

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 firm that submits 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 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 will 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:

Norie A. Calvert, Director

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Maryland Transportation Authority

A. Project Number: MDTA 2013 - 02

1. Project Description:

The services to be performed are for the physical on-site condition inspections of facilities under the jurisdiction of the Maryland Transportation Authority. The facilities include I-95 (John F. Kennedy Memorial Highway), I-895 (Baltimore Harbor Tunnel Thruway), Seagirt Marine Terminal, I-395 and I-95 in Baltimore City (Fort McHenry Tunnel), I-695 (Francis Scott Key Bridge), the Harry W. Nice Memorial Bridge, the Thomas J. Hatem Memorial Bridge, the William Preston Lane Memorial Bridge (twin structures) and the Inter County Connector (ICC) in Prince George and Montgomery Counties. The project will also include providing Miscellaneous Engineering Design and/or Consultation Services. All services will be performed on an annual basis for a period of four (4) years, commencing on or about December 1, 2013. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. It is anticipated the Authority will enter into multiple agreements for these services.

2. Consultant Services Required:

The consultant shall provide inspection teams to perform yearly condition inspections of all structures, roadways, drawbridges (2), tunnels and tunnel ventilation buildings, mechanical and electrical systems, drainage structures, toll plazas, and all other ancillary highway structures. The level of inspection required will vary by year. Quality assurance and quality control procedures for all inspections must be satisfied in accordance with the Maryland Transportation Authority Facilities Inspection Manual. Typically, hands-on inspections,

including non-destructive testing (NDT), will be required every two (2) years with visual inspections being performed in the off years. Underwater inspections will be typically performed on a four (4) year cycle.

To expedite the inspection process and minimize disruption to the traveling public, the consultant will be required to employ multiple inspection teams to work on the same structure simultaneously, particularly the Authority owned long span bridges and tunnels.

The consultant shall provide all required access equipment, including under bridge inspection vehicles (e.g. snooper), rigging, ladders, manlifts, boats, etc.

The consultant shall also provide all maintenance of traffic (labor and equipment) needed in support of inspection services in accordance with the MDTA Facilities Inspection Manual. The person responsible for development and implementation of required maintenance of traffic schemes shall have completed an Authority approved Temporary Traffic Control (TTC) training course within the last three (3) years. The TTC training course is required for those individuals that will be maintaining the approved traffic control. The consultant shall acquire all necessary MDTA hang tags, hard hat stickers, lane closure, Coast Guard and railroad permits needed in support of inspection services, including training certifications.

All inspection team members shall meet the qualifications set forth in the Federal National Bridge Inspection Standards, CFR 23, Part 650. In addition to the NBIS requirements, the team members must meet the qualifications set forth in the MDTA Facilities Inspection Manual. Individuals performing confined space inspections shall meet the requirements of OSHA 29 CFR 1910.146.

Upon completion of the annual inspection of each structure, a detailed narrative report developed within the Authority's Bridge Management System shall be submitted describing findings, prioritizing all deficiencies, and repair recommendations as determined by the inspection. Additional submittal items include element level inspection results, condition ratings, and updated structural inventory and appraisal (SIA) data. The draft submittal of each inspected structure shall be within 60 days of the final inspection day or June 1st, whichever comes first. The final annual report shall be submitted within 120 days of the final inspection day but no later than July 1st of each inspection year. All inspection data shall be inputted in the Authority's Bridge Management System. All individual inspection reports shall be stamped by the Team Leader. All individual reports shall be summarized in one annual executive summary report submitted no later than June 30th. The final executive summary report shall be stamped by the Project Manager and submitted no later than August 30th. The Consultant may also be required to perform engineering analysis, design, load rating and testing, and/or consultation services on an as needed basis for any engineering discipline during the term of the contract.

3. Specific Type Firm solicited:

A nationally recognized civil engineering firm with expertise in the condition inspection, design, construction engineering and maintenance needs of long span bridges (including suspension spans), bascule bridges, truss bridges, underwater vehicular tunnels, typical interstate highways and bridges, marine facilities, and signing and lighting structures. The Consultant shall be completely familiar with the Maryland Transportation Authority / Maryland State Highway Administration

process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986. Communications between the Consultant, Joint Venture Constituents (where applicable) and the MDTA and/or the MDTA's project representative will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic data. All partial and/or completed documents, materials, and electronic files developed by the Consultant for services performed for this contract shall be solely owned by the Authority and shall be made available immediately upon request.

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 two (2) pages.
- (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 SF 254 Form, for those firms, including subcontractors, 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 aforesaid documentation.

NOTE: All information must be presented in an easily readable format.

Font size shall be no smaller than 11 point. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255. Each section shall be divided with tabs.

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 ten (10) individuals who are proposed for performing significant productive time on the Project and shall not exceed one (1) page in length 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 have a NHI Bridge Inspection Certification and meet the following requirements:

- One (1) of the key staff individuals shall serve as the Project Manager and shall be a Professional Engineer registered in the State of Maryland or eligible for registration in Maryland within one (1) year of contract award, with expertise in condition inspection, report development, rating, inventory, analysis and design of structures including long span bridges and tunnels, in accordance with Federal and State guidelines. This individual shall be an employee of the prime consultant and will be the Authority's primary contact for the duration of the Contract.
- Three (3) of the remaining key staff individuals shall be Professional Engineers registered in the State of Maryland or eligible for registration in Maryland within one (1) year of contract award, with expertise with condition inspections, maintenance and design in Mechanical Engineering including bascule machinery and tunnel ventilation and mechanical systems, Electrical Engineering and Highway Engineering respectively. Familiarity with the latest versions of the *AASHTO Moveable Bridge Inspection, Evaluation, and Maintenance Manual* and the Federal Highway Administration Manual, *Highway and Rail Transit Tunnel Inspection Manual* is preferred for the key staff responsible for Mechanical and Electrical Engineering. Familiarity with the latest versions of all applicable MDSHA Standards is required for the key staff responsible for Highway Engineering.

