Issue Date: October 28, 2026

PUBLIC NOTICE FOR
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2026-05

Pavement Management Engineering Services, Statewide

NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of engineers and architects for the following contracts.

The State Highway Administration (SHA) is issuing this Request for Proposals (RFP) for Pavement Management Engineering Services, Statewide. The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contracts as required. Firms interested in being considered must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

SHA anticipates awarding up to three (3) open-end, task-order based contracts that may cover multiple projects for these services. The duration of the Contracts will not exceed five (5) years. The total funding authority for all three (3) contracts shall not exceed $12,600,000. SHA reserves the right to modify the total funding authority. No minimum amount of work or funds is guaranteed under these Contracts. The Contracts will be funded with State and Federal Funds.

An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Offeror (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

Firms interested in being considered for work on these contracts must submit a Technical Proposal for the contracts as set forth herein. Contracts resulting from this solicitation shall be structured as indefinite delivery indefinite quantity (IDIQ) and payment methods shall include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firms in the Request for Price Proposals and subsequent Secondary Qualifications Based Selection for task-order assignments. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures.

All Technical Proposals shall be submitted through eMaryland Marketplace Advantage (eMMA) online at https://emma.maryland.gov. The submittal will consist of the complete Technical Proposal including the individual section files. The limit to the size of each individual file that is uploaded is 300 MB. There is no limit to the number of files that can be uploaded in a single solicitation and no total limit to the size of all files uploaded in a single solicitation. eMMA accepts zipped files, but each zipped file is limited in size to 300 MB. The following information must be typed in the Response Information box. In the "Project Description," type "BCS 2026-05 Pavement Management Engineering Services, Statewide," Technical Proposal Due Date and Time, Firm Name, Firm Address and Contact Person for this Submission.

Proposals must be submitted electronically. Proposals will not be opened publicly.

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If a Joint Venture (JV) responds to this RFP, SHA will not accept separate Proposals from the JV constituents. A firm will not be permitted to submit on more than one (1) JV for this RFP. Also, 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.

All proposals received for these contracts will be reviewed on a competitive basis. The Firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per-hour salary rates as supported by Certified Payroll Rosters while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Modes approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audits shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firms are timely and successful, contracts may be awarded to those Firms.

A Pre-Proposal meeting will be conducted for this procurement on November 6, 2026, at 1:00 PM.

Microsoft Teams meeting

Join:

https://teams.microsoft.com/meet/262358034761434?p=X7hY5cJ6d6BaFj2RCd

Meeting ID: 262 358 034 761 434
Passcode: h2ZJ3Bz9

Need help? | System reference

Dial in by phone

+1 443-409-5228,,392570073# United States, Edgewood
Find a local number
Phone conference ID: 392 570 073#

Written questions from prospective Offerors will be accepted by the Procurement Officer through eMMA only. **All questions concerning submissions and procedures must be submitted via emma.maryland.gov no later than November 10, 2026, at 12:00 pm.** The BCS number must be referenced in the email subject line. Problems submitting emails shall be reported to the Consultant Services Division (CSD) telephone number 410-545-5660.

All addendums to this solicitation will be posted **only** on eMaryland Marketplace Advantage (eMMA) and on the Consultant Services Center page of SHA's Webpage (https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767). No other contact to MDOT employees or personal visits will be accepted.

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eMMA is an electronic commerce system administered by the Maryland Department of General Services. In addition to using the SHA website (https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767), the solicitation, Offeror questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA. To receive a contract award, a firm must be registered on eMMA. Registration is free. Go to https://emma.maryland.gov/ click on "New Vendor? Register Now" to begin the process and then follow the prompts.

Each Offeror is requested to indicate its eMMA vendor number in the Transmittal Letter (cover letter) submitted at the time of its Proposal submission to this RFP.

Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx, It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for contract award.

Technical Proposals must be submitted in the format outlined within the SHA Standard Request for Proposals guidelines. The SHA Standard Request for Proposals guidelines can be found on the SHA Web Page at https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767 by navigating to the *Standard Request for Proposals* link.

The SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this RFP, Disadvantaged Business Enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, in consideration for an award.

SHA hereby notifies all bidders/offerors that regarding any contract entered into pursuant to this RFP, the contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

(1) Withholding monthly progress payments;
(2) Assessing sanctions;
(3) Liquidated damages; and/or
(4) Disqualifying the contractor from future bidding as non-responsible.

