

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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**SMALL BUSINESS RESERVE PROCUREMENT**

This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§\_14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Maryland Department of General Services, Small Business Reserve Program, are eligible for award of a contract. For additional information concerning the Small Business Reserve Program go to the Department of General Services web page at <http://www.dgs.maryland.gov/>

**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.

“Construction Management and Inspection Engineering Services.”

Firms interested in being considered for work on the 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 the 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(s) that submits the highest rated Technical Proposal will be requested to submit a Price Proposal. When the Price Proposal is prepared, cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, may 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.

Firms will not be permitted to submit as a Joint Venture for this solicitation. A firm that responds to a project advertisement as a prime 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 Maryland Transportation Authority, via email to [mdtaprocmnt@mdta.state.md.us](mailto:mdtaprocmnt@mdta.state.md.us), with a cc response to: [bmondell2@mdta.state.md.us](mailto:bmondell2@mdta.state.md.us) and submitted no later than 4:00 P.M., on November 21, 2014

Expressions of Interest are due no later than 4:00 P.M., on December 11, 2014.

Facsimile/e-mail copies are not acceptable. No response received after 4:00 P.M. on **December 11, 2014** will be accepted, no matter how transmitted.

**Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on Maryland Transportation Authority 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, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Maryland Transportation Authority (MDTA or the Authority)

**A. Contract Number: MDTA 2013-05AR**

**1. Project Description:**

The services to be performed are construction management and inspection (CMI) consulting services for the Maryland Transportation Authority's (MDTA) Division of Construction. Project services are to be provided for a four (4) year period and will consist of individual project task assignments. Project task assignments will depend on the Authority's workload. It is anticipated that project task assignments will be funded with 100% Transportation Authority funds. MDTA anticipates entering into six (6) contracts for these services, valued at \$1.5 million each, for a total of \$9 million for the combined six (6) contracts. The MDTA reserves the right to modify the number of contracts and the dollar value of each as deemed appropriate.

**2. Consultant Services Required:**

The Consultant shall perform construction management and inspection services for construction projects on an on-call and on-site basis, as directed by the MDTA. This work shall include but not be limited to: constructability reviews, conduct pre-construction conferences, monitor and document contractor performance, conduct detailed inspections of all construction work including erosion and sediment control contract compliance, environmental project program monitoring as required, maintenance of traffic, schedule and conduct progress meetings, conduct detailed materials inspections and field testing, contract utility coordination and locating of existing facility utilities as needed, monitor project critical path method (CPM) and cash flow schedules, review and process progress

and final payments utilizing Maryland Construction Management System (MCMS).

The Consultant shall have the ability and manpower to respond to and act immediately on project assignments without sacrifice and disruption to other MDTA project assignments being completed by the Consultant. All work shall be done in accordance with Maryland State Highway Administration Standards and Specifications and guidelines prepared by the "American Association of State Highway Transportation Officials" (AASHTO). This may not be an all inclusive list as this contract includes all professional services and activities related to Construction Management and Inspection.

This contract will be administered solely by the MDTA's Office of Engineering and Construction (OEC), to support the Architectural and Engineering needs of MDTA. The services of this contract are expected to be provided statewide. In addition, this contract may be used to provide services to the Maryland Department of Transportation (MDOT), or any of the MDOT modal administrations, at the direction and with the express prior written authorization of the Secretary of Transportation or the Secretary's designee. Any tasks assigned under this contract must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

**3. Specific Type Firm Solicited:**

Consultant firms that are Small Business certified by the Maryland Department of General Services, 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 Maryland Transportation Authority / State Highway Administration processes and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986.

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. Communications between the Prime Consultant, (where applicable) and the MDTA will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic data.

The firm(s) selected for a given Contract will be required to provide construction management and inspection of a full range of highway related projects, with at least one (1) Interstate Highway or Freeway type highway project within the last six (6) years.