- One (1) of the remaining key staff individuals shall be a diver who will actually perform the underwater inspection. This individual shall have expertise in underwater condition inspections, and shall meet the following requirements.
 - The diver must possess and produce valid credentials showing successful completion of a regular diver's training course, and shall possess the relevant experience at the depth and conditions similar to that of the structures referenced in Section 1 of this advertisement.
 - The individual shall possess training and experience in the use of surface applied diving systems. Scuba experience alone will not be considered responsive to the requirements of this solicitation. This documentation may be in the form of a certificate from a commercial diving school, a certificate from an ADCE accredited school, documented evidence of training that meets the requirements of ANSI/ACDE-01-1998, or valid ADC commercial diver certification card for the appropriate training level.
 - The diver shall meet OSHA's requirements of 29 CFR Part 1910, Subpart T, Commercial Diving Standards.
 - The diver must be a graduate engineer (B.S. in civil-structural) from an accredited university and possess at least five (5) years experience in underwater inspections, with at least 500 hours of experience in underwater

structures inspection; five (5) years additional experience may be substituted for the required Engineering degree to a total of ten (10) years of experience in underwater inspections and at least 1000 hours of experience in underwater structures.

- At least one (1) professional engineer registered in the State of Maryland (Inspection Team Leader or Diver) who is approved by MDTA, shall be present at the site during all phases of the underwater inspections and report preparation.
- One (1) of the remaining key staff individuals shall be a Professional Engineer registered in the state of Maryland or eligible for registration within one (1) year of contract award with expertise in bridge fatigue issues, including analysis, design, testing and inspection.
- One (1) of the remaining key staff individuals shall be a PE registered in the state of Maryland or eligible for registration in Maryland within one (1) year of contract award with expertise in the design, analysis and rehabilitation of long span bridges and/or tunnels. Preferred qualifications include the successful completion of the FHWA Cable-Stayed Bridge Seminar course.
- Three (3) of the remaining key staff individuals shall be inspection team leaders for complex structures who are registered Professional Engineers in the state of Maryland or eligible for

registration in Maryland within one (1) year of contract award, with a minimum of five (5) years experience in bridge condition inspection including long span bridges and tunnels and who shall also meet the qualifications for team leaders as specified in the Federal National Bridge Inspection Standards (FNBIS), CFR 23, Part 650. The Team Leader responsible for tunnel inspection shall be familiar with the latest Federal Highway Administration, *Highway and Rail Transit Tunnel Inspection Manual*. The complex inspection team leaders shall have 5 years experience in the type of structural elements to be inspected.

A one (1) page listing of the primary support staff available for this project, and a one page team organizational chart shall also be provided.

Where Maryland Registrations are required, the License Registration Certificate Number for the individual must be provided on Item #7 resumes. Professional Engineers who are not currently registered in Maryland must obtain Maryland registration within one (1) year of award of contract. Current non-Maryland registration(s), (state and certificate number) must be shown on the Item #7 resumes for these individuals. 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 six (6) similar projects and shall not exceed three (3) pages in total length. Two (2) projects shall be set forth on each page. There shall be no constraints to the format of the page, but all of the required contents must be included. Both the

Key Staff experience must include experience performed within the past ten (10) years. The similar projects set forth shall be recent experience performed within the past ten (10) 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. Please indicate how many inspection teams your firm intends to employ to perform the simultaneous inspections of the long span bridges and tunnels, e.g., William Preston Memorial Bridge (Bay Bridge), Fort McHenry Tunnel. These inspection teams must be available for performing inspections on a full time basis for a continuous period of no less than six months.

Describe any similar experience your firm had in performing these types of multiple team inspections.

6. Special Requirement - MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all Proposers that in regard to any contract entered into pursuant to this advertisement, DBE/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 MDOT that certified businesses participate in all contracts. Each contract will contain a goal for DBE/MBE participation, on a contract-by contract basis. Firms 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 Office of Consultant Services at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, firms who submit Expressions of Interest must clearly set forth the DBE/MBE subcontractors 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.** All proposed DBE/MBE firms shall be certified by MDOT, the Consultant shall include the Proposed DBE/MBE firms' 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 DBE/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.

CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, AN OVERALL GOAL OF THIRTY PERCENT (30%) WITH NO SUBGOALS HAS BEEN ESTABLISHED FOR MINORITY BUSINESS ENTERPRISES.

All DBE/MBE Proposers must meet the established DBE/MBE goal by certified DBE/MBE subcontractor(s).

7. **Project Representative:** E-mail: mdtapspc@mdta.state.md.us
8. **Additional Information:** The Authority 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 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) Past Performance on similar Authority / MDOT Projects

- d) Compatibility of size of firm with size of proposed project
- e) Firm's location.
- f) Financial Responsibility
- g) Consultant has measures of protection for the
State against errors and omissions

10. 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 the Authority, 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.

11. Respond By: January 4, 2013 prior to 4:00 PM Eastern Time. Respond to:

Norie A. Calvert, Director

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202