

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

April 13, 2021

**Contract No.:** BCS 2021-09  
**Description:** TSMO, ATM, ICM, &  
CATS Design & Technical Services,  
Statewide.

**EXPRESSION OF INTEREST ADDENDUM NO. 3**

To All Consultant Candidates:

Please be advised that the Expression of Interest delivery date for this contract has been changed from **12:00 PM (NOON) on April 15, 2021**. The Expression of Interest are now due on **April 29, 2021 by 12:00 PM (NOON)**. Expression of Interests 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 2021-09. 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.

---

**CONSULTANT QUESTIONS**

---

**The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 pm on April 8, 2021 from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:**

Q1: Will MDOT consider eliminating the requirement that **Key Staff 2** be credentialed as a Professional Traffic Operations Engineer (PTOE)? We ask that the position description be modified to read as follows:

**Key Staff 2:** A Professional Engineer (PE) registered in the State of Maryland, with a minimum of a BS degree in Civil Engineering, a minimum of three (3) years of experience, and expertise in ICM and ATM engineering and design, traffic signal system operations, regional ITS architecture development, update and compliance, and program development & management, employed by the Prime/JV who will serve as the Secondary Liaison.

**A1: No, we will not consider eliminating the PTOE requirement for Key Staff 2. Traffic operations is one of the key focus areas of the subject contracts.**

Q2: Will MDOT consider substituting additional years of pertinent operational experience (in excess of the stated three years) in lieu of the requirement that **Key Staff 2** be a PTOE (in addition to being registered as a Maryland PE)? In other words, could, for example, 10 years of pertinent experience be substituted for the PTOE requirement?

**A2: No, we will not consider substituting additional years of experience in lieu of the PTOE requirement for Key Staff 2.**

Q3: Will MDOT consider permitting **Key Staff 2** to be employed by the Prime/JV or any of the of the Subconsultants, rather than only by the Prime/JV?

**A3: No, we will not consider.**

Q4: The advertisement for BCS 2021-09 states on page 1: “All firms, **including Joint Ventures**, must be in good standing with the Maryland Department of Assessments and Taxation **at the time of EOI submittal**.” The formation of a joint-venture (JV) is a costly and time-consuming process that is typically not completed until the time of award; however it is not possible for the JV to be in good standing with the Maryland Department of Assessments and Taxation unless it is legally formed and obtains a unique Federal Tax ID No. QUESTION: If we are not yet a legally formed JV entity, but intend to form a legal JV if awarded a contract, will it be acceptable to MDOT SHA for the individual firms intending to form the JV to be in good standing at the time of the EOI submittal?

**A4: At the time of EOI submittals each individual firm must be in good standing with MD. Dept. of Assessments and Taxation.**

Q5: The advertisement for BCS 2021-09 states on page 6: “Please note that US Government forms are to be completed with **standard size typing** and are not to be photo reduced.” We note that the instruction on page 5 (which states “no smaller than 11-point Times New Roman font”) specifically excludes the SF 330 (and pages specified as 11 x 17) from that font size/style requirement. The US Government SF330 form does not specify a standard type size or font style for content that is added to the form. QUESTION: Is the standard size typing on the US Government forms left to the discretion of proposers, or is there a specific standard to which we should adhere?

**A5: New Roman Font size 10 point or larger.**

Q6: For the subject expression of interest, would you be able to share the firms that were previously awarded (incumbents) for this contract?

**A6: The list of incumbents for the current contract are:  
BCS 2015-01 Engineering Services for the Intelligent Transportation Systems (ITS)/  
Coordinated Highways Action Response Team (CHART), Statewide; Parsons  
Brinckerhoff, Inc./Sabra, Wang and Associates, Inc., Daniel Consultants, Inc.,  
AECOM Technical Services, Inc., Jacobs Engineering Group Inc.**

Q7: RFP Page 4 – Article 1. Project Title and Description, Paragraph 3: The RFP states that “MDOT SHA may award up to five (5) open-ended, task-order based contract(s) for these services. The duration of each contract will not exceed five years. The total funding authority for all five (5) contracts will not exceed \$25,000.00.”

