

# **PENNSYLVANIA TURNPIKE COMMISSION**

## **RETENTION OF AN ENVIRONMENTAL ENGINEERING FIRM**

### **Open End Contract Storage Tank Program Services (East) PTC Districts 3, 4, & 5**

#### **Reference No. 4-071**

The Pennsylvania Turnpike Commission will retain a firm to perform environmental engineering services for the Commission's Storage Tank (AST and UST) Program on an Open End Contract basis in the eastern portion of the state, generally PTC Districts 3, 4, & 5 (Mileposts 202 to 359, and A20 to A130). The contract will be for a period of five (5) years or \$1,500,000.00, whichever occurs first.

The type of tasks to be addressed may include, but are not limited to, the following:

Management of Commission's Storage Tank Program:

- a. Design services
- b. Operations monitoring
- c. Development of maintenance procedures
- d. Site assessments
- e. Development of remediation plans
- f. Certified tank inspections as required by the PADEP
- g. Construction inspection services
- h. Groundwater and soil characterization
- i. Implementation of state and federal regulations
- j. Report preparation for regulatory agencies
- k. Construction of minor tank modifications

The following factors will be considered by the Commission 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 analyze available data to make decisions and develop plans to complete a 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. 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).

Direct inquiries to Ms. Deann Metro at 939-9551, Extension 3731 or by e-mail at [dmetro@paturnpike.com](mailto:dmetro@paturnpike.com). Direct contractual questions 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 expression 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.
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) The Consultant 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.

A firm that responds to this solicitation as a prime may not be included as a designated subconsultant to another firm that responds to the same solicitation. 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 of 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, May 7, 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