

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

May 24, 2024

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

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 2

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. 2 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 2 in the submittal may result in rejection.

Please be advised that the Technical Proposal delivery date for this procurement is extended to **12:00 PM (NOON) on July 1, 2024**. Technical Proposals received after the deadline will not be accepted no matter how transmitted.

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**PEN AND INK CHANGES**

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

**O1     Section C – Work Plan**

The Consultant must submit a maximum of ~~three (3)~~ page work plan detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission. Work Plan shall include, at a minimum, the following information:

- i. Has read and fully understands the requirements set forth to be provided for this contract;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this contract;
- iii. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.;
- iv. The Consultant team understands and has the capability to perform multiple simultaneous task assignments;
- v. Has a detailed work plan in place to ensure schedules and/or deadlines will be met as well as achieving the DBE goal;
- vi. The work plan includes comprehensive quality assurance and quality control program; and
- vii. Other statements are at the discretion of the Consultant as this is not an all-inclusive list.

**REPLACE WITH:**

**C1 Section C – Work Plan**

The Consultant must submit a maximum of **five (5)** page work plan detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission. Work Plan shall include, at a minimum, the following information:

- i. Has read and fully understands the requirements set forth to be provided for this contract;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this contract;
- iii. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.;
- iv. The Consultant team understands and has the capability to perform multiple simultaneous task assignments;
- v. Has a detailed work plan in place to ensure schedules and/or deadlines will be met as well as achieving the DBE goal;
- vi. The work plan includes comprehensive quality assurance and quality control program; and
- vii. Other statements are at the discretion of the Consultant as this is not an all-inclusive list.

**O2 Section D.iii.1 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.~~

**REPLACE WITH:**

**C2 Section D.iii.1 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.

**O3 Section D.iii.3 Key Staff:**

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.

REPLACE WITH:

**C3 Section D.iii.3 Key Staff:**

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. **Persons currently registered as Professional Engineers in the State of Maryland or in a state with comparable requirements are considered to have met the education requirements.** Preferred qualifications include Certified Construction Manager (CCM) credentials.

**O4 Section H – Time Distribution**

Classification	Est. Office	Est. Field	Total
Construction Manager	2%	2%	4%
Project Manager	2%	2%	4%
Design Engineer	30%	2%	32%
CADD/Draftsman	9%	0%	9%
Hydraulics Engineer	1%	0%	1%
Structural Engineer	25%	2%	27%
Construction Engineer	18%	3%	21%
Construction Field Support Staff	0%	1%	1%
Construction Office Support Staff	1%	0%	1%
Total	88%	12%	100%

REPLACE WITH:

**C4 Section H – Time Distribution**

Classification	Est. Office	Est. Field	Total
Construction Manager	2%	2%	4%
Project Manager	2%	2%	4%

<b>Design Engineer</b>	<b>25%</b>	<b>3%</b>	<b>28%</b>
<b>CADD/Draftsman</b>	<b>4%</b>	<b>0%</b>	<b>4%</b>
<b>Hydraulics Engineer</b>	<b>6%</b>	<b>0%</b>	<b>6%</b>
<b>Structural Engineer</b>	<b>12%</b>	<b>3%</b>	<b>15%</b>
<b>Construction Engineer</b>	<b>6%</b>	<b>9%</b>	<b>15%</b>
<b>Planner/Environmental Specialist</b>	<b>14%</b>	<b>8%</b>	<b>22%</b>
<b>Construction Field Support Staff</b>	<b>0%</b>	<b>1%</b>	<b>1%</b>
<b>Construction Office Support Staff</b>	<b>1%</b>	<b>0%</b>	<b>1%</b>
<b>Total</b>	<b>72%</b>	<b>28%</b>	<b>100%</b>

**O5 Section A– Cover Letter**

**A. Cover Letter**

Cover Letter on the Firm’s/JV’s letterhead – limited to ~~one (1)~~ **page**, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm’s contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm’s procurement contact may be the same or different individuals.
- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract’s scope and deliver all the requirements set forth through its own forces and those of its subcontractors.
- vi. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.
- vii. Acknowledges that the Firm/JV and proposed team understand and have the capability to perform multiple simultaneous task assignments.
- viii. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- ~~ix.~~ This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- ~~x.~~ Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

