

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

March 13, 2015

Contract No.: BCS 2014-12
Description: Traffic Control
Engineering and Design Services,
Statewide

EXPRESSION OF INTEREST ADDENDUM NO. 2

To All Consultant Candidates:

Please be advised that the Expression of Interest **submittal deadline for Contract BCS 2014-12 is due by 12:00 PM (NOON) on March 24, 2015.** Expression of Interests received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

This addendum is being issued on the Advertisement for BCS 2014-12. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 2 by signing, dating and attaching this addendum in the front of their Expression of Interest submittal. Failure to attach this signed and dated Addendum No. 2 in the Expression of Interest submittal (as a PDF on the CD and in the bound Expression of Interest copies) may result in rejection.

CONSULTANT QUESTIONS

- Q1: “The RFP states “ A Compact Disc (CD) in a protective case labeled with the BCS number, Project Title and Prime/JV’s firm name to include: One (1) full pdf version of the Expression of Interest (EOI) submittal as well as Sub-Folders containing the associated individual pdf files for each Section required herein. Sub-Folders and Sections must be labeled to identify each accordingly. All pdf documents must follow the naming convention of (BCS #-Prime/JV Name-Name Identifying the Document (ie: BCS 2014-12 Firm - Letter of Interest)” Do you actually want each pdf file in its own folder or just separate pdfs of each section?”
- A1: **One (1) full PDF version of the Expression of Interest (EOI) submittal as well as Sub-Folders containing the associated individual PDF files for each Section required herein.**
- Q2: “Do you want an additional unbound letter of interest and SF 254?”
- A2: **No. Unbound copies are not listed as a requirement in the Advertisement.**
- Q3: “Please clarify whether the Item 7 – Key Staff, 2 per page resumes are a summary of the full page resume to be included as noted in section 4.d. or whether the full page resumes can be a continuation of the half page resume submitted under Item 7. In addition, if the full page resume can be a continuation, what credential information (education, registration, title, years of experience, etc.) must be repeated on the full page resume?”
- A4: **Item 7 states to provide a brief resume for each of the Key Staff listed in the Advertisement. 4.d. states to provide a one (1) page resume for the of the Key Staff proposed in the Advertisement. The full page resume is not a continuation of the brief resume completed for Item #7 on the SF 255.**

Q4: “Regarding attaching addenda to the Expression of Interest submittals, is it acceptable to place the signed and dated addenda behind the front cover of the Expression of Interest submittal or does the signed and dated addenda need to be affixed outside of the front cover of the submittal?”

A4: The location of the addendum is outlined in the second paragraph above as: Failure to attach this signed and dated Addendum No. 2 in the Expression of Interest submittal (as a PDF on the CD and in the bound Expression of Interest copies) may result in rejection.

Q5: “The RFP states US Government forms are to be completed with standard size typing and computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms (SF) 254 and 255 unless directed otherwise. The SF 255 form section headers are Arial 10 point font. Are we required to use that style and size throughout the entire EOI?”

A5: The only standard size typing, format and spacing requirements listed in the advertisement is to the SF 254 and 255.

General questions relating to this Addendum No. 2 may be directed to opcm@sha.state.md.us. No additional questions will be accepted one (1) week before the due date and time.



Norie A. Calvert, Director
SHA’s Office of Procurement and
Contract Management

3/12/15
Date

Acknowledgement of Receipt of Addendum No. 2 for BCS 2014-12:

(Company) (Signature-Authorized Official) Title Date