

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 engineers and architects for the following project(s):

Contract Number MAA-AE-16-001 – Comprehensive Environmental Planning Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports.

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 that 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 will be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so 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, Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per hour salary rates as supported by Certified Payroll Records while Payroll Burden and Prime and Subconsultants' overhead shall be supported by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT Guidelines. The annual overhead audits shall identify separate rates for home office overhead rate, field overhead rate, and combined overhead rate. 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 a technical proposal, their proposal should substantially reflect the same composition and area of involvement as their Expression of Interest.

**IMPORTANT:** If a Joint Venture responds to this 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 this Project advertisement. Also a firm that responds to this 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 this 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 this Project advertisement.

Questions concerning submissions and procedures may be addressed to the Maryland Aviation Administration. **All questions concerning submissions and procedures must be submitted by email to [lwarehime@bwiairport.com](mailto:lwarehime@bwiairport.com) no later than 4:00 pm one (1) week prior to the due date.** The contract number must be referenced in the email subject line. Problems submitting emails shall be reported to the **MAA** telephone number 410-859-7331.

Facsimile copies are not acceptable. No response received after 4:00 P.M. EST on the date specified for this Contract will be accepted, no matter how transmitted. Minority Business Enterprises (MBE's) are encouraged to respond to this solicitation notice.

RESPOND TO:

Norie A. Calvert

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT & CONTRACT MANAGEMENT

Fourth Floor, C-405  
707 North Calvert Street  
Baltimore, Maryland 21202

I. Maryland Aviation Administration (MAA)

A. Contract Number: MAA-AE-16-001;

1. **Project Description:** The MAA is requesting Expressions of Interest from Consultants with demonstrated experience in, and thorough knowledge of, airport environmental planning as described more fully below. MAA is seeking a consultant to provide professional Comprehensive On-Call Environmental Planning Services on a task-order basis at Baltimore/Washington International Thurgood Marshall Airport (BWI) and Martin State Airport (MTN). The Consultant may also be directed to perform occasional tasks for MAA to assist non-state-owned airports in Maryland with environmental analyses. Each potential Offeror is encouraged to read this Solicitation carefully and submit proposals outlining in detail its ability to provide the requested services.

The MAA seeks specialized airport environmental planning consulting firms to perform a variety of airport environmental planning, resource management, and mitigation planning tasks in accordance with state and federal laws, guidelines, requirements and standards. Specific tasks assignments are expected to vary depending upon the Administration's needs throughout the duration of the contract period. These required services include a mix of anticipated and unanticipated tasks that may be repetitive or non-repetitive.

Baltimore/Washington International Airport (BWI) is a Category X Large Hub Air Carrier Airport comprised of more than 3,600 acres located near Linthicum, Maryland. Martin State Airport (MTN) is a General Aviation Reliever Airport of approximately 747 acres located near Middle River, Maryland. To be eligible for federal and state funding, the Administration must comply with Federal Aviation Administration (FAA) and state environmental laws, regulations, and mandates. Thus, the Administration has a need for a specific range of technical and managerial support services related to environmental planning in an aviation

environment that cannot be provided feasibly or economically by existing in-house resources.

It is the intent of the MAA to enter into more than one contract for these services. Consultants selected for these projects shall provide the services consistent with MAA's requirements over a five (5) year period. The MAA reserves the right to extend this contract for up to one-third (1/3) of the original contract term. It is anticipated that project assignments will be funded with State, Federal, and/or other funds. The MAA has an estimated budget of \$10,000,000 for these services, and may elect to enter into more than one contract for these services, based on a sufficient number of qualified proponents. Each successful consultant must be able to perform all of the elements in the Scope of Services described herein. Contract award(s) is subject to receipt of necessary funding and approval by the Maryland Department of Transportation and the Maryland Board of Public Works.

**2. Consultant Services Required:** The Consultant shall provide services described

herein on an on-call basis at the direction and discretion of the MAA in accordance with Federal and State laws, guidelines, requirements and standards. Examples of the services expected to be required, include:

- Assisting the Administration in developing and communicating defensible environmental planning strategies in coordination with the Federal Aviation Administration (FAA) and other agencies for environmental efforts, reports, and documents related to, and in support of, airport master planning and facility development;
- Preparing environmental inventories and conducting field investigations related to the identification and/or assessment of impacts resulting from long term facility improvement plans and programs as depicted on the Airport Layout Plan.

