

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 and/or engineers for Comprehensive Construction Management and Inspection (CMI) Services at Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall).

Firms interested in being considered for work on this 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%, and an \$80/hr salary cap, 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 Office of Consultant Services, telephone number (410) 545-0437.

Facsimile copies are not acceptable. No response received after 4:00:00 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 Aviation Administration

A. Contract No.: MAA-AE-10-006

1. Project Description: Comprehensive Construction Management and Inspection (CMI) Services at Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall). Project services are to be provided for five (5) year period, and will consist of individual project assignments consistent with MAA's requirements. It is anticipated projects will be funded with State, Passenger Facility Charge (PFC), Federal funds, and/or other funding sources. The Maryland Aviation Administration (MAA) has estimated a budget of \$15,000,000 for these services. MAA at its sole option may enter into more than one (1) contract. Each successful Consultant must be able to perform all of the elements in the Scope of Services. The contract award(s) is subject to receipt of necessary funding and approval by the Maryland Department of Transportation, and the Maryland Board of Public Works.
2. Consultant Services Required: The Consultant shall provide CMI Services for new and ongoing construction projects on an on-call and on-site basis. The Consultant shall have the ability and manpower to respond to and act immediately on project assignments without and disruption to other MAA project assignments being completed by the Consultant. The Consultant shall establish a local office, either on-site or within close proximity to BWI Marshall Airport.
3. Specific Type Firm Solicited: The Consultant shall be a CMI firm or architectural and engineering firm proficient in the types of services listed

and shall bring an experienced and expert staff to the project. Consultant should demonstrate recent experience, within the past five (5) years, in the CMI of various airport terminal facilities and systems; structures, roadways and bridges; parking facilities; airfield pavements, ramps, taxiways and runways, navigational aids, utilities, and cargo facilities at medium and/or large air carrier airports in the United States. Consultant must also demonstrate recent experience, within the past five (5) years, working with the Federal Aviation Administration (FAA) and other appropriate federal agencies for design and construction compliance and reimbursement. Experience working with the Washington Airports District Office (WADO) of the FAA is desirable, but not required.

4. Required Information: The Consultant shall submit one (1) unbound original containing signatures, and seven (7) bound copies of its signed original 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: US 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 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.

The information required for Item #7 Key Staff, shall be limited to the eleven (11) individuals being proposed for performing significant productive time on the Project, and in total shall not exceed eleven (11) pages in length, one (1) page per individual. The Consultant must document in writing in Item #7 that the proposed key staff individuals meet the following requirements:

- a. The proposed Project Manager must be an employee of the Prime Consultant. Additionally, the Consultant shall also state in the Letter portion of its response the name of its **Principal-in-Charge**.

- b. It is encouraged, but not required, that the proposed Key Staff personnel be employees of the Prime Consultant and be located at the local project office.

Where Maryland Registrations are required 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 will result in the firm being precluded from further consideration for the Project.

The eleven (11) Key Staff will be:

1. Project Manager, Maryland Registered Professional Engineer;
2. Resident Engineer;
3. Office Engineer;
4. Estimator;
5. Mechanical Inspector;
6. Electrical Inspector;
7. Structural Inspector;
8. Civil Inspector;
9. Bituminous Concrete Inspector
10. Portland Cement Concrete Inspector; and
11. Scheduler

The key staff individual experiences set forth must have been performed within the past five (5) years.

- c. The information required for Item #8, Similar Projects, shall be limited to ten (10) similar projects and shall not exceed two (2) pages in total length. At least three (3) of the similar projects cited must be projects where the Consultant was the prime firm responsible for major airport CMI Services, and the work was completed within the past five (5) years. Firms should list references with a point of contact and telephone number for clients for whom such projects have been completed.
- d. SF 255, Item #9, shall be a complete listing of all work by the Consultant or Joint Venture constituents currently being performed directly for the State of Maryland, and MAA/MDOT, in particular.
- e. SF 255, Item #10, Additional Information shall be limited to two (2) pages.

- 6. **Special Requirements - DBE/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. 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 ISTEA OF 1991, ATTACHMENT 6” 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/MBE Prime firm(s) or DBE/MBE subcontractor(s) proposed for goal attainment indicating:

- a. the proposed work,
- b. percentage of total work, and
- c. 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 firm in lieu of the certification number.

If this Project is funded with Federal funds, proposed DBE/MBE firms must be certified by MDOT to participate on federally funded projects.

Consultants shall also identify 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 EIGHTEEN PERCENT (18%) HAS BEEN ESTABLISHED FOR DBE/MBE FIRMS

7. Project Representative: Paula Davis pdavis1@bwairport.com
8. Additional Information: The Administration 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 OCT/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. Specialized expertise in airfield construction management and inspection
 - b. Key Staff
 - c. Similar project experience and performance
 - d. Compatibility of size of firm with size of proposed project
 - e. Firm's location.
 - f. Past performance in achieving MBE/DBE Goals for projects listed in Item C.

Ratings developed in the short list process for Key Staff individuals may be retained and used in the final selection process. Later substitutions of Key Staff members must be approved by MAA and will be re-evaluated using the same criteria used at the Expressions 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: February 23, 2010, prior to 4:00:00 P.M TO:

Paul F. Becker
CONSULTANT SERVICES DIVISION
Fourth Floor, C-405
707 North Calvert Street
Baltimore, Maryland 21202