

# **PENNSYLVANIA TURNPIKE COMMISSION**

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

Open End Contract  
Environmental Services - Systemwide

### **Reference No. 3-263**

*Revisions made on 6/18/14 in Italics and Underlined*

The Pennsylvania Turnpike Commission will retain an engineering firm to perform environmental services on an Open End Contract basis for the entire highway system. The contract will be for a period of four (4) years or \$750,000.00, whichever occurs first.

The type of tasks to be addressed may include, but are not limited to, the following: project need documentation; alternatives analysis evaluation; farmlands evaluations including ALCAB presentations; historic resource surveys, Determination of Eligibility and Effects evaluations and documentation, Phase I, II and III archeological investigations and documentation; wetlands and waters identification and delineation, and functional assessments; federal and state aquatic resource permitting and mitigation design; wetland and stream mitigation monitoring; surface water quality and aquatic biota investigations; residual and hazardous waste investigations; asbestos and lead-based paint surveys; PNDI searches and related federal and state-listed endangered and threatened species investigations; noise monitoring, modeling and abatement investigations; air quality investigations, and land use/land cover studies. The team must possess GPS equipment and staff experienced in its utilization.

### **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 headquarters 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 its ability to perform the specific requirements indicated for each project and provide explanation of the technical approach including 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 total 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) x 8<sup>1</sup>/<sub>2</sub> 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 Statement of Interest submission that includes or considers a firm's cost as a factor will be disqualified. 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 Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman-owned firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Statement of Interest. 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, disadvantaged, minority, and woman-owned firms, and other firms who have not previously performed work for the Commission are encouraged to submit a Statement of Interest.

The following evaluation 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. Firm's understanding of the anticipated issues and challenges associated with such a contract.
- b. Project Manager's experience and the experience of the key staff with similar projects and

how the Project Manager will manage the team, including any subconsultants, to ensure quality project submissions.

- c. Firm's experience working on environmental open end contracts, 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. Firm's demonstration that key staff meet the minimum education and professional training requirements to conduct their assigned tasks.
- 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. A Statement of Interest submission that includes or considers a firm's cost as a factor will be disqualified

Questions and inquiries concerning this solicitation should be directed to Mr. David P. Willis, at (717) 831-7357; or by e-mail at [dwillis@paturnpike.com](mailto:dwillis@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](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., Director of Procurement and Logistics, 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 in the Contracts Administration Department by 2:00 PM, Local Time, **Wednesday, July 2, 2014**. Any Statements of Interest received in the Contracts Administration Department after this date and time will be time-stamped and rejected.

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