

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

May 9, 2024

Contract No.: BCS 2024-05
Description: Federal Grant Programs –
Planning and Engineering Services -
Statewide

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 1

To All Offerors:

This addendum is being issued on the Request for Technical Proposal for BCS 2024-05. All prospective Offerors must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Addendum No. 1 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 1 in the submittal may result in rejection.

Please be advised that the Technical Proposal delivery date for this procurement is **12:00 PM (NOON) on June 24, 2024**. Technical Proposals received after the deadline will not be accepted no matter how transmitted.

PEN AND INK CHANGES

Please note the following changes to the BCS 2024-05 Request for Technical Proposal issued May 7, 2024:

O1 Section D.iii.1-3. Key Staff:

- ~~1. **Key Staff 1:** Project Manager / Professional Engineer (PE) registered in the State of Maryland with a minimum of ten (10) years' experience performing construction management of traditional and innovative construction contracts including transportation related projects of varying sizes and managing construction inspection staff on a daily basis; a Bachelor of Science (or higher) from an accredited college or university in Civil Engineering or Construction Management; and employed by the Prime/JV or any of the Subconsultants; who will serve as the Project Manager and the Primary Liaison. Preferred qualifications include Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials.~~
- ~~2. **Key Staff 2:** A Construction Manager with a minimum of eight (8) years of experience in transportation construction; expertise in construction inspection of TCDs and ITS, concrete structures, constructability reviews, and structure remedial engineering; a Bachelor of Science (or higher) from an accredited college or university in Civil Engineering or Construction Management; knowledge and skills to lead a team of certified inspectors and construction office support staff performing inspection of traffic control devices and administration of traffic control device construction contracts, employed by the~~

~~Prime/JV or any of the Subconsultants. Preferred qualifications include Certified Construction Manager (CCM) credentials.~~

- ~~3. **Key Staff 3:** Professional Engineer (PE) registered in the State of Maryland with four (4) years of experience managing Civil Engineering projects as a professional engineer (a minimum of eight (8) years of total experience in Civil Engineering); expertise in traffic engineering, remedial engineering, MicroStation/CADD, and traffic control device plan development and revision, as-builts; a Bachelor of Science (or higher) from an accredited college or university in Civil or Traffic engineering; employed by the Prime/JV or any of the Subconsultants. Preferred qualifications include a Professional Traffic Operations Engineer (PTOE) certification.~~

REPLACE WITH:

C1 Section D.iii.1-4. Key Staff:

1. **Key Staff 1:** *Project Manager* - A Professional Engineer (PE) registered in the State of Maryland with a minimum of eight (8) years' experience managing a variety of transportation-related design and construction projects; expertise in planning, engineering and the transportation development process; a Bachelor of Science (or higher) from an accredited college or university in Civil Engineering or Construction Management; employed by the Prime/JV who will serve as the Project Manager and the Primary Liaison. Preferred qualifications include Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials.
2. **Key Staff 2:** *Design Engineer* - A Professional Engineer (PE) registered in the State of Maryland with a minimum of eight (8) years' experience in highway engineering and design on a variety of transportation related projects including highway, hydraulics, pedestrian and bicycle facility designs; expertise in context sensitivity practices, practical design theories and practices, innovative design, project management and alternative project delivery methods; a Bachelor of Science (or higher) from an accredited college or university in Civil Engineering; employed by the Prime/JV or any of the Subconsultants who will serve as the Secondary Liaison.
3. **Key Staff 3:** A *Construction Manager* with a minimum of eight (8) years of experience performing highway and bridge/structures construction management and inspection on a variety of transportation related projects; expertise in constructability reviews, administration of construction contracts, budgeting, resource allocation and risk management; a Bachelor of Science (or higher) from an accredited college or university in Civil Engineering or Construction Management; employed by the Prime/JV or any of the Subconsultants. Preferred qualifications include Certified Construction Manager (CCM) credentials.
4. **Key Staff 4:** A *Structural Engineer* with a minimum of eight (8) years of experience developing and reviewing structural designs and contract documents for new and rehabilitated highway structures and other transportation projects; expertise in highway design, highway facilities and structure construction engineering; a Bachelor of Science (or higher) in Civil Engineering from an

accredited college or university; employed by the Prime/JV or any of the Subconsultants.

Questions from Potential Offerors

The deadline for questions for this contract will end at 12:00 PM (NOON) on May 20, 2024. The following questions are written Request for Technical Proposal Questions received prior to the deadline and submitted through the eMaryland Marketplace (eMMA) Q + A Discussion Board at emma.maryland.gov. The responses are provided for clarification to all prospective offerors in bold after the questions:

Q1 “The Key Staff skill set outlined in the Request for Professional Services for the BCS 2024-05 Federal Grants Program does not seem to align with all the necessary services for the contract and matches those of a recent solicitation for Engineering, Operations, and Construction Management and Inspection, Statewide. Could you please verify the three Key Staff descriptions are accurate in the solicitation for BCS 2024-05?”

A1 Please see C1, above. The Key Staff descriptions have been corrected.

Q2 “In response to BCS 2024-05, issued May 7th, 2024, Mead & Hunt believes that there may be an error with the Key Staff descriptions. The descriptions for Key Staff #1, #2 and #3 are not in alignment with the scope of services as advertised; in fact, we believe they were cut and pasted unintentionally from page 15 of BCS 20232-15 – Engineering, Operations, and Construction Management and Inspection (CMI) Services, Statewide.

Would the State Highway Administration please confirm whether the Key Staff descriptions are correct for Key Staff #1, Key Staff #2, and Key Staff #3 for BCS 2024-05.?”

A2 Please see C1, above. The Key Staff descriptions have been corrected.

Q3 “Can SHA please confirm the key staff positions are correct for this BCS 2024-05 Federal Grants Programs Planning and Engineering RFP? We noticed the key staff descriptions are verbatim from a recent Office of Traffic and Safety (OOTs) CM proposal and want to confirm the descriptions are correct for this BCS 2024-05 scope of services.”

A3 Please see C1, above. The Key Staff descriptions have been corrected.

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE SUBMISSION IN FRONT OF THE TRANSMITTAL LETTER.

Jada Wright

May 9, 2024

Ms. Jada J. Wright, Director
Office of Procurement and Contract Management

Date

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official

Title

Date