

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 2020-10**  
**Facility Management Services, Statewide**

The Maryland Department of Transportation State Highway Administration (MDOT SHA) is issuing this Request for Qualifications (RFQ)/ Request for Proposals (RFP) for Facility Management Services, Statewide. The selected offeror(s) will provide Facility Management Services, Statewide, including but not limited to commissioning services for planning, design, construction and operation of facility projects, facility master planning, facility asset management, inspection, assessment, testing and monitoring of facilities and facility assets such as heating, ventilation and air conditioning (HVAC) systems, roofs, electrical systems, fire protection and conveyance systems (e.g. elevators). 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 three (3) task order 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 three (3) contracts shall not exceed \$12,000,000. 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. Contracts resulting from this solicitation shall be structured as indefinite delivery indefinite quantity (IDIQ) and payment methods shall 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 Qualifications Based Selection for task-order assignments. 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. Only electronically submitted Technical Proposals will be accepted via email at [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov). The BCS number and title of the services must be referenced in the email subject line. **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.

**A pre-proposal conference will be scheduled via an addendum to this RFP.....**

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:

Jada J. Wright  
**Office of Procurement and Contract Management**  
**707 North Calvert Street**  
**Baltimore, MD 21202**  
**Phone: 410-545-0330**  
**E-mail: [jwright18@mdot.maryland.gov](mailto:jwright18@mdot.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@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov) no later than 12:00 pm (NOON) at least seven (7) 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 Yasin Mohammed at the Consultant Services Division (CSD) telephone number 410-545-5754.

All addendums to this solicitation will be posted only on eMaryland Marketplace Advantage (eMMA) and on the Consultant Services Center page of MDOT SHA's Webpage (<http://www.roads.maryland.gov>) No other contact to MDOT employees or personal visits will be accepted.

eMMA is an electronic commerce system administered by the Maryland Department of General Services. In addition to using the MDOT SHA website (<http://www.roads.maryland.gov>) the solicitation, Offeror questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA. To receive a contract award, a firm must be registered on eMMA. Registration is free. Go to <https://procurement.maryland.gov>, click on "Register" to begin the process, and then follow the prompts.

Each Offeror is requested to indicate its eMaryland Marketplace Advantage (eMMA) 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://sdattax.dat.maryland.gov/RealProperty/Pages/default.aspx>. It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

Only Electronically submitted Proposals will be acceptable. No response received after **12:00 PM noon** on October 21, 2020 will be accepted, no matter how transmitted.

Technical Proposals must be submitted in compliance with the MDOT SHA Standard Request for Proposal (RFP) guidelines which can be found on the SHA Web Page <http://www.roads.maryland.gov> by clicking on the link labeled "Business Center", then clicking on the link labeled "Contracts, Bids and Proposals", and then selecting the link for the Consultant Services Center.

The MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, 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, or national origin, in consideration for an award.

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, MAP 21 OF 2012, AND FAST ACT 2015 (See Attachment 6 of MDOT SHA Request for Proposal located at [www.roads.maryland.gov/ohd/RFPAEGuidelines.pdf](http://www.roads.maryland.gov/ohd/RFPAEGuidelines.pdf)).

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 (DBE) 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 small business enterprise (SBE)/DBE firms are encouraged to respond to this solicitation. The MDOT MBE website is

<http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/CertificationsForms.html>

RESPOND TO:

Jada J. Wright  
Office of Procurement and Contract Management, Fourth Floor, MS C-405  
707 North Calvert Street  
Baltimore, MD 21202

Only Electronically submitted Request for Proposals will be accepted. MDOT SHA will only be accepting Request for Proposals via email at OPCM@mdot.maryland.gov. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted.

