The Pennsylvania Turnpike Commission will retain an Architecture or Facilities Planning firm for long range planning services for Turnpike facilities, including maintenance, toll plaza, tunnel, and administration facilities. The planning effort will cover all existing and planned facilities owned by the Turnpike Commission across the Commonwealth.

OBJECTIVE
The objective of the Facilities Long Range Plan is to develop a comprehensive assessment of current and future facility needs. The planning process will result in recommendations for prioritizing capital projects and alternatives to meeting future facility needs. The plan will be coordinated with the Commission’s integrated Highway Long Range Plan, and other planning initiatives currently underway within the PTC.

WORK STATEMENT
The contract tasks will include assessment of PTC mission and existing long range plans, understanding of all internal operations as they impact the physical plant, evaluation of all existing facilities, benchmarking research with similar agencies and identification of “best practices” models, development of programmatic guidelines overall and for each facility type, establishment of a future needs report, and recommendations on means for achieving full implementation of the plan.

The work under this contract will occur as individual work orders, as needed. A first priority will be a long-range planning project for the Maintenance sites and facilities on the roadway. Other large-scale comprehensive projects are expected to focus on interchange facilities and office facilities. Smaller planning tasks may be regional or site-specific in nature.

The PTC recommends a planning process that identifies Strengths, Weaknesses, Opportunities and Threats, and results in recommendations predicated on a thorough understanding of these factors.

Project deliverables will include existing conditions analysis, recommendations of future practices and physical plant needs, detailed programming information for each facility site, and preliminary development budget(s).

Responding firms should demonstrate their experience in strategic planning and facility design for clients similar to the PTC. Knowledge of and experience with transportation and roadway maintenance issues are desirable.
CONTRACT REQUIREMENTS

The Commission and the selected firm will enter into an Open End contract for the planning services. The contract will be for a maximum cost of $750,000, or for a thirty-six (36) month period. The firm will be required to provide sufficient office personnel, managers, architects, engineers, technicians and clerical staff to support all requested services.

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 analyze available data to make decisions and develop plans to complete the project in a timely and cost-effective manner.

b. Past record of performance with respect to 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 Turnpike Commission projects.

e. LEED certification of design professionals on staff.

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.

Questions and inquiries concerning this Project should be directed to Maureen Guttman, AIA, at (717) 939-9551, Ext. 3690, or by email at mguttman@paturnpike.com. Contractual questions should be directed 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 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.

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 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 (sub to follow primes):

- ECMS General Information and Project Experience Forms or Standard Form (SF) 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.

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.

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.

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 project 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. Please note that use of U.S. Mail delivery does not guarantee delivery to this address by the time listed below for submission. Firms mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals.

The statement of interest and required information must be received by 12:00 PM (noon), Local Time, **Friday, March 10, 2006**. 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 project. 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. Technical Proposals will not be requested prior to the establishment of the final ranking.

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