Technical Proposals received after the deadline will not be accepted, no matter how transmitted, and will be returned unopened to the Consultant.

SHA reserves the right to reject any and all Proposals received in response to this request and is not liable for any cost incurred by any Firm in connection with the preparation and presentation of Proposals.

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1. Project Description

The SHA is seeking consultant assistance to perform Pavement Management Engineering Services, Statewide. SHA may award up to three (3) open-ended, task-order based contract(s) that may cover multiple projects for these services. The duration of each contract will not exceed five years. The total funding authority for all three (3) contracts shall not exceed $12,600,000. SHA reserves the right to modify the number of contracts and the total funding authority as deemed appropriate based on complying with 23 CFR 172 and the Brooks Act. Consistent with competitive qualifications-based selection, a secondary qualifications-based selection will be employed for all task-order assignments. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired, or the task has been completed. No minimum amount of work or funds is guaranteed under these contracts.

The contracts will be administered by SHA's Office of Materials Technology. The contracts will be funded with State and Federal Funds. The services of this contract are expected to be performed statewide. Task assignments may be made to support other SHA Offices, the MDOT Transportation Secretary's Office (TSO), any of the MDOT modes, or other agencies. Any tasks assigned under these contracts must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

2. Consultant Services Required

The services required involve providing supplemental staff to support OMT's Pavement Management Section in all tasks related to pavement management engineering. The Firms may be authorized to subcontract for specialty services with prior approval of the SHA. The Firms shall be proficient in the services and shall bring an experienced and expert staff to the project assignments.

The SHA may request the services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Firms shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other SHA project assignments. The on-site consultant staff will operate under the direction of SHA management. All on-site support staff are subject to the annual audited field overhead rate when working at a SHA facility 90 or more consecutive days.

Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Scope of Services and Examples of Work:

Services to be provided will include the following:

a. Support in pavement data collection, processing, analysis and reporting;
b. Support in maintenance and enhancement of the agency pavement management-related tools;

c. Assisting pavement design activities such as partnering with the Districts to identify, recommend and deliver cost-effective projects and pavement treatment options;
d. Providing On-Site consultants full-time; and
e. All other engineering professional services related to pavement management engineering.

Examples of the consultant services to be provided may include the following:

a. Enhancement and refinement of pavement data management tools to process and report roadway inventory, construction and condition data;
b. Enhancement and refinement of existing MDOT SHA optimization tools used to develop annual roadway budget allocation plans;
c. Provide support in development of annual roadway budget allocation plans;
d. Development and refinement of existing MDOT SHA pavement models;
e. Preparation and delivery of presentations to MDOT SHA representatives;
f. Analyze pavement performance data and existing material conditions to determine the structural and functional conditions for the development of pavement engineering recommendations;
g. Provide engineering support to MDOT SHA District operations and provide technical assistance to accomplish MDOT SHA's pavement system preservation goals and strategies;
h. Provide engineering support for integrating pavement management with coordinated management of other infrastructure assets (i.e. structures, drainage, pavement markings) for coordinated strategic planning and condition forecasting;
i. Provide technical writing support to document protocols and requirements of data management applications;
j. Perform MAP-21 performance measure activities related to roadway infrastructure;
k. Perform Mechanistic-Empirical Pavement Design Guide (MEPDG) support activities;
l. and all other engineering professional work related to Pavement Management Engineering Services, Statewide.

The Firm(s) selected for contract award may be required to develop a knowledge and project transition plan that outlines a step-by-step process to reach a smooth transition from the current project delivery and support team providing SHA these services to the new Firms. The transition plan may include a combination of a series of meetings, documents, checklists, or other means to gather the information and project history and background to move forward effectively and efficiently without delay. The Firms may also be asked to develop a transition plan at the end of this five-year contract or before, if needed, to facilitate a smooth transition from the Firms to the next contracts. It is critical that all projects, specifically those being delivered with alternative delivery methods, transition smoothly in order to ensure overall project success.

The Firms must use Bentley ProjectWise for data storage and management for all project files or propose an alternative system for SHA's consideration and approval.

No special computer hardware and software is required, since computers will be provided to those working on-site.

