

PUBLIC NOTICE  
MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE  
TO  
ARCHITECTS & ENGINEERS

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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-18-002 – Program Management of Architectural and Engineering Design 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 the 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 required material or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a Project, those judged 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. 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. The firm(s) that submits the highest rated Technical Proposal will be requested to submit Price Proposals. 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 both home office overhead and field overhead rates. If negotiations with the firm are timely and successful, a contract may be awarded to that firm.

**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 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 this Project advertisement.

**A Pre-Proposal meeting will be held on December 18, 2017** at 1:00 P.M. local time. The meeting will be held in Assembly Rooms A and B at the Maryland Department of Transportation Maryland Aviation Administration offices located at 991 Corporate Boulevard, Linthicum, MD 21090.

Questions concerning submissions and procedures will be submitted to the Maryland Department of Transportation Maryland Aviation Administration's Office of Procurement. **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 on January 9, 2018.** The contract number must be referenced in the email subject line. Problems submitting emails shall be reported to the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) at 410-859-7331. All addendums to this advertisement will be posted only on eMaryland Marketplace and on the Consultant Services Center page of the Maryland Department of Transportation State Highway Administration's Webpage ([www.roads.maryland.gov](http://www.roads.maryland.gov)).

Facsimile or electronic copies are not acceptable. No response received after 12:00:00 P.M. EST on February 14, 2018 will be accepted, no matter how transmitted. Disadvantaged Business Enterprises (DBE's) are encouraged to respond to this solicitation notice.

Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on MDOT MAA projects.

MDOT MAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 200d to 200d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this Project advertisement, Disadvantaged Business Enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. DBE firms are encouraged to respond to this solicitation. The Maryland Department of Transportation (MDOT) hereby notifies all bidders/offerors that in regard to any contract entered into pursuant to this advertisement, whenever the term "disadvantaged" and "minority" is used, it is understood to include women. The terms "disadvantaged" and "minority" include certified female owned businesses, which will be afforded full opportunity to submit bids in response to this notice and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award. It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contracts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis.

**RESPOND TO:**

Lynda C. Warehime

Maryland Department of Transportation Maryland Aviation Administration

Office of Procurement

2<sup>nd</sup> Floor

7001 Aviation Boulevard

Glen Burnie, MD 21061

Expressions of Interest sent by U.S. Postal Service should be sent to MDOT MAA, P.O. Box 8766, BWI Marshall Airport MD 21240-0766, Attention: L. Warehime, MAC Building. Late Expressions of Interest will not be considered. U.S. Postal Service mail is not received at the MAC Building. Hand or commercial delivery is recommended, and should be delivered to the address stated above. MDOT MAA is not responsible for Expressions of Interest received late regardless of the method of shipment or delivery.

I. Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA)

A. Contract Number: MAA-AE-18-002;

**1. Project Description:** The MDOT MAA is seeking consultant assistance to perform Comprehensive Program Management Consultant Services at Baltimore/Washington International Thurgood Marshall, Martin State, and other Airports. It is the intent of the MDOT MAA to enter into one to three contracts for these services. The Consultant selected for this project shall provide on-call and/or on-site professional program management staff for Program Management Consulting services consisting of individual project assignments consistent with MDOT MAA's requirements over a five (5) year period. All work will be by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order. It is anticipated that project assignments will be funded with State, Federal, and/or other funds. 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.

The airport environment is complex. Project services require an in-depth understanding of the facility and operational aspects of the safe, secure, and efficient air transportation of passengers, goods and aircraft. Project services also require in-depth and recent experience with Federal Aviation Administration (FAA) grant assurances and airport design and safety standards, and Department of Homeland Security's (DHS) Transportation Security Administration (TSA) and Customs and Border Protection (CBP) security regulations and design standards.

Additionally, project services require in-depth and recent experience assisting airport management in its facility planning, programming, and capital investment decision-making processes, and an in-depth knowledge of emerging aviation industry trends.

The required services will be performed primarily at BWI Marshall and MTN Airports with some potential work at Maryland's regional airports. BWI Marshall Airport is a Category X Large Hub Air Carrier Airport comprised of more than 3,600 acres located near Linthicum, Maryland, while Martin State Airport is a General Aviation Reliever Airport of approximately 750 acres located near Middle River, Maryland. On occasion, the Consultant may also be directed by MDOT MAA to perform airport design tasks to assist non-state-owned airports in Maryland. Just as each airport is unique and complex, the disciplines of aviation planning, design and construction are distinctly technical. Consultant(s) must demonstrate how they have applied knowledge of airline industry emerging trends (such as airline mergers, and terminal passenger processing trends at large hub airports) to airport facility evaluations and studies. The consultant must demonstrate recent experience on how these trends affect airport facilities and operations.

