

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

October 15, 2020

Contract No.: BCS 2020-10

Description: Facility Management
Services, Statewide

REQUEST FOR PROPOSAL ADDENDUM No. 3

To All Consultant Candidates:

Please be advised that the Request for Proposal submittal deadline for Contract BCS 2020-10 is due on **October 21, 2020 by 12:00 PM (NOON)**. Request for Proposals received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

This addendum is being issued on the Advertisement for BCS 2020-10. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Request for Proposal Addendum No. 3 by attaching this addendum to the front of their Request for Proposal submittal. Failure to attach Addendum No. 3 to the front of the Request for Proposal submittal and to all Request for Proposal copies may result in rejection.

CONSULTANT QUESTIONS

Q1: Are we going to get Sign in sheet of the people/company attended the pre bid meeting for us to network?

A1: **The Sign in sheet is attached to this addendum.**

Q2: In Section E. Personnel Requirements, are we supposed to submit the identical SF 330 resume that we submit in Section B. SF 330 Part I or is this resume supposed to have a custom format as long as it is a 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?

A2: **Section B is directions for the SF 330, The SF 330 Forms are to be submitted without change to formatting (i.e. size and margins) using no smaller than 10-point Time New Roman font.**

Q3: In Section F. Sample Projects, are we supposed to submit the identical SF 330 project that we submit in Section B. SF 330 Part I or are these projects supposed to have a custom format?

A3: **Please see A2 above**

Q4: For resume questions, are you expecting these questions to be answered by each individual person who has a resume in the proposal? Or one overarching response that describes the teams approach to these questions/scenarios?

A4: Overarching/Team approach.

Q5: Page 20 says four (4) example projects, and Page 22 says three (3) example projects?

A5: Please see addendum #2 for BCS 2020-10

Q6: Typo in Resume Questions heading at bottom of page 24 reads “Resume Questions - not to exceed a total of five (10) pages, limited to one (2) page per question.” Which limits are the correct number?

A6: Please see Addendum #2 for BCS 2020-10

Q7: One of our subconsultants are planners to help with the scope of Facility Capital Planning & Prioritization and Facility Asset Management. There are no “Planner” classifications listed in the Time Distribution chart and it does not appear any of the classifications fit the scope. How do we show participation to cover this portion of the scope or participation of our sub?

A7: The Facility Project Manager can be used for the capital planning function or the engineer or architect categories could also be used, if those individuals would be performing this work.

Q8: What is the MBE subcontractor participation goals for this contract?

A8: See Section 7.A. of the Advertisement, the overall goal for MBE participation is Fifteen percent (15%) and there are no MBE subcontractor participation subgoals for this procurement.

Q9: If we submit as Joint Venture, should each firm submit MDOT MBE Form A and MDOT MBE Form B? or should the Joint Venture submit one set of MDOT MBE Form A and MDOT MBE Form B for the team?

A9: One set from the team.

Q10: Can you provide clarification that the secondary liaison is key staff #2 primarily performing services from the consultant’s office location and not in the field?

A10: See Addendum #2, pages 22 and 23, Key staff 2 is the secondary liaison and it is anticipated that key staff 2, 4, and 5 will be required to provide engineering services on-site at MDOT SHA facilities.

Q11: Page 18 states – “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).” Considering this is an electronic submission, are subfolder required or are we to submit a single PDF of the Technical proposal?

A11: A PDF of the completed Technical Proposal as well as a PDF of each Sub-Folder is required.

Q12: Does the one-inch margin apply to the SF 330 pages (resumes, projects, etc.) since these are standard forms and the information would be significantly truncated?

A12: SF 330 pages are exempt from the one-inch margin requirement.

Q13: In the SF 330 Part I, do you want us to include G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS?

A13: That is correct.

Q14: Page 18, Note #1 states that “the same five SF 330s as noted above are to be included only once in the ‘Personnel Requirements’ section.” Can you confirm that you only want to see Section E resumes for key personnel under Tab E Personnel Requirements (resumes should not be included with the SF 330 under Tab B SF 330)?

A14: That is correct.

Q15: Page 23, second paragraph, F. Example Projects. Can you confirm that you only want to see SF 330 Section F under Tab F Example Projects (projects should not be included with the SF 330 under Tab B SF 330)?

A15: That is correct.

Q16: Reviewed the Request for Proposal Addendum No. 2 and would like to have clarification that if we are submitting as a Joint Venture, does Maryland State Highway Administration require a Joint Venture Agreement to be included in the technical proposal submission?

A16: A Joint Venture Agreement is not required in the Technical Proposal.

Q17: The requirements in this Request for Proposal (RFP) are complex and range from professional services to technical trade (e.g., HVAC, Roofing) services. To meet all listed requirements, the prime contractor requires many different sub-contractors to fulfill niche services. We believe this will lead to unnecessary administrative costs passed on from the prime to the sub-contractor. It is our perspective that MDOT SHA would benefit from lower costs by both increasing the number of awardees and allowing for firms to submit a proposal response on a sub-set of the RFP requirements. Would MDOT accept proposals for a sub-set of the requirements?

A17: No, MDOT will not accept proposals for a sub-set of the requirements.

Q18: Given the complexity and breadth of Request for Proposal (RFP) requirements, would DMOT increase the number of past performance references from three to five? This will allow firms to provide examples of all requirements, which may have been completed across more than three projects

A18: We are not requesting past performance references. The number of example projects requested will be three (3).

Q19: Does MDOT intend on posting the minutes and the attendees of the pre-proposal conference on 9/25/2020 to eMaryland Marketplace Advantage (eMMA)? If not, can MDOT please provide these to interested firms?

A19: See A1.

Q20: Can you provide a list of attendees at the pre-bid conference for BCS 2020-10 Facility Management Services Statewide?

A20: See A1.

Q21: When will the list of attendees be posted from the pre-proposal meeting on 9-25-20?

A21: See A1.

Q22: Page 18, second paragraph states that we must use one-inch margin on all sides. In past MDOT SHA RFPs, the SF330 has been the exception for the one-inch margin requirement since it is a government form and has margins less than one inch. Will MDOT SHA allow the SF 330 to be an exception to the one-inch margin restriction?

A22: See A12.

Q23: Is there anything wrong with RFP, why are we not getting any update on this RFP including Minutes of Pre Bid Meeting and Sign up sheets?

A23: No, See A1.

Q24: What happened to thai RFP? We did not see any addendums, Sign in sheet of the pre bid meeting and meeting minutes. We attended the pre bid meeting.

A24: See A1.

**VERIFICATION THAT THIS ADDENDUM WAS RECEIVED IS REQUIRED.
PLEASE COMPLETE THE ACKNOWLEDGEMENT SECTION BELOW AND SCAN AND
EMAIL THIS ADDENDUM BACK TO PHILIP JACKSON AT Pjackson4@mdot.maryland.gov
NO LATER THAN OCTOBER 19, 2020 AT 12:00 PM.
THE SIGNED ADDENDUM MUST BE INCLUDED IN THE RFP PROPOSAL IN FRONT OF
THE TRANSMITTAL LETTER.**

Yasin Mohammed, Deputy Director
Office of Procurement and
Contract Management

Date

Acknowledgement of Receipt of Addendum No. 3 for BCS 2020-10:

(Company)

(Signature-Authorized Official)

Title

Date

General questions relating to this Addendum No. 3 may be directed to opcm@mdot.maryland.gov. The time period for questions has expired; therefore no additional questions will be accepted or answered by SHA.

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