

PUBLIC NOTICE  
MARYLAND DEPARTMENT OF TRANSPORTATION

AE-21-005-A,B&C

TRANSIT CORRIDOR PLANNING AND PROJECT DEVELOPMENT

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NOTICE TO ARCHITECTS & ENGINEERS

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REQUEST FOR PROFESSIONAL SERVICES

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The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of architects and engineers for the following project(s).

Firms interested in being considered for work on any Project must submit an Expression of Interest for that Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific work orders or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. This project will be federally funded and Price Proposal cost limitations on payroll burden and overhead shall not apply. However, MDOT reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided. If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

**All questions concerning submissions and procedures must be submitted by email to [rmcculley1@mta.maryland.gov](mailto:rmcculley1@mta.maryland.gov) no later than 12:00 noon on March 17, 2022.** The MDOT MTA number must be referenced in the email subject line. Problems submitting emails shall be reported to MDOT MTA's Office of Procurement, telephone number 410-767-3354.

**All addendums to this advertisement will be posted only on e-Maryland Marketplace Advantage at <https://emma.maryland.gov>.**

Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on MDOT MTA projects.

MDOT MTA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 200d to 200d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for any award. DBE firms are encouraged to respond to this solicitation.

All submissions must be submitted, one (1) original by U.S. Mail or Mail Courier and one (1) by electronic version in Adobe.pdf format to Rosilyn McCulley:

e-mail address: [rmcculley1@mta.maryland.gov](mailto:rmcculley1@mta.maryland.gov)

Attention: Rosilyn McCulley  
Office of Procurement  
Professional Services Section  
Maryland Transit Administration  
6 Saint Paul Street, 7<sup>th</sup> Floor  
Baltimore, MD 21202

I. Maryland Department of Transportation Maryland Transit Administration (MDOT MTA)

Contract Number: AE-21-005-A,B&C, Transit Corridor Planning and Project Development

1. Project Description:

The Consultants selected for these contracts shall provide planning, preliminary engineering, environmental planning and related services required for transit corridor projects on an on-call, work-order basis.

This may include conceptual and preliminary engineering, environmental documentation, field surveys and related documents, participation at meetings, preparation of meeting minutes and project reports, preliminary cost estimates, environmental mitigation plans, identification of regulatory agencies and issues and similar services.

MDOT MTA anticipates awarding three (3) contracts for these services, each for five (5) year duration, and not to exceed a combined value of Sixty Million Dollars (\$60,000,000). MDOT MTA reserves the right to modify the number of contracts and the total dollar value of each as deemed appropriate. Project services are anticipated to be funded with Federal and State funds.

2. Consultant Services Required:

Services to be provided under this contract may include, but are not limited to the following:

- a. Project Management and Controls
  - i. Adherence to scope, schedule, and budget
  - ii. Team creation, development, and management
  - iii. Deliverable documentation, reporting, and maintenance of project records
  - iv. Meeting coordination and facilitation, including preparation of agendas, meeting materials, and minutes
  - v. Development of procurement and contractual documents and legal and intergovernmental agreements
  
- b. Capital Program and Grant Management Support
  - i. Staffing or support of a Capital Program Technician
  - ii. Project funding, cash flows, and quarterly and annual reporting
  - iii. Coordination of federal and state funding requirements
  - iv. Submission of grant applications and grant management
  - v. Processing and review of contractor invoices
  - vi. Documentation in long-range transportation plans, Maryland's Consolidated Transportation Program, and TIP/STIP submissions and modifications

- c. Public and Rider Engagement
  - i. Development of and adherence to Community Engagement Plans
  - ii. Customer relations and media campaign services
  - iii. Comment collection and incorporation
  - iv. Design and distribution/facilitation of engagement materials and activities
  - v. Survey design and distribution
  - vi. Print and digital graphic design and web application development
  
- d. Planning and Feasibility Studies
  - i. Existing conditions and needs assessment
  - ii. Alternatives definition, analysis, and feasibility studies
  - iii. Service scenario development and analysis
  - iv. Ridership forecasting evaluations
  - v. Definition of project goals and metrics/measures of effectiveness
  - vi. Identification of alternatives suitable for further alternatives analysis
  - vii. Needs assessment and concept design for transit-oriented development
  
