

PENNSYLVANIA TURNPIKE COMMISSION

RETENTION OF AN ENGINEERING OR CONSTRUCTION MANAGEMENT FIRM

**Construction Management / Construction Inspection Services
E-ZPass Customer Service Center and Violations Processing Center
Turnpike Industrial Park Building
Dauphin County**

Reference No. 3-260

The Pennsylvania Turnpike Commission may retain an Engineering or Construction Management firm to provide Construction Management / Construction Inspection services for a new E-ZPass Customer Service Center (CSC) and Violations Processing Center (VPC) located in the recently renovated Central Administration Building Data Center Facility at the Turnpike Industrial Park Building, 2850 Turnpike Industrial Drive, Middletown, PA. Construction includes renovations to an unoccupied portion of the building to house the Commission's CSC and VPC.

It is anticipated that the project will be let as four separate construction contracts, one each for General, Plumbing, Electrical and HVAC construction. Various office areas along with support areas will be constructed, including partitions and various systems such lighting, security, fire suppression and telecom distribution, data distribution. Selective demolition will also be included. Site design work for sidewalks, parking lot modifications and landscaping are also anticipated. An existing room will be renovated for use as a dedicated data center for E-ZPass operations. The project may include adaptations to existing building systems and upgrading those systems, if necessary. This project will be designed using the criteria set forth by the United States Green Building Council for Leadership in Energy and Environmental Design (LEED) and Payment Card Industry (PCI) compliance. It will be using a sustainable design.

The construction cost is estimated at \$4,700,000.00 and is anticipated to be let in early 2015. Final Design is currently underway.

It is anticipated that the selected firm would provide a staff of approximately four (4) full time on-site construction inspection personnel consisting of a resident level inspector, CDS technician and two additional inspectors. Additional inspection personnel may be required to cover multiple shifts by the contractor. All field inspection staff persons are required to have experience in building construction / trades inspection. Sufficient office personnel, managers, engineers, scheduler, technicians, and clerical staff will be required to support the field functions. The selected firm will be required to attend the prebid meetings and preconstruction conferences, write all project correspondence, and review and approve selected contractors' submissions. In addition, the selected firm will be required to keep records utilizing the Turnpike's Construction Documentation System (CDS) to document the construction progress. The selected firm will also be expected to prepare current and final estimates for payment to contractors, prepare change orders, conduct monthly job conferences, monitor monthly progress, conduct semifinal and final inspections, and determine the final quantities for each

contract item. Coordination with potentially affected agencies prior to and during construction may also be required. Project close-out activities, including as-built notation, and merging and purging of office and field files, will be required. The Commission currently utilizes web based project management collaboration systems (Kahua and Constructware) for most of its projects. The selected firm will be required to use these systems with some training provided by the Commission. Licenses may need to be obtained by the selected firm, as part of their overhead. The designer is anticipated to be available to review RFIs, shop drawings and provide any consultation during construction.

The selected firm will be required to invoice in an electronic PDF format. The firm may also be required to submit a QA plan for their services and provide a quarterly report on this function.

Please note that the selected consultant, its subconsultants, and affiliated companies cannot bid on any portion of the construction for this project.

It should be noted that the PTC may assign its field inspection personnel to this project as an addition to the selected firm's staff or in lieu of Construction Manager's inspection staff on a temporary or permanent basis throughout the life of this project. The selected firm will be required to make the field office trailer and equipment available for use by the Commission's personnel.

The following 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 project:

- a. Specialized experience and technical competence of the firm with regards to Building Construction involving various trades' work.
- b. Specialized experience and technical competence of the firm with regards to Payment Card Industry Data Security Standard certified work.
- c. Specialized experience and technical competence of the consultant and subconsultants' proposed staff with regards to the inspection of Building Construction involving various trades' work.
- d. The past record of performance on similar projects with respect to construction cost control, work quality, and ability to meet schedules.
- e. Firm's ability and reasonableness of firm's strategy to ensure a quality product. Provide a discussion regarding the effectiveness of your firm's QA Program.

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 Mr. John S. Ozimok, P.E., at (717) 831-7103, or by email at jozimok@paturnpike.com. Contractual questions should be directed to Mr. Donald S. Klingensmith at (717) 831-7585; or by e-mail at dklingen@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 five (5)-page (maximum) statement of interest on the advertised project. Each firm should demonstrate their ability to perform the specific requirements indicated for the project and provide explanation of the technical approach including the roles of each subconsultant and the extent that each subconsultant will be utilized.
3. An organization chart for the Project, identifying key personnel and identifying all subconsultants and their specific assignments. Any deviation from the subconsultants 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 PennDOT'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):

- 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 in the Statement of Interest the DBE/MBE/WBE firms expected to participate in this contract and shall indicate the intent to maintain the minimum participation level throughout the life of the contract. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Unified Certification Program (www.paucp.com) at the time of the submission of the Statement of Interest.

Please note that the selected consultant, its subconsultants, and affiliated companies, cannot bid on any portion of the construction for this project. For additional guidance regarding Engineering Involvement Restrictions, see PennDOT Publication 93, Section 1.5. 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.

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 Contracts Administration Department by 2:00 PM, Local Time, **Thursday, February 27, 2014**. Any Statements of Interest received after this date and time will be time-stamped and disqualified.

Based on an evaluation of acceptable Statements of Interest received in response to this solicitation, one firm will be selected by the Commission from this advertisement. Technical Proposals will not be requested before the selection. 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
Chairman