

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 and engineers for the following project(s).

Firms interested in being considered for work on this Project(s) must submit an Expression of Interest for the specific contract as set forth herein. The Expression of Interest shall be in separate envelopes clearly marked with the specific Contract Number for the Project the firm is interested in. Notwithstanding the restrictions and requirements specified in this solicitation, a firm may respond to this project advertisement for Contract Numbers MAA-AE-12-004 or MAA-AE-12-005 as a prime or a prime joint venture. A prime or prime joint venture firm may submit Expressions of Interest for both contracts separately if qualified. Submission of a combined Expression of Interest for the specific contracts set forth herein will result in the interested firm being precluded from further consideration for the Projects.

The letter portion of the Expressions of Interest shall indicate the firm's desire to perform services for the specific contract the firm is interested in 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(s).

Of all the firms expressing interest in a Project, those adjudged most qualified for the specific project shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firm(s) so that they can prepare such proposals for the Project(s). The firms that submit the highest rated Technical Proposal for each specific project 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 the Audited Field Overhead Rate for on-site staff and 130% for others 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 Technical Proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression(s) 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 subconsultant to another firm that responds as a prime to the project advertisement. Additionally, firms that are under contract with MAA as a prime to provide design services for “BWI Marshall’s Runway Safety Area, Pavement Management, and Standards Compliance Improvements Program, Contract Numbers MAA-AE-10-004, 007, & 008,” are not permitted to respond to Contract Number MAA-AE-12-004

(Program Management Consultant Services for BWI Marshall's Runway Safety Area Program and Airfield/Airside Improvements) as a prime or a subconsultant. Also, firms that are selected by MAA as a prime to provide design services for "BWI Marshall's Terminal Modernization and Improvements Program, Phase I, Contract Number MAA-AE-10-001," are not permitted to respond to Contract Number MAA-AE-12-005 (Program Management Consultant Services for Landside and Building/Terminal Facility Improvements) as a prime or a subconsultant.

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 subconsultant from being set forth as a subconsultant 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 copies are not acceptable. No response received after 4:00:00 P.M., Eastern Standard Time, on the date specified for the Project(s) 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 (MAA)

A. Contract Number: **MAA-AE-12-004 (value: \$7-\$9 million)**  
Program Management Consultant Services for BWI Marshall's  
Runway Safety Area Program & Airfield/Airside Improvements

- NOTE:
1. Firms that are under contract with MAA as a prime to provide design services for "BWI Marshall's Runway Safety Area, Pavement Management, and Standards Compliance Improvements Program, Contract Numbers MAA-AE-10-004, 007, & 008", are not permitted to respond to the Contract Number MAA-AE-12-004 as a prime or a subconsultant.
  2. The prime consultants responding to this advertisement are responsible for avoiding any conflicts of interest in selecting their subconsultants for this project.
  3. The subconsultants, involved with the design of MAA projects shall not manage, oversee, and/or review their own work. The prime's QA/QC shall ensure against any conflicts of interest.

1A. **Project Description:** The MAA is seeking consultant assistance to perform Comprehensive Program Management Consultant Services at Baltimore/Washington International Thurgood Marshall, Martin State, and other Airports. It is the intent of the MAA to enter into one contract for these services. The Consultant selected for this project shall provide on-call and/or on-site professional program management staff for Program Management Consulting services consisting of individual project assignments consistent with MAA's requirements over an eight (8) year period. All work will be by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order. It is anticipated that project assignments will be funded with State, Federal, and/or other funds. Contract award will be in accordance with the final ranking of the Reduced Candidate List in descending order, and are subject to approval by the Maryland Department of Transportation and the Board of Public Works.