- e. Site Selection and Alternatives Analysis
  - i. Site evaluation, selection, planning, and design
  - ii. Preliminary and ROM capital and operating cost estimates
  - iii. Travel demand modelling and traffic studies
  - iv. Analysis of travel time impacts and other measures
  - v. Spatial analysis and data management
  - vi. Defining and mapping limits of disturbance
  
- f. Concept Development and Preliminary Engineering
  - i. Right-of-way (ROW) analysis for existing and potential infrastructure
  - ii. Urban design, architecture, and landscape architecture services
  - iii. Preliminary project delivery strategy
  - iv. Preliminary engineering plan development, including civil and utility plans for bus and rail alignments
  - v. Systems, traffic, vehicle, and other engineering support
  - vi. Identifying and designing passenger facilities and amenities
  - vii. Identifying and designing priority treatments such as bus lanes and queue jumps
  - viii. Design and development of operational facilities such bus bays and operator restrooms
  
- g. Network Analysis
  - i. Redesigning service connections to new corridors
  - ii. Network analysis and assessment of impacts between/across corridor projects at key milestones
  - iii. Health and community impact assessment
  - iv. Fare, service, and other equity analyses
  - v. Economic impact analysis

- h. Environmental evaluations and documentation
  - i. Conceptual analysis of environmental impacts and pre-NEPA work
  - ii. Environmental evaluation including preparation of State environmental effects reports and Federal environmental assessments (EA) or impact statements (EIS)
  - iii. Evaluation of historic and archeological resources
  - iv. Coordination with environmental regulatory agencies
  - v. Impact analysis of socio-economic, natural, and cultural resources
- i. Engineering, Construction Management, Safety, and QA/QC support as needed, including peer review of contractor work and deliverables
- j. A fixed amount of monies will be set aside in each contract for undesignated or specialty Consultants to be added to the contract if needed. Specialty services may include: landscape architecture, aerial surveys, geotechnical surveys, design investigations and mapping services, cost estimators, policy analysis, and transportation and economic modelling
- k. Other associated services as required.
- l. The Consultant or designated subconsultant(s) may be required to have at least four (4) persons in a field party when working on or near highways or active railroads. Two-man and three-man survey parties, depending on the situation, will be permitted when working away from traffic.
- m. Engineering and technical services necessary for Capital projects may involve many disciplines, due to the involvement of multiple MTA Offices in capital projects as well as transitional nature of project activities between the MTA Office of Planning and the MTA Office of Engineering & Construction.
- n. Consultant may be requested to perform Planning, Preliminary or Final Engineering, Traffic Analysis, Rail Safety Audits, Civil/Structural, Systems Engineering Design, Quality Assurance and Quality Control, Environmental Analysis, Construction Management, Safety Certification or other related services directly for other MDOT MTA Offices such as, but not limited to, Planning, Safety, Operations, or different Divisions within the MDOT MTA Office of Engineering & Construction on an “as needed” basis. Specialty work may be required for work orders such as maintenance forecasting, development of mathematical models, dynamic analysis of track, metallurgical, elastomeric and petrographic analysis and various other work orders.
- o. Stakeholder coordination including coordination and collaboration with municipal, local, and regional agencies, other state agencies, peer agencies and industry organizations, legislators and regulators, property owners, and others. Facilitating as well as supporting MDOT MTA in their facilitation of such coordination and collaboration.

3. Specific Type Firm Solicited:

The Consultant firm shall be proficient in the services listed above and should bring an experienced and expert staff to the project. The Consultant shall demonstrate through similar project experience, expertise in project planning, environmental planning, and conceptual/preliminary design. The firms should have a clear established record of achievement in the tasks described above and a proven record of program control to provide MTA with finished products on time and within budget.

The Consultant will be required to have personnel with proper safety training before being allowed access to railroad right-of-way. This may involve training by MTA's Light Rail or METRO staff, or by CSXT, AMTRAK, WMATA, or freight Railroad operators. These trained personnel may also be required to act as flagpersons on some rail lines.

As per State Finance & Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland the firm(s) will be required to provide "Certification Regarding Investments in Iran". See below 5(f.)