**REPLACE WITH:**

**C5 Section A– Cover Letter**

**A. Cover Letter**

Cover Letter on the Firm’s/JV’s letterhead – limited to **two (2) pages**, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm’s contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm’s procurement contact may be the same or different individuals.
- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract’s scope and deliver all the requirements set forth through its own forces and those of its subcontractors.
- vi. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.
- vii. Acknowledges that the Firm/JV and proposed team understand and have the capability to perform multiple simultaneous task assignments.
- viii. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- ix. This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- x. Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

**O6 Section D.iii– Key Staff**

- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed ~~three (3)~~ pages total. **The experience for each individual Key Staff as described below shall be recent experience performed within the last eight (8) years.** Years of experience and applicable licenses and certifications, such as a Professional Engineer (PE) license and/or Certified Construction Manager (CCM), shall be clearly documented on each resume.

**REPLACE WITH:**

**C6 Section D.iii– Key Staff**

- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed **four (4)** pages total. **The experience for each individual Key Staff as described below shall be recent experience performed within the last eight (8) years.** Years of experience and applicable licenses and certifications, such as a Professional Engineer (PE) license and/or Certified Construction Manager (CCM), shall be clearly documented on each resume.

**O7 Section 12 Direct Expenses:**

SHA has allocated the following direct expenses associated with the scope of work:

a.	Local Travel (mileage and tolls)	\$13,000
b.	Printing	\$2,500
c.	Postage	\$1,000
d.	<del>Maintenance of Traffic (MOT) Services</del>	<del>\$15,000</del>

**REPLACE WITH:**

**C7 Section 12 Direct Expenses:**

SHA has allocated the following direct expenses associated with the scope of work:

a.	Local Travel (mileage and tolls)	\$13,000
b.	Printing	\$2,500
c.	Postage	\$1,000

**O8 Section D.iv SF 330 Section F:**

SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications:  
Limited to three (3) example projects ~~one (1) example project per page~~ for a total not to exceed ~~three (3)~~ pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent relevant experience performed within the past ~~three (3)~~ years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).

**REPLACE WITH:**

**C8 Section D.iv SF 330 Section F::**

SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications:  
Limited to three (3) example projects, **each example project limited to two pages**, for a total not to exceed **six (6)** pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent relevant experience performed within the past **five (5)** years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).

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**Questions from Potential Offerors**

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**The deadline for questions for this contract ended 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](http://emma.maryland.gov). The responses are provided for clarification to all prospective offerors in bold after the questions:**

Q1 “The scope of work includes environmental and/or planning services; such as everything listed under Grant Preparation Technical Assistance, as well as preparation of environmental documents, permits, and studies; noise analysis; public involvement; field data collection and GIS data processing for trail construction. What labor classifications listed on page 18 of the RFP does SHA expect to cover these scope items?”

**A1 Please see C4, above. The Time Distribution is revised to add a Planner/Environmental Specialist classification. Consultants should use the Planner/Environmental Specialist classification in the revised Time Distribution.**

Q2 “Can SHA please confirm if inspector services act on behalf of SHA and/or the District or as a third-party inspector as required for federal funding of grant projects?”

**A2 The inspector will be acting as the third-party inspector.**

Q3 “Under the scope item Grant Program Technical Assistance, does SHA expect the need for grant program and project level staffing support?”

**A3 Yes, under the Planner/Environmental Specialist Classification. Please see C4, above.**

Q4 “Under the scope of work for Grant Program Technical Assistance, is the expectation that field work would be included in the scope of work?”

**A4 Yes, it is expected that fieldwork will be included in the scope of work.**

Q5 “The Advertisement page 12 states: “U.S. Government forms are to be completed with standard size typing and are not to be photo reduced.” The U.S. Government Standard Form 330 does not specify a font to be used when completing the form. Question: Is a specific font style and size required to be used in the SF 330 forms? 10-point Times New Roman is specified for the organization chart, the 1-page matrix style of support personnel, and sections of the proposal that are not the SF 330 forms.”

**A5 SHA will accept no smaller than 10-point Times New Roman font for any component of the SF 330 – including 11x17 charts or matrices.**

Q6 “The revised requirements (Addendum 1) for Key Staff 1 Project Manager request “experience managing a variety of transportation-related design and construction projects” and “expertise in planning, engineering and the transportation development process” but suggest that Certified Construction Manager (CCM) or Project Management Professional (PMP) are preferred qualifications. Question: Does SHA prefer a construction management background for this role as opposed to a design project management or transportation planning project management background?”

