

The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of engineers and architects for the following project:

BCS 2017-03
Environmental Engineering and Compliance Services, Statewide

The Maryland Department of Transportation State Highway Administration (MDOT SHA) is issuing this Request for Qualifications (RFQ)/ Request for Proposals (RFP) for Environmental Engineering and Compliance Services, Statewide. The selected offeror(s) will provide planning, permitting, project management, design, construction support, monitoring, inspection, auditing and technical support for programs and projects related to MDOT SHA facilities and associated operations. Firms interested in being considered on this Project must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

MDOT SHA anticipates awarding up to four (4) indefinite delivery contracts that may cover multiple projects for these services. The duration of each contract will not exceed five years. The total funding authority for all (4) contracts shall not exceed \$20,000,000. MDOT SHA reserves the right to modify the number of contracts and the total funding authority. No minimum amount of work or funds is guaranteed under these contracts. It is anticipated that the Contract will be funded entirely with State Funds.

An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Offeror (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

Firms interested in being considered for work on this Project must submit a Technical Proposal for the Project as set forth herein. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures. All Technical Proposals submitted shall be delivered in one (1) envelope or one (1) box. On the front exterior of the envelope or box, the Firm shall conspicuously mark "Technical Proposal", the Consultant's name, the Maryland State Highway Administration (SHA) Project number, and the Project title for identification purposes. **Proposals may not be submitted by e-mail or facsimile. Proposals will not be opened publicly.**

If a Joint Venture responds to this project solicitation, the Maryland Department of Transportation will not accept separate Proposals from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project Solicitation. Also, a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

All proposals received for this Project will be reviewed on a competitive basis. The Firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per-hour salary rates as supported by Certified Payroll Rosters while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Business Unit approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audits shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firms are timely and successful, contracts may be awarded to those Firms.

There is no Pre-Proposal Conference/Site Visit for this project.

The sole point of contact in the State for purposes of this solicitation prior to the award of any Contract is the Procurement Officer at the address listed below:

Georgina Usher
Office of Procurement and Contract Management
707 North Calvert Street MS-C 405
Baltimore, MD 21202
Phone: 410-545-0434
E-mail: gusher@maryland.gov

Written questions from prospective Offerors will be accepted by the Procurement Officer. All questions concerning submissions and procedures must be submitted by email to opcm@sha.state.md.us no later than 4:00 pm at least ten (10) calendar days prior to the Proposal due date. 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 solicitation will be posted only on eMaryland Marketplace (eMM) and on the Consultant Services Center page of MDOT SHA's Webpage (www.roads.maryland.gov). No other contact to MDOT employees or personal visits will be accepted.

eMM is an electronic commerce system administered by the Maryland Department of General Services. Offeror questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMM. To receive a contract award, a firm must be registered on eMM. Registration is free. Go to <https://emaryland.buyspeed.com/bsa/login.jsp>, click on "Register" to begin the process, and then follow the prompts.

Each Offeror is requested to indicate its eMaryland Marketplace (eMM) vendor number in the Transmittal Letter (cover letter) submitted at the time of its Proposal submission to this RFP.

Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office

Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>. It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offerors failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

Facsimile or electronic copies of Proposals are not acceptable. No proposals received after **12:00 noon on July 20, 2018** will be accepted, no matter how transmitted.

Technical Proposals must be submitted in compliance with the State Highway Administration (SHA) Standard Request for Proposal (RFP) guidelines which can be found on the SHA Web Page www.marylandroads.com by clicking on the link labeled “Business”, then clicking on the link labeled “Contracts, Bids and Proposals”, and then selecting the link for the “Consultant Services Center”.

MDOT SHA hereby notifies all Proposers that any contract entered into pursuant to this Project advertisement will affirmatively ensure that Minority Business Enterprises (MBE) will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. MBE firms are encouraged to respond to this solicitation. The MDOT SHA hereby notifies all offerors that regarding any contract entered into pursuant to this advertisement, whenever the term “disadvantaged” and “minority” is used, it is understood to include women.

RESPOND TO:

Georgina Usher
Office of Procurement and Contract Management, Fourth Floor, MS C-405
707 North Calvert Street
Baltimore, MD 21202

Proposals sent by U.S. Postal Service should be sent to the address listed above. Late Proposals will not be considered. Hand or commercial delivery is recommended and should be delivered to the address stated above. MDOT SHA is not responsible for Proposals received late regardless of the method of shipment or delivery.

MDOT SHA reserves the right to reject any and all Proposals received in response to this request and is not liable for any cost incurred by any Firm in connection with the preparation and presentation of Proposals.

Maryland Department of Transportation – State Highway Administration
Project Number: BCS 2017-03
Environmental Engineering and Compliance Services, Statewide

1. Project Description

The MDOT SHA is seeking consultant assistance to perform Environmental Engineering and Compliance Services, Statewide. MDOT SHA anticipates awarding up to four (4) indefinite delivery contracts that may cover multiple projects for these services. The duration of each contract will not exceed five years. The total funding authority for all (4) contracts shall not exceed \$20,000,000. MDOT SHA reserves the right to modify the number of contracts and the total funding authority. The Firm (s) selected for this project shall provide on-call and/or on-site professional Environmental Engineering and Compliance Services consisting of individual project assignments consistent with MDTA's requirements. All work will be by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order. No minimum amount of work or funds is guaranteed under these contracts. It is anticipated that the Contract will be funded entirely with State Funds. Contract award(s) is subject to receipt of necessary funding and approval by the Maryland Board of Public Works.