4. Required Information:

The Consultant shall submit one (1) original by U.S. mail or Mail Courier and one (1) by electronic version in Adobe.pdf format of the Expression of Interest, which shall include the following:

Note: All EOI submittals must be bound with both front and back covers. The front covers must clearly display the MDOT MTA Number, Project Service Title, Firm's Name and be marked as "**Original.**" Sections in the EOI submittals must contain labeled tabs/divers identifying each section. Graphics and photos on the front and back covers are acceptable but will not be considered in the evaluation process.

a. One (1) Letter of Interest - Limited to two (2) pages in total which must contain:

The name, contact numbers and e-mail addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

The information that the Consultant has the financial capacity to provide the services requested, has measures in place to protect the State against errors and omissions.

b. One (1) U.S Government forms Standard Form 330

c. A copy of the Prime/JV's current certificate(s) of insurance.  
(Note: MDOT MTA's required Professional Liability Coverage for Prime/JV is \$5 Million)

- d. The Organizational Chart required for Part I.D of SF330 shall contain at a minimum the Key Staff and defining team organization. In addition, for every individual proposed for this project and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location.

**Note:** U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms (SF 330) unless directed otherwise.

5. Documentation Requirements:

- a. The information required for SF 330 Part I.E Resumes of Key Personnel Proposed, Key Personnel, shall be limited to the six (6) Key Staff proposed for performing significant productive time on the Project. Provide a brief resume for each of the Key Staff individuals outlined below, limited to six (6) Key Staff per page, not to exceed four (4) pages total.

The Consultant shall only submit information for the six (6) Key Staff individuals; no additional information will be evaluated or considered.

The following disciplines are considered of primary importance for this contract and must be documented under SF330 Part I.E. The six (6) Key Staff will be:

1. Transportation/ Urban / Regional Planner, with expertise in transit corridor planning and project development and a minimum of ten (10) years' experience and shall be an employee of the Prime/Joint Venture or any of the Subconsultants.
2. Civil Engineer (Professional Engineer, license in the State of Maryland, with expertise in transit corridor development and engineering and a minimum of ten (10) years' experience and shall be an employee of the Prime/Joint Venture.
3. Landscape Architect / Urban Designer, with expertise in transit corridor and station area projects and a minimum of ten (10) years' experience and shall be an employee of the Prime/Joint Venture or any of the Subconsultants.
4. Environmental Planner, with expertise in environmental compliance and socio-economic, environmental, and cultural assessments and a minimum of ten (10) years' experience and shall be an employee of the Prime/Joint Venture or any of the Subconsultants.

5. Public Involvement Specialist, with expertise in public, political, and community engagement and a minimum of seven (7) years' experience and shall be an employee of the Prime/Joint Venture or any of the Subconsultants.
  6. Quality Manager, with expertise development and enforcing quality management plans and practices for transportation projects and a minimum of ten (10) years' experience and shall be an employee of the Prime/Joint Venture or any of the Subconsultants.
- b. The Consultant shall document in writing in SF 330 I.E. that the proposed Key Staff individuals meet the following requirements:
1. The designated Contract / Project Manager must be an employee by the Prime/JV
  2. It is not required that the remaining Key Staff personnel be employee of the Prime/JV or be located at the Project Office.
  3. All members of the Key Staff shall be residents of the United States with demonstrated expertise and the disciplines listed.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in block 17 of Part I.E of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual.

The Project Manager must be licensed in good standing in the State of Maryland at the time of this solicitation. Without exception, MDOT MTA will allow consultants qualified professional engineers and architects that are currently registered in other states to be part of the consultant's team with the status of "Maryland Registration Pending" for those individuals at the time of Expression of Interest submittal. Where a consultant proposes an out of state professional engineer or architect, the consultant shall include in block 17 of Part I.E of the SF 330 the words "Maryland Registered Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of Technical Proposal submittal, if short listed. Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

The Key Staff individual experiences set forth must have been performed within the past ten (10) years. Preference will be given to those that can demonstrate that the required experience was performed on similar work orders as outlined in Item #2 above.



