The PENNSYLVANIA TURNPIKE COMMISSION will retain a firm to provide facilitation services for several Design Advisory Teams (DATs) to be established for the Mon/Fayette PA Route 51 to I-376 Project. It is anticipated that five (5) separate DATs will be formed for the project. The location of the five DATs identified in the Environmental Impact Statement (EIS) are: Dravosburg, Turtle Creek, Braddock/Rankin/Swissvale, Nine Mile Run, and Glenwood to Bates.

Overall Project Description-The proposed project is construction of a four-lane limited access, tolled expressway between PA Route 51 in Jefferson Hills and the Parkway East (I-376) at Monroeville and Pittsburgh. Specific information concerning the project is detailed in the FEIS, which was approved for circulation on January 8, 2004.

Specific Assignment- Due to the widespread interest expressed by a number of project stakeholders, the concept of community representatives working together with designers has emerged as a preferred approach to meeting the needs of stakeholder participation during the Final Design of the Mon/Fayette PA Route 51 to I-376 Project. In response, as documented in the EIS for the project, a commitment has been made to form a total of five Design Advisory Teams (DATs) in communities where the input of local stakeholders is required during the final design phase of the project. The DAT members will work together to evaluate and recommend features to be considered for incorporation into the project that will enhance their communities, further minimize/mitigate impacts, and be compatible with the communities’ goals and plans, while still meeting the transportation needs of the PA 51 to I-376 project. As this project is very complex and traverses highly developed areas and a number of urban communities, a strong need for experienced facilitation and conflict resolution is anticipated.

Specific work tasks included in this assignment include but are not limited to: facilitation of monthly meetings for each DAT, development of meeting agendas and minutes, development of DAT charters, coordination of DAT memberships, resolution of conflicts, compliance with PA Transportation Development Process, attendance at additional project meetings, and the facilitation of information flow among the DATs, members of the design team and the media.
The Commission will consider the following factors during the evaluation of the Statements of Interest for this project:

a. Specialized experience and technical competence of the firm and any subconsultants.
b. Past record of performance on transportation assignments. The firm should identify similar projects that have been completed by the firm, the magnitude of the project, and the name of the client.
c. The specific experience and the number of individuals who constitute the firm.
d. The location of the office where work will be performed.
e. Workload of the firm and any subconsultants.
f. Other factors, if any, specific to the project.

Address these items and any necessary further details in a brief yet comprehensive manner in the Statement of Interest.

The goal of DBE participation in this contract will be 12%. Firms expressing interest in this project must agree to ensure that Disadvantaged Business Enterprise (DBE) firms as defined in the Transportation Equity Act for the 21st Century (TEA-21) and currently certified by the Department of Transportation shall have the maximum opportunity to participate in any subcontracting or furnishing supplies or services approved under Form 442, Section 1.10(a). The act requires that firms owned and controlled by women (WBEs) be included, as a presumptive group, within the definition of Disadvantaged Business Enterprise (DBE). Responding firms shall make good faith efforts to meet the DBE goal using DBEs (as they are defined prior to the Act, WBEs or combinations thereof). Proposed DBE firms must be certified at the time of submission of the Statement of Interest. If the selected firm fails to meet the established goal, it shall be required to demonstrate its good faith efforts to attain the goal.

"Certified" means a DBE certified by any of the following agencies: Allegheny County, Office of Minority, Women and Disadvantaged Business Enterprises; City of Philadelphia, Minority Business Enterprise Council; Pennsylvania Department of Transportation, Bureau of Equal Opportunity; Port Authority of Allegheny County, Office of Equal Opportunity; or Southeastern Pennsylvania Transportation Authority, Small & Disadvantaged Business Utilization Department. If further information is desired concerning DBE/MBE/WBE participation, direct inquiries Mr. U. Harold Levy, Business Enterprise and Compliance Specialist, at (717) 939-9551 Ext. 4251, or by e-mail at hlevy@paturnpike.com.

Direct inquiries about this advertisement to Mr. Frank J. Kempf, Jr., at 717-939-9551, extension 3631; or by e-mail at fkempf@paturnpike.com. Direct contractual questions to Mr. George M. Hatalowich at (717) 986-8737; or by e-mail at ghatalow@paturnpike.com.
GENERAL REQUIREMENTS AND INFORMATION

Firms interested in providing the above work and services are invited to submit a Statement of Interest with the required information. The Statements 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 (maximum) expression of interest on the advertised project. Each firm should demonstrate their ability to perform the specific requirements indicated for each project and provide explanation of the technical approach.

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 statement of interest will require written approval from the Commission.

4. Tabulation or listing of workload for the firm and all subconsultants. Do not graphically represent the firm’s workload.

5. A Consultant Qualification Package similar to the one submitted to the Pennsylvania Department of Transportation for the current year or one that is best suited for this project. A copy of the Consultant Qualification Package printed directly from PaDOT’s ECMS website is acceptable.

The Consultant Qualification Package should contain, at a minimum, the following information for the firm and all subconsultants and attached to the back of the statement of interest (subs to follow primes) The Qualification Packages should be kept as brief as possible. Only include pertinent information as it relates to the following:

- ECMS General Information and Project Experience Forms or Standard Form (SF) 254 - Architect-Engineer and Related Services Questionnaire in its entirety, either 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 two (2) 8 1/2 x 11 pages, 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 Statements of Interest from joint venture constituents. A firm will not be permitted to submit a Statement 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.

Firms interested in performing the above services are invited to submit one (1) copy of a statement of interest and required information to Mr. George M. Hatalowich, Manager, Contract Administration, at the PA Turnpike Commission Administration Building located at 700 South Eisenhower Boulevard, Middletown, PA 17057 (Street address). Our mailing Address is P. O. Box 67676, Harrisburg, PA 17106-7676.

The statement of interest and required information must be received by 12:00 PM (noon), Local Time, Friday, March 12, 2004. Any statements of interest received after this date and time will be time-stamped and returned.

Based on an evaluation of acceptable statements of interest received in response to this solicitation, firms will be shortlisted for this project. Oral presentations, interviews, and Technical Proposals will be requested from the shortlisted firms prior to the establishment of the final ranking. An 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 Commission.

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

Mitchell Rubin
Chairperson