

PUBLIC NOTICE FOR THE  
MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2018-02

Traffic Engineering Studies, Analysis and Design Services, Statewide

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NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

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

Firms interested in being considered for work on any Project must submit an Expression of Interest for that Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in this advertisement, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firms that submit the highest rated Technical Proposal will be requested to submit Price Proposals. For projects that are 100% State funded, Price Proposal cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, may apply. This project will be federally funded and Price Proposal cost limitations on payroll burden and overhead shall not apply. 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. MDOT reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Home-Office Rate for planning/design activities and Field-Office Rate for construction inspection). If negotiations with the firm are timely and successful, a contract may be awarded to that firm. All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal. Foreign corporations may also qualify for an equivalent certificate of good standing through the Maryland Department of Assessments and Taxation at <http://www.dat.state.md.us/SDAT%20Forms/forcp.pdf>. At EOI submittal, all firms or Joint Ventures must be registered in the Federal System for Award Management located at <https://www.sam.gov/portal/SAM/%231#1#1#1>. If an interested firm is requested to submit

proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture (JV) responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest (EOI) from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. 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.

MDOT State Highway Administration (MDOT SHA) reserves the right to cancel this solicitation due to insufficient participation or firms are deemed not qualified to perform the services regardless of how much time and effort was spent on responses.

**All questions concerning submissions and procedures must be submitted by email to [opcm@sha.state.md.us](mailto:opcm@sha.state.md.us) no later than 4:00 pm one (1) week prior to the 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 addenda to this advertisement will be posted only on eMaryland Marketplace and on the Consultant Services Center page of the Maryland Department of Transportation State Highway Administration's Webpage ([www.roads.maryland.gov](http://www.roads.maryland.gov)).**

Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on Maryland State Highway Administration (SHA) projects.

MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 200d to 200d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this Project advertisement, MDOT certified SBE/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, national origin, age, sex, English proficiency, income level or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26). 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 AND MAP 21 OF 2012 (See Attachment 6 of MDOT SHA Request for Proposal located at [www.roads.maryland.gov/ohd/RFPAGuidelines.pdf](http://www.roads.maryland.gov/ohd/RFPAGuidelines.pdf)). MDOT SHA hereby notifies all bidders/offerors that regarding any contract entered 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 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 SBE/DBE firms are encouraged to respond to this solicitation.

RESPOND TO:

Georgina Usher  
MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street  
Baltimore, Maryland 21202

1. Project Title and Description:

Traffic Engineering Studies, Analysis and Design Services, Statewide

To provide and perform various traffic Engineering studies, analysis and design required to recommend highway safety and traffic operation improvements typically applied as traffic engineering solutions for safety or capacity concerns.

MDOT SHA may award up to four (4) open-end task-order based contract(s) for these services. The duration of each contract will not exceed five (5) years. The total funding authority for all four (4) contracts will not exceed \$8,000,000. 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. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired. No minimum amount of work or funds is guaranteed under these contracts.

This Contract will be administered solely by MDOT SHA Office of Traffic & Safety (OOTS) located at 7491 Connelley Drive, Hanover, Maryland 21076, to support the Architectural and Engineering needs of SHA, statewide, and will be funded with both State and Federal Funds. Assignments may be made to support other SHA Offices with the prior approval of the SHA Deputy Administrator. In addition, this contract may be used to provide services to the Maryland Department of Transportation's (MDOT) Secretary Office, or any of the MDOT modal administrations, 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:

Traffic Engineering Studies include developing geometric design concepts necessary for improvements to intersections and highway corridors in support of statewide traffic engineering efforts. Additional support services will be provided with on-site staffing as well as off-site tasks that are needed to meet the workload of the Traffic Development and Support Division (TDSD).

Firms with expertise in traffic engineering studies, analysis and design services to provide, but not limited to, the following services for:

- Work Zone Safety;
- Signal System Timing;
- Traffic Engineering Operational and Capacity Analyses;

- Automated Speed Enforcement (ASE);
- Specific Service Signing (Logo) Programs;
- Roundabout Design;
- Crash Analysis;
- Traffic Engineering Research/Studies;
- Pedestrian and Bicycle Studies;
- Developing/Updating Traffic Engineering Manual and Guidelines;
- Operational Analysis and Review of Various Unconventional Geometric Designs;
- Transportation Systems Management and Operations (TSM&O);
- This contract may require traffic engineers to work on site at SHA facilities; and
- All other engineering professional services related to Traffic Engineering Studies, Analysis and Design Services.