- Preparing categorical exclusions, environmental assessments, and/or environmental effects reports for planned aviation facilities in conformance with federal and state laws and guidelines as they pertain to an aviation environment;
- Developing and/or updating environmental resource plans, including but not limited to wetland inventory maps, storm water management plans, historical/archeological reports; air quality assessments, forest stand delineations and forest management and/or reforestation master plan updates;
- Providing insights into emerging environmental management trends at airports, advising MAA, and developing integrated strategic environmental management practices to reduce long term risks and liability, and streamlining associated processes;
- Developing, participating in and/or coordinating public outreach efforts for airport master planning and/or environmental studies and processes, including presenting information to citizen and business advisory groups, holding public meetings and hearings, and preparing informational brochures;
- Preparing engineering design plans that meet FAA airport design criteria to a sufficient level, i.e., 15% (schematic design) to 30% (design development), or as necessary for determining environmental impacts for analysis in an environmental document.

The Consultant shall also be able to provide competent on-site full-time staff to assist MAA's personnel in the management and coordination of projects for the duration of the contract. The on-site consultant staff will operate independently under the direction of MAA management. All on-site support staff are subject to the annual audited field overhead rate.

The Administration may request the above services concurrently or independently as various task order assignments warrant. The Consultant shall demonstrate and possess the experience, technical ability and staff resources to respond to and act immediately on task order assignments without any delay and interruption to

other MAA task order assignments being completed by the Consultant. The required services will be performed almost exclusively at BWI Marshall and MTN airports.

**3. Specific Type Firm Solicited:** A firm (Prime or Joint Venture) or team of firms

(Prime/Joint Venture and Sub Consultants) with demonstrated, recent experience (past 10 years) at general aviation reliever and medium and large hub air carrier airports in the United States. Firms should demonstrate its working knowledge of Maryland and Federal environmental regulations, Federal Aviation Administration regulations, standards, guidelines, and associated criteria for airport environmental documentation, including Categorical Exclusions, Short Form EAs, and Environmental Assessments or Environmental Impacts Statements.

The Consultant must have demonstrated capabilities and ability to provide the following services:

- Assisting the Administration in developing environmental strategies in coordination with FAA and other agencies as it relates to potential major airport development identified as part of an airport master planning effort, environmental document, or other airport study;
- Preparation, documentation and coordination of categorical exclusions, environmental assessments and environmental effects reports in support of airport planning, and prepared or conducted in conformance with federal and state regulations and guidelines as they pertain to an aviation environment, including, but not limited to:
  - a. Council on Environmental Quality: National Environmental Policy Act- Implementation of Procedural Provisions;
  - b. FAA Regulations/Orders/Advisory Circulars;

- c. Policies and Procedures for Considering Environmental Impacts;
- d. Airport Environmental Handbook;
- e. Airport Compliance Guidelines;
- f. Grant Assurances;
- g. Airport Layout Plan(s) (ALP) and processes including, but not limited to, review and analysis of MAA forecasts and FAA Terminal Area Forecasts (TAF) for consistency with environmental planning;
- h. Air Quality Procedures for Civilian Airports and Air Force Bases;
- i. Hazardous Wildlife Attractants on or near Airports;
- j. Noise Control and Compatibility Planning for Airports Federal Regulations, including MAA's Part 150 NEM and NCP documents;
- k. Clean Air Act of 1970;
  - l. 1977 & 1990 Clean Air Act Amendments;
- m. National Ambient Air Quality Standards;
- n. Conformity under Federal Clean Air Act;
- o. National Pollution Discharge Elimination System;
- p. Water Pollution Control Act as amended by the Water Act of 1977;
- q. Endangered Species Act, as amended;
- r. National Historic Preservation Act, as amended, and as coordinated with the Maryland State Historic Preservation Office;
- s. Coastal Barriers Act of 1982;
- t. Wild and Scenic Rivers Act;
- u. Section 4(f) of the 1966 U.S. Department of Transportation Act as it pertains to an airport environment;
- v. Farmland Protection Policy Act of 1984;
- w. The Code of Maryland Regulations (COMAR);
- x. Forest Conservation Act (some work will require persons certificated by Maryland Department of Natural Resources under the Forest Conservation Act);
- y. Maryland Coastal Zone Management Program;
- z. Chesapeake Bay Critical Area;

- aa. Maryland State Implementation Plan;
  - bb. Maryland Ambient Air Quality Standards;
  - cc. 2000 Maryland Storm Water Design Manual, Volumes I & II, Updated October 2007; and
  - dd. Maryland Wild and Scenic Rivers Program.
  - ee. Proposed Chesapeake Bay & Tributaries TMDL Limits
- Preparation and analysis of National Environmental Protection Act (NEPA) documentation and/or natural resource management plans as they pertain to an aviation environment, each requiring adherence to FAA Orders and Maryland Environmental Protection Act criteria including, but not limited to, the following:
    - a. Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks;
    - b. Air quality including General Conformity Determinations and assessments;
    - c. Water Quality Plans including De-icing and Geomorphic Stream Studies;
    - d. Comprehensive Wetland Resource Plans;
    - e. Reforestation Master Plans;
    - f. Forest Stand Delineations and Forest Management Plans;
    - g. Comprehensive Storm Water Management Plans;
    - h. Archaeological/Historic Preservation Plans;
    - i. Chesapeake Bay Critical Area Buffer and Management Studies;
    - j. Cumulative and Secondary (induced) Impact Studies;
    - k. Construction Impacts;
    - l. Hazardous materials, pollution prevention, solid waste analysis, and landfills;
    - m. Light emissions and visual impacts analyses;
    - n. Natural resources, energy supply and sustainable design; and
    - o. Wildlife hazard management on or near airports.