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 2020-10**

1. **Project Description**

The MDOT SHA is seeking consultant assistance to perform Facility Management Services Statewide. MDOT SHA anticipates awarding up to three (3) task order contracts that may cover multiple projects for these services. The duration of each contract will not exceed five (5) years. The total funding authority for all three (3) contracts shall not exceed \$12,000,000. 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 secondary qualifications-based selection, a secondary qualifications based process will be employed for all task-order assignments. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired, or the task has been completed. 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 Maintenance (OOM) located at 7491 Connelley Drive, Hanover, MD 21076 to support the Architectural and Engineering needs of MDOT SHA, statewide and will be funded with only State Funds. 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 Facility Management Services, Statewide, including but not limited to commissioning services for planning, design, construction and operation of facility projects, re and retro commissioning, heating ventilation and air conditioning (HVAC) testing, adjusting and balancing services, inspection, assessment, testing and monitoring of facilities and facility assets such as HVAC systems, roofs, electrical systems, fire protection and conveyance systems (e.g. elevators), facility master planning, facility asset management, and onsite staffing support. The Firm shall be proficient in the services listed below and shall bring an experienced and expert staff to the project.

Facility Management Services under this project will provide expertise in evaluation, inspection, assessment, planning, management and operation of facility and building assets related to the following disciplines / areas of expertise: commissioning, architectural, structural, civil, mechanical, HVAC testing, adjusting, and balancing, electrical, plumbing, site utility, energy management, fire protection, life safety, code compliance, indoor air quality, and monitoring and inspection of contractors performing facility repair and component replacement work. Services will also include developing facility master planning documents, condition assessment support, facility related standard operating procedures, asset management support, and review and support for facility projects, renovation projects, and equipment replacements. The services will also include support from personnel in the above-mentioned disciplines to serve as onsite technical staff in the areas of HVAC and roofing, and onsite project managers in support of commissioning projects as well as OOM's overarching Facility Asset Management Program. 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 onsite consultant staff will operate under the direction of MD SHA management. All onsite support staff are subject to the annual audited field overhead rate when working at an MDOT SHA facility 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. Commissioning, Retro-commissioning and Re-commissioning Services;
- b. HVAC Testing, Adjusting and Balancing (TAB) Services;
- c. Facility Evaluation, Inspection and Assessment Services;
- d. Facility Capital Planning & Prioritization Services;
- e. Facility Asset Management Services;
- f. Onsite Staff Support Services; and
- g. All other engineering professional services related to facility management.

Examples of the facility management services to be provided may include the following:

#### **Commissioning, Retro-commissioning and Re-commissioning**

- a. Commissioning services, including Certified Commissioning Agents for facilities planning, design, construction, maintenance, repair and operation. Commissioning is a systematic process of assuring by verification and documentation that all facility systems perform interactively in accordance with design documentation and intent, and in accordance with the owner's operational needs, including preparation of operation personnel. The commission process extends from design and construction through operational evaluations.
- b. The Certified Commissioning Agent may be required to provide total building commissioning or system commissioning depending on the complexity of the project. The agent will also provide retro or re-commissioning and/or troubleshooting services on existing MDOT SHA buildings and systems.
- c. Commissioning agents should have knowledge and experience with building automation and control systems in order to utilize the control system to provide history and trend studies without reliance on MDOT SHA or the contractor during commissioning (including re & retro) and troubleshooting activities, and to document satisfactory completion. Commissioning agents must also possess experience with non-HVAC commissioning of buildings and building systems including but not limited to building envelope, electrical systems, generators, fire alarm systems, fire protection systems and Total Building Commissioning.

#### **HVAC Testing, Adjusting and Balancing (TAB)**

- d. TAB services to assist with troubleshooting and commissioning verification

- e. Assist certified commissioning agent during retro or re-commissioning projects or assist during existing system surveys and/or evaluations. The agency may also assist in construction inspections; to serve as the “Owner’s TAB Agency” during construction and/or to provide peer review of a contractor’s TAB agency.
- f. TAB staff must be certified by AABC, NEBB or TABB, possess experience in air and water balancing, and have experience with building automation and control systems.

### **Facility Evaluation, Inspection and Assessment**

- g. Technical expertise on an as needed basis related to the following assets and systems. Note that the list below does not encompass all facility assets for which MDOT SHA may seek technical expertise.