The Contract will be administered solely by the MDOT SHA's Office of Environmental Design located at 707 North Calvert Street Baltimore, MD 21202 to support the Architectural and Engineering needs of MDOT SHA, statewide. Assignments may be made to support other MDOT SHA Offices with the prior approval of the SHA Deputy Administrator. In addition, this contract may be used to provide services to the MDOT Transportation Secretary Office (TSO), 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 this contract 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

The services to be performed are Environmental Engineering and Compliance Services, Statewide. The Firm shall be proficient in the services listed below and shall bring an experienced and expert staff to the project.

Environmental Engineering and Compliance Services under this project will provide expertise in planning, permitting, project management, design, construction support, monitoring, inspection, auditing and technical support for programs and projects related to MDOT SHA facilities and associated operations. Specific assignments are expected to vary depending on MDOT SHA's needs throughout the duration of the contract. The Consultant may be authorized to subcontract for specialty services with prior approval of the MDOT SHA.

The MDOT SHA may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Firms shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other MDOT SHA project assignments. The on-site consultant staff will operate under the direction of MD SHA management. All on-site support staff are subject to the annual audited field overhead rate when working at an SHA facility for 90 or more consecutive days.

Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Scope of Services and Examples of Work:

Services to be provided may include, but not be limited to the following:

- a.* Site Investigation and Remediation Services;
- b.* Water and Wastewater Services;
- c.* Storm Water Management Services;
- d.* Underground and Aboveground Storage Tank Services;
- e.* Industrial Hygiene Services;
- f.* Environmental Compliance Services; and
- g.* All other engineering professional services related to environmental engineering and compliance.

Examples of the environmental compliance and engineering services to be provided may include the following:

- a.* Soil, groundwater, surface water, or sediment quality investigations, characterization, testing and monitoring to assess the presence, nature, and extent of contamination;
- b.* Preparation of engineering designs and specifications, permit applications, and reports for remediation of impacted soil, groundwater, surface water, or sediment;
- c.* Evaluation and design of water and wastewater treatment systems;
- d.* National Pollutant Discharge Elimination System (NPDES) Program support for facilities and operations;
- e.* Preparation of Storm Water Pollution Prevention Plans;
- f.* Inspection and monitoring of tank systems, including fuel and brine storage tanks;
- g.* Tank compliance program support, including but not limited to vehicle fuel, heating oil, generator and used oil tanks;
- h.* Asbestos and lead-based paint inspections/surveys and abatement recommendations/oversight;
- i.* Mold inspections and abatement recommendations/oversight;
- j.* Indoor air quality investigations;
- k.* Preparation of permit applications;

- l.* Permit negotiation support;
- m.* Compliance monitoring/inspections
- n.* Hazardous/universal/solid waste management support;
- o.* Preparation of Integrated Contingency Plans;
- p.* Preparation of Spill Prevention Control and Countermeasures (SPCC) plans;
- q.* Environmental Management System (EMS) support;
- r.* Programmatic support including management of an EMS, environmental compliance assessments, compliance and management system audits, and training;
- s.* Support of compliance programs focused on media areas such as air, drinking water, storm water, wastewater, waste, fuel storage tanks and asbestos;
- t.* Engineering design of infrastructure related to environmental compliance such as fuel storage tank systems, inlet cleaning dewatering structures, oil-water separators and material storage structures;
- u.* GIS/data management; and
- v.* Providing onsite engineers and inspection staff for work at SHA facilities under the direct supervision of SHA personnel.

The following computer hardware and software shall be used to perform the services required and include, but are not limited to:

- a.* Project cost estimates shall be submitted by the Consultant using “Estimator” software.
- b.* Consultant shall be required to update software as needed to remain current with SHA standards.
- c.* Provide all CADD files in a Microstation format following CADD standards adopted by SHA. Projectwise project management system and protocols shall be used to transmit electronic data (CADD files, documents) to SHA unless otherwise specified by SHA.
- d.* All GIS files shall utilize the current GIS software adopted by SHA.
- e.* All project correspondence and documents shall follow SHA standards and be submitted in a SHA compatible format (Microsoft Office 2016, Adobe PDF) or as specified by SHA

This is not an all-inclusive list as this contract may include all professional services and activities related to environmental engineering and compliance services.

There may be instances when SHA requires the consultant to provide emergency response times for a given project or task assignment. Therefore, the consultant may be required to provide those services within 24 hours of notification or as otherwise directed by SHA.

The Consultant will keep SHA’s OED and/or its appointed designee continually advised of the progress on the project/work assignment being considered. The Consultant will receive direction from either SHA’s OED and/or its appointed

designee. Progress meetings will be held as necessary to review the tasks accomplished.

3. Certifications

All individuals supplied by the Consultant to work on-site at a SHA facility must complete the following four (4) SHA Core Training courses: Americans with Disabilities Act (ADA) Awareness, Limited English Proficiency (LEP), Sexual Harassment Prevention and Awareness, and Workplace and Domestic Violence Awareness. Proof of completion of the required SHA CORE Training Courses for each individual must be supplied to OED before he/she can begin work.