**A6 Please see C2, above. SHA modified the Key Staff 1 description to remove Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials as preferred qualifications.**

Q7 “With reference to the Advertisement pages 13–14 under C. Work Plan, “The Consultant must submit a maximum of three (3) page work plan detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission. Work Plan shall include [ . . .]” Of the seven (7) statements or pieces of information required to be provided in C. Work Plan, i., ii., iii., and iv. are similar to certifications/statement required to have been made in section A. Cover Letter. Question: Given Section C. Work Plan will constitute 30% of the scored evaluation criteria, would SHA consider removing the statements that have already been made in the Cover Letter so that we may use this space to more thoroughly describe our team’s ability to perform the consultant services required in this scope of services?”

**A7 Please see C1, above. The page restriction on Workplan is increased to a maximum of 5 pages. Please see C5, above. The Cover Letter limitation has been expanded to two (2) pages.**

Q8 “Key staff 1 lists “Preferred qualifications include Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials.” Is this correct? It doesn’t seem to fit with the new Key staff description from Addendum 1.”

**A8 Please see C2, above. SHA modified the Key Staff 1 description to remove Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials as preferred qualifications.**

Q9 “The scope of work includes environmental and/or planning services; such as everything listed under Grant Preparation Technical Assistance, as well as preparation of environmental documents, permits, and studies; noise analysis; public involvement; field data collection and GIS data processing for trail construction. Can SHA please confirm if a key staff member will be added to the contract that can fulfill these services?”

**A9 Please see C4, above. The Time Distribution was revised to add a Planner/Environmental Specialist classification. Consultants should use the Planner/Environmental Specialist classification in the revised Time Distribution. The classification will not be given a Key Staff designation.**

Q10 “Please specify if the Scope of Services should be in letter format or a titled document.”

**A10 As specified in the project’s solicitation in Section B Scope, the Consultant must submit a maximum of one (1) page document certifying the contract’s Scope can be performed in its entirety through its own forces and those of its subconsultants. It is not necessary to format the Scope section of the technical proposal as a letter.**



Q11 “Will SHA consider expanding the Work Plan page requirement to 5 pages?”

**A11 Please see C1, above. The page restriction on Work Plan has been increased to a maximum of 5 pages.**

Q12 “Will SHA consider expanding the Project page requirement to 2 pages?”

**A12 Please see C8, above. The SF 330 Section F – Example Projects limitation is expanded to two (2) pages per Example Project.**

Q13 “Customarily the Support Staff Matrix requirements limit staff descriptions to three (3) lines. Please confirm the Support Staff Matrix for BCS 2024-05 is limited to two (2) lines as noted in the RFP.”

**A13 SHA confirms that the Support Staff Matrix for BCS 2024-05 is limited to two (2) lines as noted in the RFP.**

Q14 “Please describe the advantage of PMP certification for this contract over similar contracts that do not have this preference noted for Key Staff.”

**A14 Please see C2, above. SHA modified the Key Staff 1 description to remove Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials as preferred qualifications.**

Q15 “Please describe the advantage of CCM certification for this contract over similar contracts that do not have this preference noted for Key Staff.”

**A15 Please see C2, above. SHA modified the Key Staff 1 description to remove Certified Construction Manager (CCM) or Project Management Professional (PMP) credentials as preferred qualifications.**

Q16 “How does SHA define accredited?”

**A16 An accredited college or university meets the quality standards of the Board for Engineering and Technology (ABET) for engineering programs.**

Q17 “Section D. iii states that the resumes should be limited to 1 key staff per page for a total of 3 pages; however, there are now 4 key staff requested. Please confirm that it should be 1 page each for a total of 4 pages.”

**A17 Please see C6, above. The page limitations for Key Staff resumes are increased from three (3) pages to four (4) pages, consistent with changes to the project’s solicitation implemented in BCS 2024-05 RFP Addendum No. 1 wherein the number of Key Staff was increased from three (3) to four (4).**

Q18 “We wanted to request a potential adjustment to the qualifications for the Key Staff 3: Construction Manager position requested in BCS 2024-06 (*sic*). Currently, the requirement of a Bachelor of Science degree (or higher) in Civil Engineering or Construction Management significantly narrows the pool of qualified candidates, particularly for an SBE contract. Given the challenges in finding a suitable candidate within this framework, we propose that SHA considers revising this requirement. Instead of mandating a specific degree, we suggest SHA focus on years of relevant experience in the field. By shifting the emphasis to practical experience, we can open up opportunities for a wider range of skilled professionals, thereby enhancing SHA’s chances of finding the best fit for the role. We believe this adjustment aligns with SHA’s goals of promoting inclusivity and maximizing the talent pool while still ensuring that we have competent individuals fulfilling key roles for your organization. Thank you for the considering.”