- HVAC and Building Automation Systems & platforms such as Tridium, Metasys, BACNet and FIN Stack
- Building envelope including roofing, overhead doors, exterior doors and windows, caulking
- Electrical including generators and transfer switches
- Electrical testing
- Conveyance systems (e.g. elevators)
- Fire Protection (separations, prevention, suppression, alarm)
- Salt storage structures
- Vehicle lifts
- On-site disposal systems (e.g. septic systems)

- h. Technical monitoring and inspection of contractors performing repair and component replacement work. All technical monitoring and inspection must be performed by staff possessing knowledge of buildings, building systems, building codes and safety. They must also possess the ability to access roofs, use ladders, or access equipment necessary to perform the work, and the ability to communicate clearly in writing and verbally. Specific expertise and requirements for staff monitoring repair and replacement work for HVAC, elevator, building envelope, electrical and other assets is provided below.

This is a technical quality control function for repair and component replacement work, not an inspection to document work performed by the contractor or to perform construction management and inspection. Specific skills and experience will be required.

- i. Perform technical quality control of HVAC contractors and troubleshoot HVAC problems. Staff performing this work should possess a journeyman HVAC license, EPA Section 608 universal refrigerant certification, and experience performing HVAC maintenance, installation and/or refrigerant

recovery. Staff would also need to possess an understanding of sequence of operations, and experience with chillers, boilers, VRF, gas & oil-fired burners, DX systems, hydronic systems, fans and infrared. Ideally the staff would have experience with HVAC system testing.

- j. Perform technical quality control of Building Control Systems including experience with programming, troubleshooting and/or installing systems such as Tridium, Metasys, BACNet, FIN Stack, etc. Staff conducting this work must possess building automation and control system experience and knowledge in order to provide history and trend studies for commissioning and troubleshooting activities, and reports to support other contract expertise during investigations. Certifications showing manufacturer/developer training in specific control systems will be required.
- k. Building envelope testing and troubleshooting to identify leaks in buildings, roofing and flashing systems, etc. Staff must possess experience with various roofing systems including built-up roofing, membrane roofing, metal roofing and shingle roofing.
- l. Perform technical quality control of electrical contractors, troubleshoot for electrical problems in existing MDOT SHA buildings, mapping circuitry, assist the certified commissioning agent as needed and other electrical services as needed. Staff performing this work will be required to have a journeyman electrical license or electrical engineering degree at minimum. Staff performing this work must have experience with high voltage and low voltage, electrical distribution, generators and transfer switches, including engines. They must also have knowledge of electrical safety and arc flash protection equipment.
- m. Electrical testing using equipment for low, medium and high voltage systems. Testing specialist will be required to be NICET Level III certified.
- n. Elevator evaluation, oversight of contracted repairs by staff experienced in elevator testing, inspection and maintenance. Certification by the National Association of Elevator Contractors is desired.
- o. Fire protection system evaluation. This work may require staff certified in Fire Alarm Systems NICET Level III, Inspection and Testing of Water-Based Systems NICET Level III, experience with life safety code and fire separation systems, and/or extensive knowledge of building code and NFPA requirements.
- p. Structural evaluations of salt storage structures and oversight of contracted repairs. Evaluator must be a member of the Truss Plate Institute and follow all applicable standards.

- q. Technical evaluation and recommendations related to code requirements and compliance including, but not limited to, the Model Performance Code for State Buildings, International Existing Building Code, International Building Code, electrical, mechanical, plumbing, fire protection, life-safety, and Americans with Disabilities Act (ADA) requirements
- r. Prepare reports outlining repair recommendations, develop scopes of work and cost estimates for facility asset repairs or component replacements.
- s. Technical support to verify contractor scope and estimate submission are reasonable.
- t. Provide technical assistance and review during development of contracts related to facility asset maintenance and repair.
- u. Other similar services that will provide information and recommendations to restore a facility and/or the systems within the facility to a state of good repair and provide safe and healthy facilities to employees and customers.