The firm(s) selected for a given Contract may be required to provide architectural and/or engineering services for any SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a consultant on the same Design/Build project after advertisement. State law, including State Finance and Procurement Article 13-212. I of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the RFP. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract. If special skills or services are identified that are beyond the expertise of the consultant, then new subconsultants may be required to be added to the contract to support the task assignments.

This is not an all-inclusive list as this contract may include other professional services related to the scope outlined above.

There may be instances when SHA requires the consultants to provide emergency response times for a given project or task assignment. Therefore, the consultants may be required to provide those services within 24 hours of notification or as otherwise directed by SHA.

The Consultants will keep SHA's Office of Materials Technology and/or its appointed designee continually advised of the progress on the task assignments being considered. The Consultants will receive direction from either the Office of Materials Technology and/or its appointed designee. Progress meetings may be held as necessary to review the tasks accomplished.

3. Certifications

All individuals supplied by the Consultants to work on-site at a SHA facility must complete the following but are not limited to the SHA Core Training courses: Americans with Disabilities Act (ADA) Awareness, Limited English Proficiency (LEP), Sexual Harassment Prevention and Awareness On-line, Sexual Harassment Prevention and Awareness In-person, and Workplace and Domestic Violence Awareness. Proof of completion of the required SHA Core Training Courses for each individual must be supplied to the Office of Materials Technology before he/she can begin work on-site.

The cost to achieve the various certifications, re-certifications, and Core Training, including course costs, time and mileage to attend the training/testing, shall be paid for by the Consultant Firms or the individual Consultants, not SHA. Other training related to pavement and geotechnical design, pavement management or asset management may also be required based on changing SHA policies. Consultants are expected to make reasonable accommodations for their staff to attend training.

4. Safety Items

The Consultants shall supply all required personal protective equipment and safety items including, but not limited to, a hard hat and ANSI Class 3, or better, reflective safety vest. All equipment must comply with SHA's High Visibility Apparel Policy, SHA's Office of Construction's Directive on Personal Protective Equipment (PPE), and all OSHA and MOSH regulations.

5. Engineering Standards and Guidelines

The Consultants shall perform all contract engineering services in accordance with good industry practice, all applicable laws and regulations, and the current editions of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

a. MDOT "General Conditions for Consulting Services" dated January 1989;
b. SHA "Specifications for Consulting Engineers' Services" dated April, 1986;
c. SHA "Request for Proposal" dated April, 2002;
d. MDOT SHA Pavement and Geotechnical Design Guide;
e. MDOT SHA Pavement Management Guide;
f. FHWA/SHRP-LTPP protocols and guidelines;
g. Maryland Standard Method of Tests;
h. MDOT SHA Standard Specifications for Subsurface Explorations;
i. MDOT SHA Standards and Specifications;

6. General Requirements

The Consultants shall not enter onto private property for any purpose until authorized by SHA. The Consultants must notify SHA immediately if damages occur to property and shall be responsible for any such damages. The Consultants may also be authorized to subcontract for specialties with prior approval of SHA as direct expenses that shall be discussed during the price proposal negotiations for selected awardees. Examples may include pavement condition surveys.

7. Evaluation Criteria

The major factors/criteria and their relative weight of importance to be used in evaluating Technical Proposals are:

Item	**Score**
Written Technical Questions	40%
Key Staff	30%
Work Plan	30%

The following items will be rated as either one of the following:

- (A) Acceptable-Response demonstrates they meet requirements
- (U) Unacceptable-Response fails to demonstrate they meet requirements

- (N) Neutral-Lacks prior SHA experience. Not a barrier to award

a. Scope of Services;
b. Example Projects;
c. Compatibility of the size of the firm with the size of the proposed project;
d. Past Performance working on SHA task orders when prior work history is available, including Quality and Timeliness. (Lack of prior experience with SHA is in no way considered a barrier to receiving an award);
e. Capacity to accomplish the proposed work in required time;
f. Insurance;
g. Financial Responsibility; and
h. Measures of protection for the State against errors and omissions.

*Please Note: If an offeror receives a rating of "unacceptable" on three (3) of the rating criteria above, the offeror will not be further considered. The offerors' proposal will be rejected as "not susceptible of being selected for award." COMAR 21.06.02.03(2).

8. Technical Proposal Required Information

U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 330.

