

PUBLIC NOTICE FOR THE  
MARYLAND DEPARTMENT OF TRANSPORTATION

**SMALL BUSINESS ENTERPRISE (SBE) SOLICITATION**

BCS 2016-05

Traffic Engineering Services, District 5

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NOTICE TO ARCHITECTS & ENGINEERS

TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

REQUEST FOR PROFESSIONAL SERVICES

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The Secretary of the Maryland Department of Transportation (MDOT) has certified to the Transportation Professional Services Selection Board the need to utilize the services of architects or engineers for the following project(s). **This Project is reserved for MDOT certified Small Business Enterprise (SBE) firms only.** A firm must be certified **at the time of submission** as a SBE in MDOT's Office of Minority Business Enterprise's MDOT Directory of Certified MBE, DBE, SBE and ACDBE Firms directory (located on MDOT's webpage <http://www.mdot.maryland.gov/newMDOT/MBE/Index.html> under the Directory of Certified Firms link (<https://mbe.mdot.maryland.gov/directory/>) in order to qualify as a MDOT certified SBE firm. Non-certified MDOT SBE firms are not eligible to participate in this solicitation.

Certified SBE Firms interested in being considered on this Project must submit an Expression of Interest (EOI) as set forth herein. The EOI shall be in an envelope marked with the specified contract number for the Project. The letter portion of the EOI shall indicate the firm's desire to perform the services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. An interested MDOT certified SBE firm must submit the material required herein or the interested firm will not be considered for the Project.

Of all the MDOT certified SBE firms expressing interest in this Project advertisement, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected MDOT certified SBE firms so that they can prepare such proposals for the Project. The MDOT certified SBE firms that submit the highest rated Technical Proposal(s) will be requested to submit Price Proposal(s). For projects that are 100% State funded, Price Proposal cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, may apply. This project will be federally funded and Price Proposal cost limitations on payroll burden and overhead shall not apply. Payment methods will follow 23 CFR 172.9 (b) 1 which may include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firms in the Request for Price Proposals and subsequent Secondary Competition. MDOT reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Home-Office Rate for planning/design activities and Field-Office Rate for construction inspection). The MDOT certified SBE firms, as defined in Federal law, proposed

on the Project shall provide an indirect cost rate (overhead) audit performed by an Independent CPA in accordance with FARs 48 CFR 31 and AASHTO Audit Guide and a certification of contract costs pursuant to FHWA Executive Order 4470.1A or its successor. If negotiations with the MDOT certified SBE firm are timely and successful, a contract may be awarded to that MDOT certified SBE firm. The MDOT certified SBE firm or all MDOT certified SBE firms in a Joint Venture (JV) must be registered in the Federal System for Award Management located at <https://www.sam.gov/portal/SAM/%231#1#1#1>. If an interested MDOT certified SBE firm is requested to submit a Technical Proposal, the MDOT certified SBE firm's proposal should substantially reflect the same composition and area of involvement as their EOI.

All firms proposed in a Joint Venture (JV) must be MDOT certified SBE firms in order to qualify or they will be disqualified. If a MDOT certified SBE JV responds to this Project advertisement, separate EOI submissions from the JV constituents will not be accepted. A firm will not be permitted to submit on more than one (1) JV for the same Project advertisement. Also a MDOT certified SBE firm that responds to this Project advertisement as a Prime or a Prime JV constituent may not be included as a designated Subconsultant to another MDOT certified SBE firm that responds as a MDOT certified SBE Prime or MDOT certified SBE Prime JV constituent to this Project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the MDOT certified SBE firms involved.

MDOT certified SBE/MDOT certified SBE Joint Venture (JV) shall hereinafter be called MDOT certified SBE/MDOT certified SBE JV, Consultant, Prime/Prime JV, Firm/JV Firm and/or Subcontractor/Subconsultant.

All Subcontractors must be MDOT certified SBE firms. No non-MDOT certified SBE firms are permitted. Additionally, the above does not preclude a MDOT certified SBE firm from being set forth as a designated MDOT certified SBE subcontractor to more than one (1) MDOT certified SBE Prime or MDOT certified SBE Prime JV constituent responding to the Project advertisement.

