

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

May 7, 2015

**Contract No.:** BCS 2014-16  
**Description:** Supplemental  
Engineering Support 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 2014-16 is due by 12 PM (NOON) on May 13, 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 2014-16. 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 including this addendum in their Expression of Interest submittal. Failure to include this signed and dated Addendum No. 2 in the Expression of Interest submittal (PDF on the CD and in front of each Letter of Interest of the original and required copies) may result in rejection.

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**CONSULTANT QUESTIONS**

- Q1: “If one of the firms on a Joint Venture team is an MDOT certified DBE, and has more than 29% participation in the JV partnership, do we still need to have a DBE sub-consultant to meet the 29% DBE goal, or will the JV team’s DBE partner suffice the minimum DBE goals for the contract?”
- A1: **Please refer to 49 Code of Federal Regulations (CFR) 26.55 – How is DBE participation counted towards goals? for guidelines on a Prime’s DBE participation.**
- Q2: “Are the full-page resumes for the key staff limited to projects within the last three (3) years as well? Or is that just a requirement for the ½ page resumes?”
- A2: **Key Staff resumes (full and ½ page) are not limited to projects performed in the last three (3) years. Please refer to Answer 1 of Addendum 1 for BCS 2014-16 regarding required experience.**
- Q3: “In the instructions for key staff, the ad requires that all experience must be in the recent 3 years. We find that very restrictive and ask that this be expanded to 10 years to show the real value of our key staff experience and relevance to this contract.”
- A3: **Please refer to Answer 1 of Addendum 1 for BCS 2014-16 regarding required experience.**
- Q4: “Page 4 of the Request for Professional Services, Item 4a., states: “One (1) Letter of Interest-Limited to one (1) page which must contain the address of the firm’s closest location to District 2 (district office located at 615 Morgnec Road, Chestertown, MD 21620), District 3 (district office located at 9300 Kenilworth Avenue, Greenbelt, MD 20770), District 4 (district office located at

320 West Warren Road, Hunt Valley, MD 21030), District 5 (district office located at 138 Defense Highway, Annapolis, MD 21401), District 6 (district office located at 1251 Vocke Road, La Vale, MD 21502) and District 7 (district office located at 5111 Buckeystown Pike, Frederick, MD 21704) . Does the SHA intend this to mean the closest office to the respective District offices where the work will be performed? Or simply a listing of offices closest to the District offices? If the intent is to list any and all offices nearest to the District Offices, does SHA also want the office locations of Joint Venture firms? If all offices locations are required information, will SHA allow two (2) pages in the Letter of Interest to allow enough space for all of this information as well as the remaining required information?"

**A4: Please provide the firm’s closest office to each of the District Offices listed in Advertisement and in Q4. Additionally, please provide both of the closest offices of Joint Venture firm’s to each of the District Offices listed in Advertisement and in Q4. The page limit remains one (1) page.**

Q5: “We are in receipt of Addendum No. 1 for BCS 2014-16 and we understand for Question 3 answer that the Item 9 and Item 10 are not to be filled out. The answer also says “Items #9 and 10 must be signed and included in all SF 255 submittals, signed, if required in the Advertisement or blank without signature if not required in the Advertisement.” The signature block is in fact Item 11 for the SF 255 and includes the statement: “The foregoing is a statement of facts.” This signature block certifies that Items 1 through 10 of the SF 255 is a statement of facts and should be signed in every case whether or not information is to be furnished for Item 9 and 10. Does SHA agree with this interpretation? The same statement regarding signatures have appeared in other Addendums as well.”

**A5: Only Item #11 of the SF 255 requires a signature. Additionally, only the original the SF 255 must contain an original signature.**

General questions relating to this Addendum No. 2 may be directed to [opcm@sha.state.md.us](mailto:opcm@sha.state.md.us). The time period for questions has expired; therefore no additional questions will be accepted or answered by SHA.

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

5/7/15  
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Date

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Acknowledgement of Receipt of Addendum No.: 2 for BCS 2014-16

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(Company) (Signature-Authorized Official) Title Date