

PUBLIC NOTICE FOR  
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2024-02

Survey and Engineering Services, District 3 - SBE

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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).

This is a Small Business Enterprise Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in 13 CFR 121 Small Business Size Regulations, and that are certified by the Maryland Department of Transportation Office of Minority Business Enterprise are eligible for award of a contract.

Certified SBE 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 eMaryland Marketplace Advantage (eMMA) at [emma.maryland.gov](http://emma.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 MDOT certified SBE firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the MDOT certified SBE 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 MDOT certified SBE firms so that they can prepare such proposals for the Project. The MDOT certified SBE 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 MDOT certified SBE firm are timely and successful, a contract may be awarded to that MDOT certified SBE 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. All firms, including Joint Ventures, must also be registered in the Federal System for Award Management in accordance with 23 CFR §172.7 (3) located at <https://www.sam.gov> and be in good standing.

All Subcontractors must be in good standing at the time of award. 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 MDOT certified SBE firm is requested to submit proposals, the MDOT certified SBE firm's proposal should substantially reflect the same composition and area of involvement as their Expression of Interest. All firms proposed in a Joint Venture (JV) must be MDOT certified SBE firms in order to qualify or they will be disqualified. If a Joint Venture (JV) responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest (EOI) from the MDOT certified SBE 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 MDOT certified SBE 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 MDOT certified SBE 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 MDOT certified SBE firms involved.**

All Subcontractors must be MDOT certified SBE firms. No non-MDOT certified SBE firms are permitted. Additionally, the above does not preclude a MDOT certified SBE firm from being set forth as a designated subcontractor to more than one (1) MDOT certified SBE prime responding to the project advertisement.

MDOT State Highway Administration (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.

eMMA is an electronic commerce system administered by the Maryland Department of General Services. In addition to using the SHA website (<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>), the solicitation, Offeror questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA. **To receive a contract award, a firm must be registered on eMMA. Registration is free. Go to <https://emma.maryland.gov>, click on "New Vendor? Register Now" to begin the process, and then follow the prompts.**

Each Offeror is requested to indicate its eMMA vendor number in the Transmittal Letter (cover letter) submitted at the time of its Proposal submission to this RFP.

**All questions concerning submissions and procedures must be submitted via eMMA at <https://emma.maryland.gov/> no later than February 16, 2024, 12:00 PM (NOON). All questions must be posed under the specific solicitations Discussion Q&A tab.**

**All addenda to this advertisement will be posted *only* on eMMA and on SHA's website (<http://www.roads.maryland.gov/>) under Business → Contracts, Bids & Proposals → Architectural / Engineering Contracts.**

**A Virtual Pre-Proposal Meeting is scheduled for January 31, 2024, from 1:00 PM to 2:00. Please use the information below to access and participate in the one-hour Teams meeting attended by the SHA Procurement Manager, Project Manager and OEO Representative.**

## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 265 835 109 652

Passcode: Z7TUT2

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 667-262-2962,,546573199#](#) United States, Baltimore

Phone Conference ID: 546 573 199#

[Find a local number](#) | [Reset PIN](#)

Consultants will have the ability to provide background investigation results for their personnel assigned to work on SHA projects.

### *Special Provisions*

#### Title VI

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 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.**” (See Attachment VI of the SHA Request for Proposal located at <https://www.roads.maryland.gov/ohd/RFPAGuidelines.pdf> ).

#### Disadvantaged Business Enterprise (DBE)

It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contracts. 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 DBE website is [Small, Minority & Disadvantaged Business - MDOT \(maryland.gov\)](#)

#### **I. Project Title and Description:**

Survey and Engineering Services, District 3 – SBE

To provide preliminary and final engineering design and surveying services and engineering

design review services for the State Highway Administration's (SHA) District 3 Office (D3). District 3 is responsible for Montgomery and Prince George's Counties.

SHA may award up to two (2) 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 two (2) contracts will not exceed \$6,000,000. 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 SHA's District 3 office located at 9300 Kenilworth Avenue, Greenbelt, Maryland 20770 to support the Statewide Architectural and Engineering needs of SHA and will be funded with both State and Federal Funds. The services of this contract are expected to be performed within the geographical region listed above, but assignments may be made anywhere in the State to support SHA's needs with the prior approval of the 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 modes, 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.

## **II. Consultant Services Required:**

To provide Survey and Engineering services, such as preparing and/or reviewing the following: design concepts, highway design, structural design, hydraulics and hydrology, environmental design and documentation, traffic design and analysis, shop drawings, utility designation, survey, the preparation of various displays, and cost estimating.