MDOT State Highway Administration (MDOT SHA) reserves the right to cancel this solicitation due to insufficient participation or MDOT certified SBE firms are deemed not qualified to perform the services regardless of how much time and effort was spent on responses.

**All questions concerning submissions and procedures must be submitted by email to [opcm@sha.state.md.us](mailto:opcm@sha.state.md.us) no later than 4:00 pm on November 29, 2017.** The BCS number must be referenced in the email subject line. Problems submitting emails shall be reported to the Consultant Services Division (CSD) telephone number 410-545-0437.

**All addendums to this advertisement will be posted only on eMaryland Marketplace and on the Consultant Services Center page of MDOT SHA's Webpage ([www.roads.maryland.gov](http://www.roads.maryland.gov)).**

MDOT certified SBE Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on MDOT SHA projects.

MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 200d to 200d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this Project advertisement, MDOT certified SBE/Disadvantaged Business Enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, age, sex, English proficiency, income level or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26). Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM

RELOCATION ASSISTANCE ACT OF 1987, ISTEA OF 1991 AND MAP 21 OF 2012.  
MDOT SHA hereby notifies all bidders/offerors that in regard to any contract entered into pursuant to this advertisement, whenever the term “disadvantaged” and “minority” is used, it is understood to include women. The terms “disadvantaged” and “minority” include certified female owned businesses, which will be afforded full opportunity to submit bids in response to this notice and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award. It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contracts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis. MDOT certified SBE/DBE firms are encouraged to respond to this solicitation.

RESPOND TO:

Eric T. Lomboy  
MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street  
Baltimore, Maryland 21202

1. Project Description:

To provide traffic engineering studies and corridor analysis, prepare minor functional geometric design, review identified high crash intersections and sections for improvement and review specific traffic problems as required for the Maryland Department of Transportation State Highway Administration's (MDOT SHA) District 5, comprised of Anne Arundel, Calvert, Charles and St. Mary's counties.

MDOT SHA may award up to two (2) open-end task-order based contracts for these services. The duration of each contract will not exceed five years. The total funding authority for all two (2) contracts will not exceed \$3,000,000. MDOT SHA reserves the right to modify the number of contracts and the total funding authority as deemed appropriate based on complying with 23 CFR 172 and the Brooks Act. Consistent with competitive qualifications based selection, a secondary competitive process will be employed for all task-order assignments. The evaluation factors for the competitive secondary competition for task-order assignments is provided below in 8. Rating Factor. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. No minimum amount of work or funds is guaranteed under these contracts.

The contracts will be administered solely by MDOT SHA's District 5 Office located at 138 Defense Highway, Annapolis, Md. 21401, to support the Architectural and Engineering needs of MDOT SHA and will be funded with both State and Federal Funds. The services in the contracts are expected to be contained within the geographical region listed above. However, assignments may be made anywhere in the state to support MDOT SHA's needs with the prior approval of the MDOT SHA Deputy Administrator. In addition, this contract may be used to provide services to MDOT's Secretary Office, or any of the MDOT Transportation Business Units (TBU), at the direction and with the express prior written authorization of the Secretary of Transportation or the Secretary's designee. Any tasks assigned under these contracts must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

2. Consultant Services Required:

Firms with expertise in traffic engineering services to provide, but not limited to, the following services for:

- It is anticipated that the Consultant may be required to provide engineering services on-site at SHA facilities;
- Traffic engineering studies and analysis to include any necessary field investigations, engineering report preparation, and possibly presentation of results to the public in response to public traffic and safety concerns;

- Traffic engineering studies and analysis to include any necessary field investigations, engineering report preparation in support of SHA's Candidate Safety Improvement, Congested Intersection Improvement, or Crash Prevention programs;
- Geometric survey and design to include drafting and preliminary cost estimating necessary to advance concepts into the design phase;
- Traffic engineering design.
- And, all other professional engineering services related to traffic engineering services;

