

PENNSYLVANIA TURNPIKE COMMISSION

RETENTION OF A SURVEYING FIRM

Open End Contract For Surveying Services

Reference No. 3-167

The Pennsylvania Turnpike Commission will retain an engineering/surveying firm for Open End Contracts to provide surveying services. The Contract will be for surveying services throughout the Central portion of the Pennsylvania Turnpike System, generally Districts 2, 3 and 4. These surveying services may include: baseline stakeout, level runs, metes and bounds surveys, Right-of-Way surveys, topographic surveys, cross-section surveys, wetland location surveys, GPS surveys, aerial photogrammetry control surveys and construction surveys. The work to be performed on each specific project may include any or all of the above phases of work on various projects located throughout the Central portions of the Pennsylvania Turnpike System. The contract will be for a maximum cost of \$500,000.00, or for a period of two (2) years, whichever occurs first.

The surveying work must be performed in accordance with the requirements of applicable sections of the "Surveying And Mapping Manual", Publication 122M, Pennsylvania Department of Transportation, Bureau of Design and/or the "Specifications For Aerial Photography, Field Control Surveys, and Topographic Mapping" contained in Form 442, PA Department of Transportation, Bureau of Design Specifications For Consultant Engineering Agreements as directed by the Commission. The services will encompass a wide range of design related surveying efforts with the possibility of several different types of survey projects under short simultaneous completion schedules.

The firm may be required to provide topographic surveys; GIS data, aerial photogrammetry control surveys, survey worksheets, and GPS survey data in AutoCAD, DXF, ARC/INFO and Microstation formats. Translation capability to other CADD systems may be required.

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

- a. Specialized experience and technical competence of prime consultant and subconsultants. Firms should have prior experience in large-scale GPS control surveys for highway design.
- 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. Firms should have sufficient qualified permanent full-time personnel to complete survey assignments with short delivery schedules utilizing current state-of-the-art surveying instruments, equipment and software under the direct supervision of a PA registered Professional Land Surveyor.
- 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.

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

Questions and inquiries concerning this Project should be directed to Mr. Bradley J. Heigel, P.E. at 717/939-9551, Extension 5591, or by e-mail at bheigel@paturmpike.com. Direct contractual questions to Mr. George M. Hatalowich at (717) 986-8737; or by e-mail at ghatalow@paturmpike.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 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 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.

Small firms, Disadvantaged Business Enterprise (DBE) firms, and other firms who have not previously performed work for the Commission are encouraged to submit a statement of interest.

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 foregoing 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, September 17, 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