

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

July 12, 2021

Contract No.: BCS 2021-10
Description: Traffic Structure
Engineering, Inventory, Inspection &
Design Services, Statewide

EXPRESSION OF INTEREST ADDENDUM NO. 2

To All Prospective Offerors:

Please be advised that the Expression of Interest Questions delivery date for this contract is **12:00 P.M. July 29, 2021**. Please also be advised that the Expressions of Interest delivery date for the contract is **12:00 P.M. on August 10, 2021**. Expressions 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 Expression of Interest (EOI) for BCS 2021-10. All prospective Offerors must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Addendum No. 2 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 2 in the submittal may result in rejection.

The attention of prospective candidates is directed to the following clarifications, revisions, additions and/or deletions to the Expression of Interest.

REDLINE REVISION (RLR)

Please note the following Red Line Revisions for the Expression of Interest:

RLO1: 2. ~~Consultant Services Required:~~

~~To provide service of structural remedial engineering, inventory, and preventive inspection, and design for ancillary traffic structures, including overhead signing, traffic signals, and high-mast lighting, and Intelligent Transportation Systems (ITS) devices. The contract will also provide on-site support for service noted above.~~

~~Firms with expertise in Traffic Structure Engineering, Inventory, Inspections & Design Services to provide, but not limited to, the following services for:~~

- ~~• Perform field investigation and research existing information, i.e., as-built plans, traffic studies, existing right-of-way information, utility information, etc. concerning the project assignments,~~
- ~~• Prepare traffic engineering and ITS design packages for various milestone dependent upon the delivery method selected for implementation or construction. Assist the division in review of traffic engineering design~~

and ITS design package prepared by others. Completed in accordance with schedules provided by State Highway Administration,

- ~~Prepare traffic engineering and ITS design utilizing the most current standards and guidelines adopted by the administration at the time of design,~~
- ~~Develop standards, specifications, and guidelines for various traffic engineering and ITS related items for consideration and adoption by the administration,~~
- ~~Perform literature reviews and research on traffic engineering and ITS subjects as requested by the administration and to support best practices in design and construction,~~
- ~~Review traffic engineering and ITS related products as requested by the administration,~~
- ~~Participate meetings deemed necessary by the Administration and prepare displays and materials for the meeting,~~
- ~~Prepare minutes of meetings, office/field reviews, plan reviews, etc. The Consultant shall also assist in the preparation of reports following preliminary field investigation, utility review and final review. The Consultant shall also prepare the contents of letters from the Administration's personnel to other agencies, public officials, concerned citizens, etc,~~
- ~~The Consultant shall incorporate and make provisions in his design for all utilities, both existing and proposed. Prepare all utility attachments, coordinate all contacts with local utility companies including, attachment agreements, relocations, design request, etc. The consultant is responsible for applying for and designing power feed connections to projects containing TCD and ITS elements,~~
- ~~Prepare all data for and complete required permit applications for submittal by, or on the behalf of, the Administration,~~
- ~~Conduct metes and bounds surveys and prepare right of way plats. Each record plat shall contain the signature and seal of either a Professional Land Surveyor or Property Line Surveyor who is registered in the State of Maryland,~~
- ~~Develop and review shop drawings, redesign under construction, red line revisions, and provisions for expert testimony,~~
- ~~Develop design alternatives and provide analysis for various design scenarios to assist the administration in the selection of best acceptable solutions, taking into consideration the factors including but not limited to cost, time constraints, constructability, public benefit, and potential impacts,~~

- ~~Develop and deliver training material, courses, certifications, etc. as required by the administration,~~
- ~~Provide program management support including but not limited to traffic infrastructure asset management, as well as statewide lighting, ITS and TCD programs as required by the administration,~~
- ~~This contract may require traffic design engineers, design technicians, or other staff to work on site at SHA facilities,~~
- ~~On-Site Engineer and/or technician support may be needed and MDOT SHA's OOTS will establish specific requirement at the time resumes are requested for the supplement staff.~~

~~and all other engineering professional services related to Traffic Structure Engineering, Inventory, Inspections & Design Services, Statewide.~~