With the exception of Government forms and the Organizational Chart, all pages included with your Technical Proposal submission are required to be standard 8½ x 11 size paper with a minimum of a one-inch margin on all sides and no smaller than 10-point Times New Roman font. Sections of the Technical Proposal must be separated by dividers that identify each section, and do not count as pages. Dividers can have photographs or graphics, but no narrative, on the obverse side and any graphics will not be evaluated. The reverse side shall be unmarked. Attachments to the Proposal are unacceptable.

SHA must be notified in writing, by email to OPCM@mdot.maryland.gov, of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.

Note: All PDF documents must follow the naming convention of (BCS #-Prime/JV Name-Name Identifying the Document (i.e.: BCS 2026-05-ABC Firm-Scope of Services);

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, and your firm's contact person for this procurement process. The Primary Liaison, 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.
iv. This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
xi. Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

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.

C. Work Plan

The Consultant must submit a maximum of two (2) 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;

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.

D. <u>Standard Form 330 Parts I and Parts II</u>

Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subcontractor. The SF 330 forms must be completed in their entirety paying special attention to the following:

i. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330.

ii. The Organizational Chart required for Part I, Section D of SF 330 shall be placed within the *Standard Form 330 Parts I and Parts II* of the Technical Proposal and must contain, at a minimum, the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this contract and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 x 17-inch page with Times New Roman Font size 10-point or larger.

In addition, a one (1) page matrix style of support personnel shall be included in the *Standard Form 330 Parts I and Parts II* of the Technical Proposal. Matrix style is defined as names listed on the vertical axis and Relative Experience identified on the horizontal axis. The support personnel descriptions are limited to four (4) lines per individual. The support personnel Matrix shall be limited to an 11 x 17-inch page with no smaller than 10-point Times New Roman Font size and one-inch margins.

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 five (5) years.** Years of experience and applicable licenses and certifications, such as a Professional Engineer license, shall be clearly documented on each resume.

It is anticipated that the Key Staff individuals will be required to provide services on-site at SHA facilities or designated offices by SHA.

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1**: A Professional Engineer (PE) registered in the State of Maryland with a minimum of seven (7) years of experience performing pavement management engineering employed by the Prime/JV or any of the Subconsultants, who will serve as the Project Manager and the Primary Liaison.

2. **Key Staff 2**: A Senior Pavement Engineer with a minimum of five (5) years of experience; a bachelor's degree in engineering; at least three (3) years of experience in database management systems, working with Oracle or SQL or other comparable relational databases, employed by the Prime/JV OR any of the Subconsultants.

   Key Staff 3: A Pavement Engineer with a bachelor's degree in engineering, employed by the Prime/JV OR any of the Subconsultants. Experience with database management systems is preferred for Key Staff 3.

   Key Staff 4: A Pavement Engineer with a bachelor's degree in engineering, employed by the Prime/JV OR any of the Subconsultants. Experience with database management systems is preferred for Key Staff 4.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Part I Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Where a Firm proposes an out of state professional engineer or architect, the Firm shall include in Part I Section E 17 of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed. Failure of the Firm to properly document Key Personnel requirements in writing will result in the firm being precluded from further consideration for the contract.

iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to four (4) example projects, one example project per page, for a total not to exceed four (4) 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).

v. SF 330 Section H – This section shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information.

Additional Information regarding Key Staff replacements after Final Selection:

Key Staff changes may only be requested after final selection if the Key Staff is no longer available to perform on the contract or at the request/agreement of SHA. A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing on the firm's/JV's letterhead along with a one (1) page resume per the requirements outlined in this RFP.

Substitutions will be evaluated using the same qualifications-based technical rating criteria and the Key Staff replacement's score must be equal or higher than the original Key Staff's score in order to be accepted/approved by SHA. All scores will remain confidential by SHA. Instructions for completing a resume are included in Section 9 D – *Standard Forms Part I and II* of this RFP.

General Requirements and other requirements related to the on-site consultant staff at SHA facilities:

No payment for overtime work shall be made, without authorization from SHA. When overtime is required and authorized, and when payment therefor may involve premium costs, there shall be no payroll additive.