**A18 Please see C3, above. SHA will accept Professional Engineer licensure to meet the educational requirement for Key Staff #3.**

Q19 “Has an attendance list for the May 15 Pre-Proposal meeting been published yet? If so, where may I find it?”

**A19 The attendance list from the project’s Pre-proposal Meeting is included as an attachment to BCS 2024-05 RFP Addendum No. 2.**

Q20 “The five technical questions appear to be focused on planning and design and not CMI, yet the Key Staff and Scope of Services seem to focus on CMI and bridge inspection services. The key staff have more of a construction focus over design and planning. The classifications have several CM classifications, but with small percentages. Please review to confirm, as these sections of RFP do not seem complementary to one another and may not result in ability to provide the best key staff to meet the needs of SHA. If the services are to be CMI and bridge inspection, then please select questions which require firms to demonstrate they can perform the CMI and bridge inspection services and not only design and planning.”

**A20 Please see C4, above. SHA confirms the Time Distribution, Key Staff and Scope of services are consistent with anticipated needs and technical questions are appropriate.**

Q21 “The RFP includes Maintenance of Traffic Services (item d.) as a direct expense for this project. What maintenance of traffic services are anticipated to be performed uGrant Programs – Planning and Engineering Services - Statewide:”

**A21 Please see C7, above. Maintenance of Traffic was removed from Direct Cost.**

Q22 “Can you confirm the title, education, experience, certification/registration and expertise requirements for Key Staff 1, Key Staff 2 and Key Staff 3?”

**A22 Changes to all Key Staff were previously documented in BCS 2024-05 RFP Addendum No. 1 published in eMMA on May 9, 2024. Please see C2, above, for revised description of Key Staff #1 and C3, above, for revised description of Key Staff #3. No changes are implemented for Key Staff #2 or Key Staff #4, as described in BCS 2024-05 RFP Addendum No. 1.**

Q23 “For Section F – Projects, may the project page limit be increased from one (1) page to two (2) pages each?”

**A23 Please see C8, above. The SF 330 Section F – Example Projects limitation is expanded to two (2) pages per Example Project.**

Q24 “For Section F – Projects, would you consider extending the period for project experience from the last three (3) years to five (5) years?”

**A24 Please see C8, above. The SF 330 Section F – Example Projects experience requirement is increased to from three (3) to five (5) years.**

Q25 “Please confirm the 1% percentage allocated in the time distribution for the Hydraulics Engineer is correct.”

**A25 Please see C4, above. The time distribution for the Hydraulics Engineer classification is revised to 6%.**

Q26 “Since this is a planning contract, will a Planner be considered a Key Staff position and/or included in the time distribution?”

**A26 Please see C4, above. The Time Distribution is revised to add a Planner/Environmental Specialist classification. The classification will not be designated as Key Staff.**

Q27 “Please confirm if it is acceptable to include noise analysis and geotechnical services under "undesignated subconsultants" should these services be included under this contract?”

**A27 Undesignated subconsultant is intended for expertise/services needed that would not/could not be anticipated at the time the scope was developed. Noise analysis and geotechnical services are specified in the project’s scope.**

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

*Jada Wright*

May 23, 2024

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

Date

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**Acknowledgement of Receipt**