2A. **Consultant Services Required:** The Consultant shall provide engineers, architects, and other professionals as necessary to provide Program Management

Consulting services associated with projects in the MAA's Consolidated Transportation Program, which include but are not limited to, the design and construction of BWI Marshall's Runway Safety Area, Pavement Management, and Standards Compliance Improvements Program and other airfield/airside improvements. The Consultant shall provide program management for MAA initiatives that may include, but not be limited to,; supervision and management of project planning, environmental, design, procurement, and construction phases for airside/airfield projects which at minimum involves document reviews, proposal reviews, cost estimate reviews, schedule reviews, meetings, permit coordination, coordination with internal and external stakeholders, bidding, procurement, and construction coordination, etc. In conjunction with the program management, consultant shall support MAA in monitoring Capital Improvement Projects cost estimates and schedules; development of program budget, finance, and cash flow analysis and reports; conducting value engineering/peer reviews and constructability reviews; setting up project/program website; providing cost estimating and scheduling services; program phasing and funding analysis; providing surveying and geotechnical investigations; providing graphic design and CAD support; preparing and conducting presentations; and performing miscellaneous designs, studies, and investigations. The consultant shall also be engaged in conducting or coordination of various elements of programs involving public affairs and community relations; assist in applying for and obtaining Federal funding; environmental documentation and permitting; right-of-way acquisition plans, property and easement acquisitions; obstruction and clearing activities; pavement management system updates; stormwater management master plan; subsurface utility engineering; and management and update of MAA's GIS and Airport Engineering Information System programs. The consultant shall also provide other professional services as required, which may include services to be provided by undesignated or specialty subconsultants that may be required by MAA for specific tasks under the contract.

The Administration may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Consultant shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other MAA project assignments being completed by the Consultant.

- 3A. **Specific Type Firm Solicited:** The Consultant shall be proficient in the types of services listed herein and bring an experienced and expert staff to the Project. The Consultant should demonstrate, through similar project experience, sufficient and satisfactory expertise in professional program management services involving runways, taxiways, and aircraft ramps; NAVAIDS; associated airport structures and facilities; and other airside capital improvements at medium/large hub airports. The Consultant shall have demonstrated the ability to have successfully managed such improvements in an airport environment. The Consultant must also have demonstrated experience in implementing projects within Federal Aviation Administration (FAA) and other appropriate Federal, State & local agency(s) guidelines for design and construction compliance, and reimbursement. Additionally, the Consultant must have demonstrated capabilities for environmental, traffic, civil, structural, electrical and mechanical design, and other studies associated with airfield operations and facilities.

- 4A. **Required Information:** The Consultant shall submit one (1) original, six (6) bound copies, and one (1) copy electronically bound in PDF format on a CD, of its Expression of Interest, which shall include the following:

1. One (1) Letter of Interest - Limited to two (2) pages.  
The Letter of Interest must sufficiently address the following qualification criteria [one (1) paragraph each]:
  - a) General Competence, specifically the local project office;

- b) Past airfield project management performance at airports ranked in top 50 domestic airports, according to Airports Council International; specifically managed by the local project office.
  - c) Compatibility of the size of the firm's local project office with the size of the proposed project; and
  - d) Capacity of the local project office to accomplish proposed work in required time.
2. One (1) US Government Form SF 255.
  3. One (1) US Government Form SF 254 for each firm, including each subconsultant, proposed.
  4. Organizational Chart containing only On-Site Key Staff and Off-Site Support Staff corresponding to the type of expertise required by MAA for airfield/airside improvement projects. For every individual proposed for this project and shown on the organizational chart, the chart shall clearly show their company affiliation and their current assigned permanent office location. Additionally, the consultant shall note on the organization chart the prime's proposed local project office address, the number of professional staff employed in the local project office, and the number of professional staff supporting this program. Do not list or include resumes for individuals that are not proposed as On-Site Key Staff or Off-Site Support Staff.
  5. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

- NOTE:
- a) Additionally, the following shall be submitted:
    - i. One (1) unbound copy of the Letter of Interest.
    - ii. One (1) unbound SF 254 Form for those firms, including subconsultants that are not currently on file with the Consultant Services Division.

- b) 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. Submittals using SF330 will not be accepted.

**5A. Requirements - Documentation:**

1. In completing the SF 255 Form Item #4 Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the project office location proposed. If more than one location is being proposed by the Consultant, the Consultant must clearly document each location proposed separately and show the total number of personnel by discipline for each location proposed. Subconsultant personnel are not to be included in Item #4 of the SF255.
2. The following On-Site Key Staff and Off-Site Support Staff composition and associated disciplines are considered of primary importance for this project and must be documented under Item #7 Key Staff. The Consultant is required to propose a team of On-Site Key Staff and Off-Site Support Staff corresponding to the type of expertise required by MAA. In proposing the team, the Consultant responding to this advertisement shall exercise its judgment for the individuals proposed not being placed in a conflict of interest as it relates to MAA's ongoing projects.
3. The information required for Item #7 Key Staff, shall be limited to the individuals identified below who are proposed for performing significant productive time on the Project. The Consultant must document in writing in Item #7 that the proposed On-Site Key Staff and Off-Site Support Staff individuals meet the following requirements:
  - a) The following On-Site Key Staff and Off-Site Support Staff are required for program management services associated with this project:

<b>MAA-AE-12-004</b>			
Program Management Consultant Services for BWI Marshall’s Runway Safety Area Program & Airfield/Airside Improvements			
<b>On-Site Key Staff</b>		<b>Off-Site Support Staff</b>	
1	Program Director	1	Airfield Electrical Engineer
2	Engineering Project Manager	2	Pavement Engineer
3	Airport Engineer	3	Civil Engineer
4	QA/QC Engineer	4	Structural Engineer
		5	Environmental Planner

- NOTE:
- i. “On-Site Key Staff” is defined as full-time or part-time presence of all or select number of proposed On-Site Key Staff, as directed by MAA, at the MAA offices performing assigned duties under the direct supervision of MAA’s Director of the Office of Design & Construction or his designee. “Off-Site Support Staff” are those individuals that are located in the consultant’s office, but may, at the MAA’s direction, be required to work at the MAA offices.
  - ii. Notwithstanding the required expertise, the same individual(s) may be proposed on both contracts advertised herein.

b) The proposed Program Director must be the employee of the Prime Consultant; must be licensed in the State of Maryland at the time of Expression of Interest submittal; hold a position of Vice President of the company or equivalent company officer with authority to be able to commit the company, its resources, and its expertise to MAA's projects based on MAA's schedules and requirements; must have been the Project Manager on at least one Airfield Improvement Program exceeding \$250 million in total value; must be located full-time in the local project office location proposed; and must have at least fifteen (15) years of documented

project management and design experience preferably in airport design.

- c) The proposed Engineering Project Manager must be the employee of the Prime Consultant; must be licensed in the State of Maryland at the time of Expression of Interest submittal; must be an officer of the company with authority to be able to commit the company, its resources, and its expertise to MAA's projects based on MAA's schedules and requirements; must have been Key Staff on at least one Airfield Improvement Program exceeding \$250 million in total value must be located full-time in the local project office location proposed; and must have at least ten (10) years of documented project management and design experience preferably in airfield design.
- d) It is encouraged, but not required, that all of the proposed On-Site Key Staff personnel be employees of the Prime Consultant and be located at the local project office location proposed. However, it is required that at least two (2) of the proposed staff be employees of the Prime Consultant and be located full-time at the project office location at the time of Expression of Interest submittal.
- e) All members of the proposed On-Site Key Staff and Off-Site Support Staff, except the Environmental Planner, shall be Professional Engineers registered in the United States, with demonstrated expertise in the disciplines listed above. At least five (5) of these individuals must be licensed in the State of Maryland.
- f) Where State of Maryland Registrations are required for the professional On-Site Key Staff and Off-Site Support Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and indicate the Maryland License Registration Certificate Number for the individual.

NOTE: With the exception of the Program Director and the Engineering Project Manager, the MAA will allow consultants qualified professional engineers and architects that are currently registered in other states to be part of the consultant's team with the status of "Maryland Registration Pending" for those individuals at the time of Expression of Interest submittal. Where a consultant proposes an out of state professional engineer or architect, the consultant shall include on line "f" of Item #7 of SF 255 the words "Maryland Registration Pending" along with the license registration number and the US State where the individual is currently registered. Failure of the Consultant to properly document On-Site Key Staff and Off-Site Support Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

g) The On-Site Key Staff and Off-Site Support Staff individual experiences set forth must have been performed within the past ten (10) years.

4. The information required for Item #8 Similar Projects, shall be limited to four (4) projects and shall not exceed one (1) page in total length for each project. At least one (1) of the projects cited must be exclusively Airfield Program Management Consulting services involving a major airport. All four (4) projects cited must be projects where the Consultant's local office was the prime firm responsible for the project, and the work was completed within the past ten (10) years and dates should be provided for the projects. Do not include extra projects or projects that the local project office has not been the prime. Firms should list references with a

point of contact and current/accurate email address and current/accurate telephone number for the agencies at which such projects have been completed. References will be checked. It is the consultant's responsibility to assure this information is accurate and current; otherwise it could result in lower rating for the consultant in this area.

