

General Requirements

General Requirements and Information for Construction Inspection Agreements Revised 10/07/2021

Firms interested in providing work and services for this Agreement are invited to submit a Statement of Interest. To submit a Statement of Interest for this Agreement you must be registered as a Business Partner and logged onto the ECMS web site under your user identification and password. To create your Statement of Interest, click on the "Create and Submit Statement of Interest" link at the end of the advertisement. ECMS will display the "Statement of Interest" page. If you have sub consultants to add, use the drop down list provided to select from registered Business Partners. All consultants (both prime consultant and sub consultants) to be included in this Statement of Interest must be registered as a Business Partners and have their annual qualifications package and field overhead rate submitted in the ECMS system.

You may prepare and save your Statement of Interest as a draft to be submitted later or you may submit it immediately. You may change your submitted Statement of Interest and resubmit as many times as you desire prior to midnight on the Due Date (indicated in the advertisement). The last version you submit will be the document the municipality will be able to read and process. The municipality will not be able to view your Statement of Interest until after midnight on the Due Date.

The municipality urges Business Partners to submit their Statements of Interest (even if in a draft format) no later than 1:30 P.M. two days prior to the Due Date. If you notify the Department and the municipality by this time that you cannot submit a Statement of Interest and the Department determines a component of the ECMS system under Commonwealth control is preventing you from submitting, the Department and the municipality will, if necessary, change the Due Date until the Department and municipality can accommodate your submission. If you notify the Department and the municipality after 1:30 P.M. two days prior to the Due Date that you cannot submit your Statement of Interest the municipality will attempt to accommodate your submission, but the municipality will not extend the Due Date even if a component of the ECMS system under Commonwealth control prevents you from submitting. The Department must be contacted at (717) 783-8330 between 8:00 A.M. and 4:00 P.M. Monday through Friday on normal workdays to register a Statement of Interest submission problem. Use the municipal contact information in the advertisement to inform them of any issues.

The Department may revise a published advertisement on behalf of the municipality. If the Department 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. You are responsible to monitor advertisements to assure your Statement of Interest complies with any changes in the published advertisement.

Statement_of_Interest.pdf documents shall comply with the following unless otherwise specified in the advertisement:

1. The maximum acceptable file size for the Statement_of_Interest.pdf file is 500 kilobytes.
2. Identify the Agreement project manager who will coordinate inspectors' assignments.
3. Include full disclosure of any potential conflict of interest by the prime or any sub consultant based on Engineering Involvement Restrictions Guidelines as referenced in Publication 93 (11-19), Section 1.5 - Engineering Involvement Restrictions. If there are no potential conflicts you shall include the following statement: "I have reviewed Publication 93 (11-19), Section 1.5 - Engineering Involvement Restrictions and determined that there are no potential conflicts of interest for anyone on this Agreement team."

4. Include full disclosure of any potential conflict of interest as specified in 2 CFR 200.112, 23 CFR 1.33 and 23 CFR 172. If there is no such potential conflict of interest you shall include the following statement: "I have reviewed 2 CFR 200.112, 23 CFR 1.33 and 23 CFR 172 and determined that there is no conflict of interest for anyone on this Agreement team."
5. Statements of Interest (SOI) will be disqualified from selection if they contain QR codes or hyperlinks.

Organization_Chart.pdf documents shall comply with the following unless otherwise specified in the advertisement:

1. The maximum acceptable file size for the Organization_Chart.pdf file is 500 kilobytes.

Resume.pdf documents shall comply with the following unless otherwise specified in the advertisement:

1. Resumes must use the resume template from the Annual Qualifications Package and must not exceed three pages per individual.
2. Resumes must include the Number and expiration date of all license, certificates and registrations included on the resume.
3. The maximum number of resumes included with your Statement of Interest shall be as stated in this advertisement. You may include resumes tailored to this Agreement's needs for individuals even if your Annual Qualification Package includes a resume for that individual. Resumes for TA-1 and TA-2 positions are not required.

