

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

September 16, 2014

Contract No.: BCS 2012-08
Description: Supplemental
Construction Management and
Inspection Services – Districts 1 and
2

EXPRESSION OF INTEREST ADDENDUM No. 2

To All Consultant Candidates:

Please be advised that the Expression of Interest submittal deadline for Contract BCS 2012-08 has been REVISED to October 3, 2014 by 12:00 PM (NOON). 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 2012-08. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 2 by attaching this addendum to the front of their Expression of Interest submittal (in addition to the attachment of Addendum No. 1 issued on September 9, 2014). Failure to attach Addendums No. 1 and 2 to the front of the Expression of Interest submittal may result in rejection.

CONSULTANT QUESTIONS

- Q1: On page 6 of the Advertisement, it states that the Transportation Engineering Manager (TEM) position will also serve as the Project Manager. Is the term “Project Manager” signifying a Project Manager (Area Engineer/Area Coordinator) for SHA or the Project Manager for the Consultant team?
- A1: **The term “Project Manager” in this instance signifies a Project Manager for the Consultant team.**
- Q2: Per Attachment M, the TEM is not required to be a registered Professional Engineer. If this is stating that the TEM will be the Project Manager for the Consultant team, is that correct that our team’s Project Manager does not need to be a registered Professional Engineer?
- A2: **The TEM (Key Staff #1) does not need to be a registered Professional Engineer.**
- Q3: On Pages 6 and 7 of the Advertisement, the Key Staff are identified, but it does not describe which firm the individuals are to be from. In past Request for Professional Services, the Professional Engineer had to be an employee of the Prime or JV. The language is silent on

this critical position. Can this position be staffed by any member of the Prime/JV or subconsultant? Is there any requirement for other Key staff to be a member of the Prime/JV?

A3: Key Staff #1, 2, and 5 shall be employed by the Prime/Joint Venture (JV). Key Staff # 3, 4, and 6 may be employed by either the Prime/JV or a Subconsultant.

Q4: Attachment K, Transportation Engineer IV, Minimum Qualifications, allows the substitution of “Additional work experience in professional engineering, or in technical engineering at the journey level or above...” as meeting the required education. What technical level is defined as “Journey Level”? Does that mean a non-degreed person would need 8 years of experience as a minimum?

A4: Journey Level is considered Transportation Engineering Technician (TET) III or above. A non-degreed person would need a minimum of eight (8) years experience as a TET III or above to qualify as a TET IV.

Q5: Can a team member be identified in more than one Key Staff positions?

A5: No. Six (6) individual Key Staff members are required.

Q6: As noted in the Advertisement, (Item 4, e, iii, and 4, f) and supported by Addendum 1, Key Staff resumes are to be submitted in ½ page and full page versions. Is there a particular format to be used for the ½ page and another format for the full page resume?

A6: Per the instructions provided on page six (6):

- **Item # 7 (4, e, iii): Must follow the current format of the SF 255 which is set-up allowing two (2) ½ page write-ups for Key Staff.**
- **4, “f”: The format for the one (1) page resumes for each of the proposed six (6) Key Staff, not to exceed six (6) pages, is at the Consultant’s discretion.**

Q7: Item 4, a. requires the Letter of Interest to contain “... the names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and the firm’s representative for this procurement process.” As written, it is our understanding there is a minimum of three (3) persons to be identified and in a partnership between firm(s) that number will increase to include a representative from each firm. Can you please confirm this understanding and clarify that these are different positions?

A7: The Primary Liaison, DBE Liaison Officer and the firm’s representative for the procurement process may be the same or different individuals.

General questions relating to this Addendum No. 2 may be directed to Cheryl Stambaugh, Chief, Consultant Services Division by email to cstambaugh@sha.state.md.us or by calling 410-545-0434.

