

PUBLIC NOTICE

MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE

TO

ARCHITECTS & ENGINEERS

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TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

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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/e-mail 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:**

Robert P. Gay

**OFFICE OF PROCUREMENT AND CONTRACTS**

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Maryland Transit Administration (MTA)

A. Contract Numbers MTA-1345A,B&C, Rolling Stock and Associated Equipment Services.

1. Project Description:

The MTA requires the professional services of qualified engineering firms to provide task order work relating to MTA's rolling stock and related equipment. Support will be necessary for Maryland Rail Commuter (MARC), METRO Rail, Light Rail, Buses and other vehicles and equipment. Inspection and related services will also be required. The services to be performed under this contract will be under the direct supervision of the MTA's Systems Engineering Division. All work will be assigned by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order. These contracts will be for a five (5) year period in the following allocated amounts: MTA-1345A – not to exceed \$15 Million; MTA-1345B – not to exceed \$10 Million; and MTA-1345C – not to exceed \$5 Million. Project services are anticipated to be funded with Federal and State funds.

2. Consultant Services Required:

Rolling stock equipment and inspection consulting services requirements may include, but are not limited to upgrades, overhauls, procurement of additional vehicles, performance evaluations, technical studies,

maintenance studies, troubleshooting assistance, and other engineering

tasks as required. A consultant with specialized knowledge and experience in vehicle technologies will be required to perform the following tasks:

- a. Rolling stock and equipment research
- b. Procurement support and warranty management
- c. Manufacturing inspection
- d. Design, review, and/or test of product and safety improvements
- e. New product evaluation
- f. Specification preparation
- g. Setting performance criteria
- h. Evaluation of equipment condition
- i. Project management and control
- j. Quality control and quality assurance
- k. Technical evaluations
- l. Other engineering support, as required.

3. Specific Type of Firm Solicited:

The engineering consultant shall have substantial experience in rolling stock engineering, specification development, inspection services and the rebuild and remanufacture of vehicles. The firm should have a clearly established record in the tasks described above and a proven record of program control to provide MTA with finished products on time and within budget.

4. Required Information:

The Consultant shall submit one (1) original and three (3) copies of an

Expression of Interest, which shall include the following:

- a. One (1) Letter of Interest - Limited to two (2) pages which must contain 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 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.
- 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 is 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 for each individual. The Consultant must document the following required Key Staff in writing:

- a. Program Manager
- b. Senior Vehicle Engineer
- c. Vehicle Engineer
- d. General Engineer
- e. Vehicle Inspector

The Consultant must document in writing in Item #7 that at least two (2) of the firm's own employees are proposed as the above Key Staff and one (1) of those individuals must be the designated Program Manager. Also, one (1) of the Key Staff listed above shall be a Professional Engineer, who is registered in the State of Maryland, with expertise in rolling stock engineering services. All Key Staff proposed should have documented diverse technical/management backgrounds so as to comprise a team that is well versed in all modes of public transportation (Commuter Rail, Light Rail, Heavy Rail, Bus, Para-transit, and associated equipment/systems maintenance and engineering).

here 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 shall

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 lower rating for the Offeror in this area.** Both the Key Staff individual experience and the similar projects set forth shall be recent experience, performed within the past ten (10) years.

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

6. Special Requirements – DBE Provisions:

DBE 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'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 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 Prime firm(s) or DBE subconsultant(s) proposed for goal attainment indicating:

- 1) the proposed work,
- 2) percentage of total work, and
- 3) MDOT certification number for each DBE.

Said information shall be shown in Item #6 of the Federal Government SF 255 form. If the proposed DBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE in lieu of the certification number. **This project is Federally-funded. Proposed DBE firms must be certified by MDOT to participate on federally-funded projects. It is the Consultant's responsibility to ensure that each DBE 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 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 for the purpose of any contract. Consultants proposing 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 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, A GOAL OF TWENTY-EIGHT PERCENT (28%) HAS BEEN ESTABLISHED FOR DBE FIRMS. **DBE proposers have to meet the established goal by either their own forces or approved DBE subcontractors(s).**

7. Project Representative: [pjeffers@mtamaryland.com](mailto:pjeffers@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 Experience
- b. Similar Project Experience and General Competence in the knowledge of Rolling Stock Equipment Engineering
- c. Past Performance of Consultant/Sub-consultant(s) on similar or State Projects
- d. Compatibility of the size of the firm with size of proposed project
- e. Capability to accomplish proposed work in required time
- f. Firm's Location

11. **Respond by: July 14, 2011, prior to 4:00 P.M.**

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Robert P. Gay

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