- a) For all four (4) projects cited above, the Consultant shall demonstrate and identify that at least one member of the On-Site Key Staff proposed has been involved in such project in the capacity proposed herein. The individual Key Staff's role/position on each project cited must be noted respectively.
- b) The Consultant shall demonstrate and identify at least two (2) of the On-Site Key Staff proposed have worked as a team on at least one (1) of the projects cited above.

5. Item #10 of the SF 255 shall be limited to two pages.

6A. **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, 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 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 Prime firm(s) or DBE subconsultant(s) proposed for goal attainment indicating:

- a. the proposed work,
- b. percentage of total work, and
- c. MDOT certification number,

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 Eighteen Percent (18%) Has Been Established For DBEs.**

7A. **Project Representative:** Paula Davis at pdavis1@bwiairport.com

8A. **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.

- 9A. **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.
- 10A. **Rating Criteria:** The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
1. **Key Staff** - Experience relative to the types of services described in A.2A and A.3A; requirements as described in A.5A; years of experience; location of the individual On-Site Key Staff and Off-Site Support Staff relative to the prime's local project office.
  2. **Consultant Team (prime firm/subconsultants)** - Experience of the local project office relative to the types of services described in A.3A. Specific Type Firm Solicited. The Consultant should identify each proposed subconsultant and the specific area and magnitude of involvement of each firm.
  3. **Experience** - Similar project experience and past performance working on MAA projects or similar work. The Consultant should refer to requirements described under A.5.4.

4. **Compatibility and Capacity** – Compatibility of size of local project office with size of proposed project; capacity of the local project office to accomplish proposed work in required time.
5. **Firm’s Location** – Project office location proposed.
6. **MBE/DBE** - Past performance in achieving MBE/DBE Goals. This Information should be provided for each of the projects listed in Item #8 of SF255 and should be documented within Item #8 and/or Item #10 of SF255.

Ratings developed in the short list process for On-Site Key Staff and Off-Site Support Staff individuals may be retained and used in the final selection process. MAA must be notified in writing of any substitution of On-Site Key Staff or Off-Site Support Staff members after Expression of Interest has been submitted. The MAA will re-evaluate the individual(s) substituted using the same criteria used at the Expressions of Interest stage. This may result in a revised score and subsequent elimination of the firm from being short listed. Failure by the Consultant to advise MAA of substitutions will result in the individual(s) substituted not to be scored in the final selection process. All scores will remain confidential for short-listed firms until after final selection.

- 11A. **Submittal Requirements:** By submitting an Expression of Interest, a firm is certifying that all work will be performed in conformance with applicable local, State and Federal laws and regulations, and the Equal Employment Opportunity and DBE requirements.

**RESPOND BY:**        **May 17, 2011 prior to 4:00:00 P.M.**

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

B. Contract Number: **MAA-AE-12-005 (value: \$3-\$5 million)**  
Program Management Consultant Services for Landside and Building/Terminal Facility Improvements

- NOTE:
1. Firm(s) that is selected by MAA as a prime to provide design services for “BWI Marshall’s Terminal Modernization and Improvements Program, Phase I, Contract Number MAA-AE-10-001” is not permitted to respond to the Contract Number MAA-AE-12-005 as a prime or a subconsultant.
  2. The prime consultants responding to this advertisement are responsible for avoiding any conflicts of interest in selecting their subconsultants for this project.
  3. The subconsultants, involved with the design of MAA projects shall not manage, oversee, and/or review their own work. The prime’s QA/QC shall ensure against any conflicts of interest.

1B. **Project Description:** The MAA is seeking consultant assistance to perform Comprehensive Program Management Consultant Services at Baltimore/Washington International Thurgood Marshall, Martin State, and other Airports. It is the intent of the MAA to enter into one contract for these services. The Consultant selected for this project shall provide on-call and/or on-site professional program management staff for Program Management Consulting services consisting of individual project assignments consistent with MAA’s requirements over an eight (8) year period. All work will be by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order. It is anticipated that project assignments will be funded with State, Federal, and/or other funds. Contract awards will be in accordance with the final ranking of the Reduced Candidate List in descending order, and are subject to approval by the Maryland Department of Transportation and the Board of Public Works.