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

- ~~Develop design package for new traffic signal, reconstruction/upgrade existing traffic signal, signing, pavement marking, lighting, and/or ITS projects,~~
- ~~Prepare photometric models and summaries to analyze existing and proposed lighting systems,~~
- ~~Prepare voltage drop and conduit fill calculations, and other engineering calculations, to support design,~~
- ~~Submit and present Preliminary Investigations, submit Semi-Final Review, and submit Final Review Plans, Estimate and Special Provisions and all supporting calculations or documentation as requested by the administration,~~
- ~~Coordinate project design with possible adjoining design contracts as required by the Administration,~~
- ~~Coordinate and perform TCD and ITS design in any major transportation design,~~
- ~~Maintenance of Traffic design, including but not limited to temporary signal design,~~
- ~~Review all shop drawings and/or catalog cuts for all structures and items related to constructing TCDs and ITS devices,~~
- ~~Prepare "Red Line Revisions" or perform redesign under construction, if requested by SHA,~~
- ~~Perform program support service, i.e., establish, maintain, manage, and/or update the signal, sign, lighting infrastructure database,~~

- ~~• Perform new product review and analysis,~~

~~and, all other engineering professional work related to Traffic Structure Engineering, Inventory, Inspections & Design Services, Statewide.~~

RLR1: 2. Consultant Services Required:

This contract is to provide structural remedial engineering, preventive maintenance inspection, and design of traffic control device structures.

Firms with expertise in structural remedial engineering, asset inventory, preventive maintenance inspection, and design services for ancillary traffic structures services to provide, but not limited to, the following services for:

- Prepare design packages for various milestone dependent upon the delivery method selected for implementation or construction of the ancillary traffic and ITS structures utilizing the most current standard and guidelines adopted by the Administration at the time of design.**
- Review traffic and ITS structural and foundation design package prepared by others ensuring the design is compliant to the most current standard and guidelines adopted by the Administration at the time of design.**
- Develop and update standards, specifications, and guidelines for ancillary structural design for consideration and adoption by the Administration.**
- Review and approval of structural steel and reinforced concrete shop drawings for ancillary traffic and ITS structures.**
- Perform Acceptance, Routine, In-Depth, Non-Destructive Testing and Post-Collision (Impact) inspection for ancillary traffic and ITS structures per inspection policies, procedures, and frequencies adopted by the Administration; perform minor remedial for the structures if needed.**
- Perform emergency inspection for accident-related damaged ancillary traffic and ITS structures.**
- Incorporate the inspection information into the Administration's database included but not limited to data entry, data management, and database development/enhancement.**
- Develop and utilize maintenance of traffic (MOT) plans as necessary for inspection and remedial activities in accordance with the Administration's standards and specifications. Prepare lane/shoulder closure permit requests for review and approval by the Administration prior to carrying out inspection activities.**

- **Develop inspection report in a format compatible with the most current Traffic Structure Inventory Inspection and Maintenance (TSIIM) system.**
- **Provide ancillary structure asset management support including but not limited to inventory of Traffic Control Device and ITS structures; prioritizing rehabilitation projects based on their rating, etc;**
- **Perform Quality Assurance/Quality Control;**
- **Develop/Update and deliver training material, courses, certifications, etc. as requested by the Administration.**
- **Review ancillary traffic and ITS structure related products/new materials as requested by the Administration.**
- **Provide onsite support to perform structure remedial design, structure inspection, ancillary structure asset management, etc.**
- **Assist the Administration in preparing and tracking work orders.**

and all other engineering professional services related to Traffic Structure Engineering, Inventory, Inspections & Design Services, Statewide.

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

- **Perform Acceptance, Routine, In-Depth, Non-Destructive Testing and Post-Collision (Impact) inspection of supporting members, connections, foundation, and etc. for ancillary traffic and ITS structures including but not limited to overhead and/or cantilever sign structures, High Mast Lights (HML), traffic signal structures, Dynamic Message Signs (DMS), and other ITS devices.**
- **Perform minor remedial work during various inspection (e.g. cleaning, clearing, snug tightening anchor bolt nuts and replacing missing hardware). Bring the loose nuts back to snug tight.**
- **Perform Non-Destructive Testing, such as ultrasonic thickness measurement or Dye Penetrant Test (PT) with qualified personal, i.e. ASNT Level-II or higher.**
- **Assist in the Administration to establish, revise, and update the ancillary traffic and ITS structures inspection procedure.**
- **Perform structure inspections with robotic crawling devices, piloted drones, or any other innovative technology and equipment.**
- **Develop, review, and/or approve design package(s) to remove or replace existing overhead sign structure(s).**

- **Review Shop drawing and/or catalog cuts traffic and ITS ancillary structures**
- **Develop the Maintenance of Traffic (MOT) plan when performing inspection services.**
- **Prepare lane/shoulder closure permit requests**
- **Prepare inspection reports.**
- **Assist in the Administration to build and upgrade the traffic and ITS ancillary structural data inventory and maintain the asset database.**
- **Prepare work orders for remedial actions needed based on inspection findings including removal, repair and replacement of structures including but not limited to detailed description of work, drawings, specifications, temporary traffic control, and construction details as required.**
- **Prepare Design Request for replacements of structures and assist the Administration with tracking and monitoring the status of design and construction efforts, as well as prioritization of such efforts.**

and, all other engineering professional work related to Traffic Structure Engineering, Inventory, Inspections & Design Services, Statewide.

