

General Requirements

General Requirements and Information for Non-Construction Inspection 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 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 municipality will, if necessary, change the Due Date until the Department and the 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 Agreement staff that is key to the Agreement success.
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.

Resumes.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 two pages per individual.
2. The maximum number of resumes included with your Statement of Interest shall be as stated in this advertisement. If the advertisement does not specify the maximum number of resumes, you shall not include resumes of more than five individuals you believe to be key to the Agreement success. You may include resumes tailored to this Agreement's needs for individuals even if your Annual Qualification Package includes a resume for that individual.

By including an individual's resume in a Statement of Interest for this Agreement, the consultant firm is certifying that they have the individual's approval to use his or her name in this Statement of Interest.

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.