- Preparation and/or review of permits, including, but not limited to, the following:
  - a. Joint Federal/State Permit Application for the Alteration of any Floodplain, Waterway, Tidal or Non-Tidal Permit;
  - b. Forest Conservation Plan Permit; and
  - c. Roadside Tree Permit.
  
- Preparation of engineering design plans that meet FAA airport design criteria to a sufficient level, i.e., 15% (Schematic Design) to 30% (Design Development), or as necessary for determining environmental impacts for analysis in an environmental document.
  
- Preparation and analyses of mitigation plans as they pertain to an aviation environment, including, but not limited to, the following:
  - a. Wetland Mitigation;
  - b. Forest Mitigation;
  - c. Stream Mitigation/Restoration;
  - d. Chesapeake Bay Critical Area Mitigation;
  - e. Air Quality Mitigation, including Voluntary Airport Low Emissions Program (VALE) as mitigation;
  - f. Section 4(f) Mitigation; and
  - g. Archaeological/Historical Resources Mitigation.
  
- Analyses and recommendations for storm water management facilities, reduction of TMDLs while adhering to wildlife hazard management criteria.
  
- Reviewing tenant leases/contracts to advise the Administration of the effectiveness of lease language to address environmental obligations.

- Review of proposed property purchases for natural resource mitigation potential and/or property releases for compliance with FAA grant assurances and the Airport Improvement Program Handbook;
- On-call peer review of environmental plans, strategies and studies conducted by others, if applicable; and
- On-call review by a qualified Maryland Department of the Environment pre-reviewer/expeditor on behalf of MAA of stormwater management and erosion and sediment control plans at Maryland Department of the Environment.
- Review of stormwater management facilities and landscaping as they pertain to FAA Advisory Circular 150-5200/33, Hazardous Wildlife Attractants on or Near Airports, and the Maryland Storm Water Design Manual, Volumes I and II for off-airport development within 4 miles of BWI Marshall Airport and 3 miles of MTN.
- Preparation of sustainability plans and/or advising on sustainability strategies and program development.
- Providing part-time or full-time on-site environmental planning staff support as may be needed.
- Provide environmental planning “program management” services, if required by MAA.

**4. Required Information:** The Consultant shall submit one (1) unbound original containing signatures and nine (9) bound copies of its signed original Expression of Interest, which shall include the following:

- a. One (1) Letter of Interest - Limited to two (2) pages in total, which must contain:

- i. The name, company affiliation and email address for their “Consultant Liaison Officer for Minority Affairs.”
  - ii. 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.
  - iii. The Consultant shall identify in its Letter of Interest, if the Prime or any Subconsultants proposed are not in compliance with MAA contract reporting requirements (i.e. D/MBE goal achievement, annual audit reporting, utilization of unauthorized Subconsultants, invoicing practices, etc.) at the time of this solicitation. Furthermore, the consultant shall state what corrective action is being taken to bring the firm(s) into compliance.
- b. One (1) US Government Form SF255.
- c. One (1) US Government Form SF254 for each firm, including each subcontractor,  
proposed.
- d. A copy of the firm’s current certificate(s) of insurance.
- e. One (1) copy of the Expression of Interest in pdf format on a CD.
- f. Organizational Chart containing at a minimum the Key Staff and defining team  
organization. In addition, for every individual proposed for this project and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location.
- g. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.
- h. As per State Finance & Procurement, firms 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. 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 the BPW Advisory page.

**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. Documentation Requirements:**

- a. In completing the SF255 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.
- b. The information required for Item #7, Key Staff, shall be limited to the six (6) key individuals proposed for performing significant productive time on the Project, and shall not exceed six (6) pages in total.
  - i. The Consultant shall only submit information for the six (6) Key Staff individuals; no information for other individuals will be evaluated or considered.
  - ii. The following disciplines are considered of primary importance for this contract and must be documented under Item #7, Key Staff:  
The six (6) Key Staff will be:
    - a. Project Manager;
    - b. Senior Environmental Planner,
    - c. Environmental Planner (water resources specialty),
    - d. Environmental Planner (air resource specialty),
    - e. Environmental Planner (natural resources specialty),
    - f. Senior Environmental Engineer (Maryland Registered Professional Engineer required).