RLO2: ~~All questions concerning submissions and procedures must be submitted by email to opcm@mdot.maryland.gov no later than 11:59 A.M. 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 Philip Jackson at pjackson4@mdot.maryland.gov (410)545-5751 with cc to Yasin Mohammed, Deputy Director, OPCM at ymohammed@mdot.maryland.gov (410)545-5754.~~

RLR2: **All questions concerning submissions and procedures must be submitted via eMaryland Marketplace Advantage (eMMA) at emma.maryland.gov. no later than 12:00 P.M. July 29, 2021.**

RLO3: ~~Only e-mail copies of the Expression of Interest will be accepted. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted. Submissions should be made to OPCM@mdot.maryland.gov.~~

RLR3: **Only electronic copies of the Expression of Interest will be accepted. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted. Submissions should be made via eMaryland Marketplace Advantage (eMMA) at [eMMA at emma.maryland.gov](http://emma.maryland.gov).**

RLO4: ~~Part I, Section E, 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. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:~~

- RLR4:** **Part I, Section E, Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed four (4) pages total. At least five (5) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last five (5) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:**
- ~~RLO5: Key Staff 1: A Professional Engineer (PE) registered in the State of Maryland with a minimum of fifteen (15) years of experience; expertise in Structural and Civil Engineering and a Bachelor of Science (or higher) in Structural or Civil Engineering; and employed by the Prime/JV, who will serve as the Project Manager and the Primary Liaison.~~
- RLR5: Key Staff 1: A Professional Engineer (PE) registered in the State of Maryland with a minimum of fifteen (15) years of experience; expertise in Structural and Civil Engineering and a Bachelor of Science (or higher) in Structural or Civil Engineering; experience in inspection of transportation related steel and /or concrete structures and employed by the Prime/JV, who will serve as the Project Manager and the Primary Liaison.**
- ~~RLO6: Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Step VI below, Special Requirements - DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE firms.~~
- RLR6: 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 Sections C 11 for MDOT certified MBE/DBE firms.**

CONSULTANT QUESTIONS

- Q1:** It has been brought to out attention that the list of consultant services required for BCS 2021-10 is almost word-for-word identical to the list of consultant services required for another recent MDOT SHA RFP. Is there is error in this current list?
- A1:** See RLR1 above.
- Q2:** The scope of services and examples of work listed on pages 4-7 of the advertisement are very similar to those listed in the RFP for BCS 2020-13 Traffic Engineering and Design Services, Statewide – which is currently in process at the technical proposal stage. Specific items of work related to field inspection, inventory, and analysis of existing structures does not appear to be included in the work required. Could you please confirm the scope is accurate as shown and all of the services are specified that may be required under this contract?
- A2:** See RLR1 above.

- Q3: This RFP directs firms to submit our questions and EOI via email to OPCM@mdot.maryland.gov. Our team is submitting an EOI for other MDOT SHA contracts that require both questions and EOI submissions be made within eMaryland Marketplace Advantage (eMMA). Could you please confirm whether or not we will need to submit our questions and EOI via eMMA instead of email?
- A3: See RLR2 and RLR3 above**
- Q4: If submitting via eMMA, as a Joint Venture (JV), do we need to register our JV in eMMA in order to submit our EOI, or can one of the individual firms of our JV submit through an already registered account in eMMA as long as we indicate our intent to submit as a JV in our Letter of Interest?
- A4: Any of the JV constituents that are registered in eMMA may submit for the JV.**
- Q5: Page 8 of the advertisement states that all pages except for pages in SF 330 format need to be at least 11-point Time New Roman font. Does that mean that Section E (Resumes), Section F (Projects), and Section H (Additional Information) can be 10-point font since they are in SF 330 format?
- A5: Correct.**
- Q6: Page 1 of the ad states, “All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal.” For clarification purposes – it is our understanding that each individual firm that is part of the Joint Venture must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI – not as a Joint Venture entity. Please confirm
- A6: All individual firms must be registered and in good standing with the Maryland Department of Assessments and Taxation at the time of the EOI submittal.**
- Q7: Per page 9, Section One (1) SF 330, Part I, Section E, the Key Staff section is limited to five (5) pages with 4 Key Staff positions noted. Please clarify the number of pages required for Section E.
- A7: See RLR4 above.**
- Q8: When comparing BCS 2021-10 to the incumbent contract BCS 2014-17, the Example of Work appear to be very different. Please confirm the Examples of Work listed on Page 6 are those we are to expect from this contract.
- A8: See RLR1 above.**
- Q9: Please confirm for Key Staff 1 – Does this Key Staff need to have experience in inspection of transportation related steel and /or concrete structures?
- A9: See RLR5 above.**
- Q10: The bulleted list of Consultant Services Required reads identically to those services required in BCS 2020-13 Traffic Engineering and Design Services. Can you confirm that this is the intended scope for BCS 2021-10?
- A10: See RLR1 above.**

