

PUBLIC NOTICE
MARYLAND DEPARTMENT OF TRANSPORTATION

NOTICE
TO
ARCHITECTS & ENGINEERS

TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

REQUEST FOR PROFESSIONAL SERVICES

REVISION

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.

I. Maryland Transit Administration

A. Contract Numbers: MTA-1368A,B&C, Open-Ended Program Management Oversight and Engineering Consultant Services.

This is a revision to the Advertisement for the above referenced project previously advertised in The Daily Record on August 9, 2013 and in e-Maryland MarketPlace on August 9, 2013. This revision will revise the requirements set forth as follows:

- Section #1.A.5., entitled “Requirements – Documentation”: Paragraph 3 and Paragraph 5 (regarding Item #8) are revised in *italics* as shown.
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 ten (10) individuals who are proposed for performing significant, productive time on the Project and in total shall not exceed ten (10) pages in length, one (1) page per individual. The following ten (10) Key Staff positions are required for this project and must be documented in writing in Item #7:
- a. Project Manager
 - b. Track Engineer
 - c. Architect/Urban Designer
 - d. Environmental Planner
 - e. Civil Engineer
 - f. Structural Engineer
 - g. Safety Engineer
 - h. Systems/Electrical Engineer

- i. Construction Manager
- j. Scheduler/Estimator

The Consultant or Joint Venture (JV) must document in writing in Item #7 that at least five (5) of its own employees are proposed as Key Staff with one (1) of these individuals identified as the Project Manager. Also, the Consultant or JV must document in writing that individuals proposed for the following five (5) Key Staff positions listed above are Professional Engineers Registered in the State of Maryland:

- 1. *Project Manager – must have a variety of expertise in transit related projects*
- 2. *Civil Engineer*
- 3. *Structural Engineer*
- 4. *Two (2) additional Key Staff proposed as PEs by the Consultant*

Where Maryland Registrations are required for 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.

Also, the information required for Item #8, Similar Projects, as listed under I.A.2.a through i, shall be limited to five (5) similar projects and shall not exceed one (1) page in total length for each. **References will be checked, and 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. Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. *However, at the discretion of the Consultant the columns can be removed to widen the remaining vertical space to be used to describe each of the five (5) projects cited.* Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years. Information provided in this section shall become part of the rating/evaluation criteria for this project.

Item #10 of the SF 255 shall be limited to two (2) pages and should include why the joint venture or firm believes it is especially qualified to undertake this project. Information provided may include awards or recognition by the firm or individuals, special approaches or concepts with which the joint venture or firm will conduct the project, etc.

The due date for receipt of "Expressions of Interest" has been changed to September 17, 2013 by 4:00 P.M. All other requirements for the advertisement remain the same.

RESPOND TO:

Norie A. Calvert

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Questions concerning submissions and procedures may be addressed to the Consultant Services Division, telephone number 410-545-0437.