#### **Facility Capital Planning & Prioritization**

- v. Concept development and planning services related to facility and equipment design. Draft objective statement and purpose and need statements in coordination with all MDOT SHA goals and objectives
- w. Development of Facility Master Plans in coordination with all MDOT SHA stakeholders
- x. Assist with development, improvement and implementation of a capital project prioritization system

#### **Facility Asset Management**

- y. Facility Asset Management Program support including, but not limited to, developing Standard Operating Procedures for proper management of facility assets as well as for internal OOM processes, supporting facility asset inventory and assessment initiatives, technical support for preparation of preventative maintenance plans, and support with documenting asset management plans.
- z. Development of training programs related to management, operation and maintenance of assets including, but not limited to, HVAC equipment and control systems, generators, vehicle lifts for OOM staff or facility owners in MDOT SHA Districts and Offices

- aa. Provide recommendations for collection, utilization and management of facility GIS data
- bb. Provide technical support to MDOT SHA's energy manager with data & database management, energy calculations, energy performance project coordination, internal & external stakeholder coordination, etc.

### **Onsite Staff Support**

- cc. Onsite project management for areas including, but not limited to, commissioning (including re & retro), facility asset management, indoor air quality investigation & remediation, energy management and staffing to support HVAC and roofing needs. MDOT SHA is seeking fulltime onsite support to work at MDOT SHA facilities under the direction of MDOT SHA personnel. All onsite staff must possess general knowledge of buildings and building systems, building code and safety, the ability to access roofs and use ladders, good communication skills including clear and concise written and verbal reporting. MDOT SHA is initially seeking individuals that possess expertise in the following three areas:
  - i. HVAC Engineering Technician - Daily evaluation, monitoring, and troubleshooting of HVAC building control systems and platform operation statewide. This position will assist with re/retro commissioning, provide scopes of work, cost estimates, and contractor inspection of HVAC maintenance and repairs, and will develop specific reports prior to schedule preventative maintenance of systems.
  - ii. Roofing Engineering Technician - Evaluation, inspection, condition assessment and prioritization, scope & estimate development, and prioritization for various roofing systems repairs and building envelope statewide.
  - iii. Facility Project Manager - Primary role is management of commissioning, retro-commissioning, re-commissioning, TAB services. May also be asked to manage evaluation and testing projects for building envelope, electrical, elevators, fire protection, salt storage structures, and other assets, as well as asset management projects, indoor air quality, energy management or any other project related to facilities.

The Facility Project Manager must possess experience in management of complex facility evaluation, maintenance or repair projects, experience serving as owner's representative, HVAC system experience and knowledge, as well as building automation and control system experience and knowledge.

- dd. The consultant may also be required to include appointment of prime or subconsultant staff by the MDOT SHA to serve as a commissioning project manager through an MDOT SHA-approved Project Manager Consultant (PMC) Non-Disclosure Agreement. If appointed, the PMC may be asked to provide on-site support and would be asked to manage consultant commissioning agents, contact other MDOT SHA offices and staff, and to coordinate all management aspects of project development and delivery. Appointment as a PMC would need to be approved at a task level and will be for a defined term.

This work may involve any of the aforementioned services in the scope of services, as well as these specialty services:

- iv. Prepare draft independent man-hour estimates and project scope outlines for MDOT SHA staff review and approval.
- v. Prepare draft request for proposal for MDOT SHA review and approval and send to the MDOT SHA selected consultant firm.
- vi. If assigned to review consultant task proposals, scopes of work, man-hour estimates and invoices for design tasks that include sensitive information including, but not limited to, consultant firm overhead rates a non-disclosure agreement will be required. If assigned, the review of this type of information will only be at an MDOT SHA facility.
- vii. Make recommendations to the MDOT SHA manager for approval of items indicated in the previous bullet. It is understood that assignment of work to consultants, final approval of task proposals, deliverables and invoices will be provided by MDOT SHA staff.
- viii. Manage and evaluate project work to ensure that it is being completed on time and within the approved budget and make recommendations to MDOT SHA staff regarding any issues.
- ix. Manage project related financial data. PMCs will not be given access to MDOT SHA accounting systems including, but not limited to, the Consultant Tracking System (CTS) or the Financial Management Information System (FMIS).