At least one individual from the Prime/JV or subconsultant team must be a Maryland Department of the Environment certified Third Party Underground Storage Tank Inspector and a Steel Tank Institute certified Aboveground Storage Tank Inspector. These certifications do not need to be held by the same individual.

The cost to achieve the various certifications, re-certifications, and Core Training, including course costs, time and mileage to attend the training/testing, shall be paid for by the Consultant Firm or the individual Consultant, not SHA. Other environmental permit compliance training may be also required. Consultant firms are expected to make reasonable accommodations for their staff to attend training.

4. Safety Items

The Consultant shall supply all required personal protective equipment and safety items including, but not limited to, a hard hat and safety vest. All equipment must comply with SHA's High Visibility Apparel Policy, SHA's Office of Construction's Directive on Personal Protective Equipment (PPE), and all OSHA and MOSH regulations.

5. Engineering Standards and Guidelines

The Consultant shall perform all contract engineering services in accordance with the current editions of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

- MD SHA 2017 Standard Specifications for Construction and Materials or most current;
- AASHTO Guide for Highway Landscape & Environmental Design

- MDE 2011 Maryland Standards and Specifications for Soil Erosion and Sediment Control;
- Maryland Storm Water Management & Erosion and Sediment Control Guidelines for State and Federal Projects, 2015;
- Maryland Stormwater Management Design Manual, Volumes 1&2, 2000;
- Maryland Phase 1 Watershed Implementation Plan for Chesapeake Bay TMDL, 12/3/2010;
- EPA Chesapeake Bay TMDL, 12/29/2010;
- MD SHA Highway Drainage Manual, 12/1981 (including all updates);
- MD SHA Stormwater Site Development Criteria (SDC) Review Guidelines;
- MDE Approved TMDL and 303(d) list;
- EPA analytical Test Methods;
- National Environmental Policy Act
- MD Environmental Policy Act;
- U.S. Army Corps of Engineers, Section 404 Maryland State Programmatic General Permit 4 (MDSPGP-4);
- Nontidal Wetland Protection Act, 1989;
- COMAR Title 08.05, Water Resources Administration, Nontidal Wetlands;
- COMAR, Title 9, Wetlands and Riparian Rights (Tidal Wetlands);
- MDE Monitoring Protocol for Wetland Mitigation Projects, 11/2011;
- Maryland Interagency Review Team (IRT) Performance Standards and Monitoring Protocol for Non-Tidal Wetland Mitigation Banks, 11/2014; and
- Chesapeake Bay Critical Area Law (COMAR 14.15)
- COMAR 26.11: Air Quality
- 40 CFR 60: Standards of Performance for New Stationary Sources (NSPS)
- 40 CFR 61: National Emissions Standards for Hazardous Air Pollutants (Identified by USEPA under 1970 CAA)
- 40 CFR 63: National Emissions Standards for Hazardous Air Pollutants for Source Categories (Identified by Congress under 1990 CAA Amendments)
- 40 CFR 70: State Operating Permit Programs (Title V Permits)
- 40 CFR 82: Protection of Stratospheric Ozone
- 40 CFR 89: Control of Emissions from New and In-Use Non-road Compression-Ignition Engines
- Clean Air Act
- Maryland Executive Order 01.01.1987.22: Asbestos Oversight Committee
- 29 USC 657: Inspections, Investigations, and Record Keeping
- 29 CFR 1910.134: Respiratory Protection Standard
- 29 CFR 1910.1001: OSHA Asbestos General Industry Standard
- 29 CFR 1926.1101: OSHA Asbestos Construction Standard
- 40 CFR 61: National Emission Standards for Hazardous Air Pollutants
- 40 CFR 763: Asbestos
- COMAR 26.13: Disposal of Controlled Hazardous Substances
- 42 USC 6921 – 6939: Hazardous Waste Management
- 29 CFR 1910.106: Flammable and Combustible Liquids

- 29 CFR 1910.253: Oxygen-Fuel Gas Welding and Cutting
- 29 CFR 1910.1200: Hazard Communication
- 40 CFR 262: Standards Applicable to Generators of Hazardous Waste
- 40 CFR 265: Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
- 40 CFR 268: Land Disposal Restrictions
- 40 CFR 273: Universal Waste Management
- 49 CFR 172: Hazardous Materials Tables, Hazardous Materials Communications Requirements and Emergency Response Information Requirements
- Maryland Annotated Code Environmental Article §9-1706: State Waste Recycling
- COMAR 26.16: Lead
- COMAR 26.02: Occupational, Industrial and Residential Hazards
- 29 USC 657: Inspections, Investigations, and Record Keeping
- 29 CFR Part 1910.132-138: Personal Protective Equipment
- 29 CFR Part 1910.1025: Lead
- COMAR 15.05.01: Pesticide Use Control
- 7 USC 136: Insecticides and Environmental Pesticide Control
- 29 CFR 1910.1200: Hazard Communication
- 40 CFR 156: Labeling Requirements for Pesticides
- 40 CFR 170: Worker Protection Standard
- 40 CFR 273: Standards for Universal Waste Management
- COMAR 26.10: Oil Pollution & Tank Management
- 29 CFR Part 1910.106: Flammable and Combustible Liquids
- 40 CFR Part 110: Discharge of Oil
- 40 CFR Part 112: Oil Pollution Prevention
- NFPA 101, 30 & 30A
- 33 USC 1321: Oil and Hazardous Substance Liability
- 33 USC 2702: Elements of Liability (Oil Pollution Liability and Compensation)
- Maryland Executive Order 01.01.2001.06: Water Conservation by State Agencies
- 40 CFR 141: National Primary Drinking Water Regulations (Safe Drinking Water Act)
- 29 CFR 1910.141: Sanitation of Drinking Water
- COMAR 26.03: Water Supply, Sewerage, Solid Waste and Pollution Control Planning and Funding
- COMAR 26.04: Regulation of Water Supply, Sewage Disposal and Solid Waste
- COMAR 26.08: Water Pollution
- COMAR 26.17: Water Management
- 40 CFR 122, 123, 124, and 125 – Regulations pertaining to NPDES
- Environmental Article, Title 9, Subtitle 3, Part IV- Discharge permits for an increase in pollutants into waters of the State
- Section 402 of the Clean Water Act, 33 USC Section 1342 – Regulations pertaining to discharges into navigable waters

