

# **PENNSYLVANIA TURNPIKE COMMISSION**

## **RETENTION OF AN ENGINEERING OR CONSTRUCTION MANAGEMENT FIRM**

**Construction Inspection / Project Management Services  
Lebanon/Lancaster Interchange Expansion  
Milepost 266, Lancaster County**

### **Reference No. 3-161**

The Pennsylvania Turnpike Commission may retain an Engineering or Construction Management firm for construction Inspection / Project Management services on the Lebanon/Lancaster Interchange Expansion Project, Milepost 266, in Lancaster County, Pennsylvania. The agreement would include services during the design and construction phase. Tasks would include pre-construction reviews, construction inspection, management, administration and documentation services. The selected firm will be expected to provide extensive coordination efforts between the various construction contracts and impacted utilities during the construction phase.

Construction of this Project is anticipated to include the rehabilitation and reconfiguration of the existing toll facilities, roadway, and structures, at Interchange 266 on the Pennsylvania Turnpike in Lancaster County. The existing plaza, consisting of 5 toll lanes with a small utility building, will be expanded to include 7 lanes and a new utility building. The bridge at Interchange 266 will be replaced with a structure constructed parallel to the existing bridge. The ramps and roadways will be modified to meet the alignment of the new bridge and toll facilities. The work is anticipated to be performed under four separate prime contracts – General, Plumbing, Electrical and HVAC work. The total estimated cost for the project is approximately \$11,000,000.00. The Consultant Agreement is anticipated to start in August 2004 and terminate in August 2006. Actual construction is anticipated to start in March 2005 and continue through June of 2006. Final Design is currently being completed.

We anticipated that the selected firm would provide a staff of approximately four (4) full time on-site construction inspection personnel, with sufficient office personnel, managers, engineers, scheduler, technicians, and clerical staff to support the field functions. The selected firm is expected to participate in the remaining design and project development meetings. The selected firm will be required to attend the prebid meetings and preconstruction conferences, write all project correspondence, and review and approve contractor's submissions. In addition, the selected firm will be required to keep records utilizing the Turnpike's Construction Documentation System (CDS) to document the construction progress. The selected firm will also be expected to prepare current and final estimates for payment to contractors, prepare change orders, conduct monthly job conferences, monitor monthly progress, provide liaison with affected utilities, communities and the press, conduct semifinal and final inspections, and determine the final quantities for each contract item. The firm will also be expected to handle public relation activities for the project, which would include but may not limited to, development and maintenance of a project web site, press conferences, answering customer questions, informational brochures, and other duties as required. Effectuated agency coordination prior to and during construction will also be required. Project close out activities, including as-built notation and electronic scanning of the project drawings, and merging and purging of office and field files, will be required.

Please note that the Selected Consultant, or its subconsultants, or any of its sister companies, cannot bid on any portion of the construction of the Lebanon Lancaster Interchange Expansion Project.

It should also be noted that the PTC might assign its field inspection personnel to this project as an addition to the Selected Firm's staff or in lieu of selected consultant's inspection staff on a temporary or permanent basis throughout the life of this project. The Selected Firm will be required to make any and all accommodations for our personnel.

Eighty percent (80%) of the inspection staff assigned to this Commission constructed project must meet the following Requirements:

1. Be certified by the National Institute for Certification in Engineering Technologies, (NICET) as a Transportation Engineering Technician - Construction Level 2 or higher.
2. Be registered as a professional engineer by the Commonwealth of Pennsylvania with one (1) year highway inspection experience acceptable to the Commission.
3. Be certified as an Engineer-in-Training by the Commonwealth of Pennsylvania with two (2) years of highway inspection experience acceptable to the Commission.
4. Hold a Bachelor of Science Degree in Civil Engineering or Civil Engineering Technology with two (2) years of highway inspection experience acceptable to the Commission.
5. Hold an Associate Degree in Civil Engineering Technology with three (3) years of highway inspection experience acceptable to the Commission.

The remaining twenty percent (20%) assigned to this project shall meet the following education and experience requirements:

Education - Graduation from High School or equivalent certification or formal training. Completion of a training program in construction inspection approved by the Commission may be substituted for High School graduation.

Experience - One (1) year of experience in construction inspection or workmanship which requires reading and interpreting construction plans and specifications, or one (1) year of experience in a variety of assignments involving the testing of materials used in highway or similar construction projects. A two (2) to four (4) year engineering college degree may be substituted for one (1) year of experience.

The Commission will consider the following factors during the evaluation of the firms submitting Statements of Interest for this project:

- a. Specialized experience and technical competence of prime consultant and subconsultants. The Team must clearly demonstrate an ability to coordinate multiple construction contracts, and manage large-scale public works projects.
- 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. Workload of the prime consultant and subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.
- e. 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 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 these contracts will be 10%. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in these contracts, in their statement 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 firms must be certified at the time of submission 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; Southeast Pennsylvania Transportation Authority, Small & Disadvantaged Business Utilization Department or Pa Department of General Services. **If further information is desired concerning DBE/MBE/WBE participation**, direct inquiries to Mr. U. Harold Levy, Business Enterprise and Compliance Specialist, at (717) 939-9551 Ext. 4251, or by email at [hlevy@paturnpike.com](mailto:hlevy@paturnpike.com).

Questions and inquiries concerning this Project should be directed to Mr. Matthew J. Wagner, P.E., at (717) 939-9551, Ext. 5210, or by email at [mwagner@paturnpike.com](mailto:mwagner@paturnpike.com). Contractual questions should be directed to Mr. George M. Hatalowich at (717) 986-8737; or by e-mail at [ghatalow@paturnpike.com](mailto: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 statement of interest on the advertised project. Each firm should demonstrate their ability to perform the specific requirements indicated for this project and provide explanation of the technical approach, stressing the Team's ability to coordinate several construction contracts.
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 prime consultant and all subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects. 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 prime consultant and all subconsultants and attached to the back of the statement of interest (subs to follow primes):

- 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. Multiple responses under any of the forgoing situations will cause the rejection of all responses of the firm or firms involved. 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 (one copy) and required information must be received by 12:00 PM (noon), Local Time, **Friday, May 14, 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 these solicitations, one (1) firm will be selected for this contract. 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 Commission. Technical Proposals will not be requested prior to the establishment of the final ranking.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the Statement of Interest due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements to assure the Statement of Interest complies with any changes in the published advertisement.

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