

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

February 22, 2024

**Contract No.** BCS 2024-01

**Description:** Survey and Engineering  
Services, District 3

**EXPRESSION OF INTEREST ADDENDUM NO. 1**

To All Consultant Candidates:

Please be advised that the Expression of Interest (EOI) delivery date for this contract has been changed from **12:00 PM (NOON) on March 7, 2024**. The Expressions of Interest (EOI) are now due on **March 22, 2024, by 12:00 PM (NOON)** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outlined in the advertisement. Expression of Interest received after the deadline will not be accepted no matter how they have been transmitted.

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**REDLINE REVISION (RLR)**

- RLO1: Key Staff 1: Supervisor/Senior Project Manager: Professional Engineer (PE): registered in The State of Maryland with a minimum of 12 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineering employed by the Prime/JV, ~~who will serve as the Project Manager and the Primary Liaison.~~
- RLR1: **Key Staff 1: Supervisor/Senior Project Manager: Professional Engineer (PE): registered in the State of Maryland with a minimum of 12 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineering employed by the Prime/JV, who will serve as the Senior Project Manager and the Primary Liaison.**
- RLO2: **Key Staff 2:** Project Manager/Highway Engineer: Professional Engineer (PE) registered in the State of Maryland with a minimum of 10 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineer or related field, ~~employed by the Prime/JV or any of the Subconsultants.~~
- RLR2: **Key Staff 2: Project Manager/Highway Engineer: Professional Engineer (PE) registered in the State of Maryland with a minimum of 10 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineer or related field, employed by the Prime/JV, who will serve as the Project Manager and the Secondary Liaison.**

- RLO3:** **Key Staff 3: Hydraulics Engineer: A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of experience; expertise in a variety of design projects involving highway, hydraulics, pedestrian, and bicycle facility design including new construction, reconstruction, and rehabilitation type projects and ~~employee of the Prime/JV and who will serve as the Secondary Liaison.~~**
- RLR3:** **Key Staff 3: Hydraulics Engineer: A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of Hydraulics Engineering experience; expertise in a variety of design projects involving highway, hydraulics, pedestrian, and bicycle facility design including new construction, reconstruction, and rehabilitation type projects and employee of the Prime/JV or any of the subconsultants.**
- RLO4:** **Key Staff 4: Traffic Engineer: A Professional Engineer (PE) registered in the State of Maryland; Certified Professional Traffic Operations Engineer (P.T.O.E) preferred; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelor of Science in Civil engineering (or higher); ~~employed by the Prime/JV; who will serve as Secondary Liaison.~~**
- RLR4:** **Key Staff 4: Traffic Engineer: A Professional Engineer (PE) registered in the State of Maryland; Certified Professional Traffic Operations Engineer (P.T.O.E) preferred; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelor of Science in Civil engineering (or higher); employed by the Prime/JV or any of the subconsultants.**

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### CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 PM (NOON) on February 9, 2024, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

- Q1. With reference to Part I, Section E: Key Staff (the Advertisement pg. 8): the descriptions for Key Staff 3 and Key Staff 4 both say that the role will serve as Secondary Liaison. Which Key Staff position(s) are required or permitted to be the Secondary Liaison, assuming there will be only one Secondary Liaison.
- A1. **See RLR3 and RLR4 above.**
- Q2. Is Key Staff #3 or #4 the Secondary Liaison? The descriptions for both mention that they will serve as the Secondary Liaison.
- A2. **See RLR3 and RLR4 above.**
- Q3. Can Key Staff 2-5 be from the subconsultant?

- A3. Key Staff 2 must be employed by the Prime/JV and Key Staff 5 can be employed by the Prime/JV or any of the Subconsultant.**
- Q4. Should we submit SF 330 Section G?
- A4. Yes, SF 330 Part I Section G must be completed and submitted. Per the advertisement, “the SF330 must be completed in its entirety...”**
- Q5. Recently SHA has bumped up the max timeframe for the age of example projects from 5 to 7 years for other pursuits. Is it acceptable to submit example projects performed within the past seven (7) years?
- A5. No, the Example Projects set forth shall be recent experience performed within the past five (5) years.**
- Q6. Key Staff 3 and Key Staff 4 are both noted as serving as Secondary Liaison. Please clarify which Key Staff is to serve as Secondary Liaison.
- A6. See RLR3 and RLR4 above.**
- Q7. Can the Example Projects years of experience be increased from 5 years to 7 years due to COVID shutdowns?
- A7. No, the Example Projects set forth shall be recent experience performed within the past five (5) years.**
- Q8. Per the RFP both Key Staff 3 and Key Staff 4 are to serve as the Secondary Liaison. Typically, see one staff member serve as the Secondary Liaison on Maryland State Highway RFP's. Does SHA want two key staff to be the Secondary Liaison or just one key staff member? c) Key Staff 3: Hydraulics Engineer: A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of experience; expertise in a variety of design projects involving highway, hydraulics, pedestrian, and bicycle facility design including new construction, reconstruction, and rehabilitation type projects and employee of the Prime/JV and who will serve as the Secondary Liaison.d) Key Staff 4: Traffic Engineer: A Professional Engineer (PE) registered in the State of Maryland; Certified Professional Traffic Operations Engineer (P.T.O.E) preferred; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelor of Science in Civil engineering (or higher); employed by the Prime/JV; who will serve as Secondary Liaison.
- A8. See RLR3 and RLR4 above.**
- Q9. Are both Key staff 3 and 4 (H/H and Traffic) going to remain as Secondary Liaison Key staff? Would the Key staff 3 and 4 (H/H and Traffic) be expanded to allow it to be from Prime/JV or subconsultant?
- A9. See RLR3 and RLR4 above.**
- Q10. Please confirm it is SHA's desire to have both Key Staff 3 and Key Staff 4 identified as the secondary liaisons.

