

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 firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. For projects that are 100% State funded, Price Proposal cost limitations 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 appropriate 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 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 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.

All questions concerning submissions and procedures must be submitted by email to [ababych@mta.maryland.gov](mailto:ababych@mta.maryland.gov) no later than 4:00 pm one week prior to the due date. The MTA number must be referenced in the email subject line. Problems submitting emails shall be reported to the Consultant Services Division telephone number 410-767-3351.

Facsimile/e-mail copies of the Expression of Interest are not acceptable. No response received after 12:00 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

I. Maryland Transit Administration

A. Contract Number: AGY-15-001-AE-A, B, C&D, On-Call Quality Assurance and Quality Control Program Services

1. Project Description:

The Maryland Transit Administration (MTA) desires to obtain the professional expertise of qualified engineering firms to provide staffing for Quality Assurance/Quality Control (QA/QC) Program services for MTA's Engineering Division. The QA/QC staff will be responsible for the supervisory work in ensuring the development, establishment, implantation, maintenance and evaluation of the Engineering Quality Assurance/Quality Control program and Commissioning Services.

The duties include implementation of administrative and control measures during design, procurement construction, installation, testing, commissioning, start up and turnover of civil construction and systems engineering contracts. The work to be performed under these contracts shall be under the direct supervision of the MTA's Manager of Quality Assurance & Quality Control. The MTA anticipates awarding four (4) contracts for these services for a five (5) year period in the following estimated amounts: AGY-15-001-AE-A&B – not to exceed Ten Million Dollars (\$10,000,000) each and AGY-15-001-AE-C&D – not to exceed Six Million Dollars (\$6,000,000) 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 MTA will require the expertise of a firm with knowledge and experienced personnel in Quality Assurance/Quality Control program and Commissioning activities. The consultant firm shall provide staff with all the skills necessary to support and satisfy the requirement of the projects described in I.A.1 above. The scope of work to be performed shall include, but not limited to, any or all of the following:

- a. Revised and update MTA's Quality Management System Plan, if necessary, and maintain Quality Management Systems (QMS) and associated procedures to comply with FTA's Quality Management System Guidelines (version 2012) for Transit Construction Projects.
- b. Develop QA & QC procedures/instructions for activities concerning quality issues during engineering design, procurement, manufacturing, construction, installation, system integration, commissioning and turnover.
- c. Develop procedures/instructions in control of process involving engineering inspection, testing, examination, disposition of non-conforming products, corrective and preventive action, document control, quality audits and training.
- d. Establish and maintain procedures to control and verify the engineering design, design requirements, design interfaces, design execution and controlling design changes through project completion.

Review contract documents at preliminary, intermediate and final design stages. Monitor consultant's compliance with Quality Management Plan Guidelines for A & E design consultants and for On-Call service providers.

- e. Develop procedures for maintaining effective control of project documents, consisting of contract technical specifications, data, engineering drawings, project records, audits, distribution and storage of documents, elimination of obsolete documents and control of changes to the documents.

Implement procedures to ensure compliance with policy and procedure of Document Control Center.

- f. Establish, supervise and monitor vendor quality requirements for effective implementation of QA/QC program. Develop and monitor

procedures for inspection of incoming products, factory inspection tests, and final acceptance tests.

Establish measures to identify and control items of production and prevent the use of unacceptable materials.

- g. Establish and monitor documented work instructions to ensure quality of production and installed equipment in conformance with referenced engineering standards/codes and quality plans.
- h. Monitor inspection and test equipment to ensure accuracy, conformance with national standards, and verify periodic calibration.
- i. Develop procedures to monitor and control inadvertent use or installation of non-conforming work in Systems engineering and civil construction contracts.

Establish corrective action procedures to determine cause of non-conforming work and prevention of further re-occurrence in future.