Q11: The public notice for BCS 2021-10 states that SF 330 Forms are to be completed without any changes to the electronic format. Standard font size for the SF 330 is 10pt. Can you confirm 10pt is an acceptable size font for the SF 330 form pages?

A11: Standard font size for the SF 330 form pages is 10pt.

Q12: Can you confirm proposing teams are allowed 5 pages for SF330 Part I, Section E, which only requires 4 key staff resumes?

A12: See RLR4 above.

Q13: The public notice states that “All firms, including Joint Ventures, must be in good standing with SDAT.” Please confirm this requirement applies to individual firms comprising the JV, not the JV as a separate business entity.

A13: See A6 above.

Q14: In the public notice, Section B.III Outside Key Consultants states “Please follow the directions provided in Step VI below, Special Requirements – DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE firms,” please clarify:

a. “Step VI below” is Section H-Additional Information. Please confirm we should follow the direction provided in 5. Special Requirements-DBE Provisions.

b. Please confirm that the DBE firm name and address should be included in Section C 9 through Section C 11.

A14: See RLR6 above.

Q15: Are the listed Consultant Services Required and Examples of Work correct? Those listed match a previous advertisement for BCS 2020-13 Traffic Engineering and Design Services, Statewide.

A15: See RLR1 above.

Q16: If the Consultant Services Required changes, would MDOT SHA consider extending the Expression of Interest due date to allow us to reorganize our team?

A16: Expression of Interest due date is July 29, 2021 by 12:00 p.m.

Q17: At the time of submission, is it acceptable for Key Staff 3 to have a PE license in another state with their Maryland PE license pending?

A17: Professional Engineer (PE) registered in the State of Maryland, is required at the time of submission.

Q18: Can MDOT SHA please clarify the font size that should be used for Section E (Resumes), Section F (Projects), and Section H (Technical Write Up)?

A18: Font size for all sections of Form SF330 is 10 pt.

Q19: RFP Page 9, In reference to B. Part I, Section E, it states a five page limit, but only list 4 key staff. Should this section read “not to exceed four (4) pages total”?

A19: See RLR4 above.

Q20: An SF330 typically includes a G. Key Personnel Participation in Example Projects Matrix, but the RFP does not specifically reference this as a required document. Please confirm if respondents should include a Section G in their submittals?

A20: Section G should be included.

Q21: Is a Certification Regarding Investments in Iran form required with the EOI submission? If so, where should it be located?

A21: These forms are not required at the Expression of Interest submittal.

Q22: If submitting as a Joint Venture, does the Joint Venture have to be registered in/with eMMA and therefore submit through that registered entity? Or can one of the Joint Venture firms submit through their firm's eMMA account?

A22: See A4 above.

Q23: Is the page limit for the SF330 resumes 4 or 5 pages? The EOI currently states that limit is one page for each resume.

A23: See RLR4 above.

Q24: Is size 10 font allowed for the SF330 resumes, sample projects, org chart and staff matrix?

A24: See A11 above.

Q25: The EOI states that "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 imply that the sample projects shown on the key staff resume must be within the last 3 years or are older projects acceptable? What is the limit on project age for the SF330 resumes?

A25: See RLR4 above. The Example Projects set forth shall be recent experience performed within the past five (5) years.

Q26: For SF330 Part I, Section E, it is indicated that this section is not to exceed five pages total. You have asked for four resumes. Are we to make each resume 1.25 pages long, or is there something else that we must include in that section?

A26: See RLR4 above.

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE SUBMISSION IN FRONT OF THE TRANSMITTAL LETTER.

Jada J. Wright, Director
Office of Procurement and Contract Management

Date

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official Title

Date