

# **PENNSYLVANIA TURNPIKE COMMISSION**

## **RETENTION OF ARCHITECTURAL FIRMS**

### **Two (2) Open End Architectural Services Contracts Systemwide**

#### **Reference No. 3-192**

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. Services from the Architectural Firms may include, but are not limited to: 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 firms selected will have experience with similar types of buildings in the Turnpike inventory, such as, administrative offices, toll plaza structures, maintenance facilities, tunnels, etc., and have experience in renovation and repair of existing buildings.

The contracts will be for a maximum cost of \$750,000 or for a twenty-four (24) month period. 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 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. The Team must clearly demonstrate an ability to analyze available data to make decisions and develop documents to complete the project 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 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 Department of Transportation and 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 these solicitations should be directed to Mr. Robert M. Wallett, Facilities Manager, at (717) 939-9551, Ext. 6270; or by e-mail at [rwallett@paturnpike.com](mailto:rwallett@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).

## **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 expression 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.
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 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) The Consultant Qualification Packages 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 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 Department's DBE/WBE Certification, if applicable.
- A copy of the firm's license to practice architecture in the Commonwealth.

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 solicitation. 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.

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.

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 located at 700 South Eisenhower Boulevard, Middletown, PA 17057. 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, January 18, 2008.** 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 contract. The 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 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.

Mitchell Rubin  
Chairperson