

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

October 1, 2020

**Contract No.:** BCS 2020-13  
**Description:** Traffic Engineering  
and Design Services, Statewide.

**EXPRESSION OF INTEREST ADDENDUM NO. 2**

Please be advised that the Request for Expression of Interest delivery date for this contract has been changed from **12:00 PM (NOON) on October 6, 2020**. The Request for Expression of Interest are now due on **October 13, 2020 by 12:00 PM (NOON)**. All other dates on the Advertisement remain the same.

This addendum is being issued on the Advertisement for BCS 2020-13. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 1 by signing, dating and attaching this addendum in the front of their Expression of Interest submittal. Failure to attach this signed and dated Addendum No. 1 in the Expression of Interest submittal may result in rejection.

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**PEN AND INK CHANGES**

Please make the following Pen and Ink change:

**O1: NOTE:** 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 (unless otherwise noted). The front covers must clearly display the BCS Number, Project Service Title, Firm's Name. 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.

**C1 NOTE:** All pages (except for SF 330 forms and pages specified as 11 x 17) 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. **SF 330 Forms are to be completed without any changes to the electronic format (i.e. margins, size, etc.).** The front covers must clearly display the BCS Number, Project Service Title, Firm's Name. 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.

**CONSULTANT QUESTIONS**

**Q1:** In reference to Addendum No. 1, questions 3 and 4, for numerous recent MDOT SHA procurements, it has been clarified by the state that the 1-inch margin requirement does not apply to the SF 330, because the SF 330 form as issued by the federal government has

margins of less than one inch. MDOT SHA has accepted the standard SF 330 margins. Will MDOT SHA please consider revising your answers to these two questions?

**A1: See Pen and Ink Change C1 above.**

**Q2:** Q/A #3 and #4 state that “the SF 330 is restricted to 1-inch margin. See page 8. Note under 4 of the original Advertisement.” Further down page 8, the Note under section 4.a. states that “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”. The standard US Government format of SF 330 documents has margins that are less than 1”. Language in previous SHA RFPs has indicated that we are to implement 1” margins on all documents except for the SF 330. We ask that you please clarify this formatting requirement – and please consider that including 1” margins on our SF 330 documents, especially the resumes, would not allow for sufficient space for text to convey our qualifications and cover key benchmarks.

**A2: See Pen and Ink Change C1 above.**

**Q3:** The margins on the Standard Form 330, as printed from the U.S. Government Printing Office website are:

Top: 5/8 inch  
Left and Right: ½ inch  
Bottom: 1 inch

Please clarify if the requirement for a one-inch margin on the SF 330 applies only to the bottom margin of the Standard Form 330.

**A3: See Pen and Ink Change C1 above.**

**Q4:** We believe there is currently a contradiction within the Advertisement for BCS 2020-13 regarding margins. Page 8 of BCS 2020-13 advertisement states that “the format and spacing is to be identical to that of Standard Forms (SF) 330...”. The response to Q3 and Q4 are requesting modification of the Standard Form to create a one-inch margin. The standard margin for the SF 330 is less than one inch. Please consider revising Note 4 on Page 8 to state “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 one-inch margin on all sides and no smaller than 10 point Times New Roman font (unless otherwise noted)”.

**A4: See Pen and Ink Change C1 above.**

**Q5:** Recent Advertisements for other MDOT SHA EOI submissions have included the following statement in Note 4: “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 one-inch margin on all sides and no smaller than 10 point Times New Roman font”. The current BCS 2020-13 advertisement is missing “Except for pages in Standard

Form (SF) 330.”. Please consider adding this statement to the advertisement to avoid the need to modify the SF 330 form to create a one-inch margin.

**A5: See Pen and Ink Change C1 above.**

**Q6:** As a follow-up to Questions Q3 and Q4 in regard to the margins of the SF330, in past MDOT SHA RFPs, the SF330 has been the exception for the one-inch margin requirement. The SF330 is a government form that was not created to have one-inch margins and reducing the margins of the form undermines the intent of the form. Would MDOT SHA please consider allowing the SF 330 form to be an exception to the one-inch margin restriction?

**A6: See Pen and Ink Change C1 above.**

**Q7:** In addendum one there were multiple questions about the 1-inch margins on the SF 330 and the response was that the SF 330 is supposed to have 1-inch margins. The GSA’s Standard Form 330 template that firms use has ½ inch margins to allow room for required form content as well as responses. By making the requirement 1-inch margins in the SF 330, this alters the form and greatly condenses the amount of room proposers have to fill with qualifications when we are already limited to a certain number of pages and under font and point size restrictions. Please reconsider the request for firms to alter the SF 330 to 1-inch margins, and allow firms to work with the original format of the SF 330.

**VERIFICATION THAT THIS ADDENDUM WAS RECEIVED IS REQUIRED. PLEASE COMPLETE THE ACKNOWLEDGEMENT SECTION BELOW AND SCAN AND EMAIL THIS ADDENDUM BACK TO OLUWASEUN YEROKUN AT [Oyerokun@mdot.maryland.gov](mailto:Oyerokun@mdot.maryland.gov) NO LATER THAN OCTOBER 6, 2020 AT 4:00 PM.**

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EOI PROPOSAL IN FRONT OF THE TRANSMITTAL LETTER.**

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Yasin Mohammed, Deputy Director,  
Consultant Service Division,  
Office of Procurement and  
Contract Management (OPCM)

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Date

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Acknowledgement of Receipt of Addendum No. 2 for BCS 2020-13:

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature-Authorized Official)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

General questions relating to this Addendum No. 2 may be directed to [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov) . The time period for questions has expired; therefore, no additional questions will be accepted or answered by MDOT SHA.