

PENNSYLVANIA TURNPIKE COMMISSION

RETENTION OF AN ENGINEERING FIRM

General Consulting Engineer Services

Reference No. 3-214

The Pennsylvania Turnpike Commission (PTC) intends to issue a Request for Proposals (RFP) to retain a firm having a national reputation for skill and experience to perform engineering services as the PTC's General Consulting Engineer (GCE). Engineering firms that are interested in being selected to submit a Proposal for this project are required to submit a formal Statement of Interest (SOI) to the address listed below.

Based on an evaluation of acceptable Statements of Interest received in response to this solicitation, three to five (3 to 5) firms will be shortlisted to competitively respond to the RFP for this project. The shortlist of firms will be established by the Technical Review Committee and approved by PTC. Proposals will be requested from the shortlisted firms prior to final ranking. An 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 PTC.

The services required will include, but are not limited to, the following: annual review of the PTC's draft Operating Budget and draft Capital Budget; preparation of various metrics reports regarding the condition of the physical system (roadway, bridges, buildings, etc.); quality assurance reviews of selected [or identified] design and construction projects to the extent the GCE and PTC determine necessary to ensure compliance with quality assurance procedures; and provide technical expertise to the PTC as may be requested from time to time.

The agreement shall provide for a five (5) year term with two (2) two-year options to renew. The PTC reserves the right, in its sole and absolute discretion, to issue engineering or management related assignments to the GCE where PTC determines it is in the Commission's best interest. However, during the term of the agreement, the selected firm may not perform design, construction management, or other engineering services on projects where the PTC has determined that GCE services are to be performed. The PTC also reserves the right to require GCE key staff to be permanently located at the PTC administration building.

The following factors will be considered by PTC during the evaluation of the firms submitting a Statement of Interest:

- a. National reputation of firm for expertise in providing engineering services for toll roads and/or highway systems.
- b. Specialized experience and technical competence of firm in all disciplines of engineering associated with design, construction, and maintenance of

toll roads and/or highways as well as experience and ability of firm in providing the services mentioned above.

- c. The specific experience of individuals who constitute the firm – particularly the primary person who will be responsible for managing the relationship with the PTC and other key personnel assigned to the project.
- d. The firm's presence in and commitment to the Commonwealth of Pennsylvania.
- e. Workload of the firm for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.
- f. Firm's commitment to diversity.

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

Questions and inquiries concerning this solicitation should be directed to Mr. Donald S. Klingensmith, P.E. at (717) 939-9551, Extension 5850; or by e-mail at dklingen@paturnpike.com.

COMMITMENT TO DIVERSITY

It is a goal of the Pennsylvania Turnpike Commission to utilize qualified engineering firms that have a demonstrated history of hiring, training, developing, promoting and retaining minorities and women.

- A. Diversity Questionnaire. A diversity questionnaire is required to be completed by the respondent to ensure a commitment to equal opportunity and affirmative action (see Attachment A.).
- B. Purpose of Diversity Questionnaire. The information requested in the Diversity Questionnaire is designed to elicit appropriate information about the respondent in order to verify that its work environment demonstrates a strong commitment to diversity.
- C. Types of Information Requested. The required information includes information on the demographics of the respondent's upper level management and corporate commitment to diversity and equal opportunity initiatives.
- D. Certification Requirement. A person authorized to bind the respondent contractually must submit with the firm's SOI a certification outlining the firm's continued commitment to its diversity initiatives.

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 Statement of Interest on the advertised project. Each firm should demonstrate their ability to perform the specific required services indicated for the project and provide an explanation of their approach, stressing the firm's ability, experience, and qualifications.
3. An organization chart for the Project, identifying key personnel and any subconsultants and their roles. 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 PaDOT's ECMS website is acceptable.
6. Completed Diversity Questionnaire and certification outlining the firm's continued commitment to its diversity initiatives.

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.