**Question:** *Is the 25 thousand (\$25,000.00) dollar funding authority amount correct, or should it be 25 million (\$25,000,000.00)?*

**A7: The total funding authority for all five (5) contracts has been updated in the revised Addendum No. 2.**

Q8: RFP Page 6 – Article 4. Required Information, B One (1) SF 330: An SF330 typically includes a G. Key Personnel Participation in Example Projects Matrix, but the RFP does not specifically reference this section of the form. **Question:** Please confirm respondents should include a section G. Key Personnel Participation in Example Projects matrix in their submittals.

**A8: MDOT SHA is not requesting a SF 330 Section G.**

Q9: Please confirm contract ceiling. There appears to be an error in the statement below: “The total funding authority for all five (5) contracts will not exceed \$25,000.00.” page 4 of the RFP

**A9: See A7 above.**

Q10: A staff member we are considering proposing for a key staff position recently submitted the application for a Maryland Professional Engineer license. The paperwork has been accepted by the Board, but the license is still pending. **Question:** Assuming the individual’s license will be in place by the time of contract award, is the pending Maryland Registration status at the time the Express of Interest is submitted acceptable to MDOT SHA?

**A10: Key Staff must be certified at time of EOI submittal to meet the minimum qualifications. “Failure of the Consultant to properly document Key Staff requirements in writing will result in the Firm being precluded from further consideration for the Project.”**

Q11: We have previously submitted several important questions on this procurement. Our questions concern offeror qualifications and are, consequently, time sensitive. Because you have not yet been able to respond to our queries, we respectfully request that the due date for this proposal be extended. Thank you!

**A11: The submittal date has been extended to April 29, 2021.**

Q12: Please clarify if MDOT SHA would prefer Key Staff #5 as a design communications designer/engineer or a public relationship person? If you could please clarify on the intention for Key Staff #5.

**A12: The Key Staff 5 requirement has been updated in the revised Addendum No. 2**

Q13: On Page 5, it is noted that all pages, except for pages in the Standard Form 330, are to have an 11-point Times New Roman font. What size font is required for the SF330 form pages?

**A13: See A5 above.**

Q14: Are firms required to submit a signed Investment Activities in Iran certification with their EOI?

**A14: Certification regarding Investment in Iran is not needed at the EOI submission.**

Q15: For Key staff 2,3, 4 and 5 - Would the Administration accept alternate degrees, provided the professional registrations and experience criteria are met?

**A15: No, we will not accept alternate degrees.**

Q16: On Page 6 of RFP, 3rd paragraph, under Part I, Section E, it states “ At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years....” We understand we are required to demonstrate Key Staff experience to cover the most recent 3 years on Section E Resumes’ “Relevant Experience” blocks. if someone demonstrates all of the key staff requirements in the first few Experience blocks within the last 3 years, can they show older projects in the remaining blocks, such as a project performed in 2015?

**A16: Yes, firms can show older projects.**

Q17: Is a Certification Regarding Investments in Iran form required in the EOI submittal?

**A17: Certification regarding Investments in Iran is not needed at the EOI submission.**

Q18: Is there a minimum font size that should be used for the SF 330 forms?

**A18: See A5 above.**

Q19: The RFP requests, “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.” Will you please clarify what you mean by “sub folders” within the PDF Does this mean each section should be saved as its own PDF and then packaged in a ZIP file for submission or just that there should be dividers within the one PDF

**A19: You will need to submit the EOI as one full PDF document. In addition, please submit an individual PDF file for each required Section (i.e., split the full PDF into separate PDFs for the required sections). If you prefer, you can use a ZIP file. Please following the specified naming convention of [BCS #-Prime/JV Name]-Name Identifying the Document (ie. BCS 2021-09ABC Firm-Letter of Interest).**

Q20: Is there somewhere specific where we should, “indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom?” Should we just include this information in the Letter of Interest?