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

- a. Contractor must be capable of working with the following Building Automation Systems: Metasys, FIN Stack, Tridium and BACNet.
- b. Consultant will be expected to utilize ProjectWise for storing and updating project documents, including reports, CADD files, and estimates and through the use of local client software and a broadband internet connection.

- c. Consultant will be required to update software as needed to remain current with MDOT SHA standards to ensure compatibility of submissions to MDOT SHA.
- d. The Consultant shall have the capability to work within an MDOT SHA compatible CADD environment when performing data collection, mapping, master planning functions. All of the master planning documents will utilize all MDOT SHA CADD Standards including, but not limited to: feature tables, level names, parameter files, seed files, borders, fonts, cell libraries, standard details, and color tables. These Standards will be provided by MDOT SHA and include menus and custom tools to facilitate conformance.
- e. Consultants may be required to incorporate GIS-related features into project documents or assignments.

#### Additional Information

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

There may be instances when MDOT 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 MDOT SHA.

The Consultant will keep MDOT SHA's Office of Maintenance and/or its appointed designee continually advised of the progress on the project/work assignment being considered. The Consultant will receive direction from either Office of Maintenance 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 Office of Maintenance before he/she can begin work.

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 facility management training may also be required. Consultant firms are expected to make reasonable accommodations for their staff to attend training.

4. **Safety Items (as applicable)**

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:

- a. International Code Council's International Existing Building Codes
- b. The State Model Performance code for State Buildings
- c. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards and Guidelines
- d. Industrial Ventilation: A Manual of Recommended Practice
- e. Air Movement and Control Association (AMCA) Standards
- f. Sheet Metal & Air Conditioning Contractor's National Association (SMACNA) Standards
- g. National Fire Protection Association (NFPA) Standards
- h. National Electrical Manufacturers Association (NEMA) Standards
- i. Institute of Electrical and Electronics Engineers (IEEE) Standards and Guidelines
- j. ASTM International Standards
- k. American Society of Mechanical Engineering (ASME) Standards
- l. American National Standards Institute (ANSI) Standards
- m. Hydraulics Institute (HI) Standards
- n. American Water Works Association (AWWA) Standards and Guidelines
- o. Illuminating Engineering Society (IES) Handbooks
- p. American Concrete Institute (ACI) Handbooks and Guidelines
- q. American Institute of Steel Construction (AISC) Handbooks and Guidelines
- r. American Institute of Timber Construction (AITC) Handbooks and Guidelines
- s. Americans with Disabilities Act (ADA) and ADA Accessibility Guidelines (ADAAG)
- t. Maryland Standards and Specifications for Soil Erosion and Sediment Control
- u. Maryland Stormwater Design Manual, Vol. I and II
- v. MDOT SHA Landscape Guidance Documents
- w. Reforestation Law 5-103
- x. Roadside Tree Care Regulations
- y. ADA and ADAAG
- z. MDSHA Accessibility Policy & Guidelines for Pedestrian Facilities along State Highways
- aa. Critical Area Commission Regulations
- bb. SHA CADD Standards

- cc. Highway Drainage Manual
- dd. Maryland Manual on Uniform Traffic Control Devices
- ee. Pavement & Geotechnical Design Guide
- ff. SHA Survey Procedures Manual
- gg. Minimum Standards of Practice for Professional Land Surveyors as adopted by the State of MD for class “A” surveys
- hh. Safety Manual for Field Survey Personnel
- ii. Traffic Control Devices Design Manual
- jj. AASHTO Geometric Design of Highways and Street
- kk. Pavement & Geotechnical Design Guide, and
- ll. MDOT SHA CADD Standards, (<http://www.roads.maryland.gov>)

6. **General Requirements**

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.

7. **Special Requirements - MBE 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 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 participation, on a contract-by-contract basis. Consultants interested in submitting a Technical Proposal in response to this solicitation must comply with the “SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA 1991, MAP 21 OF 2012, and FAST Act 2015.

