

PUBLIC NOTICE FOR  
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2021-12

Traffic Count and Highway Inventory Data Collection

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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 (EOI) for that Project as set forth herein. The EOI shall be electronically submitted via email at [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov). 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. 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 may 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 and subsequent secondary qualifications-based selection. 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>. 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@mdot.maryland.gov](mailto:opcm@mdot.maryland.gov) no later than 12:00 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 Oluwaseun Yerokun, [oyerokun@mdot.maryland.gov](mailto:oyerokun@mdot.maryland.gov), 410-545-5660 with cc to Yasin Mohammed, Deputy Director, OPCM at [ymohammed@mdot.maryland.gov](mailto:ymohammed@mdot.maryland.gov) (410)545-5754.

**All addendums to this advertisement will be posted only on eMaryland Marketplace Advantage and on the Consultant Services Center page of the MDOT SHA's website ([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 MDOT SHA projects.

### **Special Provisions**

#### Title VI

MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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, or national origin in consideration for an award.

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. MAP 21 OF 2012, AND FAST ACT 2015.** (See attachment VI of the MDOT SHA Request for Proposal located at <https://www.roads.maryland.gov/ohd/RFPAEGuidelines.pdf>).

Disadvantaged Business Enterprise (DBE)

It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contacts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis. MDOT certified small business enterprise (SBE)/DBE firms are encouraged to respond to this solicitation. The MDOT MBE website is [http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/MBE\\_DBE\\_Certification.html](http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/MBE_DBE_Certification.html)

RESPOND TO:

Jada J. Wright  
MARYLAND DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT  
MANAGEMENT  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street  
Baltimore, Maryland 21202

Issue Date: 04/15/2021

MDOT SHA Contract Number: BCS 2021-12

**1. Project Title and Description:**

**Traffic Count and Highway Inventory Data Collection**

To provide a 5-year, statewide project to provide the Office of Planning and Preliminary Engineering's Data Services Division (DSD) with accurate traffic count and highway system inventory data, and to provide technical engineering assistance to keep each of DSD's Continuous Traffic Count Locations functioning properly. The requested contracts will also provide on-site and/or off-site assistance with highway and/or traffic engineering services as required for the collection, analysis, processing, validating and reporting of system data to support DSD's Traffic Monitoring System and Road Inventory Program

MDOT SHA may award up to four (4) 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 four (4) contracts will not exceed \$26,000,000.00. 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. Consistent with competitive qualifications-based selection, a secondary qualifications-based selection will be employed for all task-order assignments. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired, or the task has been completed. No minimum amount of work or funds is guaranteed under these contracts.

This Contract will be administered solely by MDOT SHA's Office of Planning and Preliminary Engineering (OPPE) Data Services Division (DSD) located at 707 N. Calvert St. Baltimore, MD 21202 to support the Statewide Architectural and Engineering needs of MDOT SHA and will be funded with both State and Federal Funds. Assignments may be made to support other MDOT SHA Offices with the prior approval of the MDOT SHA Deputy Administrator. In addition, this contract may be used to provide services to the MDOT's The Secretary's Office, or any of the MDOT Transportation Business Units (TBUs), 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:**

The services to be performed are the collection of accurate traffic count and highway system inventory data, and to provide technical engineering assistance to keep each of DSD's Continuous Traffic Count Locations functioning properly. The requested contracts will also provide on-site and/or off-site assistance with highway and/or traffic engineering services as required for the collection, analysis, processing, validating and reporting of system data to support DSD's Traffic Monitoring System and Road Inventory Program. The Firm shall be proficient in the services listed below and shall bring an experienced and expert staff to the project.

Traffic Count and Highway Inventory Data Collection Services under this project will provide expertise in traffic count and highway inventory data collection services. Specific assignments are expected to vary depending on MDOT SHA's needs throughout the duration of the contract. The Consultant may be authorized to subcontract for specialty services with prior approval of the MDOT SHA.

The MDOT SHA may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Firms shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other MDOT SHA project assignments. The on-site consultant staff will operate under the direction of MD SHA management. All on-site support staff are subject to the annual audited field overhead rate when working at a MDOT SHA facility 90 or more consecutive days.

Firms with expertise in Traffic Count and Highway Inventory Data Collection services to provide, but not limited to, the following services for:

- Traffic Count Data Collection Services
- Highway Inventory Data Collection Services
- Continuous Count Location Assistance Services

and all other engineering professional services related to Traffic Count and Highway Inventory Data Collection.