2. **Consultant Services Required:** The Consultant shall provide engineers, architects, and other professionals as necessary to provide Program Management Consulting services associated with the MDOT MAA's Consolidated Transportation Program. The Consultant shall provide architectural, engineering, and other services that may include, but not be limited to, program management for MDOT MAA initiatives; supervision and management of project planning, environmental, design, procurement, and construction phases for airside/airfield projects (which at minimum involves document reviews, proposal reviews, cost estimate reviews, schedule reviews, meetings, permit coordination, coordination with internal and external stakeholders, bidding, procurement, and construction coordination, etc.)

In conjunction with the program management, consultant shall:

- support MDOT MAA in monitoring Capital Improvement Projects cost estimates and schedules;
- develop program budget, finance, and cash flow analysis and reports;
- conduct value engineering/peer reviews and constructability reviews;
- develop project/program website;
- provide cost estimating and scheduling services;
- provide program phasing and funding analysis;
- conduct surveying and geotechnical investigations;
- provide graphic design and CAD support;
- prepare and conduct presentations;
- and perform miscellaneous designs, studies, and investigations.

The consultant shall also be engaged in conducting or coordinating various elements of programs including:

- public affairs and community relations;
- assist in applying for Federal funding;
- environmental documentation and permitting;
- right-of-way acquisition plans, property acquisitions, and easement acquisitions;
- obstruction and clearing activities;
- pavement management system updates;
- developing stormwater management master plan;
- subsurface utility engineering;
- and management and updating of MDOT MAA's GIS and Airport Engineering Information System programs.

The consultant shall also provide other professional services as required, which may include services to be provided by undesignated or specialty subconsultants that may be required by MDOT MAA for specific tasks under the contract.

3. The Administration may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Consultant shall

have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other MDOT MAA project assignments being completed by the Consultant. The on-site consultant staff will operate under the direction of MDOT MAA management. All on-site support staff are subject to the annual audited field overhead rate.

- 4. Specific Type Firm Solicited:** A firm (Prime or Joint Venture) or team of firms (Prime/Joint Venture and Sub Consultants) with demonstrated, recent experience performed within the past five (5) years in the types of services listed in item 2 above at medium/large hub U.S. air carrier airports and U.S. reliever airports such as MTN. The Consultant shall be proficient in the types of services listed herein and bring an experienced and expert staff to the Project. Within the Expression of Interest, each Proponent should demonstrate, through similar project experience, expertise in professional program management services involving runways, taxiways, and aircraft ramps, NAVAIDS, associated airport structures and facilities, and other capital improvements at medium/large hub airports, particularly specifying experience in on-call, task-order contracts. The Consultant must also have demonstrated experience in implementing projects within Federal Aviation Administration (FAA) and other appropriate Federal, State & local agency guidelines for design and construction compliance, and reimbursement. Experience with the Washington Office of the FAA may be given preference over other FAA experience. Additionally, the Consultant must have demonstrated capabilities for environmental, traffic, civil, structural, electrical, and mechanical design, and for other studies associated with airfield operations and facilities.
- 5. Required Information:** The Consultant shall submit one (1) unbound original containing signatures, ten (10) bound copies and three (3) copies on flash drives 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 MDOT 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 Standard Form 330.
  - c. A copy of the firm’s current certificate(s) of insurance.
  - d. The Organizational Chart required for Part I.D of SF330 shall contain 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.

**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 SF 330.

**6. Documentation Requirements:**

- a. The information required for SF 330 Part I.E Resumes of Key Personnel Proposed, Key Personnel, shall be limited to the eight (8) Key Staff proposed for performing significant productive time on the Project, and shall not exceed eight (8) pages in total.
  - i. **The Consultant shall only submit information for the eight (8) 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 SF330 Part I.E. The eight (8) Key Staff will be:

- a. Program Director (Professional Engineer, licensed in Maryland, minimum 15 years' aviation engineering experience)
- b. Engineering Project Manager (Professional Engineer, licensed in Maryland, minimum 10 years' airport engineering experience)
- c. Civil Engineer (Professional Engineer, licensed in Maryland, minimum 10 years' airport engineering experience)
- d. Architectural Project Manager (minimum 10 years' airport design experience)
- e. Electrical Engineer (Professional Engineer, licensed in Maryland)
- f. Mechanical Engineer (Professional Engineer, licensed in Maryland)
- g. Structural Engineer (Professional Engineer, licensed in Maryland)
- h. Fire Protection Engineer (Professional Engineer, licensed in Maryland)

Preference shall be given to key staff experience at large and/or medium hub commercial service airports.

