

PENNSYLVANIA TURNPIKE COMMISSION

RETENTION OF AN ENGINEERING FIRM

In-Depth Inspection of the Tuscarora Tunnel at MP 186.20
Huntingdon County

Reference No. 2-096

The Pennsylvania Turnpike Commission will retain an engineering firm to perform a detailed inspection of both tubes of the Tuscarora Tunnel, located at Milepost 186.20 in Huntingdon County. The inspection services must be performed in accordance with the National Tunnel Inspection Standards (NTIS). Tunnel inspection by the engineering firm will include, but not be limited to: structural integrity, drainage, electrical, mechanical, lighting, portal buildings, roadway pavement, and safety features. The successful firm will be required to prepare an inspection report, listing all findings and recommendations, and to also input all inspection results into the Pennsylvania Turnpike Commission's Tunnel Management System.

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 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, and address of corporate office and project office (if the firm has multiple offices, the location of the office performing the work must be identified). In addition, identify the CADD format to be used on the project.
2. A three (3) page Statement of Interest on the advertised project. Each firm should demonstrate its ability to perform the specific requirements indicated for this project and provide explanation of the technical approach. 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 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's Chief Engineer.
4. Tabulation or listing of workload for the prime consultant and all subconsultants for all Pennsylvania Department of Transportation and 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 the Department'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) 8¹/₂ 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 small, disadvantaged, minority, and woman-owned firms in contracting opportunities. 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. Small, disadvantaged, minority, and woman-owned firms as certified by the Pennsylvania Unified Certification Program (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 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.

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 a Statement of Interest for this project:

- a. The firm's understanding of the anticipated project specific issues and challenges.

- b. Project Manager's experience and the experience of the key staff with similar projects, and how the Project Manager will manage the tunnel inspection team, including any subconsultants, to ensure quality project submissions that meet all established submission dates.
- c. Firm's experience performing tunnel inspections either as a prime or a subconsultant. The firm should identify similar projects that have been completed as well as the magnitude and client.
- d. The past record of performance on similar tunnel inspection projects with respect to work quality and ability to meet schedules.
- e. Firm's ability and reasonableness of the firm's strategy to ensure a quality product. Provide discussion on the proposed team's QA/QC program and how the prime consultant will ensure the accuracy and completeness of all deliverables.

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. Brian M. Ranck, P.E., at (717) 831-7363; or by e-mail at branck@paturnpike.com. Contractual questions should be directed to Mr. Donald S. Klingensmith, P.E. at (717) 831-7585; or by e-mail at 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., 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 its Statement of Interest.

The Statement of Interest and required information must be received by the Contracts Administration Department by 12:00 PM (noon), Local Time, **Tuesday, November 26, 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 will be 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 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 or posts an addendum to this RFP 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 or addendum 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
Chairperson