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 one (1) copy of a Statement of Interest and required information to Mr. Donald S. Klingensmith, P.E., Manager of Contract Administration, at the PA Turnpike Commission Administration Building located at 700 South Eisenhower Boulevard, Middletown, PA 17057. If sending by U.S. Mail, 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 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 by 12:00 PM (noon), Local Time, **Wednesday, September 8, 2010**. Any Statements of Interest received after this date and time will be time-stamped and returned.

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.

Allen Biehler
Chairperson

ATTACHMENT A
Diversity Questionnaire

PENNSYLVANIA TURNPIKE COMMISSION

Diversity Questionnaire

I. Company Demographic Profile

Number of Employees (report employees in only one category) Race/Ethnicity														
Job Categories	Hispanic or Latino		Non-Hispanic or Latino											
	Male	Female	Male						Female					
			White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races
Executives/Senior Level Officials and Managers														
First/Mid-Level Officials and Managers														
Professionals														
Technicians														
Sales Workers														
Administrative Support Workers														
Craft Workers														
Operatives														
Laborers and Helpers														
Service Workers														
Total														
2009 Total														
2008 Total														

(NOTE: proposers can also attach Employer Information Reports EEO-1 for the last 3 years)

II. Demographic Profile of Staff Assigned to this Engagement

Number of Employees (report employees in only one category) Race/Ethnicity														
Job Categories	Hispanic or Latino		Non-Hispanic or Latino											
	Male	Female	Male						Female					
			White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African-American	Native Hawaiian or other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races
Executives/Senior Level Officials and Managers														
First/Mid-Level Officials and Managers														
Professionals														
Technicians														
Sales Workers														
Administrative Support Workers														
Craft Workers														
Operatives														
Laborers and Helpers														
Service Workers														
Total														

III. Employment Practices Information

1. Please provide a copy of your company's equal opportunity and affirmative action policy.
2. Does your company actively recruit minority and women professionals for senior level positions? Yes or No

IV. MBE/WBE Certification Status

1. Is your company certified as a minority or woman-owned business enterprise with the certifying agencies listed above? Yes or No
2. If yes, please provide a copy of your certification.
3. If No, please list all other jurisdictions and/or certifying bodies that have deemed your company minority and/or women-owned. Also, please provide a copy of each certification.
4. If your company has applied for but has not, as of the issuance of the RFP, been certified as a minority or women-owned business enterprise by the certifying agencies listed above, you must submit proof of a pending application, including the filing date.

V. Strategic Plan and Diversity Initiatives

1. Please provide a copy of your company's Diversity Policy statement.
2. Does your company have a full-time "Director of Diversity" or someone whose primary responsibility is to oversee administration and compliance with the company's diversity business development? Yes or No

3. Separate from your company's Diversity Policy Statement, is your company's CEO or Chief Procurement Officer ("CPO") committed to and engaged in the process of diversity business development? Yes or No

If yes, please attach a signed statement from your CEO or CPO, if available.

4. Does your company have a registration process for disadvantaged, minority, and women-owned companies interested in doing business with you (Supplier Diversity)? Yes or No

5. Does your company currently track procurement spending with diversity, minority and women owned businesses? Yes or No

6. Does your company have a documented numeric goal for utilizing disadvantaged, minority, and women owned businesses as suppliers? Yes or No

If yes, please provide documentation of this goal as a percentage of total procurement dollars.

VI. Joint Venture / Strategic Partnerships / Sub-contracting (*if applicable*)

1. Has your company engaged in any prior partnering arrangements with certified MBE/WBE companies? (Responses should include the nature of the engagement, how such arrangement was structured, and a description of how the services and fee were allocated).

2. Please state your company's willingness, if any, to partner with a certified MBE/WBE. Explain how you would suggest structuring such an arrangement and allocating work in a manner that ensures that partnered MBE/WBE companies receive appropriate credit and compensation for the services they provide.