

# PENNSYLVANIA TURNPIKE COMMISSION

## RETENTION OF AN ENGINEERING OR CONSTRUCTION MANAGEMENT FIRM

### Open-End Construction Technical and Management Services Systemwide

#### Reference No. 3-264

#### **Revision made on 6/13/14 in Italics Underlined and Strikethrough**

The Pennsylvania Turnpike Commission will retain an Engineering or Construction Management firm to provide open-end construction management, construction technical services and construction inspection for various projects located on the Pennsylvania Turnpike (Milepost 0.00 – 358.00 and the Northeast Extension). The types of construction projects that services shall be provided for under this agreement may include, but are not limited to, roadway, bridge, construction management, construction technology and other similar projects.

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

The services to be provided under this agreement will be to supply construction managers, construction technicians, construction inspectors and CDS technicians on an as-needed basis, as a supplement to our existing PTC construction management staff. Construction managers and technicians will utilize and provide administrative support for the PTC's Construction Documentation System (CDS Field Office, QA & QC), Construction Operations Manual (COM) and the construction technology process. The selected firm may be required to attend prebid meetings, preconstruction conferences, review contractor submissions, write project correspondence, and write construction management and technical documents. The Turnpike utilizes KAHUA (by KAHUA, Inc., found at kahua.com), as its project collaboration and document management system. 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.

Please note that the Selected Consultant, 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.

Eighty percent (80%) of the inspection staff assigned to this Commission constructed project must meet 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 procedures, documents 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 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 this project and provide explanation and provide explanation of the technical approach, stressing the Team's ability to coordinate several construction contracts that were designed by different design consultants. In addition include 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) 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.

The Turnpike Commission is committed to the inclusion of small, disadvantaged, minority, and woman 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.

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 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. Specialized experience and technical competence of the firm with regards to the administration and utilization of construction technology systems and processes.
- b. Specialized experience and technical competence of the consultant and subconsultants' proposed staff with regards to the administration and utilization of construction technology systems and processes.
- c. The past record of performance on similar projects with respect to construction cost control, work quality, and ability to meet schedules.
- d. Firm's ability and reasonableness of firm's strategy to ensure a quality product. Provide a discussion regarding the effectiveness of your firm's QA Program.

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 Project should be directed to Mr. Michael J. Phillips, at (717) 831-7106, or at (717) 645-2230 or by email at [mphillip@paturnpike.com](mailto:mphillip@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 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 in the Contracts Administration Department by 2:00 PM, Local Time, **Thursday, July 10, 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