. For example, for a construction contract that has a 27% MBE overall participation goal and subgoals of 7% for African American firms and 4% for Asian American firms, subject to Section 4 above and this Section 5, a certified African American MBE prime can self-perform (a) up to 13.5 % of the overall goal and (b) up to 7% of the African American subgoal. The remainder of the overall goal and subgoals would have to be met with other certified MBE firms or a waiver request.

Liquidated Damages.

The Contract that will result from the solicitation will require the Contractor to make good faith efforts to comply with the Minority Business Enterprise (“MBE”) Program and Contract provisions. The MDTA and the Contractor acknowledge and agree that the State will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the State might reasonably be

anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision and that liquidated damages present a fair, reasonable, and appropriate estimation of damages.

Therefore, upon a determination by the MDTA that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or Contract provisions and without the MDTA being required to present any evidence of the amount or character of actual damages sustained, the Contractor agrees to pay liquidated damages to the MDTA at the rates set forth below. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty. The Contractor expressly agrees that the MDTA may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

- A. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.
- B. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.
- C. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.

- D. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

Notwithstanding the use of liquidated damages, the MDTA reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.

Veteran-Owned Small Business (VSBE) Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, VSBEs will be afforded full opportunity to submit expressions of interest.

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for VSBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with Code of Maryland Regulations (COMAR) 21.11.13. To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the VSBE subcontractor(s) proposed for goal attainment indicating:

- 1) The name of the firm,
- 2) Percentage of total work, and
- 3) DUNS number

for each VSBE. Said information shall be shown in Item #6 of the Federal Government SF 255 form. Consultants shall also set forth in the letter portion of

the Expression of Interest their "Consultant Liaison Officer for Veteran-Owned Small Business Enterprises". The Consultant's failure to submit all of the required VSBE information, in the specified areas, may 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.

VETERAN-OWNED SMALL BUSINESS ENTERPRISE GOAL (VSBE)

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF ONE PERCENT (1%) HAS BEEN ESTABLISHED FOR VSBEs.

Proposers have to meet the established VSBE goal with approved VSBE subcontractor(s).

7. **Project Representative:** E-mail: bmondell2@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 MDTA Division of Finance grants an exemption. The selected Consultant shall submit the Vendor EFT Registration Request Form. Any request for exemption must be submitted to the MDTA Division of Finance for approval at the address specified on the EFT Registration Request 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 will be:

- a) Key Staff
- b) Similar Project Experience
- c) Past Performance on similar MDTA / MDOT Projects
- d) Capacity to accomplish proposed work in required time
- e) Compatibility of size of firm with size of proposed project
- f) Firm's location.
- g) Financial Responsibility (Pass/Fail)
- h) Consultant has measures of protection for the State against errors and omissions (Pass/Fail)

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 Authority, 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: January 13, 2016 prior to 12:00 PM. Respond to:

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202