By including an individual's resume in a Statement of Interest for this Agreement, the prime consultant or sub-consultant proposing to use the individual is certifying that they have the individual's approval to use his or her name in this Statement of Interest and that the prime consultant or sub-consultant have on file a valid copy of all licenses, certificates or registrations included on the resume.

By submitting a Statement of Interest for an Agreement that requests engineering services, the consulting firm is certifying that the firm is qualified to perform engineering services in accordance with the laws of the Commonwealth of Pennsylvania. A firm not eligible to submit due to this requirement may submit a Statement of Interest as a part of a joint venture with an individual, firm or corporation that is permitted under State law to engage in the practice of engineering.

If a Joint Venture responds to the advertisement, the Municipality will not accept separate Statements of Interest from the 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 Agreement. A firm that responds to this advertisement as a prime may not be included as a designated sub consultant to another firm that responds as a prime to this advertisement. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being designated a sub consultant to more than one (1) prime responding to this advertisement.

Disadvantaged Business Enterprise (DBE) Program Assurance for Federally Funded Projects

The goal for Disadvantaged Business Enterprise (DBE) participation shall be as stated in the advertisement. If a goal for DBE participation is established for this Agreement, firms expressing interest in this Agreement must agree to ensure that Disadvantaged Business Enterprise (DBE) firms, as defined in the Transportation Equity Act for the 21st Century (TEA-21) and currently "certified" by the Department of Transportation, shall have the opportunity to participate in any subcontracting or furnishing supplies or services approved under Form 442, Section 1.10(a). The TEA-21 requires that firms owned and controlled by women (WBEs) be included as a presumptive group within the definition of Disadvantaged Business Enterprise (DBE) firms. Responding firms shall make good faith efforts to meet the DBE goal using DBE firms (as they are defined prior to the act, WBEs or combinations thereof). Proposed DBE firms must be "certified" at

the time of submission of the Statement of Interest. If the selected firm fails to meet the established DBE participation goal, it shall be required to demonstrate its good faith efforts to attain the goal.

"Certified" means a DBE certified by any of the following agencies: Allegheny County, Office of Minority, Women and Disadvantaged Business Enterprises; City of Philadelphia, Minority Business Enterprise Council; Pennsylvania Department of Transportation, Bureau of Equal Opportunity; Port Authority of Allegheny County, Office of Equal Opportunity; or Southeastern Pennsylvania Transportation Authority, Small & Disadvantaged Business Utilization Department

Firms submitting a Statement of Interest document that does not comply with the above requirements will not be considered for this assignment.

Small firms, Disadvantaged Business Enterprise (DBE) firms, and other firms who have not previously performed work for the municipality are encouraged to submit a Statement of Interest.

Diverse Business Participation for Non-Federally Funded Projects

1. The following clause would be included in non-federally funded contracts:

D. Diverse Business Participation

Documentation of good faith efforts to solicit subconsultants that are diverse businesses (DBs) shall be made by the Consultant and be subject to the concurrence of the Department. A list of the requirements constituting good faith efforts and additional information concerning DB participation in this agreement is contained in Pub. 442, Section 1.8, Diverse Business Participation for Non-Federally Funded Projects.

2. The following language would be included in advertisements for non-federally funded projects:

Documentation of good faith efforts to solicit subconsultants that are diverse businesses (DBs) shall be made by the Consultant and be subject to the concurrence of the Department. A list of the requirements constituting good faith efforts and additional information concerning DB participation in this agreement is contained in Pub. 442, Section 1.8, Diverse Business Participation for Non-Federally Funded Projects.

Firms that do not comply with the good faith requirements will not be considered for this assignment.

DBs that have not previously performed work for the Department of Transportation are encouraged to submit a Statement of Interest.

The municipality will not consider a Statement of Interest that includes a firm's costs as a factor for consideration. Examples of a cost factor are: the inclusion by the consultant of a reference to the firm's low overhead rates or no charge for use of other direct costs. A reference to any cost factors would disqualify the Statement of Interest for this assignment.

