

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 2024-06  
**Description:** Federal Grant Programs –  
Planning and Engineering Services –  
Statewide - SBE

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 2

To All Offerors:

This addendum is being issued on the Request for Technical Proposal for BCS 2024-06. 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.

---

**PEN AND INK CHANGES**

---

**Please note the following changes to the BCS 2024-06 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	<del>30%</del>	<del>2%</del>	<del>32%</del>
CADD/Draftsman	<del>9%</del>	<del>0%</del>	<del>9%</del>
Hydraulics Engineer	<del>1%</del>	<del>0%</del>	<del>1%</del>
Structural Engineer	<del>16%</del>	<del>5%</del>	<del>27%</del>
Construction Engineer	<del>20%</del>	<del>3%</del>	<del>21%</del>
<del>Construction Field Support Staff</del>	<del>0%</del>	<del>3%</del>	<del>1%</del>
<del>Construction Office Support Staff</del>	<del>3%</del>	<del>0%</del>	<del>1%</del>
<b>Total</b>	<b>83%</b>	<b>17%</b>	<b>100%</b>

REPLACE WITH:

**C4 Section H – Time Distribution**

Classification	Est. Office	Est. Field	Total
Construction Manager	2%	2%	4%
Project Manager	2%	2%	4%
Design Engineer	25%	3%	28%
CADD/Draftsman	4%	0%	4%
Hydraulics Engineer	6%	0%	6%

<b>Structural Engineer</b>	<b>11%</b>	<b>3%</b>	<b>14%</b>
<b>Construction Engineer</b>	<b>6%</b>	<b>10%</b>	<b>16%</b>
<b>Planner/Environmental Specialist</b>	<b>14%</b>	<b>8%</b>	<b>22%</b>
<b>Construction Support Staff</b>	<b>1%</b>	<b>1%</b>	<b>2%</b>
<b>Total</b>	<b>71%</b>	<b>29%</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).

---

**Questions from Potential Offerors**

---

**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 “Can SHA please confirm the total percentages listed in the time distribution chart shouldn’t add up to 100%? The classifications for Structural Engineer, Construction Engineer, Construction Field Support Staff, and Construction Office Support Staff office and field combined percentages do not equal the combined percents in the total percentage column.”

**A5 Please see C4, above. The Time Distribution is revised and totals are correct.**

Q6 “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?”

**A6 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. The classification will not be given a Key Staff designation.**

Q7 “We wanted to request a potential adjustment to the qualifications for the Key Staff 3: Construction Manager position requested in BCS 2024-06. 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.”

**A7 Please see C3, above. SHA will accept Professional Engineer licensure to meet the educational requirement for Key Staff #3.**

Q8 “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.”

**A8 Please see C6, above. The page limitation for Key Staff resumes is 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).**

Q9 “We are considering including a new/small firm on our team. The firm is in the process of applying for the SBE certification. Do all firms need to be certified at the time of the proposal submittal? Could we include the firm on our team with the condition that they would need to obtain the SBE certification prior to contract award? Any advice on how to proceed would be appreciated.”

**A9 All firms must to be certified at the time of the proposal submittal.**

Q10 “Will SHA revise the example project requirements (SF 330 Section F) to extend beyond 3 years. Following COVID the industry has had reduced budgets, limiting capital projects. The resume requirements (SF330 Section E) allows "recent experience performed within the last eight (8) years."

**A10 Please see C8, above. The SF 330 Section F – Example Projects experience requirement is increased to from three (3) to five (5) years.**

Q11 Section 12. on page 20 of the May 7, 2024 Request for Professional Services for BCS 2024-05 (Federal Grant Programs – Planning and Engineering Services – Statewide) indicates that SHA has allocated several categories of direct expenses associated with the scope of work. What is the purpose of 12. d. Maintenance of Traffic (MOT) Services, \$15,000, within the anticipated scope of work?



**A11 Please see C7, above. Maintenance of Traffic was removed from Direct Cost.**

Q12 “Has an attendance list for the May 15 Pre-Proposal meeting been published yet? If so, where may I find it?”

**A12 The attendance list from the project’s Pre-proposal Meeting is included as an attachment to BCS 2024-06 RFP Addendum No. 2.**

Q13 How does SHA define accredited?

**A13 An accredited college or university meets the quality standards of the Board for Engineering and Technology (ABET) for engineering programs.**

Q14 “Can we use subcontractor experience if we have a teaming agreement with them?”

**A14 The experience of subcontractors that are included in the Team may be used.**

Q15 “Please confirm we are only supposed to submit MDOT DBE form A and Form B or if Forms C-D are required as well.”

**A15 Only DBE Forms A and B are required with the Technical Proposal Submittal. Forms C and D apply only to firms determined eligible for award and are submitted with the Price Proposal.**

Q16 “Are the two potential task order-based contracts awarded to one or two bidders?”

**A16 Each contract is awarded to a separate bidder.**

Q17 “Can DBE firms join multiple Prime firms as a sub?”