- Permit Conditions –General Discharge Permit for Stormwater Associated with Industrial Activities
- Permit Conditions – National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Discharge Permit.
- Permit Conditions – General Permit for Stormwater Associated with Construction Activity.
- Maryland Department of Transportation “General Conditions for Consulting Services” dated January 1989.
- State Highway Administration “Specifications for Consulting Engineers’ Services” dated April 1986.
- Maryland Department of Transportation State Highway Administration “Request for Proposal” dated April 2002.

6. Prompt Payment Policy

This procurement and the Contract(s) to be awarded pursuant to this solicitation are subject to the Prompt Payment Policy Directive issued by the Governor’s Office of Minority Affairs (GOMA) and dated August 1, 2008. The Contractor must comply with the prompt payment requirements promulgated pursuant to Md. Code Ann., State Finance and Procurement Article, §§ 11-201, 13-205(a), and Title 14, Subtitle 3, and COMAR 21.01.01.03 and 21.11.03.01. The Directive seeks to ensure the prompt payment of all subcontractors on non-construction procurement contracts. Additional information is available on GOMA’s website at:

<http://goma.maryland.gov/Documents/Legislation/PromptPaymentDirectiveFINAL08-01-08.pdf>

7. Special Requirements - MBE and VSBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that with regard to any contract entered pursuant to this solicitation, Minority Business Enterprise (MBE) firms and Veteran-Owned Small Business Enterprise (VSBE) firms will be afforded full opportunity to participate in response to this solicitation and will not be subject to discrimination on the basis of race, color, national origin, age, sex or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26).

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for MBE and VSBE participation, on a contract-by-contract basis. Consultants interested in submitting a Technical Proposal in response to this solicitation must comply with the 2017 edition of Standard Specifications for Construction and Materials, Part I – GENERAL PROVISIONS 7.29, “Minority Business Enterprise and Affirmative Action”, State Finance and Procurement Article Annotated Code of Maryland COMAR 21.11.13 and Maryland Board of Public Works Advisory 2012-1.

To comply with the aforesaid GENERAL PROVISIONS, Consultants who submit Technical Proposals must clearly set forth the MBE Prime firm(s) **and** MBE subcontractor(s) proposed for goal attainment indicating:

- a. Firm's name and address,
- b. The proposed work,
- c. Percentage of total work,
- d. MDOT certification number, and
- e. Applicable NAICS Codes

NOTE: MBE firms must be certified for the specific work to be performed to count their participation towards meeting the MBE participation goal. Only include the applicable NAICS Code(s) for the services/work the MBE firm is proposed to perform in support of the project. Proposed MBE firms **must be certified by MDOT in those NAICS Code(s) at the time of the Technical Proposal submission and remain certified through contract award** by MDOT to participate on State funded Projects.

NOTE: New Guidelines Regarding MBE Prime Self-Performance. Please note that when a certified MBE firm participates as a prime contractor (including a prime participating as a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. For example, for an engineering services contract that has a 27% MBE overall participation goal and subgoals of 7% for African American firms, a certified African American MBE prime can self-perform (a) up to 13.5 % of the overall goal and (b) up to 7% of the African American subgoal. The remainder of the overall goal and subgoals would have to be met with other certified MBE firms or a waiver request.

A current directory of certified MBE firms is available through the Maryland Department of Transportation (MDOT), Office of Minority Business Enterprise, 7201 Corporate Center Drive, Hanover, Maryland 21076. The phone numbers are (410) 865-1269, 1-800-544-6056, or TTY (410) 865-1342. The directory is also available on the MDOT website at <http://mbe.mdot.state.md.us/directory/>. The most current and up-to-date information on MBE firms is available via this website. **Only MDOT-certified MBEs may be used to meet the MBE subcontracting goals.** VSBE firms must be verified by the Center for Verification and Evaluation of the United States Department of Veterans Affairs. A searchable database for verified VSBEs is available at <https://www.vip.vetbiz.gov/>.

