

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 2014-01 “Comprehensive Building and Facility Engineering and Architectural Design Consulting Services for the MDTA”

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(s) that submit 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(s) 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 Maryland Transportation Authority, via email to Benjamin Mondell at bmondell2@mdta.state.md.us. Questions must be submitted by August 19, 2014, by 4:00 P.M. Facsimile/e-mail copies of the Expression of Interest are not acceptable. No response received after 4:00 P.M. on September 16, 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

A. **Contract Number: MDTA 2014-01**

1. **Project Description:**

These contracts are to provide architectural and engineering design and analysis for buildings and facilities, development of complete contract bid documents, facility condition inspections, asset management, and miscellaneous consulting services including but not limited to space planning, facility master plan studies, emergency inspections, building envelope evaluations, specialized building systems analysis and design (security, life safety, data, communications, & audio/video) for the Maryland Transportation Authority (MDTA). Project assignments will depend on the MDTA's workload. It is anticipated that project assignments will be funded with 100% MDTA 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 the top four (4) ranked firms for contracts valued at \$3 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 the resources and expertise needed to perform architectural and engineering design and analysis for buildings and facilities, development of complete contract bid documents, facility condition inspections, asset management, and miscellaneous consulting services including but not limited to, space planning, facility master plan studies, emergency inspections, building envelope evaluations, specialized building systems analysis and design (security, life safety, data, communications and audio/video). Assignments under these contracts may include but are not limited to: site improvement studies and design; environmental permitting; utility design and approvals; building mechanical and electrical system design including HVAC, plumbing, utilities, testing and commissioning; building, tunnel, toll plaza renovation and rehabilitation design; static scale and virtual weigh and inspection station design; special systems, life safety, and code compliance analysis and design; new office, police, automotive, and storage building design; construction phase services for contract administration, inspections, materials testing, submittal approvals, shop drawings review/approvals, request for information, and contract specification compliance; and landscape and storm water management design.

Consultants may also be required to provide supplemental engineering and construction staffing as needed to deliver CTP projects. Specific assignments are expected to vary depending on MDTA's needs throughout the duration of the contract.

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 performed in accordance and compliance with Maryland State Highway Administration Standards and Specifications, International Building Code, Building Officials and Code Administrators National Building Code, National Electrical Code, National Fire Protection Association, Americans with Disabilities Act, and Leadership in Energy and Environmental Design.

This may not be an all inclusive list as this contract includes all professional services and activities related to Comprehensive Building and Facility Engineering. This contract will be administered solely by the MDTA's Office of Engineering and Construction (OEC), Facilities Engineering Section 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:

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 Maryland Transportation Authority / State Highway Administration process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986. The Consultant must have the capability to submit files utilizing Micro-Station Version 8, AutoCad and other current design file formats as specified by the MDTA.

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 digital plan submissions shall be based on the Maryland Grid NAD 83/91 Datum Maryland State Plane Coordinates in feet 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.

The firm(s) selected for a given Contract will be required to provide engineering services for any MDTA 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, Section 15-508 of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

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 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.

- 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.**

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 eight (8) individuals who are proposed for performing significant productive time on the Project and in total shall not exceed eight (8) total 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 must document in writing in Item #7 that the Key Staff individuals meet the following requirements:

- One (1) of the prime consultant's own employees proposed as a Key staff individual shall be a Professional Engineer registered in the State of Maryland, who will serve as the overall contract project or program manager. This individual shall have expertise in the management of comprehensive engineering for multiple, simultaneous building and facility related projects. This individual should preferably also have experience in the management of large design and/or construction programs for building and facility related projects. This individual must be a direct employee of the prime/prime joint venture.
- Two (2) of the Key Staff individuals shall be Professional Engineers Registered in the State of Maryland, with demonstrated expertise in the analysis, design, condition inspection, evaluation, and rehabilitation of building systems, mechanical systems, electrical systems,

and plumbing systems. These individuals may be direct employees of the prime/prime joint venture or a sub-consultant.

- One (1) of the Key Staff individuals shall be a Professional Engineer Registered in the State of Maryland, with demonstrated expertise in information technology, data, and communication systems. This individual may be a direct employee of the prime/prime joint venture or a sub-consultant.
- One (1) of the Key Staff individuals shall be a Security and Life Safety Specialist with demonstrated expertise in the design, installation, and performance of security and life safety systems. This individual may be a direct employee of the prime/prime joint venture or a sub-consultant.
- One (1) of the Key Staff individuals shall be a Professional Architect registered in the State of Maryland, with demonstrated expertise in spatial analysis, code compliance, design of both interior and exterior building treatments, major facility renovations within occupied space, green building requirements, and LEED certification processes. This individual may be a direct employee of the prime/prime joint venture or a sub-consultant.
- One (1) of the Key Staff individuals shall be a Business Manager with demonstrated experience in accounting, invoicing, contract administration, budget, and program management. This individual may be a direct employee of the prime/prime joint venture or a sub-consultant.
- One (1) of the Key Staff individuals shall be a Quality Control Compliance Specialist with proven experience in QA/QC procedures for contract documents, written correspondence, contract plans, and specifications. This individual may be a direct employee of the prime/prime joint venture or a sub-consultant.

Where Maryland Registrations are required for the Professional Key Staff, the License Registration Certificate Number for the individual must be provided on Item #7 resumes. 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 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 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 six (6) 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 Requirements

MBE Provisions:

The MDTA hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, 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, A MBE PARTICIPATION GOAL OF THIRTY-FIVE PERCENT (35%) HAS BEEN ESTABLISHED FOR MBE'S. WITHIN THE OVERALL GOAL, MBE PARTICIPATION SUB-GOALS OF SIX PERCENT (6%) FOR AFRICAN AMERICAN-OWNED FIRMS, TWO PERCENT (2%) FOR HISPANIC AMERICAN-OWNED FIRMS, AND NINE PERCENT (9%) FOR WOMEN-OWNED FIRMS HAVE BEEN ESTABLISHED FOR THIS CONTRACT.

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.

Proposers have to meet the established MBE participation goals by approved MBE subcontractor(s).

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

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 VSBE PARTICIPATION 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: Email: 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 on 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. 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 MDTA, 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: September 16, 2014 prior to 4:00 P.M. Eastern Time.

RESPOND TO:

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202