

Sample CIA #1 with SHA Cover Letter

Larry Hogan, *Governor*
Boyd K. Rutherford, *Lt. Governor*



Pete K. Rahn, *Secretary*
Douglas H. Simmons, *Acting Administrator*

August 11, 2015

Mr. Daniel DeWitt, P.E.
Project Manager
Allegheny County Department of Public Works
Suite 300
701 Kelly Road
Cumberland MD 21502

Reference: Concurrence in Award
Subject: Allegheny Highlands Trail: Valley Street Underpass
Contract No. AL481ZM1
FAP No. HP-4302(2)E

Dear Mr. DeWitt:

This letter is to acknowledge receipt of the contract bid documents and the request for the State Highway Administration's (SHA) "Concurrence in Award" (CIA) for the Federal Earmark – Allegheny Highlands Trail: Valley Street Underpass. SHA is in agreement with the City's decision to award the project to the lowest bidder, Carl Belt, Inc., P. O. Box 1210, Cumberland, Maryland 21502, and has recommended notice to proceed per the CIA approval letter (see attached). Carl Belt's bid of \$178,763.00 was approximately 13.00 percent below the Engineer's Estimate of \$205,810.00.

Per the March 9, 2006 Memorandum of Understanding (MOU) between SHA and the Allegheny County, the project's High Priority Project Federal Earmark was \$4,000,000. The Federal funds are capped by the amount designated by Congress less any expenditures, rescissions and/or adjustments (if any) mandated by Congress. The remaining portion of these funds can be verified by Ms. Elizabeth Wright, SHA Federal Aid Programming Team Leader-Local Projects, at 410-545-5774 or via email at EWright@sha.state.md.us. Please coordinate the construction phase and project activities (preconstruction, field meetings, change orders, etc.) with Mr. Stephen Bucy, SHA Assistant District Engineer - Construction, at 301-729-8411 or via email at SBucy@sha.state.md.us.

My telephone number/toll-free number is [410-545-5675](tel:410-545-5675)/[1-888-204-4828](tel:1-888-204-4828)
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • www.roads.maryland.gov

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Allegheny County will provide construction inspection and material testing, and SHA will have oversight inspection to satisfy the Earmark Program requirements. SHA, prior to the approval of any Extra Work Orders and the closeout report, is required to monitor the project's reimbursement status. The County's request for reimbursement, such as paid invoices, should be submitted to Mr. Stephen Bucy, who will review and forward to Ms. Christy Bernal, SHA Transportation Alternatives (TA) Program Assistant Coordinator. Ms. Bernal may be reached at 410-545-5659 or via email at CBernal@sha.state.md.us. Allegheny County will contact Mr. Donald Beard, SHA Area Materials Engineer, to arrange for materials testing. Mr. Beard can be reached at 301-842-2406 or via email at DB Beard@sha.state.md.us. Please be sure to provide a copy of the final executed contract, as soon as it is available, to Mr. Matthew Troutman, SHA Office of Equal Opportunity, who is also copied on this letter. Mr. Troutman may be reached at 301-729-8492 or via email at MTroutman@sha.state.md.us to discuss delivery.

The successful design, development, advertisement and award of the project are directly linked to the continuous perseverance of numerous talented project team members from Allegheny County and SHA. Please extend our appreciation to your team for their assistance and cooperation.

If you have questions or concerns regarding the attached Concurrence in Award, please contact me or Ms. Jessica Shearer, SHA TA Manager, at 410-545-5653, toll free 1-888-204-4828 or via email at JShearer@sha.state.md.us. We look forward to collaborating with Allegheny County to make the Federal Earmark – Allegheny Highlands Trail: Valley Street Underpass a successful endeavor.

Sincerely,



L'Kiesha Markley
Assistant Chief
Regional and Intermodal Planning Division

Attachment

cc: Mr. Donald Beard, Area Material Engineer, SHA
Ms. Christy Bernal, Assistant Coordinator, TA Program, SHA
Mr. Stephen Bucy, Assistant District Engineer - Construction, SHA
Ms. Jessica Shearer, Manager, TA Program, SHA
Mr. Matthew Troutman, District Equal Opportunity Officer, SHA
Ms. Elizabeth Wright, Team Leader-Local Projects, Federal Aid Programming SHA