**A17 As stipulated on Page 2 of the RFTP.....”. a firm that responds to this RFP as a prime or a prime JV constituent may not be included as a designated subcontractor to another firm that responds as a prime to this RFP. 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 that has not submitted as a prime from being set forth as a designated subcontractor to more than one (1) prime responding to this RFP.**

Q18 “Are Prime bidders required to notify the DBE firms if they include the DBE firm’s name in their proposal?.”

**A18 Please see Section F – Subcontractor Commitment, which stipulates that the technical proposal must include a signed Letter of Commitment from each proposed Sub-Consultant.**

Q19 “Will MDOT share the list of pre-proposal meeting attendees list to facilitate teaming up opportunities of Primes and DBE subs?”

**A19 The attendance list from the project’s Pre-proposal Meeting is included as an attachment to BCS 2024-06 RFP Addendum No. 2..**

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

Jada Wright May 24, 2024  
Ms. Jada J. Wright, Director Date  
Office of Procurement and Contract Management

---

**Acknowledgement of Receipt**

---

---

Firm Name	Signature-Authorized Official	Title	Date
-----------	-------------------------------	-------	------

## BCS 2024-06 Pre-proposal Meeting 5-15-24

### List of Participants

Name	Email
Mary Barse	MBarse@mdot.maryland.gov
Theresa Bronakoski	tbronakoski@dfiengineering.com
James Angel	JAngel4@mdot.maryland.gov
Cerasela Cristei	Cerasela.Cristei@exp.com
Kaitlyn Conner	kaitlyn@blackwaterenvironmentalgroup.com
Barry Catterton	bcatterton@ces-consultingllc.com
Nicole Okafor	NOkafor@mdot.maryland.gov
Santosh Dhakal	sdhakal@nuengineering.net
Subra Das	sdas@bengalengineers.com
Ryan Chamel	RChamel@seg-inc.com
Pamela Prue	pprue@cuberootinc.com
Morteza Tadayon	morteza@itenology.com
Thia Graham	thia.graham@abconsultantsinc.com
David Thomas	david@blackwaterenvironmentalgroup.com
Clean-Streams.com Alexi (Unverified)	
Rhea Dones	Rhea.Dones@leuteriothomas.com
Wishart, Andrew	awishart@cemscience.com
Dan Guy	DGuy@nmpengineering.com
Matt Abel (Guest)	Matta_idesigneng.com#EXT#@mdotgov.onmicrosoft.com
Joel Resh	joel.resh@ebaengineering.com
Jeff Kreis	jkreis@kcw-et.com
Steph Vander Veen	steph.vanderveen@rossitg.com
Lacey D. Asper	lasper@navarrowright.com
Safa Eslambolchi	safa.arya@aryaconsultants.com
Andrew Heinig	aheinig@shahpe.com
Pat Martin	pmartin@itcmmd.com
Ahmed Mohamed (Unverified)	
Chris Ley	cley@szpmconsultants.com
+14432520368 (Unverified)	
Mariessa Korhummel (Unverified)	
Krishna Potturi	kpotturi@ces-consultingllc.com
Griffin, Aneesha	agriffin@cstengineers.com
Cheryl Ladota	CLadota@mdot.maryland.gov
Natalie D. DeColli-SuYash	natalie@suyashconsulting.com
Patricia Shepherd	Patricia.Shepherd@exp.com
ZEST	zest.md@zestllc.com
Rita Ossiander	rita.ossiander@rossitg.com
Foster, Jacque L	jfoster@skellyloy.com
Jennifer Roberts	jennifer.roberts@HayatBrown.com
Carter Hyde	carter.hyde@rossitg.com
Brian Doyle	bdoyle@admarble.com

Guido Aresi (PSI)	guido@dcpsi.com
Sophie Boreshe (JED Engineering-DBE/SBE) (Unverified)	
Yalda Arefian	yarefian@dciengineers.com
Christy Cavey	ccavey@shahpe.com
+14439008399 (Unverified)	
Mark Rollo (Unverified)	
Carter Stinchcomb (Guest) (Unverified)	
Neil Haines	nhaines@primeeng.com
Tanya King (Unverified)	
Megan Disney	megan.disney@ebaengineering.com
Jim Zhao	Jim.Zhao@exp.com
Amy Morris (T3 Design) (Unverified)	
Allen Yang (PSI)	Allen@dcpsi.com
Tanya King - DCI (Unverified)	
Jeff Sewell	jsewell@schnabel-eng.com
Anita Rappoport - CV, inc. (Unverified)	
Brian Biddle (Unverified)	
Jennifer Berger	jberger@brudis.com
Carole Delion	CaroleDelion@DelionConsulting.com
Jesse Dixon	jdixon@stratified.us
Moustafa Awad	moustafa.awad@infrazign.com
Estefany Galdamez	egaldamez@techno-eng.com
Steve Foster	Steve.Foster@abconsultantsinc.com
+12403936721 (Unverified)	
G (Unverified)	
Michael (Unverified)	
Regina Todd - First Capital Engineering (Unverified)	
Mariessa Korhummel (Unverified)	