

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

April 24, 2015

Contract No.: BCS 2014-15
Description: Supplementary
Construction Management and
Inspection Services, Statewide

EXPRESSION OF INTEREST ADDENDUM No. 1

To All Consultant Candidates:

Please be advised that the Expression of Interest **submittal deadline for Contract BCS 2014-15 is due by 12 PM (NOON) on May 6, 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 2014-15. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 1 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. 1 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: "On page 6 of the RFP, it states that the Transportation Engineering Manager (TEM) position will serve as the Project Manager and is equivalent to the SHA TEM I classification in Attachment M. In Attachment M, it lists various Licenses, Registrations & Certifications, which are typically not obtained by someone in this type of managerial position. Is Attachment M correct?"
- A1: **Attachment M is correct.**
- Q2: "Are Items 1, 2 and 3 listed under Licenses, Registrations & Certifications a requirement for the TEM position for this contract?"
- A2: **Yes. The Transportation Engineering Managers shall possess the required certifications and erosion and sediment control cards.**
- Q3: "Is Item 5 listed under Licenses, Registrations & Certifications a requirement for the TEM position for this contract?"
- A3: **The Professional Engineer, Land Surveyor or Property Line Surveyor License are not required under this contract.**
- Q4: "Attachment K also lists various Licenses, Registrations & Certifications, which are typically not obtained by someone in this type of position. Is Attachment K correct?"
- A4: **Yes.**

Q5: “Are Items 1, 2 and 3 listed under Licenses, Registrations & Certifications a requirement for the TE IV position for this contract?”

A5: Yes.

Q6: “On page 3 of the RFP, it states that the contract will be administered “through the respective District offices.” For this contract, can assignments of staff be made to work in the Office of Construction in Hanover, as well as the District offices?”

A6: It is not anticipated that Construction Inspection Staff will be assigned to the Office of Construction in Hanover.

Q7: “Are you able to share the list of incumbents, and a list of firms who pursued the contract from the previous round?”

A7: There were no statewide contracts that preceded BCS 2014-15

Q8: “The position descriptions for Attachment K, Transportation Engineer IV, and Attachment M, Transportation Engineering Manager I, have been revised since the previous CM/CI procurement to require MARTCP certifications. Is this SHA's intention for BCS 2014-15? For the Transportation Engineering Manager I position, if the proposed candidate meets all education and experience requirements for this position and is a Professional Engineer Registered in Maryland, does that waive the requirement for MARTCP certifications?”

A8: Education, experience and being a Professional Engineer Registered in Maryland does not waive the requirement for MARTCP certifications for Transportation Engineering Manager I.

Q9: “Can the MARTCP and Yellow and Green card requirements be pending at the time of submission due to the available classes for recertification being filled at this time?”

A9: The attachments to the Advertisement for the TET, TE and TEM series specify that the applicant has six (6) months of his/her start date to obtain the required certifications and erosion and sediment control cards.

Q10: “For the Transportation Engineering Manager I, the description mentions that additional work experience may be substituted on a year for year basis for the required education. Could you please clarify as to how many years of experience would be equivalent to the required bachelor’s degree?”

A10: Four years of additional work experience in professional engineering, or in technical engineering at the journey level or above, may be substituted for the required bachelor’s degree.

Q11: “Does the Transportation Engineering Manager I need to be a licensed Professional Engineer?”

A11: The Transportation Engineering Manager I is not required to possess a Professional Engineers license.

Q12: “Is it required for the certifications and registrations of the TETs and TEMs be obtained prior to submission of this Expression of Interest?”

A12: The attachments to the Advertisement for the TET, TE and TEM series specify that the applicant has 6 months of his/her start date to obtain the required certifications and erosion and sediment control cards.

Q13: “On Page 4 of the Supplementary Construction Management and Inspection Services (CMI), Statewide (BCS 2014-15), there is reference to various Attachments for personnel position descriptions. Where are the attachments located on the website?”

A13: The attachments can be found on eMM’s webpage and also at by clicking the following hyperlink:

[http://www.roads.maryland.gov/CSC AE Expressions/BCS%202014-15%20-%20Ad%20with%20attachments.pdf](http://www.roads.maryland.gov/CSC_AE_Expressions/BCS%202014-15%20-%20Ad%20with%20attachments.pdf)

Q14. “Within the definition of the Key Staff 1, Transportation Engineering Manager, the Advertisement indicates that the TEM will also serve as the Contract’s Project Manager. As the TEM may be assigned to various locations throughout the State, we would suggest that the Consultant be given the option of nominating the Key Staff 5, Professional Engineer, as Project Manager. We feel it is important that the Project Manager be located in our Central Office with access to all support functions within our company to give the best service to the SHA in terms of invoicing and other administrative actions.”

A14. Key Staff 1 shall serve as the Project Manager.

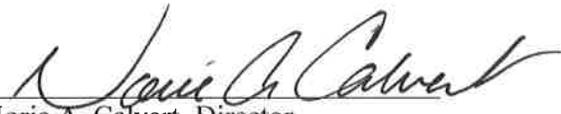
Q15: “Recent advertisements for professional architectural engineering services with the Office of Procurement and Contract Management have eliminated Items 9 and 10 from the SF 255 portion of the Expression of Interest. Should consultants be submitting a signed blank Item 10 or should the Item 9s and 10s not be included at all?”

A15: The requirements for Items #9 and 10 are subject to change for each Advertisement. Items #9 and 10 must be signed and included in all SF 255 submittals, signed, if required in the Advertisement or blank without a signature if not required in the Advertisement.

Q16: “Should consultants submit an original, signed SF 254, which are generally produced once a year, or is an electronic signature for this standard form acceptable?”

A16: The original SF 254, SF 255, and Expression of Interest must contain original signatures.

General questions relating to this Addendum No. 1 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

4/24/15
Date

Acknowledgement of Receipt of Addendum No.: 1 for BCS 2014-15

(Company) (Signature-Authorized Official) Title Date