

PENNSYLVANIA TURNPIKE COMMISSION

RETENTION OF ARCHITECTURAL FIRMS

Two (2) Open End Architectural Services Contracts Systemwide

Reference No. 3-219

The Pennsylvania Turnpike Commission will retain two (2) Architectural Firms on an open end contract basis to perform architectural design and construction services for a variety of facilities-related projects systemwide. The contracts will be for period of three years or \$750,000.00 each, whichever occurs first.

The architectural services may include, but are not limited to the following: studies, concept plans, preliminary/final designs, production of construction documents suitable for public competitive bidding, review of project submittal and construction phase services for multiple projects performed simultaneously under short completion schedules. The architectural services will be associated with buildings in the Turnpike inventory, such as, administrative offices, toll plaza structures, maintenance facilities, tunnels, etc. and will include the renovation and repair of existing buildings/facilities. The firms will be required to provide sufficient office personnel, managers, architects, engineers, technicians and clerical staff to support all requested services.

The following factors are listed in order of importance and will be considered by the Commission during the evaluation of the firms submitting Statements of Interest for this project:

- a. Experience and technical competence of prime consultant and subconsultants for the type of services that are requested and the firm's ability to handle multiple facility related project assignments with short delivery schedules. The firm must clearly demonstrate an ability to meet staffing needs, analyze available data to make decisions, and develop documents to complete the projects 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 open-end contracts. 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 of key staff relevant to the requested services as well as number of individuals who constitute the firm.
- d. Provide discussion on the firm's QA/QC program and how the firm will ensure the accuracy and completeness of all deliverables.
- e. Workload of the prime consultant and subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.
- f. LEED certification of design professionals on staff.
- g. DBE/MBE/WBE certification if applicable or the inclusion of DBE/MBE/WBE certified firms on the project team.

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

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). In addition, identify the CADD format to be used on the project.
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 each project and provide explanation of the technical approach including the roles of each subconsultant.
3. An organization chart for the Project, identifying key personnel and identifying all 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 firm's DBE/MBE/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.

The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman-owned firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Statement of Interest. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Department of General Services (www.dgs.state.pa.us) or the Pennsylvania Unified Certification Program (www.paucp.com) at the time of the submission of the Statement of Interest. While DBE/MBE/WBE participation is not a requirement for the RFP, inclusion of DBE/MBE/WBEs will be a factor in the evaluation determination. Small, disadvantaged, minority, and woman-owned firms, and other firms who have not previously performed work for the Commission are encouraged to submit a statement of interest.

Questions and inquiries concerning these solicitations should be directed to Mr. Carl M. Mittereder at (717) 939-9551, Ext. 5620; or by e-mail at cmittere@paturnpike.com. Direct contractual questions to Mr. Donald S. Klingensmith, P.E., at (717) 939-9551, Extension 5850; or by e-mail at dklingen@paturnpike.com.

Firms interested in performing the above services are invited to submit one (1) copy of a statement of interest and required information to Mr. Donald S. Klingensmith, P.E., Manager of Contracts Administration, at the PA Turnpike Commission Administration Building. Our ground address for overnight/next-day deliveries is 700 South Eisenhower Boulevard, Middletown, PA 17057. Our mailing address for U.S. Mail is P.O. Box 67676, Harrisburg, PA 17106-7676. **Please note that use of U.S. Mail, FedEx, UPS, etc... does not guarantee delivery to this address by the time listed below for submission. Firms mailing a Statement of Interest should allow sufficient delivery time to ensure timely receipt of their submission.**

The statement of interest and required information must be received by 12:00 PM (noon), Local Time, **Thursday, July 28, 2011**. 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 this solicitation, the Commission will select two (2) firms for the purpose of negotiating agreements. Technical Proposals will not be requested before the 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.

William K. Lieberman
Chairperson