

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 projects.

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 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 firm or 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 (MTA)

A. Contract Numbers: MTA-1246A-F, On-Call Project Planning, Environmental & Preliminary Design Services.

1. Project Description:

The Consultants selected for these projects shall provide planning, preliminary engineering, environmental planning and related services required for bus and rail projects. Consultant services will be required on an on-call, task-order basis over a period of **five (5) years from NTP.**

Contracts MTA-1246A-F shall be in the amount not-to-exceed **\$10,000,000.00 each.** Project services are anticipated to be funded with State and Federal funds.

2. Consultant Services Required:

The MTA will require professional services of six (6) planning/engineering firms to perform services for the project described in I.A.1 above. This may include conceptual and preliminary engineering, environmental documentation, field surveys and related documents, participation at meetings, preparation of meeting minutes and project reports, preliminary cost estimates, environmental mitigation plans, identification of regulatory agencies and issues and similar services. Services to be provided under this contract may include, but are not limited to, any or all of the following:

- a. Site evaluation/selection
- b. Site planning and design
- c. Conceptual and preliminary engineering
- d. Environmental evaluation including preparation of State environmental effects reports and Federal environmental assessments or impact statements
- e. Evaluation of historic and archeological resources
- f. Coordination activities with environmental regulatory agencies to meet Federal and State compliance
- g. Alternative analysis and feasibility studies, including patronage reports
- h. Technical analysis including, but are not limited to, ridership projections, origin-destination analysis and traffic studies
- i. Capital and operating cost estimates
- j. Urban design/Architecture/ Landscape architecture
- k. Community/Public involvement, customer relations and media campaign services
- l. A fixed amount of monies will be set aside in each contract for undesignated or specialty Consultants to be added to the contract if needed. Specialty services may include: landscape architecture, aerial surveys, geotechnical surveys, design investigations and mapping services
- m. Other associated services as required.

The Consultant or designated subconsultant (s) may be required to have at least four (4) persons in a field party when working on or near highways or active railroads. Two-man and three-man survey parties, depending on the situation, will be permitted when working away from traffic.

3. Specific Type of Firm Solicited:

The Consultant should be proficient in the services listed above and should bring an experienced and expert staff to the project. The Consultant shall demonstrate through similar project experience, expertise in project planning, environmental planning, and conceptual/preliminary design. The firms should have a clearly established record of achievement in the tasks described above and a proven record of program control to provide MTA with finished products on time and within budget.

The Consultant will be required to have personnel with proper safety training before being allowed access to railroad right-of-way. This may involve training by MTA's Light Rail or METRO staff, or by CSXT, AMTRAK, WMATA, or freight Railroad operators. These trained personnel may also be required to act as flagpersons on some rail lines.

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 six (6) individuals who are proposed for performing significant, productive time on the Project and in total shall not exceed six (6) pages in length, one (1) page per person. The Consultant must document in writing in Item #7 that at least one (1) of its own employees are proposed as Key Staff with one (1) of these individuals identified as the Project Manager.

Preferably, the Project Manager shall have a variety of transit related project experience and expertise. The Consultant must also document in writing, that one (1) of the Key Staff positions is held by a Professional Engineer registered in the State of Maryland. The Professional Engineer may be an employee from either the Prime Consultant or a subconsultant. The following six (6) Key Staff positions are required for this project and must be documented in writing in Item #7:

- a. Civil Engineer
- b. Architect/Urban Designer
- c. Environmental Planner
- d. Cultural Resources Specialist
- e. Public Involvement Specialist
- f. Urban/Regional Planner

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.

Similar projects that involved consulting services as listed under I.A.2. shall be identified in Item #8 of the SF 255, including client references.

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. For each similar

project, also include under Nature of Firm's Responsibility, which proposed key staff member provided services and what was the role performed by said individual.

Additional Information, Item # 10, shall be limited to two (2) pages.

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 ISTEPA 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 proposing 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 DBE/MBE for the purpose of any new contracts. 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.

DBE/MBE CONTRACT GOALS

FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWENTY-SEVEN PERCENT (27%) HAS BEEN ESTABLISHED FOR DBE/MBE FIRMS. DBE/MBE proposers have to meet the established DBE/MBE goal by either their own forces or approved DBE/MBE subcontractor(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, in descending order of importance, will be:

- a. Key staff
- b. Similar project experience
- c. Past performance on similar and MDOT Projects
- d. Compatibility of the size of the firm with the size of proposed project
- e. Capacity to accomplish proposed work in required time
- f. Firm's location.

11. Respond by: November 16, 2010 prior to 4:00 P.M.

RESPOND TO:

Paul F. Becker

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