As per State Finance & Procurement, State Government Article, Sections 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 one (1) page which must contain the information that the Consultant has the financial capacity to provide the services; has measures of protection for the State against errors and omissions; and the e-mail address of the Primary Liaison.
- b. One (1) Small Business Reserve Affidavit.
- c. One (1) US Government Form SF 255.
- d. One (1) US Government Form SF 254 for each firm, including each subcontractor, proposed.
- e. One (1) additional unbound copy of the Letter of Interest.
- f. One (1) additional unbound SF 254 Form, for those firms, including subcontractors.
- g. A copy of the firm's current certificate(s) of insurance.
- h. 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.

- i. 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](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 BPW Advisory page.

**NOTE:** All information must be presented in an easily readable format. **Font size shall be no smaller than 11 point.**

#### **5. Requirements - Documentation:**

In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

The information required for Item #7, Key Staff, is to be limited to five (5) individuals who are proposed for performing significant productive time on the Project and in total 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.

The Consultant shall also document in writing in Item #7 the following:

- One (1) of the Key Staff individuals shall be a construction Project Engineer, with demonstrated expertise in field construction management and inspection

of maintenance of traffic, structural, highway repair, and building facility projects for major interstate / interchange construction projects. This individual must be an employee of the Prime Consultant firm or sub-contractor consultant firm.

- One (1) of the Key Staff individuals shall be a construction scheduler, who possesses extensive experience in construction methods and analyzing of ICPM and CPM scheduling. This individual must be an employee of the Prime Consultant firm or sub-contractor consultant firm;
- One (1) of the Key Staff individuals shall be a document control manager, with demonstrated expertise in construction record keeping. Experience with the Maryland Construction Management System (MCMS) software is desirable. This individual may be an employee of the Prime Consultant firm or a sub-consultant firm;
- One (1) of the Key Staff individuals shall be a quality control / geotechnical field technician, with demonstrated expertise in the sampling and testing of a full range of construction materials including concrete, asphalt and soils etc. ; This individual may be an employee of the Prime Consultant firm or a sub-consultant firm;
- One (1) of the Key Staff individuals shall be an environmental compliance inspector, with demonstrated expertise in the inspection and monitoring of erosion and sediment control devices. This individual may be an employee of the Prime Consultant firm or a sub-consultant firm.

Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

Also, the information required for Item #8, Similar Projects, shall be limited to six (6) similar projects and shall not exceed three (3) pages 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 six (6) 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 six (6) years. Item # 9 of the SF 255 shall be a complete listing of all work by the Prime Consultant currently being performed directly for the State of Maryland. (Information provided in this section shall become part of the rating/evaluation criteria for this project.)

**Item #10 of the SF 255 shall not be used.** Any information presented in Item #10 will not be evaluated or considered.

## **6. Special Requirements**

### **Small Business Reserve Designated Procurement.**

This is a Small Business Reserve procurement for which award is limited to certified small business vendors. Only businesses that meet the requirements set forth in State Finance and Procurement Article, §§14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Maryland Department of General Services Small Business Reserve Program are eligible for award. The prime constituent awarded a contract must be a certified small business vendor and shall perform with its own organization and with the assistance of staff under its immediate supervision, work of a value of not less than 51% of the total value of the contract.

## **7. Project Representative:** Email: [bmondell2@mdta.state.md.us](mailto: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 grants an exemption. The selected Consultant shall register using the Maryland Transportation Authority, Vendor Electronic Funds Transfer (EFT) Registration Request Form. Any request for exemption must be submitted to the MDTA's Office 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 the reason for the exemption.
- 10. Rating Criteria:** The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
- a. Key Staff
  - b. Similar Project Experience
  - c. Past Performance as a Prime or sub-consultant on similar MDTA 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
  - h. Consultant has measures of protection for the State against errors and omissions

**11. Respond by: December 11, 2014** prior to 4:00 P.M. Eastern Time.**RESPOND TO:**

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

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Baltimore, Maryland 21202