

# PENNSYLVANIA TURNPIKE COMMISSION

## RETENTION OF AN ENGINEERING FIRM

### Design Management Services of Total Reconstruction Projects

#### Reference No. 3-257

The Pennsylvania Turnpike Commission will retain an engineering firm to perform design management services on the following five total reconstruction projects at various locations on the Turnpike.

- Milepost 155 to 160 (Near Everett, PA and SR 26 crossing to one mile west of the Breezewood Interchange)
- Milepost 160 to 162 (One mile west of the Breezewood Interchange to the west approaches of the mainline bridges over I-70 and including the connector road from the Interchange to Breezewood)
- Milepost A-44 to A-48 (Southern section of Quakertown Interchange to Allentown Interchange)
- Milepost A-48 to A-53 (Middle section of Quakertown Interchange to Allentown Interchange)
- Milepost A-53 to A-57 (Northern section of Quakertown Interchange to Allentown Interchange)

The firm will be required to assist Turnpike staff in the management of the prime design consultants on the individual total reconstruction projects. The primary tasks will be to ensure quality design submissions that meet all established submission dates, to ensure the accuracy and completeness of all deliverables, and to ensure design consistency between the four projects. The firm will also be available to attend and assist at all public meetings, agency meetings and meetings with elected officials, as required.

Design Management services will include the review of the preliminary and final design activities, and the contract will continue until all five reconstruction projects have been awarded for construction. The Design Manager services will also include the review of preliminary and final design activities of any early-action structure and/or miscellaneous roadway contracts.

Design Manager tasks will include but are not limited to: preparation of master schedules to coordinate all phases of the project; monitoring of schedules to assure compliance with the master schedule; monitoring of design costs to keep cost within budget; review of design plans and submissions; review of preliminary and final right-of-way plans and utility relocation plans; review of environmental work items including permit applications; review of special provisions, specifications and cost estimates; conducting design review meetings; and coordinating with PennDOT, environmental agencies, township officials, municipal authorities and utility companies by means of periodic meetings.

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 Manager of the Design Manager's team.

## **GENERAL REQUIREMENTS AND INFORMATION**

Firms interested in providing the above work and services are invited to submit three (3) copies of 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 contract from the advertisement, the firm's federal identification number, the firm's legal name, contact person or project manager, address of corporate office and contract office. (If the firm has multiple offices, the location of the office performing the work must be identified).
2. A five (5)-page expression of interest on the advertised project. Each firm should demonstrate its ability to perform the specific requirements indicated for this contract and provide an explanation of the technical approach stressing the Team's ability to coordinate and manage the design of several projects designed by different design consultants.
3. An organization chart for the Contract, identifying key personnel and their roles and any subconsultants and identifying their specific assignments, including identifying the Section Manager for each of the five total reconstruction sections. 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 contract. A copy of the Consultant Qualification Package printed directly from PaDOT's ECMS website is acceptable.
6. Location of the firm's headquarters, a listing of all Pennsylvania offices and number of employees based in Pennsylvania offices.

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 Consultants Qualification Package 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) 254/255 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 three (3) 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.

The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman firms 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 and indicate their intent to maintain the minimum participation level throughout the life of the contract. Proposed DBE/MBE/WBE firms must be certified by the the Pennsylvania Unified Certification Program ([www.paucp.com](http://www.paucp.com)) at the time of the submission of the Statement of Interest.

Questions and inquiries concerning this solicitation should be directed to Mr. Neil T. Raup, P.E., at (717) 831-7115; or by e-mail at [nraup@paturnpike.com](mailto:nraup@paturnpike.com). Contractual questions should be directed to Mr. Donald S. Klingensmith, P.E., at (717) 831-7585; or by e-mail at [dklingen@paturnpike.com](mailto:dklingen@paturnpike.com).

Firms interested in performing the above services are invited to submit three (3) copies of a Statement of Interest and required information to Mr. Donald S. Klingensmith, P.E., Director 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, or other delivery method does not guarantee delivery to the Contracts Administration Department by the time listed below for submission. Firms mailing a Statement of Interest should allow sufficient delivery time to ensure timely receipt of their Statement of Interest.

The Statement of Interest and required information must be received in the Commission's Contract Administration Department by 12:00 PM (noon), Local Time, **Thursday, January 9, 2014**. Any Statements of Interest received after this date and time will be time-stamped and returned.

For guidance regarding Engineering Involvement Restrictions, see PennDOT Publication 93, Section 1.5. The Design Manager for this contract is ineligible to be considered as a member of the design team for any of the five total reconstruction projects being managed under this contract. The lead firm/prime Consultant for any of the five total reconstruction projects being managed under this contract is ineligible to be considered as a member of the Design Manager's team. Subconsultants from the five total reconstruction projects are eligible to be subconsultants on the Design Manager's team. However, the Design Manager's subconsultants cannot be assigned by the Design Manager to the specific project(s) in which the subconsultant is directly involved as a member of a total reconstruction project design team.

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 the advertisement as a prime consultant may not be included as a designated subconsultant to another firm that responds to the same 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.

A Statement of Interest submission that includes or considers a firm's cost as a factor will be disqualified.

The following evaluation criteria are listed in order of importance and will be considered by the Commission's Technical Evaluation Team during the evaluation of the firms submitting Statements of Interest for this contract:

- a. The firm's previous experience on PTC total reconstruction projects or similar reconstruction projects with other agencies either as a design manager or as a prime or subconsultant designer. The firm should identify any similar projects that have been completed as well as the client. The Design Manager and any subconsultants must clearly demonstrate their experience and familiarity with the Commission's total reconstruction process and plan preparation.
- b. Provide discussion on the firm's understanding of the anticipated issues and challenges typically encountered on total reconstruction projects or on any issues specific to the four total reconstruction projects to be managed by this contract.
- c. Provide the experience of the Project Manager and/or Section Manager(s) of the five total reconstruction sections and the experience of the other key staff on PTC total reconstruction projects or any experience on similar projects with other agencies.
- d. Describe your design management methodology to be used on this contract and how your team will manage the various consultant design teams including any subconsultants to ensure quality project submissions that meet all established submission dates, and to ensure the accuracy and completeness of all deliverables, and consistency of design and plan submissions between the four design projects.
- e. The firm's past record or performance on similar highway projects with respect to ensuring work quality and ability to meet schedules.

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

Based on an evaluation of acceptable Statements of Interest received in response to this solicitation, one (1) firm will be selected for this contract. Technical Proposals will not be requested prior to the establishment of the final ranking. Statements of Interest will be reviewed, evaluated, and rated by a Technical Evaluation Team (TET) of qualified personnel based on the evaluation criteria listed above. The TET will present the evaluations to the Professional Services Procurement Committee

(PSPC). The PSPC will review the TET's evaluation and provide the Commission with the firm(s) determined to be highly recommended for this assignment.

The Commission will select the most highly qualified firm for the assignment or the firm whose Statement of Interest is determined to be most advantageous to the Commission by considering the TET's evaluation and the PSPC's determination as to each firm's rating. In making the PSPC's determination and the Commission's decision, additional selection factors may be considered taking into account the estimated value, scope, complexity and professional nature of the services to be rendered and any other relevant circumstances. Additional selection factors may include, when applicable, the following: geographic location and proximity of the firm, firm's Pennsylvania presence or utilization of Pennsylvania employees for the assignment; equitable distribution of work; diversity inclusion; and any other relevant factors as determined as appropriate by the Commission.

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