

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

September 22, 2014

Contract No.: BCS 2014-14
Description: Supplemental
Construction Management and
Inspection Services – Districts 6 and
7

EXPRESSION OF INTEREST ADDENDUM No. 1

To All Consultant Candidates:

Please be advised that the Expression of Interest submittal deadline for Contract BCS 2014-14 is due on **October 8, 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 2014-14. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 1 by attaching this addendum to the front of their Expression of Interest submittal. Failure to attach Addendum No. 1 to the front of the Expression of Interest submittal may result in rejection.

CONSULTANT QUESTIONS

Q1: On page 5 of the Advertisement, it states that we are to provide the name, contact number and e-mail address for our Primary Liaison. Is the Primary Liaison our Project Manager/Transportation Engineering Manager (TEM) or can we use someone else for this role who is not listed as Key Staff?

A1: The Primary Liaison does not have to be the Project Manager/TEM and also does not have to be a proposed Key Staff individual.

Q2: 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?

A2: The term “Project Manager” in this instance signifies a Project Manager for the Consultant team.

Q3: 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?

A3: The TEM (Key Staff #1) does not need to be a registered Professional Engineer.

Q4: 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?

A4: 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.

Q5: Page 6, Item iii notes: “Item #7, Key Staff: Provide a brief resume for each of the Key Staff outlined below limited to two (2) Key Staff per page, not to exceed three (3) pages total. Whereas, on page 8, “f” notes: One (1) page resume for each of the Key Staff proposed and outlined above in 4 e iii. Is SHA requesting two (2) versions of each of the six (6) Key Staff resumes? (One (1) version that is in the 255 format with two (2) personnel featured per page per item iii, and in addition, a separate single page resume following the 255 per item f?)

A5: Yes, SHA is requiring two (2) separate submittals of the resumes of the proposed Key Staff. The SF Form 255 should be filled out, utilizing one (1) page per two (2) proposed Key Staff individuals (totaling three (3) pages). IN ADDITION to the SR Form 255, the Consultant shall submit a separate one (1) page resume for each of the six (6) proposed Key Staff individuals (totaling six (6) pages).

General questions relating to this Addendum No. 1 may be directed to Cheryl Stambaugh, Chief, Consultant Services Division by email to cstambaugh@sha.state.md.us or by calling 410-545-0434.