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

Examples of the **Traffic Count Data Collection Services** to be provided may include the following:

- **Portable Machine Counts**

- o DSD requires all consultants use non-intrusive count equipment on highways based on access control, traffic volumes and speed limits and/or other factors. DSD will make the final determination where non-intrusive count equipment is to be used.
- o Normally, portable machine volume counts, especially Program Counts, will be forty-eight (48) hour counts with corresponding dates and hour ranges. Portable machine counts will be taken for a period of 48 hours starting at midnight, Tuesday and Wednesday or

Wednesday and Thursday. Typically, counts will be assigned for weekdays, but weekends could be included. Some assignments may be longer than 48 hours.

- o It is anticipated that in a twelve (12) month period, portable machine traffic counts will be needed at approximately 3,200 locations. Locations consist of two or more lanes, except for special circumstances such as ramps, service roads, etc., which may only require one lane. The number of portable machine count locations assigned under this contract in any week will normally range from zero (0) to fifteen (15) but may exceed this number as circumstances dictate. All equipment must have the consultants name, address, and telephone number for easy identification.

- ❖ **Types of Portable Machine Counts:**

- Volume Counts
- Vehicle Type Classification Counts
- Speed Studies (must include 85th percentile data)
- Gap Studies
- Vehicle Length Classification Studies
- Headway Studies
- Truck Weigh-in-Motion Surveys
- Vehicle Type Classification/Speed Counts (must include 85th percentile data)
- Bluetooth Traffic Monitoring
- Non-Intrusive Length Based Counts
- Other counts, studies, or surveys as required

- **Manual Counts**

- Manual counts may be of any duration of time and require more than one person to conduct them. Normally, counts will be taken Tuesday through Thursday. Typically, counts will be assigned for weekdays, but weekends may be included. Turning Movement counts, and manual Classified counts must be completed in one day.
- It is anticipated that in a 12-month period, the total manual counts required for the year, for all contracts, will take place at approximately 1,400 locations
- The number of counts assigned under this contract in any one week will normally range from zero (0) to ten (10) but may exceed this number as circumstances dictate.

- ❖ **Types of Manual Counts**

- Turning Movement Counts (must include pedestrian/school children/bicycle counts and critical lane analysis with level of service)
- Vehicle Classification Counts
- Vehicle Occupancy Counts
- Queue Length Measurements
- Travel Time/Speed and Delay Measurements (Routes and Intersections)
- Transit Ridership Counts
- Traffic Control Observance Counts
- Occupancy Protection Use Counts
- License Plate Surveys
- Origin/Destination Surveys
- Bicycle Counts/Surveys
- Pedestrian Mid-Block Crossing Counts (including Scatter Map);

Examples of the **Highway Inventory Data Collection services** to be provided may include the following:

- Each field crew is to consist of two (2) Engineering Technicians with experienced in the highway data collection and/or road inventory, as well as experience with GIS software, Distance Measuring Instruments, GPS and associated software.
- Field Crew(s) will be required to collect data throughout the state and may be required to work out of town.

Highway inventory data to be collected may include, but not limited to:

- Road Type and Width
- Shoulder type and width
- Number of lanes
- Auxiliary lanes
- Median type and width
- Guardrail locations and attributes
- Roadway signs
- Other asset locations, as needed

Examples of the **Continuous Count Location Assistance services** to be provided may include the following:

The consultant will provide the necessary expertise and assistance to keep each of DSD's Continuous Count Locations functioning. This will include, but will not be limited to the following:

- Location design
- Resealing of pavement failures at the existing arrays and immediate area
- Converting existing power to solar technology
- Installing new loops and piezo axle sensors
- Performing recalibration of controllers
- Performing Weigh-In-Motion Calibrations
- Perform field inspections of Loops/Piezo Sensor installations.
- Replacing antiquated equipment
- The consultant shall also provide Maintenance of Traffic (MOT) as required.

Providing onsite engineers and inspections for work at MDOT SHA facilities under the direct supervision of MDOT SHA personnel.

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

- Assist MDOT SHA in the testing, verification, and purchase of "Big Data", as it relates to traffic count data, highway inventory and/or asset data.
- System-wide analyses and quality control
- Special project assistance
- Processing requests for data
- Assistance in converting, validating, and loading historical data.