2B. **Consultant Services Required:** The Consultant shall provide architects, engineers, and other professionals as necessary to provide Program Management Consulting services associated with the projects in MAA’s Consolidated Transportation Program, which include, but is not limited to, the design and

construction of BWI Marshall's Terminal Modernization Program, Phase I; and other landside and building/terminal facilities and associated systems. The Consultant shall provide program management for MAA initiatives that may include, but not be limited to, supervision and management of project planning, environmental, design, procurement, and construction phases for buildings and landside projects (which at minimum involves document reviews, proposal reviews, cost estimate reviews, schedule reviews, meetings, permit coordination, coordination with internal and external stakeholders, bidding, procurement, and construction coordination, etc.) In conjunction with the program management, consultant will support MAA in monitoring Capital Improvement Projects cost estimates and schedules; development of program budget, finance, and cash flow analysis and reports; conducting value engineering/peer reviews and constructability reviews; setting up project/program website; providing cost estimating and scheduling services; program phasing and funding analysis; providing surveying and geotechnical investigations; providing graphic design and CAD support; preparing and conducting presentations; and performing miscellaneous designs, studies, and investigations. The consultant shall also be engaged in conducting or coordination of various elements of programs involving public affairs and community relations; assist in applying for and obtaining Federal funding; environmental documentation and permitting; right-of-way acquisition plans, property and easement acquisitions; obstruction and clearing activities; subsurface utility engineering; and management and update of MAA's GIS and Airport Engineering Information System programs. The consultant shall also provide other professional services as required, which may include services to be provided by undesignated or specialty subconsultants that may be required by MAA for specific tasks under the contract.

The Administration may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Consultant shall have and demonstrate the ability and manpower to respond to and act

immediately on project assignments without any delay and interruption to other MAA project assignments being completed by the Consultant.

- 3B. **Specific Type Firm Solicited:** The Consultant shall be proficient in the types of services listed herein and bring an experienced and expert staff to the Project. The Consultant shall demonstrate, through similar project experience, sufficient and satisfactory expertise in professional program management services involving architectural and engineering design of terminal buildings and associated systems; other airport structures and facilities; roadways; bridges; parking facilities; and other landside/building capital improvements at medium/large hub airports. The Consultant shall have demonstrated the ability to have successfully managed the integration of said improvements both functionally and aesthetically into an airport environment. The consultant shall demonstrate their experience in the program management and design associated with various building systems elements, including Baggage Handling Systems; Controlled Access Security, CCTV; Fire Alarm Systems; Building Automation Systems; FIDS & BIDS; etc. The Consultant must also have demonstrated experience in implementing projects within Transportation Security Administration (TSA), Federal Aviation Administration (FAA), Customs and Boarder Protection (CBP), and other appropriate Federal, State, and local agency(s) guidelines for design and construction compliance, and reimbursement. Additionally, the Consultant must have demonstrated capabilities for architectural, environmental, traffic, civil, structural, electrical and mechanical design, and other studies associated with airport building systems and facilities.
- 4B. **Required Information:** The Consultant shall submit one (1) original, six (6) bound copies, and one (1) copy electronically bound in PDF format on a CD, of its Expression of Interest, which shall include the following:
1. One (1) Letter of Interest - Limited to two (2) pages.

The Letter of Interest must sufficiently address the following qualification criteria [one (1) paragraph each]:

- a) General Competence, specifically the local project office;
  - b) Past building/terminal project management experience at airports ranked in top 50 domestic airports, according to Airports Council International;
  - c) Compatibility of the size of the firm's local project office with the size of the proposed project; and
  - d) Capacity of the local project office to accomplish proposed work in required time.
2. One (1) US Government Form SF 255.
  3. One (1) US Government Form SF 254 for each firm, including each subcontractor, proposed.
  4. Organizational Chart containing only the On-Site Key Staff and Off-Site Support Staff corresponding to the type of expertise required by MAA for building/terminal and landside facility improvements/expansion projects. For every individual proposed for this project and shown on the organizational chart, the chart shall clearly show their company affiliation and their current assigned permanent office location. Additionally, the consultant shall note on the organization chart the prime's proposed local project office address, the number of professional staff employed in the local project office, and the number of professional staff supporting this program. Do not list or include resumes for individuals that are not proposed as On-Site Key Staff or Off-Site Support Staff.
  5. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

- NOTE:
- a) Additionally, the following shall be submitted:
    - i. One (1) unbound copy of the Letter of Interest.