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Firm Name

Signature-Authorized Official

Title

Date

BCS 2024-05 Preproposal Meeting 5-15-24

Participants	Email
Mary Barse	MBarse@mdot.maryland.gov
Alem Hagos	ahagos@delonhampton.com
James Angel	JAngel4@mdot.maryland.gov
Moustafa Awad	moustafa.awad@infrazign.com
Sun Ahn	sahn@minengineering.com
Steph Vander Veen	steph.vanderveen@rossitg.com
Morteza Tadayon	morteza@itenology.com
Nicole Okafor	NOkafor@mdot.maryland.gov
Glenn Detter	gdetter@WTBco.onmicrosoft.com
Joan Floura	JFloura@flourateeter.com
Kaitlyn Conner	kaitlyn@blackwaterenvironmentalgroup.com
Tracey Poler	tpoler@primeeng.com
Simmons, Douglas	DougSimmons@jmt.com
Elaine Finn	EFinn@Pennoni.com
Ahmad Abazaid	abazeed@bvf-engineering.com
Safa Eslambolchi	safa.arya@aryaconsultants.com
Matt Conrad	mconrad@rkk.com
Marissa Lenoce (Consultant)	MLenoce.consultant@mdot.maryland.gov
Martha Zabetakis	Martha.Zabetakis@kci.com
Adel Nowalk	anowalk@transystems.com
Hawtof, Steven I.	shawtof@GFNET.com
Natalie D. DeColli-SuYash	natalie@suyashconsulting.com
Guinther, James	jguinther@wrallp.com
Cheryl Ladota	CLadota@mdot.maryland.gov
Brusio, Elizabeth S.	EBrusio@wallacemontgomery.com
Rojas, Yina	yrojas@wrallp.com
Jordan Howard (AMT) (Unverified)	
Wendy Wolcott	wwolcott@gpinet.com
Kendra McAllister	kmcallister@atcsplc.com
Ray, Jennifer (Guest)	jray@jmt.com
Maggie Ruble	mcr@goroveslade.com
Lacey D. Asper	lasper@navarrowright.com
alexi (Unverified)	
Rita Ossiander	rita.ossiander@rossitg.com
Pittsnogle, Brad	brad.pittsnogle@aecom.com
Kahan, Joshua	Joshua.Kahan@mbakerintl.com
Karen Kahl (Guest)	kkahl@rkk.com
+14437449435 (Unverified)	
Federico J. Tersoglio	Federico.J.Tersoglio@imegcorp.com
Harris, Dara P.	DPHarris@mccormicktaylor.com
Michelle Carroll (Unverified)	

+14104632531 (Unverified)	
Pat Martino	pmartino@rkk.com
Griffin, Aneesha	agriffin@cstengineers.com
Kate O. Drexel	Kate.W.Drexel@imegcorp.com
Paul Silberman	Paul.Silberman@meadhunt.com
Anita Rappoport - CV, Inc. (Unverified)	
Darrell Sacks	Darrell.Sacks@kci.com
ZEST	zest.md@zestllc.com
Kerley, Amanda T.	akerley@wallacemontgomery.com
Susan Liszeski	SLiszeski@wetlands.com
Guido Aresi (PSI)	guido@dcpsi.com
Jennifer Berger	jberger@brudis.com
Ryan, Danielle	DRyan@jmt.com
Mullen, John (Guest)	JFMullen@mccormicktaylor.com
Carole Delion	caroledelion@delionconsulting.com
Rick J. Kiegel	rkiiegel@rkk.com
Mawry, Antonio A.	AMawry@wallacemontgomery.com
Chris Ley	cley@szpmconsultants.com
Womer, Laurie	laurie.womer@aecom.com
Laura Barcena (Guest)	laura.barcena@rossitg.com
William Zeid	william.zeid@goroveslade.com
Adgate, Lori	Lori.Adgate@stantec.com
Carter Hyde	carter.hyde@rossitg.com
Minor, Ashley	Ashley.Minor@stantec.com
Katie Wagner	klw@goroveslade.com
Brian Doyle	bdoyle@admarble.com
Zichuan Li (PSI) (Unverified)	
Reynolds, Shawn (Guest)	sreynolds@jmt.com
Katrina Budischak (Unverified)	
M. Tucker	
Brian Post	bpost@atcsplc.com
Heidi VanLuven	heidi.vanluven@alphacorporation.com
+12408145559 (Unverified)	
Zeender, Steve	steve.zeender@stantec.com
Wissman, Greg	Greg.Wissman@rsandh.com
+14438343868 (Unverified)	
Garrett Amsbaugh	gamsbaugh@ccjm.com
Sushant Upadhyaya	sushant.upadhyaya@kaveree.com
Yolanda Takesian	ytakesian@kittelton.com
Angie Strevig	astrevig@gpinet.com
Bodmann, Mark	mbodmann@wrallp.com
+12404849578 (Unverified)	
+14437909320 (Unverified)	
M. Tucker (Unverified)	

+14107183172 (Unverified)

Mitchell, Wesley

Steve Foster

Kurt A. Miller

Connie Cook (Unverified)

Jeff Sewell

Pat Martin

+14433924418 (Unverified)

Wesley.Mitchell@wsp.com

Steve.Foster@abconsultantsinc.com

kamiller@primeeng.com

jsewell@schnabel-eng.com

pmartin@itcmmd.com