

# PENNSYLVANIA TURNPIKE COMMISSION

## RETENTION OF AN ARCHITECTURAL/ENGINEERING FIRM

### Design of the Westgate Service Plaza

#### Reference No. 1-122

The Pennsylvania Turnpike Commission is seeking interested firms to submit Letters of Interest for Architectural/Engineering design services for the construction of a new Service Plaza in the far Western portion of the Turnpike system. This project will include all design work for buildings necessary to meet the various programmatic needs for the full service plaza, which will include restaurant/dining operations, convenience store, restrooms, vehicle fueling, traveler information center, farmers' market, etc. Also included is design for all plaza site work for parking, lighting, pedestrian walkways, canopies, picnic areas, landscaping, security features, etc., and design of all civil engineering for the site and the interchange—including; a bridge over the Turnpike, ramps, ramp lighting, etc.

Questions and inquiries concerning this Project should be directed to Mr. Don Santostefano at 717.986.9627, or by e-mail at [dsantost@paturnpike.com](mailto:dsantost@paturnpike.com).

The following factors will be considered by the Commission during the evaluation of the firms submitting Letters of Interest for these projects:

- a. Specialized experience and technical competence of prime consultant and subconsultants. The Team must clearly demonstrate an ability to analyze available data to make decisions and develop documents to complete the project in a timely and cost effective manner.
- b. Past record of performance with respect to cost control, work quality, ability to meet schedules and previous experience on similar projects. The consultant should identify similar projects that have been completed by that firm as the prime, the magnitude of the project, and the client.
- c. The specific experience and number of individuals who constitute the firm.
- d. Location of consultant's office where the work will be performed.
- e. Workload of the prime consultant and subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.
- f. Other factors, if any, specific to the project.

## GENERAL REQUIREMENTS AND INFORMATION

Firms interested in providing the above work and services are invited to submit a Letter of Interest with the required information. The Letters of Interest must include the following:

1. One page transmittal letter clearly identifying the project reference number, brief description of the project from the advertisement, the firm's federal identification number, the firm's legal name, contact person or project manager, address of corporate office and project office. (If the firm has multiple offices, the location of the office performing the work must be identified).
2. A three (3) page expression of interest on the advertised project. Each firm should demonstrate their ability to perform the specific requirements indicated for the project and provide explanation that the firm has successfully completed similar type projects of the same magnitude.
3. An organization chart for the Project, identifying key personnel and any subconsultants and their roles. Any deviation from the subconsultant's listed in the letter of interest will require written approval from the Commission.
4. Tabulation of workload for the prime consultant and all subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.
5. The package must include the following:
  - Standard Form (SF) 254 - Architect-Engineer and Related Services Questionnaire in its entirety, not more than one (1) year old as of the date of the advertisement.
  - Resumes of key personnel expected to be involved in the project. (limit to one (1) 8 1/2 x 11 page, one (1) side, per person) . Only resumes of key personnel should be included.
  - Copy of the firm's registration to do business in the Commonwealth as provided by the Department of State for firms with out-of-state headquarters or corporations not incorporated in Pennsylvania.
  - A copy of the Department's DBE/WBE Certification, if applicable.

If a Joint Venture responds to a project advertisement, the Commission will not accept separate letters of interest from joint venture constituents. A firm will not be permitted to submit a letter of interest on more than one (1) joint venture for the same project reference number. Also, a firm that responds to a project as a prime may not be included as a designated subconsultant to another firm that responds to the same project advertisement. This does not preclude a firm from being set forth as a designated subconsultant to more than one prime consultant responding to the project advertisement.

The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman firms in contracting opportunities. The minimum participation level for DBE/MBE/WBEs in this contract will be 5%. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in these contracts, in their letter of interest. If the selected firm does not meet the minimum requirement for DBE/MBE/WBE participation, they will be required to demonstrate good faith efforts to achieve the required level. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Department of Transportation at the time of the submission of the letter of interest. **If further information is desired concerning DBE/MBE/WBE participation**, direct inquiries to the

Contracts Administration Department, Pennsylvania Turnpike Commission by calling (717) 939-9551 Ext. 4241.

Firms interested in performing the above services are invited to submit a letter of interest and required information to Mr. Don Santostefano, Facilities Manager, at the PA Turnpike Commission Administration Building located at 176 Kost Road, Carlisle, PA 17013-0779. (FedEx address: 176 Kost Road, Carlisle, PA 17013-0779) (Mailing Address: P. O. Box 67676, Harrisburg, PA 17106-7676).

The Letter of Interest and required information must be received by 12:00 PM (noon), Local Time, Friday, March 2, 2001. Any letters of interest received after this date and time will be time-stamped and returned.

Based on an evaluation of acceptable letters of interest received in response to these solicitations, one (1) firm will be selected for this project. The order of preference will be established for the purpose of negotiating an agreement with the highest ranked firm established by the Technical Review Committee and approved by the Selection Committee. Technical Proposals or Requests for Proposals will not be requested prior to selection.

The Commission reserves the right to reject all letters of interest, to cancel solicitation requested under this notice, and/or to re-advertise solicitation for the work and services.

Bradley L. Mallory  
Chairman