- ii. One (1) unbound SF 254 Form for those firms, including subconsultants that are not currently on file with the Consultant Services Division.
- b) 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. Submittals using SF330 will not be accepted.

**5B. Requirements - Documentation:**

1. In completing the SF 255 Form Item #4 Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the project office location proposed. If more than one location is being proposed by the Consultant, the Consultant must clearly document each location proposed separately and show the total number of personnel by discipline for each location proposed. Subconsultant personnel are not to be included in Item #4 of the SF255.
2. The following On-Site Key Staff and Off-Site Support Staff composition and associated disciplines are considered of primary importance for this project and must be documented under Item #7 Key Staff. The consultant is required to propose a team of On-Site Key Staff and Off-Site Support Staff corresponding to the type of expertise required by MAA. In proposing the teams, the Consultant responding to this advertisement shall exercise its judgment for the individuals proposed not being placed in a conflict of interest as it relates to MAA's ongoing projects.
3. The information required for Item #7 Key Staff, shall be limited to the individuals identified below who are proposed for performing significant productive time on the Project. The Consultant must document in writing in Item #7 that the proposed On-Site Key Staff and Off-Site Support Staff individuals meet the following requirements:

- a) The following On-Site Key Staff and Off-Site Support Staff are required for program management services associated with this project:

<b>MAA-AE-12-005</b>			
Program Management Consultant Services for Landside and Building/Terminal Facility Improvements			
<b>On-Site Key Staff</b>		<b>Off-Site Support Staff</b>	
1	Program Director	1	Mechanical Engineer
2	Architectural Project Manager	2	Electrical Engineer
3	Design Architect	3	Structural Engineer
4	Civil Engineer	4	System Engineer (communications, security, and similar systems)
5	QA/QC Architect	5	Interior Designer
		6	Environmental Planner
		7	Sustainability Designer
		8	Baggage Handling System Specialist

- NOTE:
- i. “On-Site Key Staff” is defined as full time or part time presence of all or select number of proposed On-Site Key Staff, as directed by MAA, at the MAA offices performing assigned duties under the direct supervision of MAA’s Director of the Office of Design & Construction or his designee. “Off-Site Support Staff” are those individuals that are located in the consultant’s office, but may, at the MAA’s direction, be required to work at the MAA offices.
  - ii. Notwithstanding the required expertise, the same individual(s) may be proposed on multiple teams.

- b) The proposed Program Director must be the employee of the Prime Consultant; must be licensed in the State of Maryland at the time of Expression of Interest submittal; hold a position of Vice President of the company or equivalent company officer with

authority to be able to commit the company, its resources, and its expertise to MAA's projects based on MAA's schedules and requirements; must have been the Project Manager on at least one Terminal, Building, and Landside Improvement Program exceeding \$250 million in total value; must be located in the local project office location proposed; and must have at least fifteen (15) years of documented project management and design experience preferably in airport terminal/facilities design.

- c) The proposed Architectural Project Manager must be the employee of the Prime Consultant; must be licensed in the State of Maryland at the time of Expression of Interest submittal; must be a company officer with authority to be able to commit the company, its resources, and its expertise to MAA's projects based on MAA's schedules and requirements; must have been the Key Staff on at least one Terminal, Building, and Landside Improvement Program exceeding \$250 million in total value; must be located in the local project office location proposed; and must have at least ten (10) years of documented project management and design experience preferably in airport terminal design.
- d) It is encouraged, but not required, that all of the proposed On-Site Key Staff personnel be employees of the Prime Consultant and be located at the local project office location proposed. However, it is required that at least two (2) of the proposed On-Site Key Staff personnel be employees of the Prime Consultant and be located at the proposed project office location at the time of Expression of Interest submittal.
- e) All members of the proposed On-Site Key Staff and Off-Site Support Staff, with the exception of Environmental Planner, Baggage Handling System Specialist, and System Engineer, shall be either Professional Engineers or Registered Architects

registered in the United States, with demonstrated expertise in the disciplines listed above. At least six (6) of the individuals proposed must be licensed in the State of Maryland.

