



**MARYLAND TRANSIT ADMINISTRATION**

**MARYLAND DEPARTMENT OF TRANSPORTATION**

Larry Hogan, Governor • Boyd Rutherford, Lt. Governor  
Pete K. Rahn, Secretary • Paul Comfort, Administrator

TO: Holders of Request for Proposals

FROM: Maryland Transit Administration

SUBJECT: Addendum No. 1  
Contract Nos. MTA-1445A,B,C&D  
On-Call Systems Engineering Services

DATE: July 6, 2015

This is ADDENDUM No. 1 to the Request for Proposals (RFP) for Contract Nos. MTA-1445A,B,C&D, On-Call Systems Engineering Services.

The State's procurement regulations require that you acknowledge receipt of this ADDENDUM by the time that you submit your proposal. Acknowledge receipt by signing and returning the attached acknowledgement form to my attention.

Failure to acknowledge receipt of this ADDENDUM could cause your proposal to be disqualified from further consideration for this procurement.

In addition to Addendum No. 1, the following items are also attached regarding the subject procurement:

- 1.) Minutes of the Pre-Proposal Conference held on June 23, 2015;
- 2.) Questions and Answers; and
- 3.) Pre-Proposal Conference Sign-In Sheet.

**The Closing Date for receipt of Technical Proposals has been changed to July 21, 2015.**

Should you have any questions concerning this matter, please contact me at 410-767-3354.

  
\_\_\_\_\_  
Rosilyn McCulley  
Procurement Officer  
A&E Professional Services Section  
Procurement Division

**2.6 CLOSING DATE:**

The closing date and time for receipt of Technical Proposals is **July 21, 2015 by 12:00 P.M. (Eastern Standard Time)**. The Offeror shall submit one (1) original (marked "Original") and five (5) copies of the technical proposal to the following address:

Office of Procurement and Contract Management  
Consultant Services Division  
State Highway Administration  
Room 405  
707 North Calvert Street  
Baltimore, MD 21202  
Attn: Norie A. Calvert

Technical Proposals not received or delivered by the stated closing date and time is considered late and will be returned to the Offeror unopened.

**2.7 ORAL PRESENTATIONS:**

The MTA may require oral presentations by the Offerors to clarify their proposals. These presentations, if required, will be held after the evaluation of the written technical proposals.

**2.8 PROPOSALS:**

To be considered, Offerors shall submit a complete response to the RFP using the format provided in Section 4. This proposal format is mandatory. Proposals should provide a straight forward, concise delineation of the Offeror's capability to satisfy requirements of this RFP.

**2.9 SIGNATURES:**

Proposals shall be signed by an officer authorized to make a binding commitment for the firm(s) making the proposal.

**2.10 INCURRING COSTS:**

The MTA shall not be liable for any costs incurred by any Offeror in preparation of its proposal for these services.

**2.11 ADDENDA :**

In the event that it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable the Offeror to make an adequate interpretation of the provisions of this RFP, an addendum to the RFP will be provided to each Offeror. All addenda must be acknowledged in the transmittal letter of the proposal.