To comply with the aforesaid COMAR 21.11.13 and BPW Advisory 2012-1, Consultants who submit Technical Proposals must clearly set forth the VSBE Prime firm(s) **and** VSBE subcontractor(s) proposed for goal attainment indicating:

- a. The name of the firm,
- b. The proposed work
- c. Percentage of total work, and
- d. DUNS number

for each VSBE. VSBE Utilization Affidavit and Participation Forms shall be completed and included in the Technical Proposal submission. The Consultant's failure to submit all the required MBE and VSBE information, in the specified areas, will result in the Consultant being disqualified from further consideration on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

A. Contract Goals

For this contract, an overall goal of **Thirty percent (30%)** has been established for MBE and VSBE participation. MBE proposers must meet the established MBE goal by either their own forces or approved MBE Subconsultant(s). When a MBE performs as a participant in a joint venture, they may count a portion of the total dollar value of the contract equal to the distinct and clearly defined portion of the work that the MBE performs with its own forces, toward the MBE goals and the proposed participation must be listed in Section C 11 of SF 330.

In addition to listing the MBEs, Consultants must also list each non-MBE firm and each VSBE firm proposed in Section C of the SF 330 including the proposed work and percentage of work in Section C 11 of SF 330.

In addition, the following subgoals have been established for this procurement:

- 7% of the contract amount for African American-Owned MBEs,
- 5% of the contract amount for Woman-Owned MBEs, and
- 1% of the contract amount for Veteran-Owned SBEs.

Notwithstanding any subgoals established above, the Contractor is encouraged to use a diverse group of subcontractors from any/all of the various MBE/VSBE classifications to meet the remainder of the overall MBE participation goal.

B. The following Minority Business Enterprise and Veteran's Small Business Enterprise participation instructions, and forms are provided on MDOT SHA's website at <http://www.roads.maryland.gov/Index.aspx?PageId=767> to assist Bidders/Offerors:

- MDOT MBE Form A - MBE Utilization and Fair Solicitation Affidavit (**must submit with Bid/Proposal**)
- MDOT MBE Form B MBE Participation Schedule (**must submit with Bid/Proposal**)
- MDOT MBE Form C - Outreach Efforts Compliance Statement

- MDOT MDE Form D - MBE Subcontractor Project Participation Affidavit
- MDOT MBE/DBE Form E – Good Faith Efforts Guidance and Documentation
- VSBE Utilization Affidavit and Prime/Subcontractor Participation Schedule
(**must submit with Bid/Proposal**)

By submitting a response to this solicitation, the Bidder acknowledges the overall MBE/VSBE subcontractor participation goal and commits to achieving the goal by utilizing certified MBE/VSBE businesses or requests a full or partial waiver of the goal. A Bidder/Offeror that requested a waiver of the goal or any of the applicable subgoals will be responsible for submitting the Good Faith Efforts Documentation to Support Waiver Request and all documentation within ten (10) Working Days from notification that it is the recommended awardee or from the date of the actual award, whichever is earlier, as required in COMAR 21.11.03.11.

As set forth in COMAR 21.11.03.12-1, once the Contract work begins, the work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if the MBE firm is performing a commercially useful function on the Contract.

C. Liquidated Damages

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, the Contract that will result from this Solicitation will require the Contractor to make good faith efforts to comply with the Minority Business Enterprise (“MBE”) Program and Contract provisions and the Contract will contain the following provisions related to the imposition of Liquidated Damages:

The SHA and the Contractor acknowledge and agree that the SHA will incur economic damages and losses, including, but not limited to, loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and pertinent MBE Contract provisions. The parties further acknowledge and agree that the damages the SHA might reasonably be anticipated to accrue as a result of such lack of compliance are difficult or impossible to ascertain with precision and that liquidated damages represent a fair, reasonable, and appropriate estimation of damages.

Upon a determination by the SHA that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or pertinent MBE Contract provisions and without the SHA being required to present any evidence of the amount or character of actual damages sustained, the Contractor agrees to pay liquidated damages to the SHA at the rates set forth below. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty. The Contractor expressly agrees that the SHA may withhold payment on any invoices as an offset against liquidated damages owed. The Contractor further agrees that for each specified violation,

the agreed-upon liquidated damages are reasonably proximate to the loss the SHA is anticipated to incur as a result of each violation.

1. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.
2. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.
3. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the Contract.
4. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

Notwithstanding the assessment or availability of liquidated damages, the SHA reserves the right to terminate the Contract and to exercise any and all other rights or remedies which may be available under the Contract or which otherwise may be available at law or in equity.

8. Evaluation Criteria

The major factors/criteria to be used in evaluating Technical Proposals in descending order of importance are:

- a. Technical Questions;
- b. Key Staff
- c. Work Plan
- d. Similar Project Experience/Example Projects
- e. Understanding of Project Scope
- f. Compatibility of the size of the firm with the size of the proposed project;
- g. Past Performance working on MDOT SHA task orders when prior work history is available, including Quality and Timeliness. Lack of prior experience with MDOT SHA is in no way considered a barrier to receiving an award;
- h. Capacity to accomplish proposed work in required time;
- i. Specialized Expertise (if applicable);
- j. Insurance; and,

k. Financial Responsibility.

NOTE: MDOT SHA prefers an Offeror's response to work requirements in the RFP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be done. Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.

9. **Technical Proposal Required Information**

All bound materials shall be in a 3-ring binder (spiral and comb binding is not permitted). 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 330.

