

# **PENNSYLVANIA TURNPIKE COMMISSION**

## **RETENTION OF RIGHT-OF-WAY ACQUISITION FIRMS**

### **Two (2) Open End Right-of-Way Acquisition Services Contracts System Wide**

#### **Reference No. 3-222**

The Pennsylvania Turnpike Commission will retain two (2) Right-of-Way Acquisition Firms on an open end contract basis to perform right-of-way acquisition services on various projects. The projects will be administered from the Turnpike Commission's Central Office in Harrisburg, Pennsylvania and will be located across the Turnpike East-West Mainline and Northeast Extension. Work will be systemwide as needed. The contracts will each be for period of five (5) years or \$750,000.00, whichever occurs first.

The right-of-way acquisition services may include, but are not limited to the following: negotiations; relocation assistance plan and problem identification; relocation assistance and computation of relocation benefits; plan review; appraisal planning/services; title and settlement services; and, condemnation assistance when requested. The Contractor will prepare acquisition plans, relocation plans and last resort housing plans as required and will provide the Commission other assistance as is necessary and/or directed. The right-of-way acquisition services will be associated with construction projects on the Turnpike East-West mainline as well as the Northeast Extension, including but not limited to widening, reconstruction, overhead bridge reconstruction, interchange reconstruction, slip ramps and access ramps. The firms will be required to provide sufficient office personnel, managers, and clerical staff to support all requested services. All services identified are the general work activities that can be expected under this Open End Agreement. A more specific and project related Scope of Work will be outlined for each Work Order developed under this Open End Agreement.

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

- a. Capability of firm to provide fast response times to meet needs of the Turnpike Commission and approach firm will take to meet schedules set by the Turnpike Commission. Show an ability to provide services across the state. Show an understanding of right-of-way acquisition process and procedures.
- b. The management and approach of the firm to provide cost effective right-of-way acquisition services in support of the Turnpike Commission's Right-of-Way Unit.
- c. Past performance of firm. Evaluation will be based upon quality of work, ability to meet schedules and previous experience on highway and roadway projects. Past performance on Turnpike Commission projects will be considered. The specific past performance of the individuals who constitute the project team will be considered.
- d. Relevant experience of available staff. Qualifications of professional personnel will be evaluated by experience and education. Emphasis should be given to experience on

highway projects similar to those anticipated here. The qualifications of the project manager will be specifically considered. Resumes should be submitted as stated below.

- e. Commitment of the firm to addressing Quality Assurance/Quality Control (QA/QC) as demonstrated in their Statement of Interest.

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).
2. A narrative response that addresses each of the five (5) evaluation criteria listed above and demonstrates the ability to perform the requested services. The narrative shall not be more than five (5) pages in length, single sided (8 1/2" X 11").
3. A list summarizing all current and pending projects for the next three (3) years, including the number of claims and project clearance status with the Pennsylvania Turnpike Commission, Pennsylvania Department of Transportation, local government or any other public or private entity.
4. An organization chart identifying key personnel who will be working on Commission projects. If a firm intends to subcontract any of the outlined services, it must identify the roles of each sub-consultant and the extent that each subconsultant is anticipated to be utilized. Any deviation from the subconsultant's listed in the Statement of Interest will require written approval from the Commission.
5. Resumes of key personnel expected to be involved in Commission projects. (Limit to two (2) 8 1/2 x 11 pages, per person).
6. 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.
7. A copy of the firm's DBE/MBE/WBE Certification, if applicable.

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](http://www.dgs.state.pa.us)) or the Pennsylvania Unified Certification Program ([www.paucp.com](http://www.paucp.com)) at the time of the submission of the Statement of Interest. DBE/MBE/WBE participation is not a requirement for the RFQ, 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 Ms. Jeanmarie McLaughlin at (717) 939-9551, Ext. 3180; or by e-mail at [jmclaugh@paturnpike.com](mailto:jmclaugh@paturnpike.com). Direct

contractual questions to Mr. Donald S. Klingensmith, P.E., at (717) 939-9551, Extension 5850; or by e-mail at [dklingen@paturndpike.com](mailto:dklingen@paturndpike.com).

Firms interested in performing the above services are invited to submit six (6) copies 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, Wednesday, August 24, 2011. Any Statements of Interest received after this date and time will be time-stamped and returned. Failure of a firm to submit by the deadline will preclude consideration and award. All submissions become the property of the Turnpike Commission.

Statements of Interest will be reviewed, evaluated and rated by a Technical Evaluation Team comprised of qualified personnel selected by the Commission. The Technical Evaluation Team will present the evaluations to the Professional Service Procurement Committee who will establish an order of ranking and will recommend for selection two (2) firms for the purpose of negotiating agreements. Technical Proposals will not be requested before the selection.

The Turnpike Commission may revise a published advertisement. If the Turnpike 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 Turnpike 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