

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. For projects that are 100% State funded, Price Proposal cost limitation such as, but not limited to, a payroll burden and overhead limitation of 130%, may apply. For projects that are Federal funded, Price Proposal cost limitations on payroll burden and overhead shall not apply. However, the Maryland Department of Transportation reserves the right to require that split payroll burden and overhead rates be submitted for the type of services to be provided (example, Office Rate for planning/design activities and Field Rate for construction inspection). 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:

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

1. Maryland Transit Administration (MTA)

A. Contract Numbers MTA-1379A,B,C,D,E,F&G On-Call Civil Engineering Services.

1. Project Description:

The Maryland Transit Administration (MTA) is seeking professional services for MARC, Light Rail, METRO, Bus and Mobility for the Engineering Facilities, ADA and Sustainability Division. Consultants or Joint Ventures selected for this project shall provide engineering and technical services on an on-call basis. All work will be assigned by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order.

The MTA anticipates awarding seven (7) contracts for these services for a five (5) year period in the following estimated amounts: Contracts A,B&C in the amount not to exceed \$15 Million each, Contracts D&E in the amount not to exceed \$10 Million each, and Contracts F&G in the amount not to exceed \$5 Million each. The MTA reserves the right to modify the number of contracts and the dollar value of each as deemed to be necessary and appropriate. Project services are anticipated to be funded with Federal and State funds.

2. Consultant Services Required:

The services to be provided under these contracts may include, but are not limited to, the following:

- a. Program, project, and contract management including all program control activities

- b. Schedule and budget development / management
- c. Providing oversight for engineering consultants, contractors, vendors, etc.
- d. Review of plans, studies, and documents during various project phases including project planning or development, preliminary engineering, final design and as-built drawings
- e. Analyze and review studies and designs and provide recommendations for various facilities and structures including bridges, tunnels, buildings, track and rail, systems, maintenance and storage yards, parking facilities, and parking lots
- f. Public affairs / community relations
- g. Manage or oversee NEPA or other Environmental processes and documentation
- h. Assist with Environmental approvals and permitting
- i. LEED analysis / energy saving technology reviews
- j. Right-of-way acquisition support
- k. Architectural reviews, aesthetics, designs and surveys
- l. Traffic engineering reviews, designs or studies
- m. Landscape architecture
- n. Structural engineering and analysis
- o. Civil engineering and utilities
- p. Storm water management and Erosion & Sediment Control
- q. Accessibility and ADA reviews, designs and surveys
- r. Geotechnical engineering analysis and reviews
- s. Electrical engineering analysis and reviews as part of Civil projects
- t. Mechanical engineering analysis and reviews as part of Civil projects
- u. Trackwork and railway engineering as part of Civil projects

- v. Corrosion control engineering
- w. Develop and maintain project reports, charts or other administrative support services
- x. Coordinate with local, state or Federal agencies, railroad, utilities, etc.
- y. Grant Management and other project or financial reporting requirements
- z. Review and track budgets, estimates and cost categories
- aa. Prepare independent cost estimates
- bb. Conduct or oversee peer reviews, industry reviews and / or Value Engineering
- cc. Develop or analyze potential project risks, costs and schedule impacts as well as mitigation strategies
- dd. Safety and security engineering, programs testing / activation / certification
- ee. Oversight or support services for various Procurement, contracts, and purchase orders for equipment and materials
- ff. Implement and / or monitor Quality Control and Quality Assurance programs
- gg. Review or analyze activities and procedures for project commissioning
- hh. Monitor and track invoice payments, project speeding, work quantities, etc.
- ii. Oversee, inspect or provide support services during Construction
- jj. Assist in negotiations, changes and claim reviews and management
- kk. MBE / DBE subcontractor utilization
- ll. Document control support
- mm. Engineering information data base management (ProjectWise)

- nn. Preparation of contract bid documents including drawings and specifications, construction cost estimates, and review of designs and schedules
- oo. Preparation of reports and recommendations for repairs; project management services; field inspection services
- pp. Drafting services; development of standard plates and standard specifications
- qq. Construction related services including review of shop drawings and contractor submittals for conformance with contract specifications, site visits during construction to investigate and report on issues of quality and progress, revisions to contract documents
- rr. Preparation of drawings, specifications and other documentation and supporting data; evaluation of construction contractor proposals
- ss. Preparation of As-Built drawings based on information provided by the construction contractor
- tt. Laboratory testing; research studies; and survey and other miscellaneous services for the MTA
- uu. Undesignated subconsultants or specialty services may be required by the MTA. These services may include, but are not limited to: parking structure design and inspection.
- vv. Capital Program Technician to work at an MTA office or field location. This individual can be a specialist in the technical details of a subject or discipline or one who has acquired techniques in various other areas of specialization or in general, as related to assistance with capital projects. The Capital Program Technician may perform a variety of duties depending on the assignment, including but not limited to: assisting Project Managers, Project Engineers, Management or other Capital Program staff, project or program management, contract management and invoicing, document control, configuration management and ProjectWise support, procurement support, facilitating meetings, preparing various reports on projects (including status, budgets, schedules, grants), presentations, letters or other document, desktop applications specialization, or other administrative support that will assist in the management and delivery of capital projects in all phases of planning, engineering design or construction. Engineering and technical services necessary for Capital projects may involve many disciplines, therefore, due to the

involvement of multiple MTA Offices in capital projects as well as the transitional nature of project activities between the MTA Office of Planning and the MTA Office of Engineering & Construction.