Premium overtime costs are reimbursable as a direct cost when an employee works more than forty (40) hours per week on SHA projects based upon the Consultant's work week. Regularly scheduled paid company holidays may be included in the calculation of "hours worked", but time off for any other leave (e.g. vacation, personal, compensatory or sick leave) is to be excluded from "hours worked" when calculating premium time reimbursement. The fact that an employee works more than eight (8) hours in a single day does not necessarily mean that premium overtime costs are allowable as a direct cost since reimbursement is determined on a weekly basis. Any premium overtime paid to employees, but not directly billable under this policy, may be allowed as an indirect cost.

E. Subcontractors Commitment – *no page limits as this section may vary:*

The Technical Proposals are to be explicit with respect to the work to be performed by all subcontractors proposed. A Letter of Commitment is required for each proposed Sub-Consultant. While the format and overall content is at the firm's discretion, a Letter of Commitment must at a minimum:

- Be on the Sub-Consultant's letterhead;
- List the services proposed to be provided;
- Certify the firm is able to provide the required resources, services, etc.; and
- Be signed and dated by the Principal/President of the firm.

F. Time Distribution – *not to exceed one (1) page consisting of the following*:

The Consultant shall include a one (1) page listing of those classifications proposed for services and the percentages of time estimated for each classification. Percentages shall total one hundred percent (100%). The Consultant *shall not* include man-hour estimates in the Technical Proposal. A column of percentages of time estimated for each classification are to be shown for the Prime Consultant, for each subcontractor proposed, and one (1) column showing totals which add up to 100%. When multiple firms are used, the total for each firm must add up to something less than 100%. These percentages are applicable to the total dollar amount of the Price Proposal to be developed separately by the selected firm(s). The percentages are not applicable to time estimates. The Consultant shall indicate the number of simultaneous project assignments the Consultant and each Subconsultant could handle individually.

The following classifications and estimated percentages of time to be used for the contract assignments are:

Classification	Est. Office	Est. Field	Total
Project Manager	2%	0%	2%
Senior Pavement Engineer	0%	34%	34%
Pavement Engineers	0%	64%	64%
Total	**2%**	**98%**	**100%**

G. Financial Responsibility and Insurance Requirements:

1. The consultant shall include a letter addressed to SHA setting forth evidence that the consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.

2. The Consultant shall include a copy of the firm's current certification(s) of insurance, which should contain, at minimum, the following:

   - Carrier (name and address)
   - Type of insurance
   - Amount of coverage, which must include at a minimum of $1,000,000 per occurrence of Professional Liability
   - Period covered by insurance; and
   - Any exclusions

Insurance coverage will be one (1) of the areas evaluated when Technical Proposals are reviewed. Failure of the Consultant to submit satisfactorily to these requirements may result in SHA rejecting the proposal(s).

SHA requires the following minimum levels of insurance coverage for this contract:

a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under the Worker's Compensation Act of the State of Maryland and maintain and keep Employer's Liability Insurance at a limit of One Million Dollars ($1,000,000). The $1,000,000 employer liability can be satisfied by an Umbrella/Excess Policy, as long as it is specific to "Employer's Liability".

b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least One Million Dollars ($1,000,000) Combined Single Limit for Bodily Injury Liability and Property Damage Liability Insurance per occurrence, and One Million Dollars ($1,000,000) in the aggregate.

c. Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, operated, rented, or leased), in the amount of at least One Million Dollars ($1,000,000). Combined Single Limit for bodily injury and property damage.

d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least One Million Dollars ($1,000,000).

H. Proposal Affidavits:

As per State Finance and Procurement Article 17-701 – 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities list is located at https://bpw.maryland.gov/publications/2013-iai-**list**.pdf of the Maryland Board of Public Works (BPW) website. As per the BPW Advisory No.: 2013-1, Date Issued January 1, 2013, an officer of the Firm shall provide a signed original certification as per language stated on the BPW Advisory page. If the Firm is a JV, officers from all companies forming the JV shall provide a signed original certification. NOTE – the Investment Activities in Iran certification is included in the bid/proposal affidavit.

In preparing its proposal on this contract, the Offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation

for proposals for this contract, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the proposal submitted by the Offeror on this contract, and terminate any contract awarded based on the bid/proposal.

All offerors are required to submit the following completed affidavits with their technical proposal within the *Proposal Affidavits* section. Both documents are available on the SHA OPCM website at https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767

- Bid / Proposal Affidavit
  - Form is located under "Affidavits" section of the website
- Certification Regarding Discriminatory Boycotts of Israel
  - Form is located under the "Certification Regarding Discriminatory Boycotts of Israel" section of the website

10. Technical Questions

Technical question responses shall not exceed a total of ten (10) pages, limited to two (2) pages per question.

