

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 firms that submit the highest rated Technical Proposals 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:**

Norie A. Calvert

**OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT**

Fourth Floor, Mail Stop C-405

707 North Calvert Street

Baltimore, Maryland 21202

State Highway Administration Contract Number: BCS 2012-05

1. Project Description:

The Maryland State Highway Administration (SHA) anticipates entering into multiple contracts valued at approximately Three Million Dollars (\$3,000,000) each, for professional services and activities related to assigned State, County and local jurisdiction structure preservation and minor structure rehabilitation services throughout the State of Maryland. The Consultant will be expressing interest in receiving one (1) of the available contracts for Structure Preservation and Minor Structure Rehabilitation Services. SHA reserves the right to modify the number of contracts and the dollar value of each as deemed to be necessary and as appropriate.

2. Consultant Services Required:

Required consultant services scope encompasses all professional services and activities related to assigned State, County and local jurisdiction structure preservation and structure minor rehabilitation services, including the performance of the \*following:

- a) field investigations, designs and analysis, plan preparation, etc., for structural evaluation, preservation and minor rehabilitation of existing structures;
- b) engineering services for inspection, analysis and rating of structures;
- c) field condition inspections of existing structures; and
- d) underwater inspections of existing structures.

\*The above list *may not be an all inclusive* list and the contract(s) required services will include all professional services and activities related to *Statewide* structure preservation

and *Statewide* minor structure rehabilitation services.

Tasks assigned under the contract(s) must be for services as outlined in the contract(s) scope of work and shall be conducted in conformance with National Bridge/Structures design, construction and inspection standards (i.e., AASHTO Manual for Bridge Evaluation, AASHTO LRFD/LFD Manual, FHWA Safety Inspection of In-Services Bridges, AASHTO's Standard Specifications for Highway Bridges), SHA's Office of Structures' Policy and Procedures and Structural Standards Manuals, and pertinent SHA design manuals, standards and publications.

The contract(s) will be administered solely by the SHA's Office of Structures' Remedial Engineering Division to support the Architectural and Engineering needs of SHA. Contract services are to be provided for a six (6) year period and will consist of individual project assignments located throughout the State and will depend upon SHA's needs and workload. The contract(s) may be used to provide services to the Maryland Department of Transportation (MDOT), or any of the MDOT modal administrations, at the direction of, and with the express prior written authorization of the Secretary of Transportation or the Secretary's designee. Any tasks assigned under the contract(s) must be for services as outlined within the contract(s) scope of work and in conformance with all contract(s) terms, conditions and payment provisions.

3. Specific Type Firm Solicited:

The Consultant engineering firm selected for a given contract(s) shall be experienced in structural design for remedial engineering type work on bridges/structures. The firm selected for a given contract(s) will 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. Per State Finance & Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland, the firm(s) selected for a given contract(s) will be required to provide "Certification Regarding Investments in Iran". See Section 4, Required Information, Item (g) below.

4. Required Information:

The Consultant shall submit one (1) original and two (2) 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 information supporting the assertion that the Consultant has the financial capacity to provide the services requested, has measures in place to protect the State against errors and omissions, and the e-mail addresses of the Primary Liaison and your firm's contact for this procurement process.
- 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.
- 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.

g) Per State Finance & Procurement Article 17-701 – 17-707, Chapters 446 – 447, Laws of 2012, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list are ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.state.md.us](http://www.bpw.state.md.us) of the Maryland Board of Public Works (BPW) web site. 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 the BPW Advisory page.

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 personnel and show the total number of personnel by discipline for all locations proposed.

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 four (4) pages in length (one (1) full page per individual). The Consultant must document in writing in Item #7 that two (2) of his own employees from (Prime or Prime/Joint Venture) proposed as Key Staff individuals are Professional Engineers Registered in the State of Maryland with expertise in structural and foundation design engineering for preservation and minor rehabilitation engineering type work, one of these Key Staff individuals shall be designated as Project Manager. The Consultant must also document in writing in Item #7, two (2) additional Professional Engineers Registered in the State of Maryland with expertise in structural and foundation design

engineering for preservation and minor rehabilitation engineering type work and that may be from the Prime, Prime Joint Venture or 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.

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 #9 of the SF 255 is not applicable. Any information presented in Item #9 will not be reviewed or considered in the evaluation process. Information provided in this section shall become part of the rating/evaluation criteria for this project. Item #10 of the SF 255 is neither necessary nor desired. Any information presented in Item #10 will not be reviewed or considered in the evaluation process.

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 may 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:

- a) The proposed work,
- b) Percentage of total work,
- c) MDOT certification number, and
- d) Applicable NAICS Codes for each MBE.

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 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. FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF **TWENTY FIVE PERCENT (25 %)** 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) Similar Project Experience;

- b) Key Staff;
- c) Past performance;
- d) Capacity to accomplish proposed work in required time;
- e) Firm's location;
- f) Compatibility of size of firm with size of proposed project;
- g) Financial Responsibility; and
- h) Consultant has measures of protection for the State against errors and omissions.

11. Respond by: July 25, 2013 prior to 4:00 P.M.

Respond to:

Norie A. Calvert  
OFFICE OF PROCUREMENT AND CONTRACTS  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street  
Baltimore, Maryland 21202