ww. Consultant may be requested to perform Planning, Preliminary or Final Engineering, Traffic Analysis, Rail Safety Audits, Civil/Structural, Systems Engineering Design, Quality Assurance and Quality Control, Environmental Analysis, Construction Management, Safety Certification or other related services directly for other MTA Offices such as, but not limited to, Planning, Safety, Operations, or different Divisions within the MTA Office of Engineering & Construction on an “as needed” basis. Specialty work may be required for tasks such as maintenance forecasting, development of mathematical models, dynamic analysis of track, metallurgical, elastomeric and petrographic analysis and various other tasks.

xx. Other services as required.

3. **Specific Type of Firm Solicited:**

The Consultant or Joint Venture Team must demonstrate both knowledge and experience in the fields of Civil Engineering, Structural Engineering, Traffic Engineering and Architectural Design Services for Bus and Rail Facilities adequate to perform the services described in I.A.1 and I.A.2 above. The Consultant or Joint Venture shall demonstrate recent experience, within the past ten (10) years, in the types of services listed in Item 2 within the United States. The Consultant or Joint Venture shall also demonstrate recent experience, within the past five (5) years, on MTA, MDOT and similar transit projects. The firms should have a clearly established record of achievement in the tasks described above and a proven record of program control to provide the MTA with finished products on time and within budget.

As per State Finance & Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland the firm(s) selected for a given Contract will be required to provide “Certification Regarding Investments in Iran”. See below 4(h.)

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 two (2) pages which must contain information supporting the assertion that the Consultant has the financial capacity to provide the services requested, has measures in place to protect the State against errors and omissions, and the e-mail addresses of the Primary Liaison and your firm’s contact for this procurement process.
 - 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. A copy of the firm's current certificate(s) of insurance.
(Note: MTA's required Professional Liability Coverage is \$5 Million)
 - g. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid 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.

h. Per State Finance & Procurement Article 17-701 – 17-707, Chapters 446 – 447, Laws of 2012, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list are ineligible for bid/proposal/award. The Investment Activities in Iran list is located at www.bpw.state.md.us of the Maryland Board of Public Works (BPW) web site. Per the BPW Advisory No.: 2013-1; Date Issued: January 1, 2013, an officer of the firm shall provide a signed original certification as per language listed on the BPW Advisory page.

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, 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. All Key Staff must work for the Consultant or Joint Venture. The following Key Staff is required for this project:

- a. Four (4) Professional Engineers – Registered in State of Maryland
- b. One (1) additional Key staff who is either an Architect, Landscape Architect or Professional Engineer – Registered in State of Maryland

The Consultant must document in writing that all five (5) of the Key Staff positions are held by Professional Engineers, Architect or Landscape Architect all registered in the State of Maryland, and that the Professional Engineers have expertise in civil, structural, and/or traffic engineering. 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. The Key Staff ratings will be carried over to the Technical Proposals.

Also, 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. **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.** Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. The vertical space used for each of the five (5) projects cited is

at the discretion of the Consultant. Current and accurate client phone numbers must be provided. Both the Key Staff individual experience and the similar projects set forth shall be recent experience, performed within the past ten (10) years.

Item #10 of the SF 255 shall be limited to two (2) pages.

6. Special Requirements – DBE Provisions:

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 "SPECIAL PROVISIONS,

AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF

DISADVANTAGED BUSINESSES, THE SURFACE

TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE

ACT OF 1987 AND ISTEAF 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 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,
- 3) MDOT certification number, and
- 4) Applicable NAICS Codes

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 firm in lieu of the certification number. **This Project is proposed to be funded with Federal funds, and proposed DBE firms must be certified by MDOT to participate on federally funded Projects. 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 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-FIVE PERCENT (25%) HAS BEEN ESTABLISHED FOR DBEs. **DBE**

proposers have to meet the established DBE goal by either their own forces or approved DBE subcontractor(s).

7. Project Representative: 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
 - b. Similar Project Experience

- c. Past Performance on Similar and MDOT Projects
- d. Capability of the firm to perform the work in required time
- e. Compatibility of size of firm with size of proposed project
- f. Familiarity with Local Conditions
- g. Financial Responsibility
- h. Consultant has measures of protection for the State against errors and omissions

11. Ratings developed in the short list process for Key Staff (under Item 10.a above) will be retained and used in the final selection process. Later substitutions of Key Staff members must be approved by the MTA and will be reevaluated 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.

12. **Respond by: September 11, 2013, prior to 4:00 P.M.**

RESPOND TO:

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202