- f) Where State of 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 indicate the Maryland License Registration Certificate Number for the individual.

NOTE: With the exception of the Program Director and the Architectural Project Manager, the MAA will allow consultants qualified professional engineers and architects that are currently registered in other states to be part of the consultant's team with the status of "Maryland Registration Pending" for those individuals at the time of Expression of Interest submittal. Where a consultant proposes an out of state professional engineer or architect, the consultant shall include on line "f" of Item 7 of SF 255 the words "Maryland Registration Pending" along with the license registration number and the US State where the individual is currently registered. Failure of the Consultant to properly document On-Site Key Staff and Off-Site Support Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

- g) The On Site Key Staff and Off-Site Support Staff individual experiences set forth must have been performed within the past ten (10) years.

4. The information required for Item #8 Similar Projects, shall be limited to four (4) projects and shall not exceed one (1) page in total length for each project. At least one (1) of the projects cited must be exclusively Program Management Consulting services, preferably associated with major airport Terminal, Buildings, and Landside improvements.. All four (4) projects cited must be projects where the Consultant's local project office was the prime firm responsible for major design projects, and the design work was completed within the past ten (10) years and dates should be provided for the projects. Do not include extra projects or projects that the local project office has not been the prime. Firms should list references with a point of contact and current/accurate email address and current/accurate telephone number for the agencies at which such projects have been completed. References will be checked. It is the consultant's responsibility to assure this information is accurate and current; otherwise it could result in lower rating for the consultant in this area.

- a) For all four (4) projects cited above the Consultant shall demonstrate and identify that at least one proposed member of the On-Site Key Staff proposed has been involved in such project in the capacity proposed herein. The individual Key Staff's role/position on each project cited must be noted respectively.
- b) The Consultant shall demonstrate and identify at least two (2) of the On-Site Key Staff proposed have worked as a team on at least one (1) of the projects cited above.

5. Item #10 of the SF 255 shall be limited to two pages.

6B. **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, 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 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 Prime firm(s) or DBE subconsultant(s) proposed for goal attainment indicating:

- a. the proposed work,
- b. percentage of total work, and
- c. MDOT certification number,

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 Eighteen Percent (18%) Has Been Established For DBEs.**

- 7B. **Project Representative:** Paula Davis at pdavis1@bwiairport.com
- 8B. **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.
- 9B. **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.
- 10B. **Rating Criteria:** The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
1. **Key Staff** - Experience relative to the types of services described in B.2B and B.3B; requirements as described in B.5B; years of experience; location of the individual On Site Key Staff and Off-Site Support Staff relative to the local project office.
  2. **Consultant Team (prime firm/subconsultants)** - Experience of the local project office relative to the types of services described in B.3B. Specific Type Firm Solicited. The Consultant should identify each proposed

subconsultant and the specific area and magnitude of involvement of each firm.

3. **Experience** - Similar project experience and past performance working on MAA projects or similar work. The Consultant should refer to requirements described under B.5.4.
4. **Compatibility and Capacity** – Compatibility of size of local project office with size of proposed project; capacity of the local project office to accomplish proposed work in required time
5. **Firm’s Location** - Project office location proposed.
6. **MBE/DBE** - Past performance in achieving MBE/DBE Goals. This Information should be provided for each of the projects listed in Item #8 of SF255 and should be documented within Item #8 and/or Item #10 of SF255.

Ratings developed in the short list process for On-Site Key Staff and Off-Site Support Staff individuals may be retained and used in the final selection process. MAA must be notified in writing of any substitution of On-Site Key Staff or Off-Site Support Staff members after Expression of Interest has been submitted. The MAA will re-evaluate the individual(s) substituted using the same criteria used at the Expressions of Interest stage. This may result in a revised score and subsequent elimination of the firm from being short listed. Failure by the Consultant to advise MAA of substitutions will result in the individual(s) substituted not to be scored in the final selection process. All scores will remain confidential for short-listed firms until after final selection.

- 11B. **Submittal Requirements:** By submitting an Expression of Interest, a firm is certifying that all work will be performed in conformance with applicable local, State and Federal laws and regulations, and the Equal Employment Opportunity and DBE requirements.

**RESPOND BY:**      **May 17, 2011 prior to 4:00:00 P.M.**

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