- j. Undertake site visits and conduct site periodic QA/QC reviews, audits of records maintained by CM group and the Contractor. Prepare reports and monitor follow-up action.
- k. Identifying training needs for the personnel performing activities affecting engineering quality. Prepare and conduct training courses.
- l. Monitoring of safety certification programs during testing, startup and final acceptance of all engineering projects.
- m. Capital Program Technician performs a variety of duties in support of capital projects. Depending on the project, duties may include providing assistance with: critical path project schedule reviews, budget and cash-flow analysis, contractor invoice reviews, and development of regular progress reports that assist in the management and delivery of capital projects in all phases of planning, engineering design or construction. Additional duties shall include assistance preparing for regular meetings with FTA, MDE, MDOT and other external agencies.
- n. 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.

3. Specific Type Firm Solicited:

The organization structure for a Consultant interest in the QA/QC program shall include a staff of appropriate engineers and staff personnel suitable to perform the type of work noted in this solicitation. The Consultant should be proficient in the areas as described in I.A1 and I.A.2 above. The Consultant shall demonstrate, through similar tasks, the experience in project support, which best displays the requirements of completing a project on time and within budget. The Consultant shall have performed work in QA/QC program for at least the last five (5) to ten (10) years. The firms should have a clearly established record in the tasks described above and a proven record of program control to provide MTA with furnished 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 provide the names, contact numbers and 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 subcontractor, proposed.
- d. One (1) additional unbound copy of the Letter of Interest.
- e. One (1) additional unbound SF 254 Form, for those firms, including subcontractors.
- f. A copy of the firm's current certificate(s) of insurance.  
(Note: MTA's required Professional Liability Coverage for Prime firm 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 unless otherwise directed.
- 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](http://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 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, 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 following key staff is required for this project:

- a. Professional Engineer registered in the State of Maryland and Project Manager working for the Consultant
- b. QA/QC Engineer and Certified Commissioning Agent
- c. QA/QC Training Manager / Auditor
- d. QA/QC Engineer – Systems / Signals / Communications Engineer
- e. QA/QC Engineer – Vehicles / Track work Engineer

The Consultant or Joint Venture (JV) must document in writing in Item #7 that at least Three (3) of its own employees are proposed as Key Staff with one (1) of these individuals identified as the Project 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 Quality Assurance and Quality Control of Transit Construction Projects.

The remaining Key Staff may be from either the Prime or a Sub-consultant.

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 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, 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.** Firms must contain their Similar Projects documentation to the given column widths set forth in Item #8 of the SF 255 Form. Both the Key Staff individual experience and the similar projects set forth shall be recent experience performed within the past ten (10) years.

The information required in Item #9 of the SF 255 shall include all federally funded work by firms or Joint Venture members currently being performed for Maryland Department of Transportation state agencies. Firms must contain their project(s) documentation to the given column widths set forth in Item #9 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 the five (5) projects cited.

Item #10 of the SF 255, Additional Information, shall be limited to two (2) page(s). All other Items in the SF 255 not specifically mentioned are required and should be completed per the instructions in the SF 255.

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, DBEs 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, age, sex, national origin, or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26.)

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may 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 ISTEA OF 1991 AND MAP 21 OF 2012."

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE Prime firm(s) or DBE subcontractor(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. **If this Project is funded with Federal funds, 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: [ababych@mta.maryland.gov](mailto:ababych@mta.maryland.gov)
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 using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at [http://comptroller.marylandtaxes.com/Government\\_Services/State\\_Accounting\\_Information/Static\\_Files/APM/gadx-10.pdf](http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Static_Files/APM/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 and qualifications
  - b. Past performance on similar projects and/or MDOT Projects.
  - c. Capability to accomplish proposed work in required time
  - d. Compatibility of size of firm with size of proposed project
  - e. Firm's Location
  - f. Financial Responsibility
  - g. 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: January 14, 2016 prior to 12:00 P.M.

RESPOND TO:

Norie A. Calvert

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202