

# PENNSYLVANIA TURNPIKE COMMISSION

## RETENTION OF A DESIGN MANAGEMENT FIRM

I-76 (Pa Turnpike) Full Depth Roadway  
Reconstruction Projects, Pennsylvania

### Reference No. 2-074

The Pennsylvania Turnpike Commission will retain a Design Manager on an Open End Contract basis to provide project management services for the design development of four (4) full depth roadway reconstruction projects. The Design Manager will act as an agent of the Commission to manage, direct, and coordinate the efforts of four (4) reconstruction design teams. All project correspondence, except contractual issues, will be directed to the Design Manager for resolution and response.

Design Manager activities will include the review of the preliminary or final design activities and will continue through the bidding of the final mainline reconstruction contracts. The total reconstruction projects to be included under the scope of this contract are approximate Milepost 129-134 in Somerset and Bedford Counties, approximate Milepost 149-155 in Bedford County, approximate Milepost 174-180 in Fulton and Huntingdon Counties and approximate Milepost 242-245 in York County. The reconstruction projects include a combination of early-action structure and miscellaneous roadway contracts and major mainline reconstruction contracts. The projects have an estimated construction cost of \$300,000,000.

The prime Consultant for each of the four (4) reconstruction design teams are not eligible to be considered as a member of the Design Management Team. Subconsultants from the reconstruction design teams are eligible to be a subconsultant to the Design Manager; however, these subconsultants cannot be assigned by the Design Manager to projects in which they are directly involved with a Reconstruction Design Team. The Design Manager may consider a team approach in determining their subconsultants.

The selected Design Management Team is required to furnish a fully equipped office in Harrisburg, Pennsylvania area, conveniently accessible to the Commission's Administration Building. The office must include a conference room capable of seating 20 to 25 people. The Project Manager of the Design Management Team, as well as key staff, must be located in close proximity to the Commission's Administration Building.

The selected consultant will be required to provide a full-time, permanent staff of qualified and experienced professional engineers and support personnel required to maintain project control. In addition to the full-time staff, other in-house specialists may be required to assist with specific work tasks encountered. The Commission must approve the individual designated as the Project Manger of the Design Management Team.

Tasks required include, but are not limited to: prepare master schedules to coordinate all phases of the project; monitor schedules to assure compliance with the master schedule; monitor design costs to keep cost within budget; provide a tracking system for all correspondence; review of design submissions, preliminary and final right-of-way plans, design drawings, special provisions, specifications and estimates prepared by other consulting engineering firms; conduct design review meetings and plan checks; provide constructability reviews; review environmental items of work; coordinate required permit applications; standardize design details; coordinate design and right-of-way acquisition activities; and coordinate with PennDOT, environmental agencies, township officials, municipal authorities and utility companies by means of periodic meetings.

The Design Management Team responsibilities may also, on an as needed basis, include services to satisfy a need for Turnkey Right-of-Way Acquisition Services for the various reconstruction projects. Tasks required would include securing and compensating appraisers, title work, negotiations, settlement and closing services, condemnation assistance and relocation assistance and computation.

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 experience and competence on management of large-scale public works design projects and totally familiar with the Commission's reconstruction plan preparation and process.
- b. Past record of performance with respect to cost control, work quality ability to meet schedules and previous experience on management 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. Prior experience in right-of-way acquisition, relocation, and management and tracking services. Experience shown should be work done by individuals who will be assigned to this project. Studies or projects referred to should be identified and the name of the customer shown and contact information provided.
- d. The specific experience and number of individuals who constitute the firm.
- e. Location of consultant's office where the work will be performed.
- f. Workload of the prime consultant and subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.
- g. 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 (DBE/MBE/WBE) in contracting opportunities. The minimum participation level for DBE/MBE/WBEs in this contract will be 10%. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, 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/MBE/WBE firms must be certified at the time the selected Team executes a contract with the Commission.

“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 the Commission’s Contract Administration Department at (717) 939-9551, extension 4241.

Direct inquiries about this advertisement to Bradley J. Heigel, P.E., at 717-939-9551, extension 5591; or by e-mail at [bheigel@paturndpike.com](mailto:bheigel@paturndpike.com). Direct contractual questions to George M. Hatalowich at (717) 986-8737; or by e-mail at [ghatalow@paturndpike.com](mailto:ghatalow@paturndpike.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 five (5)-page statement of interest on the advertised project. Each response 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 projects that were designed by different design consultants.
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 or 330 - 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 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, June 3, 2005**. Any Statements 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 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