Some examples of work include, but are not limited to the following:

#### Work Zone Safety Program

- Develop/Revise specifications, standards, policies and guidelines;
- Track and investigate work zone crashes/incident reports;
- Develop innovative work zone strategies and tools to support MDOT's mobility and safety goals; and,
- Support Automated Speed Enforcement (ASE) program by providing field inspection, contract management, performance evaluation, policy and technical expertise.

#### Signal Systems Program:

- Develop signal system timing plans;
- Program implement and study adaptive signal corridors;
- Develop traffic simulation models for analysis;
- Provide expert guidance, review, and analysis for major projects and programs such as the Purple Line, I 270 ramp metering, Connected and Automated Vehicles;
- Conduct travel time and delay studies; and,
- Provide customer service for local jurisdictions and Maryland citizens.

#### Traffic Engineering Policy and Research Program:

- Develop, review and update the Maryland Manual on Uniform Traffic Control Devices (MdMUTCD) and other traffic engineering specifications, standards, policies, and guidelines;
- Perform pedestrian, bicycle and Americans with Disabilities Act (ADA) studies and plan reviews;
- Maintain policy documentation to support the Logo program;
- Perform field reviews and compliance reviews for the Logo Program and maintain database of program participants;
- Coordinate with Districts, local businesses, and other offices for the Logo program;

- Conduct and manage research studies to improve highway safety and operations; and,
- Coordinate and support the local railroads in the implementation of highway-railroad crossing safety improvements.

#### Traffic Engineering Studies and Analysis Program

- Perform studies and analysis for unique and emerging transportation technologies;
- Perform capacity and operational analysis, including unconventional intersection design and operations;
- Develop state of the practice microscopic and mesoscopic traffic simulation computer modeling for analysis using SYNCHRO, CORSIM, VISSIM, etc.;
- Review Traffic Impact Study reports and prepare comments;
- Conduct Traffic Control Device (TCD) design plan reviews;
- Conduct roundabout feasibility studies and peer reviews;
- Review and analyze various geometric improvement options and design plans for state projects;
- Provide support for reviewing and analyzing projects related to TSM&O, Intelligent Transportation Systems (ITS) initiatives, Active Transportation Demand Management Strategies, Managed Lanes, Connected and Automated vehicles, etc.;
- Compile crash data and conduct Highway Safety Manual (HSM) analyses for roadway projects;
- Recommend safety countermeasures along highway segments and intersections for use in traffic safety programs; and,
- Conduct before and after studies to evaluate efficiency of countermeasures.

#### Provide General Support Services

- Provide on-site technical assistance for all services listed above;
- Attend meetings and prepare minutes and summaries as necessary;
- Prepare written and graphical documentation; and,
- Prepare and deliver technical training.

All other engineering professional work related to Traffic Engineering Studies, Analysis and Design services.

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

- Synchro/Sim Traffic;
- VISSIM;
- CORSIM;
- Highway Capacity Software (HCS);
- SIDRA Intersection
- HSM
- Interactive Highway Safety Design Model (IHSDM); and

- Microsoft Office/CADD/Microstation/other graphics software

**NOTE: The consultant is required to certify in the Expression of Interest that it can perform all elements of the project’s scope through its own forces and those of its subcontractors.**

3. Potential Restrictions:

The firm(s) selected for a given Contract may be required to provide architectural and/or engineering services for any SHA design and construction project, including Design/Build projects. This may limit the firm’s potential for pursuing work with a contractor on the same Design/Build project after advertisement. State law, including State Finance and Procurement Article 13-212.1 of the Annotated Code of Maryland will dictate the Consultant’s eligibility to pursue work on Design/Build projects after advertisement.

As per State Finance & Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland the firm(s) selected for a given Contract will be required to provide “Certification Regarding Investments in Iran”. Furthermore, selected firms must comply with the State of Maryland Executive Order 01.01.2017.25 Prohibiting Discriminatory Boycotts of Israel in State Procurement. See below 4(f).

