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

November 17, 2026

Contract No.: BCS 2026-05
Description: Pavement Management 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 2026-05. 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 **12:00 PM (NOON) on December 16, 2026**. Technical Proposals received after the deadline will not be accepted no matter how transmitted.

Questions from Potential Offerors

The deadline for questions for this contract is at 12:00 PM (NOON) on November 10, 2026. The following questions are written Request for Technical Proposal Questions received prior to the deadline and submitted through the eMaryland Marketplace (eMMA) Q + A Discussion Board at emma.maryland.gov. The responses are provided for clarification to all prospective offerors in bold after the questions:

Q1 "Can some key staff and support personnel work entirely off-site, provided the team supplies full-time on-site consultants? Are the "estimated" office/field percentages on page 13 mandatory?"

A1 **Yes, some Key Staff can work entirely offsite, but the vast majority of the work will be onsite due to their need to access SHA's computer network systems. SHA does allow Consultant Staff to telework according to the SHA Telework Policy, but that privilege is task dependent. The percentages assigned to Office and Field work in the RFP's Work Distribution are mandatory. The Consultant's proposal must follow these percentages.**

Q2 "Will the attendance list of this pre-bid meeting be published in the next addendum?"

A2 **The list of attendees from the BCS 2026-05 Pre-proposal meeting conducted on November 6, 2026, is provided as an attachment to this RFTP Addendum No. 2.**

Q3 "Just to clarify, field percentage includes the onsite personnel and any other data collection efforts performed in the field?"

A3 **That is correct. Home Office is work performed in consultants' home office, anything else is considered in the Field Office.**

Q4 "Just for clarification, when the solicitation refers to on-site personnel, does that mean staff are expected to work full-time at an SHA facility, or can they work from the consultant's office in Maryland?"

A4 On-site personnel are expected to work at the SHA facility in our Hanover Complex. After a period of time, teleworking may be allowed once or twice a week in accordance with the SHA Telework Policy depending on the person or task. The decision to allow teleworking is made by the Office of Materials Technology.

Q5 "Is there an expected number of personnel to be onsite based on prior contracts?"

A5 Generally, two to three personnel would be expected to work on-site at any given time. However, that number may increase depending on situations and funding.

Q6 "Who are the incumbents on this contact?"

A6 The incumbents are Wallace, Montgomery & Associates, LLP; Mott MacDonald, LLC; and Wood Environment and Infrastructure Solutions, Inc.

Q7 The RFP instructs proposers to submit SF330 Parts I and II and provides requirements for Sections A-F and H of Part I. Section G is not identified in the instructions. Please clarify whether proposers should include Section G in their SF330 Part I submission.

A7 Section G of the SF330 is required in the Technical Proposal.

Q8 Cover letter items are numbered i-viii, then "iv" and "xi." Please confirm the signature and Corporate Resolution items are items "ix" and "x" and no items are missing.

A8 SHA confirms the signature and Corporate Resolution items are items "ix" and "x" and no items are missing.

Q9 Does a required Corporate Resolution count toward the two-page Cover Letter limit?

A9 The required Corporate Resolution does not count toward the Cover Letter page limit.

Q10 Do the 11x17 Organizational Chart and Support Personnel matrix count toward any page limit, and does an 11x17 page count as one page?

A10 The one-page 11x17 Organizational Chart and one-page Support Personnel matrix do not count toward any page limit, and an 11x17 page counts as one page.

Q11 Is there a page limit for the SF330 Part II or for SF330 Part I sections other than E, F, and H?

A11 The project's RFTP does not stipulate page limits for the SF330 Part II or for SF330 Part I except for Sections E, F and H. Adherence to the instructions provided in the SF330 is

expected.

Q12 The Technical Questions section is numbered #10 rather than lettered. Where should it be placed in the proposal order?

A12 Technical Questions are placed directly behind Section H.

Q13 The Key Staff replacement text references "Section 9 D - Standard Forms Part I and II." Please confirm this should read Section 8D.

A13 Instructions for completing resumes are stipulated in Section 9 D iii of the RFTP. The reference to Section 9 D in the Key Staff Replacement text refers to the project's RFTP. The Key Staff resumes are part of the SF 330 Section E.

Q14 Please clarify the statement that the total for each firm must add up to something less than 100% when multiple firms are used. Should the combined totals column equal 100%, with each firm's column showing its share?

A14 The combined totals column must equal 100% with each firm's column showing its share.

Q15 he Iran certification calls for a 'signed original'. Is a scanned signed affidavit in the eMMA submission acceptable?

A15 Section H of the RFP directs that 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

Although the RFP notes that the Investment Activities in Iran certification is included in the bid/proposal affidavit, it further stipulates that 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. To

clarify, an original certification form from the SHA website is required in addition to the completed and signed Bid / Proposal Affidavit.

Q16 Can you please confirm that a portion of Technical Question e) is asking to discuss considerations on how to manage friction need versus friction demand? If SHA cannot confirm, can you please clarify?

A16 SHA wishes to clarify that the portion of Technical Question e requesting discussion on considerations to manage friction need vs friction demand seeks discussion on how to manage friction to meet friction demands.

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

Oluwaseun Yerokun November 16, 2026

Mr. Oluwaseun Yerokun, Acting Director Date
Office of Procurement and Contract Management

Acknowledgement of Receipt of Addendum No 2 for BCS 2026-05:

Firm Name Signature-Authorized Official Title Date

General questions relating to this Addendum No 2 may be directed to OPCM@mdot.maryland.gov The time period for questions has expired; therefore, no additional questions will be accepted or answered by State Highway Administration.

BCS 2026-05 Pre-Proposal Attendance List	
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