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)

A current directory of certified MBE firms is available through the 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 DBE/MBE firms is available via this website. **Only MDOT-certified MBEs may be used to meet the MBE subcontracting goals.**

The Consultant's failure to submit all the required MBE 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 **Fifteen percent (15)** has been established for MBE 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 proposed in Section C of the SF 330 including the proposed work and percentage of work in Section C 11 of SF 330.

There are no MBE subcontractor participation subgoals for this procurement.

B. The following Minority Business Enterprise participation instructions, and forms are provided on MDOT SHA's website at <https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentDMBE-Forms-1.pdf> 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 MBE Form D - MBE Subcontractor Project Participation Affidavit
- MDOT MBE/DBE Form E – Good Faith Efforts Guidance and Documentation

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By submitting a response to this solicitation, the Bidder acknowledges the overall MBE subcontractor participation goal, and commits to achieving the goal by utilizing certified minority business enterprises 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.

## 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. Example Projects

- e. Scope of Services
- 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;
- l. Measures of protection for the State against errors and omissions

9. **Technical Proposal Required Information**

The Consultant shall electronically submit the following per the specified requirements listed below of:

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.

- 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.: BCS2020-10-ABC Firm-Scope of Services);

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, 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.
- ix. 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. 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. 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 certify in writing in the SF 330 Section H (Additional Information) that each Key Staff individual meets the education, experience, certification/registration and expertise requirements set forth below:

**Key Staff 1: Technical Project Manager**

- Professional Engineer (PE) or Registered Architect (RA) in the State of Maryland
- Minimum of 10 years of experience and expertise performing facility project management including building commissioning; facility master planning, facility asset management. This position will directly oversee facility master planning tasks.
- Must manage and understand all tasks scope of work; manage the consultant team(s) performing the task(s); review submissions before submitting to MDOT SHA, ensuring compliance with the task's scope of work and coordination between disciplines, acquire additional staffing and/or change staffing as needed to meet the requirements of a particulate task and/or if assigned staff are not performing to MDOT SHA's satisfaction
- Employed by the Prime/JV and serve as the Primary Liaison

**Key Staff 2: Facility Project Manager**

- Minimum of 10 years of experience
- See above Section 2.II.cc.iii. Consultant Services Required for specific expertise requirements
- Employed by the Prime/JV or any of the subconsultants

**Key Staff 3: Certified Commissioning Agent**

- Minimum of 10 years of experience
- See above Section 2.II.a. – 2.II.c. Consultant Services Required for specific expertise requirements
- Commissioning Certification required
- Employed by the Prime/JV or any of the Subconsultants

**Key Staff 4: HVAC Engineering Technician**

- Minimum of 8 years of experience
- See above Section 2.II.cc.i. Consultant Services Required for specific expertise requirements
- Employed by the Prime/JV or any of the subconsultants

**Key Staff 5: Roofing Engineering Technician**

- Minimum of 10 years of experience
- See above Section 2.II.cc.ii. Consultant Services Required for specific expertise requirements

- 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 Certificate 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 five (5) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
- vi. SF 330 Section H - Section H 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.

**NOTE #1 – 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 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 projects listed in the resume, 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. The support personnel descriptions are limited to three (3) lines per individual. The support personnel Matrix shall be limited to an 11-inch by 17-inch page with no smaller than 10-point Times New Roman Font size and one-inch margins;

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 11x17 page with Times New Roman Font size 10 point or larger.

The Consultant shall provide the names of one (1) engineer (Key Staff 1) who shall act as the Primary Liaison and Project Manager and one (1) engineer (Key Staff 2) who shall act as the Secondary Liaison between the Consultant and SHA and will be the only individuals to be contacted with regard to the contract services.

1. It is the Consultant's responsibility to ensure resumes in Section E of the SF 330 **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 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 projects listed in the resume, e.g.: MD 404 Project – Project Manager, and related work experience, etc.

It is anticipated that Key Staff 2, 4, and 5 will be required to provide engineering services on-site at MDOT 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 MDOT 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 qualifications-based 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 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.