4. Required Information: The Consultant shall submit the following per the specified requirements listed below :

- A USB 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 Expression of Interest (EOI) 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 (ie: BCS 2018-02-ABC Firm-Letter of Interest);
- One (1) original and four (4) copies of the EOI comprised of:

**NOTE:** All originals and copies of the EOI submittal shall be bound in a three-ring binder. Spiral and comb bindings are unacceptable. Attachments to the Proposal are unacceptable. Except for pages in Standard Form (SF) 330, all pages included within your submittal are 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. The front covers must clearly display the BCS Number, Project Service Title, Firm’s Name and be marked as “**Original**” or “**Copy**.” Sections in the EOI submittals must contain labeled tabs/dividers identifying each section. Graphics and photos on the front and back covers are acceptable but will not be considered in the evaluation process.

- a. One (1) Letter of Interest - Limited to one (1) page which must contain the address of the firm's closest location to MDOT SHA Office of Traffic & Safety (OOTS) located at 7491 Connelley Drive, Hanover, Maryland 21076; information supporting the assertion that the Consultant has the financial capacity to provide the services requested; has measures in place to protect the State against errors and omissions; and provide the names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

**NOTE:**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 (SF) 330 unless directed otherwise.

- b. One (1) SF 330.

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 Step 5 below, Special Requirements – DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE 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 resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed four (4) 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 certify in writing in the SF 330 Section E that the Key Staff individuals meet the following minimum requirements:**

**NOTE: Failure of the Consultant to properly document and certify Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.**



1. **Key Staff 1:** Professional Engineer (PE) registered in the State of Maryland and certified Professional Traffic Operations Engineer (PTOE) with the following:
  - Minimum of ten (10) years of experience performing advance level traffic engineering studies, analysis and design with expertise in traffic engineering principles
  - Bachelor's degree (or higher) in Civil Engineering
  - Employed by the Prime/JV
  - Designation to serve as the Project Manager and the Primary Liaison
  
2. **Key Staff 2:** Professional Engineer (PE) registered in the State of Maryland and certified Professional Traffic Operations Engineer (PTOE) with the following:
  - Minimum of ten (10) years of experience performing advance level traffic engineering studies, analysis and design with expertise in traffic engineering principles
  - Bachelor's degree (or higher) in Civil Engineering
  - Employed by the Prime/JV
  - Designation to serve as the Secondary Liaison
  
3. **Key Staff 3:** Professional Engineer (PE) registered in the State of Maryland with the following:
  - Minimum of eight (8) years of experience performing advance level traffic engineering studies, analysis and design with expertise in traffic engineering principles
  - Bachelor's degree (or higher) in Civil Engineering
  - Employed by the Prime/JV or subconsultant
  
4. **Key Staff 4:** Professional Engineer (PE) registered in the State of Maryland with the following:
  - Minimum of eight (8) years of experience performing advance level traffic engineering studies, analysis and design with expertise in traffic engineering principles
  - Bachelor's degree (or higher) in Civil Engineering
  - Employed by the Prime/JV or subconsultant

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

SF 330, Part I - Section D - Organization Chart shall be limited to an 11 by 17-inch page with Times New Roman Font size 10 point or larger. In

addition, a separate Matrix is required and placed behind Section D in the SF 330 that lists support personnel by name on the vertical axis with up to three lines of text explaining their experience relative to the project's needs on the horizontal axis. The Support Personnel Matrix shall be limited to an 11 by 17-inch page with Times New Roman Font size 10 point or larger and one-inch margins.

In addition to items a. and b. in Section E 14 of the SF 330 Years of Experience shall document the total number of years of experience performing work in the required areas of expertise specified for this procurement.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Section E 17 of the SF 330 shall also include any required Licenses, including Type of License, License Number, year it was initially issued and expires, and any required Certifications, including Certification Type, Certification Number (if applicable) and the year it was issued and expires.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to five (5) example projects, one (1) example project per page for a total not to exceed five (5) 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).
  - v. Section H of the SF 330 shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information. Any information presented in Section H will be considered in the evaluation of the EOI. .
- c. Financial Responsibility and Insurance
- i. The Consultant shall include a letter addressed to SHA setting forth evidence that the Consultant has the financial capacity to provide the services and measures of protection for the State against errors and omissions.
  - ii. The Consultant shall include a copy of the firm's **current** certificate(s) of insurance, which should contain, as a minimum, the following:

- Carrier (name and address);
  - Type of insurance;
  - Amount of coverage; which must include at a minimum of \$1,000,000 per occurrence of Professional Liability;
  - Period covered by insurance; and
  - Any exclusions.
- iii. The amount of coverage carried or proposed to be carried by a firm for each of the four (4) areas of insurance required shall be clearly set forth on the insurance certificate i.e. Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance, and Comprehensive Automobile Liability Insurance, see Section VIII, pages 1-12 and the General Conditions, pages 106-107 of the RFP booklet/guidelines ([www.roads.maryland.gov/ohd/RFPAEGuidelines.pdf](http://www.roads.maryland.gov/ohd/RFPAEGuidelines.pdf)).
- iv. Insurance coverage will be one (1) of the areas evaluated during the EOI review. Failure of the Consultant to submit satisfactorily to these requirements may result in SHA rejecting the EOI(s). If your firm is technically selected for this project, the amount of insurance coverage may be the subject of negotiations. Any resultant contract will set forth the dollar amounts for each of the four (4) required areas of insurance.
- d. The Consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

5. Special Requirements - DBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered pursuant to this advertisement; DBEs will be afforded full opportunity to submit an EOI in response to this notice 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 DBE participation, on a contract-by-contract basis. 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 AND MAP 21 OF 2012."

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE Prime firm(s) **and** DBE 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. All applicable NAICS Codes for the specific services/work the DBE firm is proposed to perform.

**NOTE: DBE firms must be certified for the specific work to be performed to count their participation towards meeting the DBE participation goal. Only include the applicable NAICS Code(s) for the services/work the DBE firm is proposed to perform in support of the project. Proposed DBE firms must be certified by MDOT in those NAICS Code(s) at the time of the EOI submission and remain certified through contract award by MDOT to participate on federally funded Projects. When a certified DBE 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 DBE firm performs with its own forces toward fulfilling up to one hundred-percent (100%) of the contract's DBE participation goal.**

The Consultant's failure to submit all of the required DBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

#### CONTRACT GOALS

For the purpose of this contract, a goal of **twenty-five percent (25 %)** has been established for DBE participation. DBE proposers have to meet the established DBE goal by either their own forces or approved DBE Subconsultant(s). Per 49 CFR 26.55(b), when a DBE 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 DBE performs with its own forces, toward the DBE goals and the proposed participation must be listed in Section C 11 of SF 330.

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

6. Additional Information: SHA reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.

7. Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf> . Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.
8. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
  - a. Key Staff;
  - b. Similar Project Experience;
  - c. Compatibility of the size of the firm with the size of the proposed project;
  - d. 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
  - e. Capacity to accomplish proposed work in required time;
  - f. Specialized Expertise (if applicable);
  - g. Insurance – measures to protect the State against errors and omissions;
  - h. Financial Responsibility including no debarment or suspension actions and no tax liability;
9. Additional Information: The Key Staff submitted in the Expression of Interest (EOI) will be evaluated to determine if they meet the minimum qualifications set forth in the Advertisement. If SHA chooses to rate and rank during the EOI phase in order to develop a Reduced Candidate List, SHA will carry forward the scores for the Key Staff into the Competitive Technical Proposal evaluation phase.

Requests to replace originally proposed Key Staff is only permitted by those firms requested to submit a Competitive Technical Proposal. In addition, Key Staff replacement requests at the Competitive Technical Proposal phase may only be requested if the originally proposed Key Staff is no longer available to perform on the contract. Replacement requests cannot be made to cure a deficiency in the originally proposed Key Staff or in an attempt to raise the score of the proposal.

If SHA rated and ranked Key Staff at the EOI phase and chooses to carry the scores forward, Key Staff proposed at the Technical phase must meet or exceed the qualifications of the originally proposed Key Staff members. If Key Staff were not rated and ranked at the EOI phase, SHA reserves the right to rate the originally proposed Key Staff in the EOI phase and use that score as the base score of the Key Staff replacement request or may choose to score the replacement Key Staff. All Key Staff replacements must be approved by SHA.

10. Facsimile/e-mail copies of the Expression of Interest are not acceptable. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted.

**The outside of the Expression of Interest submittal envelope/package must include the following:**

**Expression of Interest Submittal for BCS Number**

**Expression of Interest Service Title**

**Expression of Interest Due Date and Time**

**Firm Name**

**Firm Address**

**Respond by: October 19, 2018 prior to 12:00 P.M. (NOON)**

RESPOND TO:

GEORGINA USHER

MARYLAND STATE HIGHWAY ADMINISTRATION

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, Mail Stop C-405

707 North Calvert Street

Baltimore, Maryland 21202