- c. The information required for Part I.F (Example Projects) of the SF 330, shall be limited to five (5) relevant projects performed within the past ten (10) years, and shall not exceed one (1) page per project in total length. **References will be checked, and it is the Offeror's responsibility to ensure this information is accurate and up to date; otherwise it could result in a lower rating for the Offeror in this area.**
- d. Part I.H of SF 330 shall be limited to five (5) pages to summarize in an Executive Summary form the specialized expertise of the team.
- e. A copy of the Prime/JV's current certificate(s) of insurance.  
(Note: MDOT MTA's required Professional Liability Coverage for Prime/JV is \$5 Million)
- f. As per State Finance and Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list are ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.state.md.us](http://www.bpw.state.md.us) of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-1; Date Issued: January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

The Consultant shall comply with the “Required Information” and “Special Requirements” set forth hereinafter when completing the aforesaid documentation.

6. Special Requirements - DBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement; DBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, national origin, age, sex, or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26). It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for DBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the **"SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991 AND MAP 21 OF 2012."**

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE Prime firm(s) or DBE subcontractor(s) proposed for goal attainment indicating:

- a. The proposed work,
- b. Percentage of total work,
- c. MDOT certification number, and

d. Applicable NAICS Codes for each DBE. **Said information shall be shown under firm name on Part I.C.9 Proposed Team of the Federal Government SF 330 form.**

Since there are work orders that are eligible to be funded with Federal funds, proposed DBE firms must be certified by MDOT at the time of submission to participate on federally funded projects.

Consultants shall also identify in the letter portion of the Expression of Interest the name of their "Consultant Liaison Officer for Minority Affairs." The Consultant's failure to submit all of the required DBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

#### CONTRACT GOALS

For the purpose of this contract, a goal of **Twenty-Nine Percent (29%)** has been established for DBEs. DBE proposers have to meet the established DBE goal by either their own forces or approved DBE subcontractor(s). Per 49 CFR 26.55(b), when a DBE performs as a participant in a joint venture, they may count a portion of the total dollar value of the contract equal to the distinct defined portion of the work that the DBE performs with its own forces, toward the DBE goals and the proposed participation must be listed under the firm name in Part I.C.9 of the SF 330.

In addition to listing the Proposed Team, Consultants must also include the percentage of work for each proposed firm under the firm name in Part I.C.9 of the SF 330.

7. Contact Representative: Rosilyn McCulley, [rmccullev1@mta.maryland.gov](mailto:rmccullev1@mta.maryland.gov)
8. Additional Information: MDOT MTA reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
9. Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.

10. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
  - a. Understanding of Services Requested;
  - b. Key Staff Qualifications;
  - c. Firm Experience and Ability Providing Required Services;
  - d. Similar Project Experience;
  - e. Understanding of MDOT MTA and the Core and Statewide Service Area;
  - f. Financial Responsibility; and
  - g. Consultant has measures of protection for the State against errors and omissions.
11. Additional Information:
  - a. Ratings developed in the Reduced Candidate's List process for Key Staff individuals and subconsultants proposed may be retained and used in the final selection process.
  - b. MDOT MTA must be notified in writing, by email to [rmcculley1@mta.maryland.gov](mailto:rmcculley1@mta.maryland.gov), of any substitution of Key Staff members after Expression of Interest has been submitted. The MDOT MTA will re-evaluate the individual substituted using the same criteria used at the Expression of Interest stage. Failure by the Consultant to advise MDOT MTA of substitutions will result in the individual (s) substituted not scored in the final selection process.
  - c. All Key Staff proposed must be able to and upon selection must take the necessary action to obtain MDOT MTA security identification badge immediately after contract notice to proceed as necessary to perform assigned Work Orders.
  - d. If selected, the Prime may be required to designate a person as an "Authorized Signer" who shall be responsible for signing Primes and Subconsultant.
  - e. All scores will remain confidential for short-listed firms until after final selection.
12. No response received after 12:00 noon on the date specified for a Contract will be accepted, no matter how transmitted.

**The Expressions of Interest submittal package must include the following:**

**Expressions of Interest Submittal for MDOT MTA Number**

**Expressions of Interest Service Title**

**Expressions of Interest Due Date and Time**

**Firm Name**

**Firm Address**

Respond by: **April 8, 2022** prior to **12:00 noon (Eastern Standard Time)**

RESPOND TO:

e-mail address: [rmcculley1@mta.maryland.gov](mailto:rmcculley1@mta.maryland.gov)

Attention: Rosilyn McCulley  
Office of Procurement  
Professional Services Section  
Maryland Transit Administration  
6 Saint Paul Street, 7<sup>th</sup> Floor  
Baltimore, MD 21202