With the exception of Government forms and the Organizational Chart, all pages included with your Technical Proposal submission are required to be standard 8½ x 11 size paper with a minimum of a one-inch margin on all sides and no smaller than 10 point Times New Roman font. Sections of the Technical Proposal must be separated by dividers that identify each section, and do not count as pages. Dividers can have photographs or graphics, but no narrative, on the obverse side and any graphics will not be evaluated. The reverse side shall be unmarked. Attachments to the Proposal are unacceptable.

- One USB portable drive in a protective envelope **labeled** with the BCS number, Project Title and Prime/JV's firm name to include: One (1) full PDF version of the Technical Proposal 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 2018-99-ABC Firm-Scope of Services);
- One (1) unbound original with original signatures marked as "ORIGINAL" on the front cover of the proposal and three (3) bound copies marked as "COPY" on the front cover of the proposals comprised of:

A. **Cover Letter**

Cover Letter on the Firm's/Joint Venture's letterhead – limited to two (2) pages, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, Minority Business Enterprise (MBE) Consultant Liaison Officer for Minority Affairs, Consultant Liaison Officer for Veteran-Owned Small Business Enterprises and your firm's contact person for this procurement process. The Primary Liaison, MBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.
- ii. The e-mail address of the contact person for this Project. Future correspondence related to this Project, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/Joint Venture have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/Joint Venture have read and fully understand the requirements set forth to be provided for this request for proposal.
- v. Certification that the Firm/Joint Venture and proposed team possesses the expertise, resources, knowledge and technical ability to perform all elements of the project's scope and deliver all the requirements set forth through its own forces and those of its subcontractors.
- vi. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.
- vii. Acknowledges that the Firm/Joint Venture and proposed team understand and have the capability to perform multiple simultaneous project assignments.
- viii. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this Request for Proposal.
- iv. Acknowledges that the Firm/Joint Venture have included a detailed work plan in the proposal that ensures schedules and/or deadlines will be met as well as achieving the MBE goal, and includes a comprehensive quality assurance and quality control program.
- x This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- xi. Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the Joint Venture.

B. US Government Form Standard Form (SF) 330

One (1) US Government Form Standard Form (SF) 330 Part I and Part II completed for the Prime and for each proposed subcontractor. The SF 330 must be completed in its entirety paying special attention to the following:

- i. Part II General Qualifications. 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 should use a separate form for each location proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

- ii. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Section 7 above, Special Requirements – MBE Provisions to complete Section C 11 for MDOT certified MBE firms.
- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a brief resume for each of the 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 three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:
 1. **Key Staff 1:**
 - Civil or Environmental Engineer;
 - PE registered in the State of Maryland;
 - Bachelor's degree (or higher) in Civil Engineering or Environmental Engineering or related engineering field;
 - Minimum of ten (10) years of recent experience in facility site design and related infrastructure (e.g. fuel storage systems);
 - This individual must be employed by the Prime/JV.
 2. **Key Staff 2:**
 - Environmental Scientist;
 - Bachelor's degree (or higher) in Environmental Science or related engineering field;
 - Minimum of ten (10) years of recent overall environmental compliance experience with at least five (5) years of recent experience in multimedia environmental compliance for facilities and at least two (2) years of recent experience in Environmental Management Systems (EMS);
 - This individual must be employed by the Prime/JV.
 3. **Key Staff 3:**
 - Certified Industrial Hygienist;
 - Current Certification as a Certified Industrial Hygienist (CIH);
 - Bachelor's degree (or higher) in Chemical Engineering, Environmental Sciences, Health and Safety or related Biological or Physical Science field;

- Minimum of ten (10) years of recent experience with asbestos, lead paint, and mold investigation and abatement recommendations and;
- Employed by the Prime/JV or any of the Subconsultants.

4. **Key Staff 4:**

- Professional Geologist;
- Bachelor's degree (or higher) in Geology or related Environmental or Earth Science field;
- Minimum of ten (10) years of recent experience in subsurface investigation and remediation;
- Employed by the Prime/JV or any of the Subconsultants.

- iv. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Part I Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License/Registration and/or Certification Number for the individual. Where a Firm proposes an out of state professional engineer or architect, the Firm shall include in Part I Section E 17 of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed. Failure of the Firm to properly document Key Personnel requirements in writing will result in the firm being precluded from further consideration for the Project.
- v. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to four (4) example projects, one (1) example project per page for a total not to exceed four (4) 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 experience performed within the past ten (10) years that demonstrate experience working on projects of similar size and scope. Example projects should include, among others, those that demonstrate team qualifications in the areas of Fuel Storage Tank Compliance, Industrial Stormwater and Wastewater Compliance and Environmental Management Systems based on ISO 14001. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
- vi. Section H of the SF 330 is not required-

C. **Personnel Requirements *not to exceed seven (7) pages:***

The technical proposal shall contain a Key Staff Section that must include a one (1) page letter introducing the Key Staff with the names, contact numbers and email addresses of the Primary and Secondary Liaisons, and must include a

statement that all Key Staff proposed meet the individual years of experience as well as the remainder of the Key Staff requirements as set forth above. The introduction letter must be on the firm's/joint venture's letterhead and must be signed and dated by the principal of the firm/joint venture. The format and overall content of the letter, with the exception of the requirements set forth, are at the firm's/joint venture's discretion.