**A20: You will need to have the information in multiple locations. For example, you could have a brief summary in the Letter of Interest and then include details in the specific sections such as the DBE requirement on Page 11 of the RPF.**

Q21: The RFP, within Part I, Section E, states, “The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements... Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.” Does this mean we need to explicitly include a statement somewhere on each resume confirming that they meet the requirements for that role, or should we just select projects and information that supports it?

**A21: Please demonstrate in writing that the subject Key Staff meets the requirements.**

Q22: Will you please clarify the statement, “At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years.” Does this mean that all of the project examples and biographical information shown on the resumes must have been completed within the past three years or that the person just has to have relevant experience in the past three years which can be noted in the bio?

**A22: The specific requirements on the subject Key Staff have to be met with the experience in the last three (3) years. The project examples can include additional relevant experience further back.**

Q23: Part II General Qualifications states, “Subcontractor personnel are not to be included.” May we include the Part II for a subconsultant if we are showing one of their staff as one of the five Key staff?

**A23: Yes, please do if a subconsultant is one of the Key Staff 3, 4, and 5. Key Staff 1 and 2 cannot be a subconsultant.**

Q24: Section H states that consultants, “must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement.” This information was requested in the resume section as well. Do you want it repeated here as well? Is the intent to have the information all in one place on this page?

**A24: Please do not repeat all details of the qualification of Key Staff individuals, and just certify here. Section H is limited to one (1) page.**

Q25: Do we need to provide financial responsibility letters and Certificates of Insurance for subconsultants as well?

**A25: Only the Prime is required to provide financial responsibility letter and Certificate of Insurance.**

Q26: Where should the DBE information requested on page 11 of the RFP be included in the proposal? Should this be an attachment at the end?

**A26: DBE information should be included in SF 330 Part I.**

Q27: Will you please clarify the expectations of on-site support. The RFP states, “Key staff 2, 3, 4, and 5 will be required to provide engineering services on-site at MDOT SHA facilities to support...activities.” Will these individuals be on-site for recurring weekly commitments as staff extensions, or does this just mean that they could be requested to attend meetings/services on-site on occasion?

**A27: It may be both. We will identify the on-site need on an as-needed basis, and it could continue for an extended period.**

Q28: Will you please confirm that the limit for the five contracts is \$25M instead of \$25K and that the \$25K was a typo?

**A28: See A7 above.**

Q29: Section 4. Required Information, B. One (1) SF 330, I. Part I, Section E states, “Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years”. Although proposed staff have well over three years of experience in their respective area of expertise, it is challenging to limit their experience performed to within the last three years. Proposer requests to allow Key Staff experience performed within the last 10 year to match the requirement for the Section F – Example Projects

**A29: The Key Staff has to meet the time frame requirements of their relevant experience, but please include additional relevant experience in the past ten years in the Example Projects section.**

Q30: The requirements for **Key Staff 1** call for “an Engineering Program/Project Manager, with a minimum of a BS degree in Civil Engineering, Electrical/Electronic Engineering, Mechanical Engineering, Industrial Engineering or Planning.” We have a candidate that has 30 years of experience and otherwise fits the requirements for this position very well but has a BS degree in Aerospace Engineering. Would this degree be viewed as equivalent to those listed in the requirements?

**A30: A BS degree in the prescribed field is required for Key Staff 1. An Aerospace Engineering degree will not be viewed as equivalent.**

Q31: The requirements for **Key Staff 4** call for “An ITS/Systems Engineer with a minimum of a BS degree in Civil Engineering, Electrical/Electronic Engineering, or Systems Engineering.” We have a candidate that has 14 years of experience and otherwise fits the requirements for this position very well but has a BS degree in Computer Engineering. Would this degree be viewed as equivalent to those listed in the requirements?

**A31: An engineering degree in the prescribed field is required for Key Staff 4. The candidate can work on the contract but may not be Key Staff 4.**

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EOI 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 2021-09:

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

General questions relating to this Addendum No. 3 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.