

# **PENNSYLVANIA TURNPIKE COMMISSION**

## **RETENTION OF ENGINEERING OR CONSTRUCTION MANAGEMENT FIRMS**

**Three (3) Open-End Contracts  
Construction Inspection Services**

**Milepost 247.00 to Milepost 358.00  
and the  
Northeast Extension, MP A20 to A130.30**

**Berks, Bucks, Carbon, Chester, Cumberland, Dauphin, Lackawanna, Lancaster,  
Lebanon, Lehigh, Luzerne, Montgomery and York Counties**

### **Reference No. 5-091**

The Pennsylvania Turnpike Commission will retain three (3) Engineering or Construction Management firms to provide construction inspection services on an open-end contract basis for various projects located within the Pennsylvania Turnpike's Eastern Region (Milepost 247.00 – 358.00 and the Northeast Extension). The types of construction projects to be inspected under this agreement may include, but are not limited to, roadway repairs, bituminous overlays, bridge rehabilitations and replacements, facility modifications and other similar projects.

Each agreement will be for a maximum cost of \$1,500,000 each or for a thirty-six (36) month period, whichever comes first, with inspection services assigned on an as-needed basis. The number of required inspectors is contingent upon the workload, and will vary as the projects are assigned and defined through a scope of work.

The main service to be provided under these agreements will be to supply construction inspectors, CDS operators or resident engineers on an as-needed basis, as a supplement to our existing PTC inspection staff. On limited occasions, the selected firms may be required to provide a full time on-site construction inspection staff, with sufficient office personnel, managers, engineers, technicians, and clerical staff to support the field functions. The selected firms may be required to attend prebid meetings, preconstruction conferences, write project correspondence, and review and approve contractor submissions. In addition, the selected firms may be required to keep records utilizing the PTC's Construction Documentation System (CDS) to document the construction progress, prepare current and final estimates for contractor payment, prepare change orders, conduct monthly job meetings, provide liaison with affected parties, conduct final inspections, determine final payment quantities, and performed other duties as required. These projects to be inspected may use KAHUA (by KAHUA, Inc., found at [kahua.com](http://kahua.com)), as the project collaboration and documentation system tool. The consultant is required to purchase and maintain the proper number of KAHUA licenses that are needed for this contract, as the consultant determines, at his cost.

Eighty percent (80%) of the inspection staff assigned to this Commission constructed project must meet at least one of the following Requirements:

1. Be certified by the National Institute for Certification in Engineering Technologies, (NICET) as a Transportation Engineering Technician - Construction Level 2 or higher.
2. Be registered as a professional engineer by the Commonwealth of Pennsylvania with one (1) year highway inspection experience acceptable to the Commission.
3. Be certified as an Engineer-in-Training by the Commonwealth of Pennsylvania with two (2) years of highway inspection experience acceptable to the Commission.
4. Hold a Bachelor of Science Degree in Civil Engineering or Civil Engineering Technology with two (2) years of highway inspection experience acceptable to the Commission.
5. Hold an Associate Degree in Civil Engineering Technology with three (3) years of highway inspection experience acceptable to the Commission.

The remaining twenty percent (20%) assigned to this project shall meet the following education and experience requirements:

Education - Graduation from High School or equivalent certification or formal training. Completion of a training program in construction inspection approved by the Commission may be substituted for High School graduation.

Experience - One (1) year of experience in construction inspection or workmanship which requires reading and interpreting construction plans and specifications, or one (1) year of experience in a variety of assignments involving the testing of materials used in highway or similar construction projects. A two (2) to four (4) year engineering college degree may be substituted for one (1) year of experience.

## **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 Statement 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 requirements indicated for this project. Furthermore, the Statement of Interest should clearly demonstrate 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 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 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). Resumes of key personnel and a sampling of inspection 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.

The Turnpike Commission is committed to diversity and the inclusion of small, disadvantaged, minority, and woman-owned 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 small, disadvantaged, minority, and woman-owned 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, disadvantaged, minority, and woman-owned firms as certified by the Pennsylvania Unified Certification Program ([www.paucp.com](http://www.paucp.com)), and other firms who have not previously performed work for the Commission are encouraged to submit a Statement of Interest.

For guidance regarding Engineering Involvement Restrictions, see PennDOT's 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.

Please note that the Selected Consultants, or its subconsultants, or any of its sister companies, cannot bid on any portion of the construction of the projects that they will be providing construction inspection services.

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 construction inspection experience and technical competence of the prime consultant and subconsultants on roadway, bridge and interchange construction inspection. The consultant should identify similar projects that have been completed by that firm as the prime, the magnitude of the project, and the client.
- b. The specific construction inspection experience and certifications of the individuals who may be assigned to this agreement.
- c. The past record of performance on similar open end agreements with respect to construction and inspection cost control, work quality, and ability to meet schedules.
- d. Provide a discussion regarding your firm's QA Program including who will be responsible for QA and how the QA plan will be implemented.

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. Matthew J. Wagner, P.E., at (717) 831-7389, or by email at [mwagner@paturnpike.com](mailto:mwagner@paturnpike.com). Contractual questions should be directed to Mr. Donald S. Klingensmith, P. E., at (717) 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., 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, 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 its Statements of Interest.

The Statement of Interest and required information must be received by the Contracts Administration Department by 12:00 PM (noon), Local Time, **Thursday, December 5,**

**2013.** Any Statements of Interest received in the Contracts Administration Department after this date and time will be time-stamped and returned. A Statement of Interest submission that includes or considers a firm's cost as a factor shall be disqualified.

Based on an evaluation of acceptable statements of interest received in response to these solicitations, three (3) firms will be selected 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) comprised of qualified personnel, based on the evaluation criteria listed above. The TET Team 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 three (3) most highly qualified firms for the assignment or the firms 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 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 the 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 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