

**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 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%, 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**.

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 Port Administration**

A. **Contract Number: 513001**

1. **Project Description: "Miscellaneous Engineering Services"**

The purpose of this contract is to establish multiple contract agreements for architectural and engineering services for the Maryland Port Administration (MPA) on an as-needed basis for the planning, development and construction of new facilities and/or for the improvement of existing facilities in the Port of Baltimore or other State owned facilities. **The MPA intends to award four (4) consultant agreement(s) for \$3 million each for a period of five (5) years.** Award will be made to the firms with the highest technical evaluation. Project services are to be funded with state funds.

2. **Consultant Services Required:**

- (a) Consultant services will include project management; architectural; planning; civil, structural, mechanical, electrical, environmental, geotechnical and traffic engineering; and drafting.
- (b) As instructed by the MPA Director of Engineering, the Consultant shall assign personnel to perform detailed architectural and engineering work on an as-needed basis.

3. **Specific Type Firm Solicited:**

The Consultant must have experienced personnel familiar with all aspects of marine terminal design, marine terminal facilities, operations and equipment including container cranes.

4. **Required Information:** The Consultant shall submit **one (1) unbound**

original and five (5) bound copies of an Expression of Interest,

which shall include the following:

- a. One (1) Letter of Interest - Limited to five (5) 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 unbound copy of the Letter of Interest.
- e. One (1) additional 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 hereinunder 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**, is to be limited to ten (10) individuals, two (2) of whom will be supervisors and eight (8) of whom are proposed for performing significant productive time on the project and in total shall not exceed five (5) pages in length. The Consultant must document in writing in Item #7 that the Key Staff consists of at least eight (8) Professional Engineers and two (2) Architects, all of whom are to be registered in the State of Maryland. Five (5) of the Key Staff are to be employees of the Prime Consultant. Expertise of the key staff must be shown to include planning and environmental services; architectural design; and civil, electrical, geotechnical, mechanical and structural engineering and design. 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 ten (10) similar projects including value and description of actual work performed by the Consultant and be listed on no more than five (5) standard pages in total.

6. Special Requirements – MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all

proposers that in regard to any contract entered into pursuant to this advertisement, MBE'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 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” as modified June 8, 2000, which is obtainable from the Office of Consultant Services 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 MBE Prime firm(s) or MBE subcontractor(s) proposed for goal attainment including the following information:

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

This information shall be shown in Item #6 of the Federal Government SF 255 Form. If the proposed MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed MBE firm in lieu of the certification number.

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 MBE information, in the specified areas, shall effect the Consultant’s rating, and may 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 (20%) PERCENT HAS BEEN ESTABLISHED FOR MBEs. The MPA has further established within the Contract Goal, there shall be a sub-goal of a minimum of **Six (6%)** percent participation by firms classified as African American-owned firms, a sub-goal of a minimum of **Nine (9%)** percent participation by firms classified as Women-owned firms and a sub-goal of a minimum of **Two (2%)** percent participation by firms classified as Hispanic American-Owned firms. It is the goal of the Maryland Department of Transportation that MBE's participate in all contracts, and the Consultant is encouraged to utilize MBE subconsultants where there is the opportunity to do so. **All DBE/MBE proposers have to meet the established goals by certified DBE/MBE subcontractor(s).**

7. **Project Representative:** No additional information available.
8. **Additional Information:** The Maryland Port 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. **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. Proposed Key Staff, qualifications, experience and availability, who will be assigned to this Project and will perform the majority of significant work.
 - b. Specific firm experience and performance on similar or related projects.
 - c. Management qualifications and experience.
 - d. Capacity and commitment to assign personnel to complete projects in a timely manner.
 - e. Portions of work subcontracted.

f. Firm's geographical location.

10. **Electronic Transfer:**
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 COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.
11. **Respond by: September 28, 2011 prior to 4:00 P.M.**

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