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- Researching requests for historical data.
  - Assistance in the collection of Global Positioning System (GPS) data on publicly maintained roads in Maryland.
  - Investigation and implementation of new data collecting technologies.
  - Assistance in maintaining DSD databases.
  - Design and layout of published DSD products.
  - Information processing and GIS assistance
  - and all other engineering professional work related to Traffic Count and Highway Inventory Data Collection.
- and all other engineering professional work related to Traffic Count and Highway Inventory Data Collection.

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

- Computer and/or Laptop running Windows 10
- Microsoft Office Suite including Access, Excel, Word and Outlook
- Apple iPad with mobile network connections
- Microsoft ThinkPad with mobile network connections
- ESRI's ArcGIS Software

This is not an all-inclusive list as this contract may include all professional services and activities related to traffic count and highway inventory data collection services.

There may be instances when MDOT SHA requires the consultant to provide emergency response times for a given project or task assignment. Therefore, the consultant may be required to provide those services within 24 hours of notification or as otherwise directed by MDOT SHA.

The Consultant will keep MDOT SHA's OPPE and/or its appointed designee continually advised of the progress on the project/work assignment being considered. The Consultant will receive direction from either OPPE and/or its appointed designee. Progress meetings will be held as necessary to review the tasks accomplished.

"Please see eMaryland Marketplace Advantage ([emma.maryland.gov](http://emma.maryland.gov)) or the MDOT SHA Web Page, Consultant Services Division for the job classification specifications attachments. These will not be included at the end of the advertisement".

**NOTE:** The consultant is required to certify in the Expression of Interest (EOI) 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 MDOT 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. I 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 electronically the following per the specified requirements listed below:

- 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 (i.e., BCS 2021-12-ABCFirm-Letter of Interest).

The EOI comprised of:

- A. **One (1) Letter of Interest** - Limited to one (1) page which must contain the address of the firm's closest location to 707 N. Calvert St. Baltimore, MD 21202; 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:** All pages (except for pages in Standard Form (SF) 330, 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 11-point Times New Roman font. SF 330 Forms are to be completed without any changes to the electronic format. The front covers must clearly display the BCS Number, Project Services Title, Firm's Name. Sections in the EOI submittals must be labeled. Graphics and photos are acceptable but will not be considered in the evaluation process.

**B. One (1) SF 330-**

(Please note 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 should not be altered)

The SF 330 must be completed in its entirety paying special attention to the following:

- I. **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:
  - A. **Key Staff 1:** A Professional Engineer (PE) registered in the State of Maryland with a minimum of 5 years of experience performing traffic count and highway inventory data collection and analysis; a Bachelor of Science (or higher) in Civil Engineering; and employed by the Prime/JV who will serve as the Project Manager and the Primary Liaison;
  - b. **Key Staff 2:** A Transportation Engineer (TE) equivalent to the SHA TE III classification with the exception that an additional one (1) year experience must be in the traffic engineering field and employed by the Prime/JV
  - c. **Key Staff 3:** A Transportation Engineering Technician (TET) equivalent to the SHA TET V classification with the exception that five (5) years' experience must be in performing traffic count, highway inventory, and/or asset data collection and analysis and employed by the Prime/JV.

- d. **Key Staff 4:** A Transportation Engineering Technician (TET) equivalent to the SHA TET IV classification with the exception that three (3) years' experience must be in performing traffic count, highway inventory, and/or asset data collection and analysis and employed by the Prime/JV.

**NOTE:** Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Section E, #17 of 18 on the SF 330 the words "**Maryland Registered**" and the Maryland License Registration Certificate Number for the individual. Section E. #17 of 18 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.

In addition to items **a.** and **b.** in Section E 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.

**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.**

- II. **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.**
- III. **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.

It is anticipated that Key Staff 2.3.&4 may be required to provide engineering services on-site at MDOT SHA facilities

IV. **Part I – Section D** – Organizational Chart shall be limited to an 11 X 17-inch page with Times New Roman font size 10-point or larger. In addition, a separate Matrix is required to be 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 projects needs on the horizontal axis. The support Personnel Matrix shall be limited to an 11 X 17-inch page with Times New Roman Font size 10-point or larger and one-inch margins.

V. **Section F – Example Projects:**  
Limited to three (3) example projects, each example project is limited to two (2) pages for a total not to six (6) 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).

VI. **Section H-Additional Information**  
This section 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 MDOT SHA setting forth evidence that the consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.

