

# **PENNSYLVANIA TURNPIKE COMMISSION**

## **RETENTION OF AN ENVIRONMENTAL ENGINEERING FIRM**

### **Open End Contract**

#### **Storage Tank Management Services Systemwide**

#### **Reference No. 3-225**

The Pennsylvania Turnpike Commission will retain a firm to perform environmental engineering services for the Commission's Storage Tank (AST and UST) Program on an Open End Contract basis for the Turnpike systemwide. The contract will be for a period of four (4) years or \$1,500,000.00, whichever occurs first.

The type of tasks to be addressed may include, but are not limited to, the following:

Management of Commission's Storage Tank Program:

- a. Design services
- b. Operations monitoring
- c. Development of maintenance procedures
- d. Site assessments
- e. Development of remediation plans
- f. Certified tank inspections as required by the PADEP
- g. Construction inspection services
- h. Groundwater and soil characterization
- i. Implementation of state and federal regulations
- j. Report preparation for regulatory agencies
- k. Construction of minor tank modifications
- l. Oversight of storage tank construction activities.

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

- a. Specialized experience and technical competence of prime consultant and subconsultants. The Team must clearly demonstrate an ability to provide storage tank management services and the ability to complete a project in a timely and cost effective manner. Provide detailed description of project experience concerning compliance with Pennsylvania storage tank and clean up regulations.
- b. The specific experience and number of individuals who constitute the firm. Experience with storage tank management and compliance in Pennsylvania should be emphasized; certified tank inspectors should be identified.
- c. Past record of performance with respect to storage tank compliance, 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.
- d. Workload of the prime consultant and subconsultants for all Pennsylvania Department of Transportation and Pennsylvania Turnpike Commission projects.

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

The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman owned (DBE/MBE/WBE) 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](http://www.paucp.com)) at the time of the submission of the Statement of Interest. Small firms, DBE/MBE/WBE 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 this project should be directed to Ms. Deann Metro at (717) 939-9551, Extension 3731 or by e-mail at [dmetro@paturnpike.com](mailto:dmetro@paturnpike.com). Contractual questions should be directed to Mr. Donald S. Klingensmith, P.E, at (717) 939-9551, ext. 5850; or by e-mail at [dklingen@paturnpike.com](mailto:dklingen@paturnpike.com).

## **GENERAL REQUIREMENTS AND INFORMATION**

Firms interested in providing the above work and services are invited to submit 3 copies of its 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 this 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) 330 or (SF) 254 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.

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.

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., 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, or other delivery method does not guarantee delivery to this address by the time listed below for submission. Firms mailing Statements of Interest should allow sufficient delivery time to ensure timely receipt of their Statements of Interest.

The statement of interest and required information must be received by 12:00 PM (noon), Local Time, **Wednesday, December 21, 2011**. 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 from this advertisement. Statements of interest will be reviewed, evaluated and rated by a Technical Evaluation Team comprised of qualified personnel. The Technical Evaluation Team will present the evaluations to the Professional Services Procurement Committee (PSPC). The PSPC will establish an order of ranking for the purpose of negotiating an agreement and will recommend the selection of the highest ranked firm for approval by the Commission. Technical Proposals will not be requested before the selection.

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 the 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