The assignment of this Agreement will be made to one of the firms who submitted an acceptable Statement of Interest in response to this advertisement. The assignment will be made based on the municipality's evaluation of the firm's qualification and capabilities. The municipality reserves the right to reject all Statements of Interest submitted, to cancel the solicitation request under this Notice, and/or to readvertise a Statement of Interest solicitation for this work and services.

Municipal contracts with consultants and contractors contain Contractor Integrity Provisions that: 1) require contractors to maintain the highest standards of integrity in the performance of the contract; 2) prohibit any action in violation of state or federal laws, regulations or other requirements that govern contracting with the Commonwealth; and 3) prohibit contractors from offering, giving or agreeing or promising to give gratuities for the benefit of or at the direction or request of a Commonwealth officer or employee and municipal employees. These provisions represent binding contractual requirements.

In addition, the Commonwealth Procurement Code, governing qualification and duties of Commonwealth contractors states that one of the grounds for debarment or suspension is an "act or omission indicating a lack of ... business integrity or business honesty that seriously and directly affects the present responsibility of a person as determined by the purchasing agency." Commonwealth Procurement Code, Section 531 (b) (12).

Resume/ Minimum Experience Training (MET) Requirements

The job descriptions and requirements for the various Department Inspection Classifications are as follows:

TECHNICAL ASSISTANT 1

MINIMUM EXPERIENCE AND TRAINING:

High School Diploma, GED or post-secondary education and has the ability to read, write, and communicate in English and do basic math computation for length, area, and volume.

Note: This position can advance to the TA-2 position with 6 months consecutive or broken experience.

TECHNICAL ASSISTANT 2

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum of experience as a Technical Assistant 1 (TA-1) and must successfully complete the twelve (12) web-based TCI training modules.

Or

One (1) year minimum of transportation industry experience in highway/ bridge design or construction inspection and has a high School Diploma, GED or post-secondary education and has abilities to read, write, and communicate in English and do basic math computations for length, area, and volume, and must successfully complete the twelve (12) web-based TCI training modules.

Or

Two (2) years minimum of non-transportation related design, construction, or construction inspection experience and has a high School Diploma, GED or post-secondary education and has abilities to read, write, and communicate in English and do basic math computations for length, area, and volume, and must successfully complete the twelve (12) web-based TCI training modules.

Or

Holds a minimum of an Associate's of Science degree in Engineering or closely related field and must successfully complete the twelve (12) web-based TCI training modules.

Note: This position can advance to the TCI-1 position with 6 months consecutive or broken experience. Also, this is the only position that can advance to the TCI-1 position even if there is not an open TCI-1 classification available. No substitution is needed.

TRANSPORTATION CONSTRUCTION INSPECTOR 1

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum PennDOT experience as a Technical Assistant 2 (TA-2) or higher.

Or

Two (2) years minimum of transportation, highway or bridge construction inspection experience.

Or

Four (4) years minimum of highway or bridge construction, non-highway or bridge inspection, or highway or bridge design experience and non-inspection personnel must successfully complete the twelve (12) web-based TCI training modules.

Or

Possess a Transportation Technology Construction Inspection certification received through an accredited Technology program approved by the Department.

Or

Holds an active Professional Engineer's License.

Or

Holds a Bachelor's of Science degree in a non Civil Engineering field and must successfully complete the twelve (12) web-based TCI training modules. (An approved list of degrees will be held at Central Office)

Or

Holds a Bachelor's of Science degree in Civil Engineering or Construction Management. (An approved list of degrees will be held at Central Office)

Or

Holds an Associate's Degree in Civil Engineering or Construction Management.

TRANSPORTATION CONSTRUCTION INSPECTOR 2

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum PennDOT experience as a Transportation Construction Inspector 1 (TCI-1) or higher, and has one (1) of the following three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, or NICET Level II Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Three (3) years minimum of transportation, highway or bridge construction inspection experience, and has one (1) of the following three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, or NICET Level II Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Four (4) years minimum transportation, highway or bridge construction inspection experience.

Or

Five (5) years minimum of highway or bridge construction or highway or bridge design experience and non-inspection personnel must successfully complete the twelve (12) web-based TCI training modules.

