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).

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 firms that submit the highest rated Technical Proposal will be requested to submit Price Proposals. When Price Proposals are prepared, cost limitations such as the maximum per-hour labor rate, shall apply. However, a cap will not be enforced regarding payroll burden and overhead. When deemed appropriate, the Maryland Transit Administration shall reserve the right to require that split payroll burden and overhead rates be submitted for the type of services to be provided (e.g., Office Rate for planning/design activities and Field Rate for construction inspection or for long-term staff assigned to MTA offices). If negotiations with the firms 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 Consultant Services Division, telephone number 410-545-0437.

Facsimile copies are not acceptable. No response received after 4:00 P.M. on the date specified for a Project will be accepted, no matter how transmitted.

Minority business enterprises are encouraged to respond to this solicitation notice.

RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202
I. Maryland Transit Administration


1. Project Description:

The Maryland Transit Administration (MTA) requires the professional expertise of qualified engineering firms to provide On-Call Commissioning Services for MTA’s Engineering Division. The commissioning staff will be responsible for ensuring the development, establishment, implementation, maintenance coordination and evaluation of the Commissioning Program. The duties include implementation of administrative and control measures during design, procurement construction, installation, testing, start up and turnover of civil construction, mechanical & electrical systems, specialty systems and various systems engineering projects. It is envisioned the MTA will enter into multiple contracts for these services, not to exceed $2,500,000 each with a duration of five (5) years. Project services are anticipated to be funded with Federal and State funds.

2. Consultant Services Required:

The MTA will require the expertise of a firm with knowledge and experienced personnel in commissioning program activities. The services to be provided under each contract may include, but are not limited to the following:

a. Ensure validation of the project design and define commissioning requirements during the preparation of contract specifications.
b. Define calibration, test and measurement criteria for the proposed systems. Verify and document proper performance of equipment and systems.

c. Review safety certification requirements and develop commissioning procedures/instructions for activities as necessary during engineering design, procurement, manufacturing, construction, installation, system integration, testing and turnover.

d. Coordinate all commissioning activities involving Contractor, Sub-contractors, Testing agency, Design personnel and assist Resident Engineer/Program Manager, with the inspections of and witnessing testing of, new construction/installation to ensure full compliance with contract specifications.

e. Develop and monitor procedures for inspection of incoming products, factory inspection tests, and final acceptance tests. Establish measures to identify and control items of production and prevent the use of unacceptable materials.

f. Establish and monitor documented work instructions to ensure quality of production and installed equipment in conformance with referenced engineering standards/codes and quality plans. Verify Operations & Maintenance (O & M) documentation and supervise training activities.

g. Provide engineering and technical services in commissioning of various systems, including but not limited to; Mechanical, Electrical, HVAC, Fire Detection & Protection, Lighting, Power, Automatic Temperature Control, Plumbing, SCADA, Elevator & Escalator, Security & Access Control, Pneumatic & Hydraulic Systems and Network Integration.

3. Specific Type of Firm Solicited:

The Consultant firm shall provide a task specific Commissioning Agent and associated staff with all the skills necessary to support and satisfy the commissioning requirements of the projects described in I.A1 above. Firms with not less than five (5) years of experience in performing the services describes in I.A.1 and I.A.2 above, should have a clearly established record of achievement in the tasks described above and a proven record of program control to provide MTA with the finished
products on time and within budget. The organization structure for a Consultant interested in the Commissioning Program shall include a staff of appropriate engineers and staff personnel suitable to perform the type of work noted in this solicitation.

4. Required Information:

The Consultant shall submit one (1) original and four (4) copies of an Expression of Interest, which shall include the following:

a. One (1) Letter of Interest - Limited to a total of two (2) pages.

b. One (1) US Government Form SF 255.

c. One (1) US Government Form SF 254 for each firm, including each subconsultant, proposed.

d. One (1) additional unbound copy of the Letter of Interest.

e. One (1) additional unbound SF 254 Form, for those firms, including subconsultants, who are not currently on file with the Consultant Services Division.

f. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforementioned said 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 are to be identical to that of the Standard Forms 254 and 255.

5. Requirements - Documentation:

In completing 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. Subconsultant personnel are not to be included.

The information required for Item #7 of the SF 255, Key Staff, is to be limited to five (5) individuals who are proposed for performing significant, productive time on the Project and shall not exceed five (5) pages in total, one (1) page per person. The Consultant must document the following required Key Staff in writing:

a. One (1) Professional Engineer with expertise in commissioning services and certified as a Commissioning Agent

b. One (1) Mechanical Engineer

c. One (1) Electrical Engineer

d. One (1) Systems Engineer

e. One (1) Commissioning Agent

The Consultant must also document in writing in Item #7 that at least two (2) of the firm’s own employees are proposed as Key Staff. One (1) of the Key Staff individuals who works for the Consultant (not a subconsultant) shall be identified as the Project Manager.

Where Maryland Registrations are required and/or described for the professional Key Staff, the consultant shall include on line ‘f’ of Item #7 of the SF 255 the words “Maryland Registered” and the Maryland License Registration Certificate Number for the individual. Failure of the
consultant to properly document Key Staff requirements in writing may 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 one (1) page length for each project, including client references. Current and accurate client phone numbers must be provided. References will be checked – it is the Offeror’s responsibility to ensure this information is accurate and up to date; otherwise it could result in a lower rating for the Offeror in this area. Both the Key Staff individual experience and similar projects set forth shall be recent experience, performed within the past ten (10) years._

_Additional Information, Item #10, shall be limited to one (1) page._

6. Special Requirements - DBE/MBE Provisions:

DBE/MBE participation information must be included with Expressions of Interest pursuant to the requirements set forth in the revised Special Provisions referenced herein. The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBE's 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 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 revised "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
revised SPECIAL PROVISIONS, Consultants who submit Expressions of
Interest must clearly set forth the DBE/MBE Prime firm(s) or DBE/MBE
subconsultant(s) proposed for goal attainment indicating:

1) the proposed work

2) percentage of total work, and

3) MDOT certification number 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 in lieu of the certification number. This project is Federally-
funded. Proposed DBE/MBE firms must be certified by MDOT to
participate on federally-funded projects. It is the Consultant’s
responsibility to ensure that each DBE/MBE firm proposed has not
“Graduated” from the type of services they are proposed to provide
under the project. Consultants should be aware that although a
DBE/MBE firm may still be certified for certain services, if the firm is
in “Graduated” status for these services, then the firm is ineligible to participate as a certified MBE/DBE for the purpose of any new contacts. Consultants proposing MBE/DBE firms that are in “Graduated” status for the services being proposed may be deemed nonresponsive. 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 the required DBE/MBE 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.

CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWENTY FIVE PERCENT (25%) HAS BEEN ESTABLISHED FOR DBE/MBE FIRMS. DBE/MBE proposers have to meet the established goal by either their own forces or approved DBE/MBE subcontractors(s).

7. Project Representative: glockett@mtamaryland.com

8. Additional Information:

The MTA 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 form 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 COT/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 will be:

a. Key Staff
b. Similar Project Experience
c. Capability to accomplish the proposed work in the required time
d. Compatibility of the size of the firm with the size of the proposed project
e. Firm’s Location

11. Respond by: December 1, 2009, prior to 4:00 P.M.
RESPOND TO:

Paul F. Becker

CONSULTANT SERVICES DIVISION

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707 North Calvert Street

Baltimore, Maryland 21202