Some of the examples of work for traffic engineering services include, but are not limited to the following:

Traffic Studies

1. Crash Analysis and Safety Studies
2. Corridor Analysis
3. Transportation System Management
4. Traffic Signal Timing
5. Signal Warranting and Roundabout Analysis
6. Capacity Analysis and Congestion Mitigation
7. Lighting Analysis
8. Developer Plans Review and Traffic Impact Analysis Review
9. Maintenance of Traffic Alternatives Analysis
10. Computer Software Modeling

- Traffic Design

1. Geometric Survey and Design
2. Traffic Control Device Inventory and Design
3. Work Zone Traffic Control Design
4. Development of Improvement Concepts
5. Hydrologic and Hydraulic Computations
6. Metes and Bounds Right of Way Plats

- And, all other professional traffic engineering services related to survey and engineering services;

3. Potential Restrictions:

Firm(s) selected for a given Contract will be required to provide architectural and/or engineering services for any MDOT SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a contractor on the same Design/Build project after advertisement. State law, including State Finance and Procurement Article 13-212.1 of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

As per State Finance & Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland the firm(s) selected for a given Contract will be required to provide “Certification Regarding Investments in Iran”. See below 4(f.)

4. Required Information: The Consultant shall submit the following per the specified requirements listed below of:
- 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 (i.e.: BCS 2016-05 Firm-Letter of Interest);
  - One (1) original and three (3) copies of the EOI comprised of:

NOTE: All EOI submittals must be bound with both front and back covers. Except for pages in Standard Forms (SF) 254 and 255, all pages included within your submittal are required to be standard 8 ½ x 11 size with a minimum of a one-inch margin on all sides and no smaller than 10 point Times New Roman font. The front covers must clearly display the BCS Number, Project Service Title, Firm’s Name and be marked as “**Original**” or “**Copy**.” Sections in the EOI submittals must contain labeled tabs/dividers identifying each section. Graphics and photos on the front and back covers are acceptable but will not be considered in the evaluation process.

- a. One (1) Letter of Interest - Limited to one (1) page which must contain the address of the firm’s closet location to 138 Defense Highway, Annapolis, Maryland 21401, information supporting the assertion that the Consultant(s) have the financial capacity to provide the services requested, has measures in place to protect the State against errors and omissions, and provide the names, contact numbers and email addresses of the Primary Liaison, DBE Consultant Liaison Officer for Minority Affairs (if MDOT SBE/DBE firms are proposed) and your firm’s contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm’s procurement contact may be the same or different individuals.

**Note:** US Government forms are to be completed with standard size typing and are not to be photo reduced. 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.

- b. One (1) SF 254 for each firm, including each subcontractor, proposed.
- c. One (1) SF 255.

The SF 255 must be completed paying special attention to the following:

- i. Item #4, Personnel by Discipline. The Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.
- ii. Item #6, Outside Key Consultants (Subconsultants). Consultants who submit an EOI must clearly set forth the Subconsultant(s) proposed indicating:
  - a) The proposed work to be performed;
  - b) Percentage of the total work;
  - c) MDOT SBE certification number.
  - d) All NAICS codes applicable to the services to be performed by the subconsultant

Said information must be included in Item #6 of the SF 255.

- iii. Item #7 SF 255, Key Staff. Provide a brief resume for each of the four (4) Key Staff individuals outlined below, limited to two (2) Key Staff per page, not to exceed two (2) pages total. At least three (3) years of the required years of experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years. The Consultant must document in writing in Item #7 that the Key Staff individuals meet the following requirements:

**1. Key Staff 1:**

- PE registered in the State of Maryland
- Certified Professional Traffic Operations Engineer (P.T.O.E.);
- Bachelor's degree (or higher) in Civil Engineering or in a related engineering field;
- Minimum of ten (10) years of experience performing Traffic Engineering studies and analysis;
- Employed by the Prime/JV;
- Will serve as the Project Manager and the Primary Liaison.