In addition to the Key Staff's brief resume information required in Section E of SF 330, the Firm/Joint Venture shall provide in the technical proposal a one (1) page resume for each of the four (4) proposed Key Staff, outlined above.

NOTE: – ONE PAGE KEY STAFF RESUMES:

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

- Education;
- Years of Experience, including the total number of years of experience performing the required services for this procurement;
- Licenses, e.g., Type of License, License Number, year it was initially issued and 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 similar projects listed in the SF 330 Section F, e.g.: MD 404 Project – Project Manager, and related work experience, etc.;

Please exclude any confidential personal information. If required, the business address and phone number may be used. The one (1) page resume format is 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.

In addition, a one (1) page matrix style of support personnel shall be included in the Key Staff Section of the Technical Proposal. Matrix style is defined as names listed on the vertical Axis and Relative Experience identified on the horizontal axis. Support personnel is limited to a maximum of three (3) lines per individual.

The Key Staff section of the proposal shall also include a one (1) page Organization Chart. The Organization Chart required for Part I. Section D of SF 330 shall be placed within the Key Staff Section and must contain at a minimum the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this project and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 by 17-inch page with Times New Roman Font size 10 point or larger.

The Consultant shall provide the names of one (1) engineer or scientist who shall act as the Primary Liaison and one (1) engineer or scientist who shall act as the

Secondary Liaison between the Consultant and MDOT SHA and will be the only individuals to be contacted with regard to the contract services. One of these individuals shall be the Project Manager.

It is anticipated that Key Staff 1, 2, 3 and 4 may be required to provide engineering or environmental services on-site at SHA facilities.

Additional Information regarding Key Staff replacements after Final Selection:

Key Staff changes may only be requested after final selection if the Key Staff is no longer available to perform on the contract or at the request/agreement of SHA. A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing on the firm's/joint venture's letterhead along with a one (1) page resume per the requirements outlined in this Request for Proposal.

Substitutions will be evaluated using the same Competitive Technical Rating Criteria and the Key Staff replacement's score must be equal or higher than the original Key Staff's score in order to be accepted/approved by MDOT SHA. All scores will remain confidential by MDOT SHA. Instructions for completing a resume are included in Section 9 C – Key Staff of this Request for Proposal.

D. Scope Requirements - not to exceed one (1) page:

In this section the consultant will describe their understanding of the project's scope of work and stated requirements of the RFP. The Firm/JV must certify it can perform all elements of the project's scope through its own forces and those of its subcontractors.

E. Work Plan Requirements - not to exceed four (4) pages:

In this section the consultant will describe in detail how they propose to accomplish the requested service(s). The Work Plan requirements must include, but are not limited to, the following:

In this section the consultant will describe in detail how they propose to accomplish the requested service(s). The Work Plan requirements must include, but are not limited to, the following:

- i. Fully explain how the consultant intends to accomplish the services requested.
- ii. Discuss any special innovations and/or concepts the consultant will bring to the project.
- iii. Discuss the subconsultant partnerships and their involvement in the overall work plan.

- iv. Establish the lines of responsibility among Joint Venture partners.
- v. Provide schedules and completion benchmarks.

F. Subcontractors Commitment – no page limits as this section may vary:

The Technical Proposals are to be explicit with respect to the work to be performed by all subcontractors proposed. A Letter of Commitment is required for each proposed Sub-Consultant. While the format and overall content is at the firm's discretion, a Letter of Commitment must at a minimum:

- Be on the Sub-Consultant's letterhead;
- List the services proposed to be provided;
- Certify the firm is able to provide the required resources, services, etc.;
- List the applicable NAICS Codes for the services/work to be performed in support of the project, and overall percentage of work to be performed for the contract;
- NAICS Codes must be the same as those listed in Section C 11 of the SF 330 for each subconsultant
- Be signed and dated by the Principal/President of the firm, and;
- If a firm is a MDOT Certified MBE, include the MDOT Certification number and applicable NAICS codes consistent with the work to be performed.

G. MBE Compliance - the Consultant shall include the executed "MDOT MBE Forms (A&B)" – no page limits as this section may vary:

There is a **Thirty percent (30%)** MBE goal established for this project. In addition, the following subgoals have been established:

- 7% of the contract amount for African American-Owned MBEs,
- 5% of the contract amount for Woman-Owned MBEs, and
- 1% of the contract amount for Veteran-Owned MBEs.

Offerors must meet the established MBE goal by either their own forces or approved MBE subcontractor(s).

This section must include an introduction letter listing all the proposed MDOT Certified MBE firms, associated MDOT Certification Numbers, proposed work and percentages, NAICS codes applicable to the work to be performed, and the name and contact information of the DBE Consultant Liaison Officer for Minority Affairs. The introduction letter is not required to be on the firm's/joint venture's letterhead or signed and dated. The format is at the firm's discretion.

MBE goal and subgoal 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.

H. **Time Distribution” - not to exceed one (1) page consisting of the following:**

The Consultant shall not include man-hour estimates in the Technical Proposal. 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%). 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 are to add up to 100%. When multiple firms are used, the total for each firm must add up to something less than 100%. The following classifications and estimated percentages of time to be used for the contract assignments are:

<u>Classification</u>	<u>Est. Office</u>	<u>Est. Field</u>	<u>Total</u>
Project Manager	5%	0%	5%
Environmental Scientist	20%	5%	25%
Civil Engineer or Environmental Engineer	25%	0%	25%
Geologist	10%	0%	10%
Industrial Hygienist	5%	0%	5%
Environmental Analyst	20%	5%	25%
GIS Analyst	5%	0%	5%
<hr/>			
Total	90%	10%	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.