Or

Holds a Bachelor's of Science degree in Civil Engineering or Construction Management. (An approved list of degrees will be held at Central Office)

Or

Holds an active Professional Engineer's License.

Note: Associate's Degree in Civil Engineering or Construction Management may be substituted for two (2) years of experience.

TRANSPORTATION CONSTRUCTION INSPECTOR 3

MINIMUM EXPERIENCE AND TRAINING:

Is currently qualified and has performed at a higher classification for a minimum of one (1) year. All individuals approved by this criterion must maintain the same certifications held when approval was given. To use this option an individual may not use criteria based only on experience.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector 2 (TCI-2) or higher, and all three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification and NICET Level II Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector 2 (TCI-2) or higher, and has attained NICET Level III Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Four (4) years minimum of transportation, highway or bridge construction inspection experience, and two (2) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, or NICET Level II Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Four (4) years minimum of transportation, highway or bridge construction inspection experience, and has attained NICET Level III Certification or higher in Highway Construction, only NICET Certifications

in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Holds an active Professional Engineer's License.

Note: A Bachelor's of Science degree in Civil Engineering or Construction Management may be substituted for four (4) years of experience, or an Associate's Degree in Civil Engineering or Construction Management may be substituted for two (2) years of experience.

TRANSPORTATION CONSTRUCTION INSPECTOR SUPERVISOR 1

MINIMUM EXPERIENCE AND TRAINING:

Is currently qualified and has performed at a higher classification for a minimum of one (1) year. All individuals approved by this criterion must maintain the same certifications held when approval was given. To use this option an individual may not use criteria based only on experience.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector (TCI-3) or higher, and has all three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level II Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector (TCI-3) or higher and has attained NICET Level III Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval and either PennDOT Concrete Technician Certification or NECEPT Field Technician Certification.

Or

Four (4) year minimum PennDOT experience as a Transportation Construction Inspector (TCI-3) or higher, and has two (2) of the following three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, or NICET Level II Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Five (5) years minimum transportation, highway or bridge construction inspection experience and must have all three (3) Certs: PennDOT Concrete Tech., and NECEPT Field Tech., and NICET Level III Certification OR NICET Level IV in Highway Construction, will cover all needed certifications. Only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Six (6) years minimum of transportation, highway or bridge construction inspection supervision/management experience acceptable to the Department.

Or

Holds an active Professional Engineer's License.

Note: A Bachelor's of Science degree in Civil Engineering or Construction Management may be substituted for four (4) years of experience, or an Associate's Degree in Civil Engineering or Construction Management may be substituted for two (2) years of experience.

TRANSPORTATION CONSTRUCTION INSPECTOR SUPERVISOR 2

MINIMUM EXPERIENCE AND TRAINING:

Is currently qualified and has performed at a higher classification for a minimum of one (1) year. All individuals approved by this criterion must maintain the same certifications held when approval was given. To use this option an individual may not use criteria based only on experience.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector Supervisor 1 (TCIS-1) or higher, and all three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector Supervisor 1 (TCIS-1) or higher, and has attained NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval and either PennDOT Concrete Technician Certification or NECEPT Field Technician Certification.

Or

Six (6) years minimum of transportation, highway or bridge construction inspection experience and has all three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, and NICET Level III Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Six (6) years minimum of transportation, highway or bridge construction inspection experience and has attained NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval and either PennDOT Concrete Technician Certification or NECEPT Field Technician Certification.

Or

Eight (8) years minimum of transportation, highway or bridge construction inspection supervision/management experience acceptable to the Department.

Or

Hold an active Professional Engineer's License.

Note: A Bachelor's of Science degree in Civil Engineering or Construction Management may be substituted for four (4) years of experience, or an Associate's Degree in Civil Engineering or Construction Management may be substituted for two (2) years of experience.

