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

November 5, 2026

Contract No. BCS 2026-06
Description: Traffic Engineering and Design Services, Statewide

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 1

To All Consultant Candidates:

Please be advised that the Request for Technical Proposal (RFP) for this contract are due on **November 17, 2026, by 12:00 PM (NOON) EST** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outlined in the RFP. Technical Proposals received after the deadline will not be accepted no matter how they have been transmitted.

REDLINE REVISION (RLR)

RLR1. SHA anticipates that the oral presentations for BCS 2026-06 will be held between December 7, 2026, and December 18, 2026, for firms that have satisfied the minimum requirements related to Key Staff, Example Projects, and other criteria specified in this solicitation, as determined by SHA.

RLO2. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to three (3) example projects, each example project is limited to two ~~(20 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).

RLR2. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to three (3) example projects, each example project is limited to two (2) 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).

RLO3. The Consultants shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP. These applications and platforms may need to be compatible with SHA systems and may include, but are not limited to, the following functions:

a. Personal Computers with high-speed internet and processing power;
b. Printers;
c. Digital Cameras and Video Recording Equipment;
d. Light Meters;
e. Accelerometers and/or Ball Bank Indicators;
f. Survey Equipment;
g. Plotters B/W and color;
h. Bentley's ProjectWise V8i;
i. ~~AutoCAD or Bentley's MicroStation Version 8i following MDOT SHA CADD standards;~~
j. Adobe Acrobat Pro;
k. ArcGIS;
l. AGi32, Visual, or similar lighting analysis software;
m. Transoft Solutions AutoTurn;
n. Transoft Solutions GuidSign, Flexi Sign, or similar sign design software;
o. Transpo Breaksafe Design software;
p. Trans*port Estimator;
q. Microsoft Office Suite;
r. STAAD Pro., SABRE or similar structural design and analysis software;
s. Flexi Sign, or similar sign design software;
t. Other hardware and software, or versions aforementioned software, as determined by the administration at the time of design.

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c. Digital Cameras and Video Recording Equipment;
d. Light Meters;
e. Accelerometers and/or Ball Bank Indicators;
f. Survey Equipment;
g. Plotters B/W and color;
h. Bentley's ProjectWise V8i;
i. AutoCAD or Bentley's MicroStation 2024 or newer following MDOT SHA CADD standards;
j. Adobe Acrobat Pro;
k. ArcGIS;
l. AGi32, Visual, or similar lighting analysis software;
m. Transoft Solutions AutoTurn;
n. Transoft Solutions GuidSign, Flexi Sign, or similar sign design software;
o. Transpo Breaksafe Design software;
p. Trans*port Estimator;
q. Microsoft Office Suite;
r. STAAD Pro., SABRE or similar structural design and analysis software;
s. Flexi Sign, or similar sign design software;
t. Other hardware and software, or versions aforementioned software, as determined by the administration at the time of design.

RLO4. 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 an amount 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/Supervisor~~	~~3%~~	~~1%~~	~~4%~~
~~Traffic Engineer~~	~~25%~~	~~5%~~	~~30%~~
~~Structure Engineer~~	~~3%~~	~~1%~~	~~4%~~
~~Hydraulic Engineer~~	~~1%~~	~~1%~~	~~2%~~
~~Designer~~	~~20%~~	~~5%~~	~~25%~~
~~CADD/Draftsman~~	~~20%~~	~~5%~~	~~25%~~
~~Professional Land Surveyor~~	~~5%~~	~~5%~~	~~10%~~
~~**Total**~~	~~**77%**~~	~~**23%**~~	~~**100%**~~

RLR4. 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 an amount 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/Supervisor	**4%**	**1%**	**5%**
Traffic Engineer	**27%**	**5%**	**32%**
Structure Engineer	**3%**	**1%**	**4%**
Hydraulic Engineer	**1%**	**1%**	**2%**
Designer	**21%**	**5%**	**26%**
CADD/Draftsman	**20%**	**5%**	**25%**
Professional Land Surveyor	**5%**	**1%**	**6%**
Total	**81%**	**19%**	**100%**

CONSULTANT QUESTIONS

The following questions are written Technical Proposal questions received prior to the deadline of 12:00 PM (NOON) on October 30, 2026, from consultant candidates. The responses are provided for clarification to all candidates in bold after the questions:

Q1. At previous meetings, ACEC and the Administrator discussed potentially including new or enhanced DBE, MBE, or SBE participation requirements in upcoming procurements. Can you clarify why those provisions were not included in this procurement?

A1. No DBE, MBE or SBE participation requirements are included in this procurement. Due to the current Interim Final Rule (IFR), components of our pre-existing process for monitoring compliance on federally-funded contracts have been paused until further notice.

Q2. Is there a SBE requirement?

A2. No, there is no SBE requirement for this procurement.

Q3. Will the pre-proposal attendees be posted?

A3. Yes, the pre-proposal list of attendees is being posted along with this addendum.

Q4. Can the Administration defer this procurement until the MBE goals are established and ready for submission to the SBA by December 24, 2026? Delaying the procurement until the goals are finalized would help ensure that these requirements are incorporated into the procurement process from the outset and that all applicable submission deadlines are met.

A4. No, SHA cannot defer this procurement. There is no DBE/MBE goal for this procurement.