No overtime work shall be performed.

I. **Resume Questions - not to exceed a total of ten (10) pages, limited to two (2) pages per question.**

Page Limits: Limit each response to one (1) page of written text and, as needed, one (1) page of supplemental information (charts, tables, graphs, etc.) per question.

Repeat the question at the top of the page and use the remainder of the page for the response to the question:

1. An employee has alerted OED of possible buried drums at one of its maintenance facilities. Describe your approach to address the issue.
2. SHA is required to meet strict effluent limits set within Maryland Department of Environment Discharge Permits for its wastewater treatment facilities

serving welcome centers and rest areas. Describe your approach to ensuring compliance with these permits and provide details about how you would approach assessing and maintaining treatment systems.

3. SHA's maintenance facilities store a variety of bulk materials such as sand, topsoil, CR6 and cold patch asphalt for routine use during roadway maintenance activities. In addition to these stockpiles, SHA often collects and stores material from roadway ditching operations. Describe your approach to ensuring these materials are managed properly and in compliance with stormwater and erosion and sediment control requirements.
4. SHA has brought many of its underground storage tanks (UST) above ground through capital improvements to install new above ground storage tanks (AST). Describe your approach and experience with planning, designing and maintaining fuel storage tank system upgrades.
5. SHA currently implements a waste management program to ensure proper handling and disposal of wastes generated at SHA's maintenance facilities. Describe how you would develop a program to ensure SHA meets its regulatory obligations related to waste statewide. Include a discussion of waste management and minimization.

J. Insurance Requirements:

A copy of the Prime's current certificate(s) of insurance, which should contain, at a minimum, the following:

- i. Carrier (Name and Address)
- ii. Type of Insurance
- iii. Amount of Coverage
- iv. Period covered by Insurance
- v. Any exclusions

Insurance coverage will be one (1) of the areas evaluated when Technical Proposals are reviewed. Failure of the Consultant to submit satisfactorily to these requirements may result in MDOT SHA rejecting the proposal(s). MDOT SHA requires the following minimum levels of insurance coverage for this contract:

a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under the Worker's Compensation Act of the State of Maryland and maintain and keep Employer's Liability Insurance at a limit of One Million Dollars (\$1,000,000.00). The \$1,000,000 employer liability can be satisfied by an Umbrella/Excess Policy, as long as it is specific to "Employer's Liability".

b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least One Million Dollars (\$1,000,000.00) Combined Single Limit for Bodily Injury Liability and Property Damage Liability Insurance per occurrence, and Two Million Dollars (\$2,000,000.00) in the aggregate.

c. Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, operated, rented, or leased), in the amount of at least One Million Dollars (\$1,000,000.00). Combined Single Limit for bodily injury and property damage.

d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least One Million Dollars (\$1,000,000.00).

- K. As per State Finance and Procurement 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 list is located at www.bpw.state.md.us of the Maryland Board of Public Works (BPW) website. As per the BPW Advisory No.: 2013-1, Date Issued January 1, 2013, an officer of the Firm shall provide a signed original certification as per language stated on the BPW Advisory page. If the Firm is a joint venture, officers from all companies forming the joint venture shall provide a signed original certification.

In preparing its proposal on this project, the Offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the proposal submitted by the Offeror on this project, and terminate any contract awarded based on the bid/proposal

10. **Services/Materials to be provided by MDOT SHA:**

SHA will furnish the services and information set forth in Volume II, the applicable portions of Section X of the “Specifications for Consulting Engineer’s Services.” MDOT SHA’s OED Program Support Division will manage and review all consultant services.

This is not an all-inclusive list. SHA may provide additional services/materials as appropriate.

11. **Progress Reports:**

The Consultant must submit monthly progress reports for assigned projects (include a detailed account of work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.). This report must be submitted with the monthly invoice.

12. **Records, Task and Notice to Proceed:**

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Contract payment(s) to Consultant for work completed will be made on this basis only.

The Consultant must provide all task proposals to MDOT SHA’s OED – Program Support Division within five (5) business days or as otherwise directed.

The Consultant must provide the required services within five (5) days of a NTP for an approved assignment.

No work shall be performed on contract by the Consultant until a written Notice to Proceed (NTP) is received by the Consultant from MDOT SHA.

13. **Completion Date:**

The Contract will terminate on the expiration date.

14. **Other Requirements**

MDOT SHA must be notified in writing, by email to opcm@sha.state.md.us, of any substitution of Key Staff members after Technical Proposals have been submitted. The MDOT SHA will reevaluate the individual substituted using the same criteria used at the Technical Proposal stage.

MDOT SHA must be notified in writing, by email to opcm@sha.state.md.us, of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.

15. RESPOND BY JULY 20, 2018 prior to 12:00 PM EST

RESPOND TO:

Georgina Usher
Office of Procurement and Contract Management, Fourth Floor, MS C-405
707 North Calvert Street
Baltimore, MD 21202