**2. Key Staff 2:**

- PE registered in the State of Maryland;
- Certified Professional Traffic Operations Engineer (P.T.O.E.)
- Bachelor's degree (or higher) in Civil Engineering or in a related engineering field;
- Minimum of ten (10) years of experience performing Traffic Engineering studies and analysis;
- Employed by the Prime/JV;
- Will serve as the Secondary Liaison.

3. **Key Staff 3:**

- Bachelor's degree (or higher) in Civil Engineering or in a related engineering field;
- Expertise in Micostation (CADD) and conducting Traffic Engineering studies
- Minimum of three (3) years of experience performing traffic engineering studies and analysis;
- Employed by the Prime/JV or any of the Subconsultants

4. **Key Staff 4:**

- Bachelor's degree (or higher) in Civil Engineering or in a related engineering field;
- Expertise in Micostation (CADD) and conducting Traffic Engineering studies
- Minimum of three (3) years of experience performing traffic engineering studies and analysis;
- Employed by the Prime/JV or any of the Subconsultants.

It is anticipated that Key Staff 2, 3, and/or 4 may be required to provide traffic engineering services on-site at SHA facilities.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

**NOTE:** The ½ page resumes in Item #7 SF 255 are a *summary* of the resumes required in 4. d. below. Please refer to 4. c. iii. above for information regarding preparation of the ½ page Key Staff resumes for the SF 255 and 4.d. below for preparation of the full page Key Staff resumes.

- iv. Item #8, Similar Projects: Limited to five (5) similar projects, one (1) similar project per page for a total not to exceed five (5) pages. The columns below the Similar Project Information entered under the Column A-E headers may be removed to create one large block to answer only Column B "Nature of the Firm's Responsibility." Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and not rated. The Similar Projects set forth shall be recent experience performed within the past five (5) years. Information provided in this section shall become part of the rating/evaluation criteria for this project.
- v. Item #9 of the SF 255 shall be limited to five (5) federally funded projects performed within the last five (5) years and shall not exceed five (5)



pages(s) in total length. Firms must contain their project(s) documentation to the given column widths set forth in Item #9 of the SF 255 Form. However, at the discretion of the Consultant, the columns may be removed to widen the remaining vertical space to describe each project. The vertical space used for each of the projects cited is at the discretion of the Consultant.

- vi. Item #10 is not required. Any information presented in Item #10 will not be reviewed or considered in the evaluation process.
  
- d. In addition to the Key Staff's brief resumes required in Item #7 of the SF 255, provide a full one (1) page resume for each of the four (4) proposed Key Staff, outlined above in Section 4.c. iii. 1 – 4. The full page resumes for each Key Staff are required to be standard 8 ½ x 11 size with a minimum of a one-inch margin on all sides and no smaller than 10 point Times New Roman font.

**NOTE #1 – KEY STAFF RESUMES:**

It is the Consultant's responsibility to ensure resumes **clearly and accurately** represent all of the Key Staff information such as, but not limited to the following:

- Education;
- Years of Experience, including the total number of years of related experience performing the services required for this procurement;
- Licenses, e.g., Type of License, License Number, year it was initially issued and when it expires, etc.;
- Certifications, e.g. Certification Type, Certification Number (if applicable), the year it was issued and expires, etc.;
- Include the role of Key Staff members on the projects listed in the resume, e.g.: MD 404 Project – Project Manager, and related work experience, etc.;
- Include a statement in the resume that certifies the individual meets the experience requirements such as recent years of experience, number of years of supervisory, etc.;

Please exclude any confidential personal information. If required, the business address and phone number may be used.

- e. A copy of the Prime/JV's current Certificate(s) of Insurance, which should contain, at a minimum, the following:
  - Carrier (name and address);
  - Type of insurance;
  - Amount of coverage, which must include a minimum of \$1,000,000 per occurrence of Professional Liability;
  - Period covered by insurance; and
  - Any exclusions.

The amount of coverage carried or proposed to be carried by a firm for each of the four (4) areas of insurance required shall be clearly set forth on the insurance certificate i.e. Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance, and Comprehensive Automobile Liability Insurance.