TRANSPORTATION CONSTRUCTION MANAGER 1

MINIMUM EXPERIENCE AND TRAINING:

Is currently qualified and has performed at a higher classification for a minimum of one (1) year. All individuals approved by this criterion must maintain the same certifications held when approval was given. To use this option an individual may not use criteria based only on experience.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector Supervisor (TCIS-2) or higher, and has all three (3) certifications: PENNDOT Concrete Technician Certification, NECEPT Field Technician Certification and NICET Level III Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

One (1) year minimum PennDOT experience as a Transportation Construction Inspector Supervisor 2 (TCIS-2) or higher, and has attained NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval and either PennDOT Concrete Technician Certification or NECEPT Field Technician Certification.

Or

Three (3) year minimum PennDOT experience as a Transportation Construction Inspector Supervisor 1 (TCIS-1) or higher, and has two (2) of the following three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification, or NICET Level III Certification or higher in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Eight (8) years minimum of transportation, highway or bridge construction inspection supervision/management experience and has either PennDOT Concrete Technician Certification and NECEPT Field Technician Certification OR NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Twelve (12) years minimum of transportation, highway or bridge construction inspection supervision/management experience acceptable to the Department.

Note: A Bachelor's of Science degree in Civil Engineering or Construction Management or an active Professional Engineer's License may be substituted for four (4) years of experience. A PE License can be substituted for all NICET Level Certifications. An Associate's Degree in Civil Engineering or Construction Management may be substituted for two (2) years of experience.

TRANSPORTATION CONSTRUCTION MANAGER 2

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum PennDOT experience as a Transportation Construction Manager 1 (TCM-1) or higher and has all three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification and NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Three (3) years minimum PennDOT experience as a Transportation Construction Manager 1 (TCM-1) or higher and has two (2) of the following three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification or NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Ten (10) years minimum of transportation, highway or bridge construction inspection supervision/management experience and has all three (3) certifications: PennDOT Concrete Technician Certification, NECEPT Field Technician Certification and NICET Level IV Certification in Highway Construction, only NICET Certifications in Highway Construction are allowed unless special circumstances of other NICET subfields are requested for Central Office approval.

Or

Sixteen (16) years minimum of transportation, highway or bridge construction inspection supervision/management experience acceptable to the Department.

Note: A Bachelor's of Science degree in Civil Engineering or Construction Management or an active Professional Engineer's License may be substituted for four (4) years of experience. A PE License can be substituted for all NICET Level Certifications. An Associate's Degree in Civil Engineering or Construction Management may be substituted for two (2) years of experience.

COATINGS INSPECTOR 1

MINIMUM EXPERIENCE AND TRAINING:

High School Diploma or GED and six (6) months minimum experience in structural steel coating application inspection. Must have a minimum of 8 hours documented training (internal or external) in the use of basic coatings inspection tools and equipment. Inspectors must also be trained in

accordance with all applicable OSHA regulations including 29CFR 1910.134 (Respiratory Protection) and 29 CFR 1926.501 (Duty to have Fall Protection) prior to the job assignment.

Note: A Coatings Inspector 1 must work under the direction of a Coatings Inspector 2 or 3 assigned to that project.

COATINGS INSPECTOR 2

MINIMUM EXPERIENCE AND TRAINING:

Three (3) years minimum experience in structural steel coatings application inspection, which includes six (6) months of coatings inspection experience on bridges, and is NACE Coating Inspector Level 1 - Certified or higher. Each Coating Inspector 2 must also have lead abatement training (SSPC-C3) prior to the job assignment.

Note: SSPC Bridge Coating Inspector Program (BCI) Level 1 may be substituted for one (1) year of experience in structural steel coating application inspection.

COATINGS INSPECTOR 3

MINIMUM EXPERIENCE AND TRAINING:

Four (4) years minimum experience in structural steel coatings application inspection, which includes one (1) year of coatings inspection experience on bridges, and is a NACE Certified Coating Inspector - Level 3 Peer Review certified. Each Coating Inspector 3 must also have lead abatement training (SSPC-C3) prior to the job assignment.

Note: SSPC Bridge Coating Inspector Program (BCI) Level 1 may be substituted for one (1) year of experience in structural steel coating application inspection.