**A10. See RLR3 and RLR4 above.**

Q11. Please confirm no educational requirements are required for Key Staff 3 Hydraulics Engineer, or otherwise please provide the educational requirements for Key Staff 3.

**A11. See RLR3**

Q12. Section IV.C.1, Key Staff. Both Key Staff 3 and 4 are stated to act as Secondary Liaison. Please verify if only one of these should be listed as Secondary Liaison, or if Key Staff 2, Project Manager/Highway Engineer should be listed as Secondary Liaison since they also carry a Project Manager title.

**A12. See RLR3 and RLR4 above.**

Q13. Section IV.C.5, Example Projects. The last line of this section states “Information provided in this section shall become part of the rating/evaluation criteria for this project.” Is there any numerical rating associated with the projects, either at this phase or at the Technical Proposal phase? The Evaluation Criteria contained in the RFP states projects will be rated as Acceptable or Unacceptable, which seems contradictory to the included statement.

**A13. No, there is no numerical rating associated with the projects either at the EOI phase or the technical phase. Per the advertisement “Example Projects, rated either (A) Acceptable, (U) Unacceptable, across all projects submitted.**

Q14. Section IV.C.5 Example Projects, would SHA extend the time frame for the recent experience from 5 years to 7 years?

**A14. No, the Example Projects set forth shall be recent experience performed within the past five (5) years.**

Q15. The recent EOI requests that Key Staff #3 be a Hydraulics Engineer who must be an employee of the Prime/JV. In order to allow for additional DBE participation and submission of qualified individuals, would SHA be open to changing the employment requirement to being employed by the Prime/JV or any of the subconsultants?

**A15. See RLR3 above.**

Q16. There are two Secondary Liaisons listed in the Key Staff requirements. Does SHA intend to have two points of contact for the Secondary Liaison? If so, please clarify that either Secondary Liaison will have equal authority.

**A16. See RLR3 and RLR4 above.**

Q17. The request for a Secondary Liaison is shown in Key Staff 3 and Key Staff 4. Could you please clarify which Key Staff member is to be the Secondary Liaison?

**A17. See RLR3 and RLR4 above.**

Q18. Key Staff #1 lists in the description that they will serve as the Project Manager, but Key Staff #2 has “Project Manager” in the title. Can you clarify as to who is the overall Project Manager for the contract? If it is KS#1, can you clarify the role of “Project Manager” for KS#2?

**A18. See RLR1 and RLR2 above.**

Q19. On page 8, Section C of the RFP, it states in 1.c that Key Staff 3: Hydraulics Engineer will "serve as secondary liaison". Below that paragraph, in 1.d for Key Staff 4: Traffic Engineer will "serve as the secondary liaison." To clear up confusion - are both Key Staff 3 and 4 serving as "secondary liaison" for this contract?

**A19. See RLR3 and RLR4 above.**

Q20. Both Key Staff 3 and Key Staff 4 are identified as the Secondary Liaison for the contract. Please clarify which Key Staff should be the Secondary Liaison and if the intention is to also have a Third Liaison.

**A20. See RLR3 and RLR4 above.**

Q21. Would MDOT SHA consider revising the Key Staff 3 and Key Staff 4 requirements to allow the position to also be filled by “any of the Subconsultants?” This would greatly improve the potential for MBE utilization for the contract.

**A21. See RLR3 and RLR4 above.**

Q22. Would MDOT SHA consider increasing the page limit for Section H – Additional Information from one (1) page to two (2) pages?

**A22. No, Section H-Additional Information is limited to one (1) page per the advertisement.**

Q23. Please reconsider the requirement of Key Staff 3: Hydraulics Engineer and Key Staff 4: Traffic Engineer to be an employee of the Prime/JV **or any of the Subconsultants.**

**A23. See RLR3 and RLR4 above.**

Q24. Please confirm Key Staff 3: Hydraulics Engineer and Key Staff 4: Traffic Engineer will both serve as Secondary Liaison.

**A24. See RLR3 and RLR4 above.**

Q25. Please confirm Key Staff 2: Project Manager/Highway Engineer will serve as a Project Manager. The description does not indicate this position will serve as a Project Manager. The description of Key Staff 1 indicates they will serve as the Project Manager.

**A25. See RLR1 and RLR2 above.**

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EXPRESSION OF INTEREST  
SUBMISSION VIA EMMA.**



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

February 22, 2024

Date

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Acknowledgement of Receipt of Addendum No. 1 for BCS 2024-01:

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(Company)

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

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Title

\_\_\_\_\_  
Date

General questions relating to this Addendum No. 1 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 SHA.