Reference the question number at the top of each page and use the remainder of the page for the response to the question (for example, "Question #a:"):

a. One of your onsite pavement management engineers received a task to provide dataset reports for pavement condition and construction history in Montgomery County. What specific steps would your engineer consider to ensure the requested information is provided with quality and within a reasonable timeframe?

b. The Pavement Management Section manages approximately 45 years of pavement performance, construction history, and imagery data repositories. These data repositories are managed utilizing Oracle, SQL, and Microsoft Access database management systems and utilized for pavement performance reporting and predictive modeling. Describe your team's experience organizing and maintaining pavement performance datasets, retrieving data from database management systems for reporting, and other programming languages for data science with which your team has experience. Lastly, explain your approach to using pavement performance data for predictive modeling and steps your team would take to optimize the modeling process.

c. PAGD is responsible for reviewing and accepting the pavement condition data collected using an automatic road analyzer and a skid trailer. This data can be provided from state or consultant crews and can come from multiple vehicles or equipment types. Explain potential issues resulting from multiple collection vehicles and equipment types. Also explain your team's experience and approach to ensure data integrity and ultimately providing data acceptance.

d. A quarter of SHA's annual resurfacing and rehabilitation program consists of pavement preservation projects. Discuss your team's experience with identifying project locations and appropriate pavement preservation treatments that provide the best return on investment for DOT pavement networks. Explain considerations when choosing the most beneficial pavement preservation treatments. Lastly identify key criteria needed to perform a pavement management optimization analysis to support project/treatment identification.

e. The Pavement and Geotechnical Division works with the District Offices and the Office of Traffic and Safety to operate SHA's friction management program. Discuss considerations for how to manage friction need vs friction demand, how to prioritize friction related safety needs, and the steps your team would take to identify priority locations for friction improvements across the SHA network. Lastly provide treatments that could be utilized to improve the friction for priority project locations.

11. Services/Materials to be provided by SHA:

A list of services by SHA for each specific project assignment will be provided at the time the Firm's services are requested. Assignment will generally require the Firm to independently provide a full range of services necessary to address SHA's needs. SHA will allow the Firm access to SHA properties, where required for contract work. SHA will provide all computer equipment and programs for staff working at the Office of Materials Technology.

This is not an all-inclusive list. SHA may provide additional services/materials as appropriate.

12. Direct Expenses:

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

a. Local Travel (mileage)
b. Parking

13. Progress Reports:

The Consultant must submit monthly progress reports for assigned projects (including a detailed account of work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.). This report must be submitted with the monthly invoice.

14. Records, Tasks and Notice to Proceed:

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Contract payment(s) to the Consultant for work completed will be made on this basis only.

No work shall be performed on contract by the Consultant until a written Notice to Proceed (NTP) is received by the Consultant from SHA.

The Consultant must provide the required services within five (5) working days of an NTP for an approved assignment.

15. Task Assignments

Task Assignments will be issued based upon, but not limited to:

- Qualification
- Scope of Work
- Past Performance
- Staff Availability
- Quality Control
- Timeliness
- Workload capacity of the firms

16. Completion Date:

The contract will terminate on the expiration date.

17. Prompt Payment

Pursuant to 49 CFR §26.29, MDOT requires prime contractors to pay subcontractors, at any tier, for satisfactory performance of their contracts no later than 30 days from receipt of each payment that MDOT makes to the prime contractor. When SHA has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed. To the extent that it is not inconsistent with federal law, all prime contractors shall also comply with all Maryland laws and regulations regarding the prompt payment to subcontractors.

18. Due Date Deadline for Submissions

RESPOND BY December 16, 2026, prior to 12:00 PM NOON EST. Only eMMA submissions of the Technical Proposals submitted through https://emma.maryland.gov/ will be accepted as described above.

The Procurement Officer and sole point of contact for this solicitation, unless directed otherwise within this solicitation or by SHA, is:

Oluwaseun Yerokun
Office of Procurement and Contract Management,
707 North Calvert Street, Mailstop C-405
Baltimore MD 21202
opcm@mdot.maryland.gov