- vii. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to three (3) example projects, one (1) example project per page for a total not to exceed three (3) 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 five (5) years. At least one example project must demonstrate commissioning experience. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
- viii. Section I of the SF 330 must be signed and dated by the principal of the firm/joint venture.

C. **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.

D. **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:

- 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.

E. **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.

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

There is a Fifteen **percent (15 %)** MBE goal established for this project. DBE proposers 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 MBE 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.

G. **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:

Classification	Est. Office	Est. Field	Total
Technical Project Manager	3%	0%	3%
Facility Project Manager	0%	13%	13%
Certified Commissioning Agent	15%	0%	15%
Commissioning Technician	30%	0%	30%
HVAC Engineering Technician	0%	13%	13%
Roofing Engineering Technician	0%	13%	13%
Civil/Site Design Engineer	1%	0%	1%
Mechanical Engineer	1%	0%	1%
Electrical Engineer	1%	0%	1%
Structural Engineer	5%	0%	5%
Architect	2%	0%	2%
Fire Protection Engineer	1%	0%	1%
TAB Engineer	1%	0%	1%
Elevator Engineering Technician	1%	0%	1%
Total	61%	39%	100%

The Consultant shall indicate the number of simultaneous project assignments the Consultant and each Subconsultant could handle individually.

H. **Resume Questions - not to exceed a total of five (10) pages, limited to one (2) page 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. One of MDOT SHA's buildings is having continual HVAC system issues that have been difficult to resolve. Describe your approach to re-commissioning the building and troubleshooting to determine the issues. Please provide real world examples of how you have resolved similar issues.
2. An HVAC replacement project is nearing completion, but space zone temperatures are not being met. The design team claims the equipment is not meeting specified performance, and the contractor claims there must be a design error. How would you approach resolving this issue? Please provide your response from the following two perspectives: 1. from the perspective of the Commissioning Agent and 2. from the perspective of the onsite Facility Project Manager.
3. Please describe your approach to developing an asset management plan for facility assets such as roofs, HVAC, etc. Also, specific to roofs, please detail your procedure for performing annual roof inspections.
4. MDOT SHA owns over 700 buildings and is faced with the challenge of stretching its limited funding to replace and upgrade facility assets. Please describe your approach to developing a prioritization system for capital facility upgrades & replacements that incorporates and ranks all facility projects including but not limited to HVAC, roofs, vehicle lifts, generators, salt storage structures, and septic systems.
5. Describe the steps you would take to develop a comprehensive Master Plan for the complete reconstruction of a welcome center. The welcome center's restroom building is equipped with an antiquated sanitary system utilizing compressed air and vacuum that requires full replacement. Additionally, the current truck parking is located at the lowest level of the 3-tiered steep gradient site, making access to restrooms difficult. Describe the master plan process as well as the Technical Project Managers role in the process.

**I. Insurance Requirements:**

A copy of the Prime's current certificate(s) of insurance. A copy of the Prime's current certificate(s) of insurance, which should contain, as 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).

J. Potential Restrictions

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 <https://bpw.state.md.us/Pages/debarments.aspx> 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:**

1. The MDOT SHA will furnish those services and information as set forth in Volume II, Section IV of the "Specifications for Consulting Engineers' Services" dated April, 1986.
2. A list of services, which will be provided by the MDOT SHA, for each specific project assignment, will be provided when the consultant's services are requested.
3. The MDOT SHA shall allow the consultant access to MDOT SHA properties, where required for project work, provided that such access does not interfere with the MDOT SHA's normal operations.

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 Office of Maintenance within five (5) business days or as otherwise directed.

The Consultant must be able to provide prompt consultant services within Five (5) working days of notification.

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

The Consultant must provide the required services within Two (2) days of a NTP for an approved assignment.

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@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov) 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@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov) of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.

15. **RESPOND BY October 21, 2020 prior to 12:00 pm Noon**

RESPOND TO:

Jada J. Wright  
Office of Procurement and Contract Management, Fourth Floor, MS C-405  
707 North Calvert Street  
Baltimore, MD 21202