- b. The Consultant must document in writing in SF330 Part I.E that the proposed key staff individuals meet the following requirements:
  - i. The proposed Program Director 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 in block 17 of Part I.E of the SF330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual.
  - v. The Project Manager must be licensed in good standing in the State of Maryland at the time of this solicitation. Without exception, the MDOT

MAA will allow consultants qualified professional engineers and architects that are currently registered in other states to be part of the consultant's team with the status of "Maryland Registration Pending" for those individuals at the time of Expression of Interest submittal. Where a consultant proposes an out of state professional engineer or architect, the consultant shall include in block 17 of Part I.E of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of Technical Proposal submittal, if short listed. 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.

- vi. 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.
- c. The information required for Part I.F (Example Projects) of the SF330, shall be limited to five (5) relevant projects performed within the past ten (10) years, and shall not exceed one (1) page per project in total length.
- d. Part I.H of SF330 shall be limited to five (5) pages to summarize in an Executive Summary form the specialized expertise of the team.
- e. A copy of the Prime/JV's current certificate(s) of insurance.
- f. As per State Finance and Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland, 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](http://www.bpw.state.md.us) of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

The Consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

- 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; 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 age, race, color, sex or national origin or disability in consideration for an award (23 CFR 200, 49 CFR 21 and 26). 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, ISTEA OF 1991 AND MAP 21 OF 2012, which is obtainable from the MDOT MAA Contract Representative at the email address 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 DBE. **Said information shall be shown in under firm name on Part I.C.9 Proposed Team of the Federal Government SF330 form.**

**Since there are tasks that are eligible to be funded with Federal funds, proposed DBE firms must be certified by MDOT at the time of submission 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 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 **Nineteen percent (19%)** has been established for DBE participation. DBE proposers have to meet the established DBE goal by either their own forces or approved DBE Subconsultant(s). Per 49 CFR 26.55(b), when a DBE performs as a participant in a joint venture, they may count a portion of the total dollar value of the contract equal to the distinct and clearly defined portion of the work that the DBE performs with its own forces, toward the DBE goals and the proposed participation must be listed under the firm name in Part I.C.9 of the SF330.

In addition to listing the Proposed Team, Consultants must also include the percentage of work for each proposed firm under the firm name in Part I.C.9 of the SF330.

- 7. Contract Representative:** Lynda Warehime, [lwarehime@bwairport.com](mailto:lwarehime@bwairport.com)
  
- 8. 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.
  
- 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 OCT/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 qualifications, recent experience on similar projects and/or tasks (listed under Item #1 above) within the discipline which the Key Staff are proposed to serve (Part I.E of the SF330);
- b. Demonstrated expertise of the Consultant team in Airport Program Management (project manager and key staff/team on the key projects included in Part I.H of the SF330) listed under Item #2 above;
- c. Current and/or recent experience and performance of the Consultant team on similar, on-call task contracts (Part I.F of SF330);
- d. Capability and Capacity - Key Staff and Team availability to perform the required services in the required time and the compatibility of the size of firm with the size of proposed project
- e. Consultant team's location;
- f. Past performance in achieving MBE/DBE Goals for contracts referenced in c. above.

**11. 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. MDOT MAA must be notified in writing, by email to [lwarehime@bwiairport.com](mailto:lwarehime@bwiairport.com), of any substitution of Key Staff members after Expression of Interest has been submitted. The MDOT MAA will reevaluate the individual substituted using the same criteria used at the Expression of Interest stage. Failure by the Consultant to advise MDOT MAA of substitutions

will result in the individual(s) substituted not scored in the final selection process.

- c. MDOT MAA must be notified in writing, by email to [lwarehime@bwiairport.com](mailto:lwarehime@bwiairport.com), of any deletions, additions, and/or substitution of proposed Subconsultants after Expression of Interest has been submitted. The MDOT MAA will re-evaluate the requested change using the same criteria used at the Expression of Interest stage. This may result in a revised score. Failure by the Consultant to advise MDOT MAA of any change to the proposed Subconsultant team may 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.

**12. RESPOND BY: February 14, 2018 prior to 12:00 P.M. EST**

RESPOND TO:

Lynda C. Warehime

Maryland Department of Transportation Maryland Aviation Administration

Office of Procurement

2<sup>nd</sup> Floor

7001 Aviation Boulevard

Glen Burnie, MD 21061