II. The Consultant shall include a copy of the firm’s current certification(s) of insurance, which should contain, at 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 proposed coverage to be carried by a firm for each of the four (4) areas of insurance required shall be clearly stated on the insurance certificate. (i.e. Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance and Comprehensive Automobile Liability Insurance)  
See Section III.A., A., VIII, pages 11 – 12 and the General Conditions pages 106-107 of the RFTP booklet/guidelines.
- 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 the MDOT SHA rejecting the EOI. 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 required for each of the four (4) areas of insurance,

**D. Special Requirements-Investment Activities in Iran**

As per State Finance and Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.mdot.maryland.gov](http://www.bpw.mdot.maryland.gov) of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Bidder/Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

## 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 and 49 CFR and Section 504 of the Rehabilitation Act of 1973).

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 (EOI) 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, MAP 21 OF 2012. AND FAST ACT 2015.

To comply with the aforesaid SPECIAL REQUIREMENTS, Consultants who submit EOI's 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. Applicable NAICS

**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 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** the required DBE information, in the specified areas, may result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interests of the State to seek clarification or additional information from the Consultant.

**A. Contract Goals**

For the purposes of this contract, a goal of 25% has been established for DBE participation. DBE proposers must meet the established DBE goal by either utilizing 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 DBE's, 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 the SF 330.

**6. Additional Information:** MDOT SHA reserves the right to develop a Reduced Candidate List from those firms responding to this advertisement.

Additionally, Offerors should give specific attention to the clear identification of those portions of its Offer that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Offer.

Offers shall be available for public inspection, except to the extent the Offeror designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Offer and shall be readily separable from the Offer in order to facilitate public inspection of the non-confidential portion of the Offer, including Total Price.

For requests for information made under the PIA, the Procurement Officer shall examine the Offers to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. Nondisclosure is permissible only if approved by the Office of the Attorney General.



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-**

**Expression of Interest (EOI) Review Criteria**

The criteria to be used in evaluating EOI's for the creation of a RCL are:

-**Key Staff** - (Evaluated on a 30-point scale)

-**Example Projects** – (Rated either (A)acceptable, (U)nacceptable or (N)neutral)

- (A) Acceptable-Response demonstrates they meet requirements
- (U) Unacceptable-Response fails to demonstrate they meet requirements
- (N) Neutral-Lacks prior MDOT SHA experience. Not a barrier to award.

**NOTE:** 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 MDOT SHA chooses to rate and rank during the EOI phase to develop a Reduced Candidate List, MDOT SHA will carry forward the scores for the **Key Staff** (and Specialized Expertise, if applicable) into the Competitive Technical Proposal evaluation phase.

**Request for Technical Proposals (RFP) Review Criteria**

Proposers selected for the Reduced Candidate List will be invited to submit a Technical proposal under a Request for Technical Proposals Letter. The letter will outline the evaluation and scoring criteria used.

9. **Key Staff Replacement**-Key Staff replacements are allowed only if the staff is no longer employed by the firm. Key Staff replacement requests can be made **before or after** final selection. Key Staff replacements cannot be made to cure a deficiency in the originally proposed Key Staff or to raise the scoring. The process for substitution is as follows:

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A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing and on the firm's/joint venture's letterhead along with a one (1) page qualifications resume per the requirements outlined in this solicitation.

Please note the following:

- All requests must be made in writing and outline the reason for the change, include the names of the Key Staff involved and include a maximum of a one (1) page resume as per the instructions set forth in the Project Resume.
- If the Key Staff have not been rated and received a score at the time the request is received, MDOT SHA reserves the right to score the originally proposed Key Staff to establish the base score.
- If there is a Key Staff subsequent request, then the score of the replacement must be equal or higher than the most recent approved Key Staff; however, the base score will remain the same.
- All requested Key Staff changes must be approved by MDOT SHA.
- All Key Staff substitutions will be evaluated using the same Competitive Technical rating criteria and the Key Staff replacement's score must be equal to or higher than the originally proposed Key Staff or the most recent approved Key Staff if subsequent requests for the same Key Staff are received.
- All scores will remain confidential by MDOT SHA

**NOTE:** The Consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

10. 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](mailto:OPCM@mdot.maryland.gov).

Issue Date: 04/15/2021

The subject line of the Expression of Interest email submission must include the following:

- Expression of Interest Submission for BCS 2021-12
- Expression of Interest Service Title

The body of email must include the following:

- Expression of Interest Due Date and Time
- Firm Name
- Firm Address
- Contact Person for this Submission

Please respond by **May 12, 2021, prior to 12:00 P.M. (NOON)**

RESPOND TO:  
Jada J. Wright  
MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
707 North Calvert Street  
Baltimore, Maryland 21202