- f. As per State Finance and Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.state.md.us](http://www.bpw.state.md.us) of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV shall provide a signed original certification as per language listed on the BPW Advisory page.
- g. The Consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

5. Special Requirements – SBE and DBE Provisions:

This procurement is a Small Business Enterprise (SBE) only. Only MDOT certified SBE firms (Prime, all firms in a JV and Subconsultants) must be MDOT certified SBE firms at the time of the EOI submissions and prior to contract award.

There is no Disadvantaged Business Enterprise (DBE) goal established for this Project.

If a Prime, JV partners or Subconsultant is already MDOT certified as a DBE, that firm is automatically certified by MDOT as an SBE. All other firms not already certified as DBE or SBE must apply for certification. Information on eligibility requirements and the application process may be found at:

[http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/SBE\\_Certification.html](http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/SBE_Certification.html).

- 6. Additional Information: MDOT SHA reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
- 7. Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.

8. Reduced Candidate List Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
  - a. Key Staff;
  - b. Similar Project Experience;
  - c. Past Performance; (Shall be based on the past two (2) years performance rating for work performed for MDOT SHA. Firms with no ratings shall be given an average of all the firms rated.)
  - d. Capacity to accomplish proposed work in required time;
  - e. Compatibility of size of firm with size of proposed project;
  - f. Firm's location;
  - g. Financial Responsibility; and,
  - h. Consultant has measures of protection for the State against errors and omissions; and,
  - i. General Competence.

All Task-Order Assignments will be awarded on a Secondary Qualifications Based Selection process. MDOT SHA is currently finalizing the Secondary Qualifications Based Selection process. This process will be provided through an Addendum to this solicitation prior to the Expression of Interest submittal due date and time.

9. Additional Information: The Key Staff submitted in the Expression of Interest (EOI) will be evaluated to determine if they meet the minimum qualifications set forth in the Advertisement. If MDOT SHA chooses to rate and rank during the EOI phase in order to develop a Reduced Candidate List, MDOT SHA will carry forward the scores for the Key Staff and Similar Projects (and Specialized Expertise, if applicable) into the Competitive Technical Proposal evaluation phase.

Requests to replace originally proposed Key Staff is only permitted by those firms requested to submit a Competitive Technical Proposal. In addition, Key Staff replacement requests at the Competitive Technical Proposal phase may only be requested if the originally proposed Key Staff is no longer available to perform on the contract. Replacement requests cannot be made to cure a deficiency in the originally proposed Key Staff or in an attempt to raise the score of the proposal.

If MDOT SHA rated and ranked Key Staff at the EOI phase and chooses to carry the scores forward, Key Staff proposed at the Technical phase must meet or exceed the qualifications of the originally proposed Key Staff members. If Key Staff were not rated and ranked at the EOI phase, MDOT SHA reserves the right to rate the originally proposed Key Staff in the EOI phase and use that score as the base score of the Key Staff replacement request or may choose to score the replacement Key Staff. All Key Staff replacements must be approved by MDOT SHA.

10. Pursuant to 49 CFR §26.29, MDOT shall ensure that a clause is placed in every USDOT-assisted contract to require prime contractors to pay subcontracts for satisfactory performance of their contracts no later than 30 days from receipt of each payment that MDOT makes to the prime contractor. To the extent that it is not inconsistent with

federal law, all prime contractors shall also comply with all Maryland laws and regulations regarding the prompt payment to subcontractors.

11. Facsimile/e-mail copies of the Expression of Interest are not acceptable. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted.

**The outside of the Expression of Interest submittal envelope/package must include the following:**

**Expression of Interest Submittal for BCS Number**

**Expression of Interest Service Title**

**Expression of Interest Due Date and Time**

**Firm Name**

**Firm Address**

Respond by: **December 22, 2017** prior to **12:00 P.M. (NOON)**

RESPOND TO:

Eric T. Lomboy

MARYLAND STATE HIGHWAY ADMINISTRATION

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, Mail Stop C-405

707 North Calvert Street

Baltimore, Maryland 21202