The key staff individual experiences set forth should have been performed at large or medium-hub air carrier airports and general aviation reliever airports in the United States within the past five (5) years. Preference shall be given to key staff experience at large and/or medium hub commercial service airports.

- c. The Consultant must document in writing in Item #7 that the proposed key staff individuals meet the following requirements:
  - i. The proposed Project Manager must be an employee of the Prime Consultant;
  - ii. It is not required that the other Key Staff personnel be employees of the Prime Consultant or be located at the Project Office;
  - iii. All members of the Key Staff shall be residents of the United States with demonstrated expertise in the disciplines listed.
  - iv. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual.
  - v. The key staff individual experiences set forth must have been performed within the past ten (10) years. Preference will be given to those that can demonstrate that the required experience was performed on similar tasks as outlined in Item #2 above.
  
- d. The information required for Item #8 (Similar Projects) of the SF255, shall be limited to five (5) relevant projects and shall not exceed one (1) page per project in total length. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF255 Form. The vertical space used for each of the five (5) projects cited is at the discretion of the Consultant.
  - i. Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years;
  - ii. The role of key staff on the projects described in Item #8 shall be

identified.

- e. Item #9 is not required. Any information in Item #9 will not be reviewed or considered in the evaluation process.
- f. Item #10 of the SF 255 shall be limited to five (5) pages to summarize in an Executive Summary form the experience of the team.

**6. Special Requirements - DBE/MBE Provisions:** The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement; DBE/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 DBE/MBE certified businesses participate in all contracts. Each contract will contain a goal for DBE/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 , THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTE A OF 1991 AND MAP 21 OF 2012.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE/MBE Prime firm(s) or DBE/MBE 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 DBE/MBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.**

If the proposed DBE/MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE/MBE firm in lieu of the certification number.

**Since there are tasks that are eligible to be funded with Federal funds, proposed DBE/MBE firms must be certified by MDOT to participate on federally funded projects.**

Consultants shall also identify in the letter portion of the Expression of Interest the name of 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, A GOAL OF TWENTY PERCENT (20%) HAS BEEN ESTABLISHED FOR DBE/MBE FIRMS

In accordance with COMAR 21.11.03.10(E), effective May 13, 2013 all contracts containing Minority Business Enterprise Program Goals must include the Liquidated Damages Provision.

6. **Contract Representative:** Lynda Warehime, [lwarehime@bwairport.com](mailto:lwarehime@bwairport.com)
  
7. **Additional Information:** The 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.
  
8. **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 OCT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.

- 9. Rating Criteria:** The major factors/criteria for the establishment of a Reduced

Candidate List for this Project, in descending order of importance, will be:

- i. Key Staff qualifications and recency of experience on similar projects and/or tasks (listed under Item #1 above) within the discipline which they are proposed to serve (Section 7 of the 255);
- ii. Demonstrated expertise of the Consultant team in airport environmental planning (project manager and key staff/team on the key projects included in Section 10 of the 255) (listed under Item #2 above
- iii. Current and/or past experience and performance on similar, on-call task contracts (Section 8 of the 255);
- iv. Key Staff and Team availability to perform the required
- v. Compatibility of size of firm with size of proposed projects
- vi. Consultant's team location;
- vii. Past performance in achieving MBE/DBE Goals for contracts referenced in c. above.

- 10. Other Requirements:**

- a. Ratings developed in the Reduced Candidate's List process for Key Staff individuals and subconsultants proposed may be retained and used in the final selection process.
- b. MAA must be notified in writing of any substitution of Key Staff members after Expression of Interest has been submitted. The MAA will reevaluate the individual substituted using the same criteria used at the Expressions of Interest stage. Failure by the Consultant to advise MAA of substitutions will result in the individual(s) substituted not to be scored in the final selection process.
- c. MAA must be notified in writing of any deletions, additions, and/or substitution of proposed Subconsultants after Expression of Interest has been submitted. The MAA will re-evaluate the requested change using the same criteria used at the

Expressions of Interest stage. This may result in a revised score. Failure by the Consultant to advise MAA of any change to the proposed Subconsultant team will result in reduction of respective score in the final selection process.

- d. All Key Staff proposed must be able to and upon selection must take the necessary action to obtain BWI Marshall Airport security identification badge immediately after contract notice to proceed as necessary to perform assigned Tasks.
- e. If selected, the Prime may be required to designate a person as an “Authorized Signer” who shall be responsible for signing Primes’ and Subconsultants’ staff applications for obtaining BWI Marshall Airport security identification badge.
- f. All scores will remain confidential for short-listed firms until after final selection.

**11. RESPOND BY: July 28, 2015, prior to 12:00 P.M. EST.**

RESPOND TO:

Norie A. Calvert

OFFICE OF PROCUREMENT & CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202