Q5. Please confirm that Section F Example Projects is to be 2 pages per project (3 example projects) at a total of 6 pages? Page 13 / SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to three (3) example projects, each example project is limited to two ***(20 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.

A5. See RLR2 above.

Q6. We intend to submit our proposal as a Joint Venture (JV) between two firms and note that the solicitation requires identification of an eMMA Vendor Number. Could you please clarify whether the proposal may be submitted under the existing eMMA Vendor Profile and Vendor Number of one of the Joint Venture partner firms, provided the proposal clearly identifies the Joint Venture relationship.

A6. Yes, the proposal may be submitted under the existing eMMA Vendor Profile and Vendor Number of one of the Joint Venture partner firms. However, if the Joint Venture is awarded a contract, the Joint Venture will be required to register as an entity in eMMA.

Q7. Page 7 identifies MicroStation V8i as a required platform. Can SHA clarify whether this requirement remains current, or if OpenRoads Designer (ORD) be utilized instead? Additionally, is ORD expected only for highway design efforts, or for other engineering disciplines as well?

A7. See RLR3 above. In addition, OpenRoads Designer (ORD) *will not* be accepted for this Contract.

Q8. Please confirm that audio-visual equipment will be provided by SHA, and if so, the type of equipment to be provided for the Oral Presentation.

A8. Yes, SHA will provide audio-visual equipment. The details about the equipment will be provided to consultants that have been awarded contracts.

Q9. Given the Veteran's Day Holiday, as well as Election Day both fall within this RFP timeline, any consideration to extend the due date 1 week to Nov. 24 would be greatly appreciated.

A9. No, SHA will not extend the due date of the RFP.

Q10. Page 3 states that "each offeror is requested to indicate its eMMA vendor number in the Transmittal Letter." Can you confirm that in the event that an offeror is a Joint Venture, the requirement is to indicate the eMMA vendor numbers of each Joint Venture constituent firm rather than requiring the eMMA vendor number of the Joint Venture itself, as the Joint Venture may not be a formal legal entity prior to the submittal of the proposal?

A10. See A6 above.

Q11. On page 15, the intro to the Time Distribution table states both that "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" and "the following classifications and estimated percentages of time to be used for the contract assignments are…" Can you please clarify if these percentages are for dollars or time?

A11. In the Technical proposal submission, the consultant is required to only include the percentages allocated to each firm (prime and subconsultants). No dollar amount or man-hour estimates should be included in the Technical Proposal.

Q12. The time distribution percentages for field operations do not seem to be reasonable for all of the classifications. For instance, surveying is always a home office overhead activity even though it may physically be located in the field, so there should be no field percentage allocated to field operations for the Professional Land Surveyor. Additionally, 1% of the contract value ($80,000) would likely equate to less than a 6 month assignment for an entry level engineer so it would not seem reasonable to have a field percentage less than 3% for any classification. Would SHA consider changing the allocation to field overhead operations for Project Manager/Supervisor, Structure Engineer, and Hydraulic Engineer to 0% and allocating that field percentage to another classification and reassigning the 5% field overhead for Professional Land Surveyor to the home office category?

A12. See RLR4 above.

Q13. Historically, TEDD has used the time distribution percentages included in the proposal to cap the percentage of task proposal hours attributable to the Project Manager/Supervisor classification. Accounting for the need for project oversight as well as subconsultant oversight, would SHA consider increasing the time allocation for the Project Manager/Supervisor classification to at least 6%?

A13. See RLR4 above.

Q14. Our firm renews our insurance on an annual basis in December. Please confirm that it is acceptable to include an insurance certificate that expires shortly after the proposal deadline with the understanding that we will provide a new updated certificate, if selected, during the price proposal stage.

A14. Yes, the consultant may submit an insurance certificate that has short expiration date with their proposal. However, the consultant will be required to provide the renewed insurance certificate if selected for contract.

Q15. We respectfully ask that SHA please take into consideration the upcoming holidays (Thanksgiving, Christmas, and New Year's) when scheduling presentations for this opportunity.

A15. See ARL1 above.

Q16. Given the large percentage of scoring points allocated to the oral presentation, would SHA consider including a sample project or technical question for the oral presentation so that proposers can demonstrate familiarity with the intended technical aspects of the contract?

A16. Per the RFP, the consultants will address the following questions in their oral presentations:

a. Describe your team's project management approach and resource allocation strategy for managing multiple simultaneous task assignments without compromising schedule or quality. How will your team maintain sufficient capacity and operational readiness to meet SHA's six (6)-hour emergency response requirement while continuing to deliver active task assignments?

b. Describe your team's experience performing traffic engineering design work using MicroStation and MDOT SHA CAD standards. How will you ensure that the staff assigned to this contract have the necessary CAD experience and can maintain quality when handling multiple assignments?

c. Describe how your team will maintain qualified and experienced Key Staff throughout the duration of the contract. How will your firm address staff availability, workload changes, or unexpected personnel changes while maintaining continuity, quality control, and timely delivery of assigned work?

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL SUBMISSION VIA EMMA.

Oluwaseun Yerokun

November 5, 2026

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

Date

Acknowledgement of Receipt of Addendum No 1 for BCS 2026-06:

(Company)	(Signature-Authorized Official)	Title	Date

General questions relating to this Addendum No 1 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.