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bcc: Mr. Victor Barrera, Project Engineer, Community Design, SHA
Ms. Leslie Clark, Contracts Officers, Office of Construction-Contract Awards, SHA
Mr. David Coyne, Deputy Administrator/Chief Engineer for Operations, SHA
Mr. Tony Crawford, District Engineer, SHA
Ms. Connie Kennedy, Division Manager, Finance Capital Program, SHA
Mr. Steve Marciszewski, Director, Office of Construction, SHA
Mr. David Pinckney, Deputy Director, Office of Equal Opportunity, SHA
Mr. John Ruff, Construction Office Engineer, SHA
Mr. Gregory I. Slater, Director, Office of Planning & Preliminary Engineering, SHA
Ms. Teresa VanKirk, Team Leader, Office of Construction, SHA

Sample CIA #1 with SHA Cover Letter

MEMORANDUM

TO: David J. Coyne
Deputy Administrator
Chief Engineer for Operations

FROM: Steven J. Marciszewski
Director
Office of Construction

DATE: July 29, 2015

SUBJECT: Local Jurisdiction Project
Contract No. AL481ZM1
FAP No. HP-4302(2)E
Allegheny Highlands Trail: Valley Street Underpass

Allegheny County, through Mr. Daniel DeWitt, P.E., Project Manager, Allegheny County Department of Public Works, 701 Kelly road, Suite 300, Cumberland, MD 21502, is requesting the Administration's Concurrence in the Award of the subject contract to Carl Belt, Inc., P.O. Box 1210, Cumberland, MD 21502. This bid meets the established criteria of responsibility under our Governing Specifications.

Bids were opened on June 30, 2015 and prices were quoted by five (5) contractors. The low bid of \$178,763.00 is \$27,047.00 or 13.00% below the Engineer's Estimate of \$205,810.00.

This project is partially funded by Federal Earmark funds. The Federal funds are capped by the amount designated by Congress less any rescissions and/or adjustments (if any) mandated by Congress. The balance of the project, plus all cost overruns, will be paid by Allegheny County utilizing other funding sources.

The Affirmative Action Plan submitted by Carl Belt, Inc. amounts to 2.00% of the contract and, therefore, meets the 2.00% goal of subcontracting to minority businesses.

This contract will be administered in accordance with Exempt Procedures.

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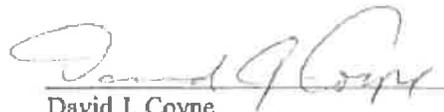
AL481ZM1
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I therefore recommend that this Administration concur in Allegany County's request to award this contract to Carl Belt, Inc. at the quotation of \$178,763.00.

A Bid Tabulation, Bid Analysis, Bid/Proposal Affidavit, Right-of-Way Certification and Experience & Equipment Certification are attached.

SJM:lc

Attachments



David J. Coyne
Deputy Administrator
Chief Engineer for Operations

AUG 06 2015

Sample CIA #2 without SHA Cover Letter

MEMORANDUM

TO: David J. Coyne
Deputy Administrator
Chief Engineer for Operations

FROM: *for* Steven J. Marciszewski
Director
Office of Construction *Mark O. Callahan*

DATE: July 21, 2014

SUBJECT: Local Jurisdiction Project
Contract No. WA397ZM1
FAP No. BHO-3(327)E
Old Forge Road over Antietam Creek

Washington County, through Andrew Eshleman, Structural Engineer, Washington County Division of Engineering & Construction Management, 80 West Baltimore Street, Hagerstown, MD 21740 is requesting the Administration's Concurrence in the Award of the subject contract to Building Systems, Inc., 16619 Hunters Green Pkwy., Suite 100, Hagerstown, MD 21740. This bid meets the established criteria of responsibility under our Governing Specifications.

Bids were opened on April 30, 2014 and Building Systems, Inc. was the only contractor to submit a bid. The low bid of \$1,192,471.00 is \$74,802.00 or 5.90% below the Engineer's Estimate of \$1,267,273.00.

This project will be funded 80.00% by the Federal Highway Administration and 20.00% by Washington County.

The Affirmative Action Plan submitted by Building Systems, Inc. amounts to 8.23% of the contract and, therefore, exceeds the 4.00% goal for subcontracting to minority businesses.

This contract will be administered in accordance with Exempt Procedures.

Sample CIA #2 without SHA Cover Letter

WA397ZM1

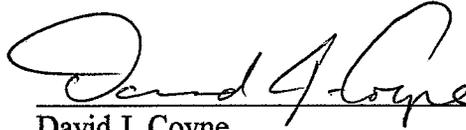
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I therefore recommend that this Administration concur in Washington County's request to award this contract to Building Systems, Inc. at the quotation of \$1,192,471.00.

A Bid Tabulation, Bid Analysis, Bid Justification, Bid/Proposal Affidavit, Right-of-Way Certification and Experience & Equipment Certification are attached.

SJM:lgc

Attachments



David J. Coyne
Deputy Administrator/
Chief Engineer for Operations

Date

7/30/14