Firms with expertise in survey and engineering services district 3 to provide, but not limited to, the following services for:

- Develop and review design concepts and alternatives.
- Prepare and review highway geometric and structural designs.
- Prepare noise analysis and mitigation.
- Prepare and review hydraulics and hydrology (including stormwater management, stream relocation and sediment/ erosion control).
- Design and review of signage, lighting, traffic signalization and maintenance of traffic.
- Conduct and review traffic analysis and recommendations.
- Conduct and review traffic operations and accident analysis.
- Develop transportation management plans.

- Perform and review utility design and designation services.
- Develop and review urban streetscape plans and landscape design.
- Prepare and review environmental documentation to obtain necessary permits.
- Preparation of displays, materials, and presentations to support project development efforts.
- Prepare site planning, review or design for supporting facilities (including, but limited to welcome centers and maintenance facilities).
- Prepare and review survey data and preparation of right of way plats.
- Review of shop and working drawings.
- Provide and coordinate document management support or services; cost estimating and value engineering; partnering in construction, planning, or design; construction inspection/management; and construction claims analysis.

and all other engineering professional services related to Survey and engineering Services, District 3.

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

- Highway geometric design
- Bicycle and pedestrian facility design including applying countermeasures to enhance pedestrian and bicycle safety.
- Structural design, analysis, and inspection including retaining walls, box culverts bridges, etc.
- Preparation of right of way plats and engineering reviews of shop and working drawings;
- Hydrology and hydraulics including stormwater management, sediment and erosion control and stream relocation reviews and design, permitting, and inspection;
- Perform metes and bounds and/or topographical surveys on private property and prepare right of way;
- Utility designating and locating including records research, utility design, field surveying, geophysical methods, test pitting, and coordination with utility companies;
- Access Management i.e. plan reviews, permit inspections...etc., and coordination with developers and their engineers and contractors;
- Urban streetscape and landscape design including plantings and streetscape elements; stormwater management planting design and environmental quality monitoring; and roadside tree, reforestation and forest conservation permitting.

and all other engineering professional work related to Survey and Engineering Services, District 3.

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

- Computer/tablets/smart phone
- Printers/plotters
- Latest MDOT SHA adopted versions of MicroStation, InRoads and/or GEOPAK with most up-to-date MDOT SHA CADD Standards
- ProjectWise shall be utilized for the storing and updating of all project documents. This includes MicroStation and design software (InRoads and/or GEOPAK) files used to develop the project design.
- Estimator
- Maryland Construction Management System

**NOTE:** The consultant is required to certify in EOI that it can perform all elements of the project's scope through its own forces and those of its subconsultants.

### **III. Potential Restrictions:**

The firm(s) selected for a given Contract may be required to provide architectural and/or engineering services for any SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a consultant 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. Consultants selected for contract award will be required to submit a signed copy of the "Certification Regarding Investments in Iran" for at the time SHA requests price proposals – **this form is not required at the EOI stage of the procurement.** The form is located at the DOT SHA OPCM website: <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>.

### **IV. Required Information:**

The Consultant shall submit electronically the documents outlined below. One (1) complete .pdf file of the EOI submittal, with subfolders containing the associated, individual .pdf files for each section required herein. Subfolders and sections must be clearly named. All .pdf documents must have the naming convention of BCS 2024-02 - Prime/JV Name-Name Identifying the Document (i.e., BCS 2024-02 – ABC Firm – Letter of Interest).

The EOI comprises the following:

- A. One (1) Letter of Interest** – Limited to one (1) page which must contain the address of the firm's closest location to SHA's District 3 Engineering System Team located at 9300 Kenilworth Avenue, Greenbelt, MD 20770; 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"x17") 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, 11"x17" charts and all matrices must be no smaller than 10-point Times New Roman font. SF 330 Forms are to be completed without any changes to the electronic format. The first page of the document 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. Subcontracts Commitment – *no page limits as this section may vary:***

A Letter of Commitment is required for each proposed Sub-Consultant. While the format and overall content is at the firm's discretion, a Letter of Commitment must at a minimum:

- Be on the Sub-Consultant's letterhead;
- List the services proposed to be provided;
- Certify the firm is able to provide the required resources, services, etc.;
- List the applicable NAICS Codes for the services/work to be performed in support of the contract, and overall percentage of work to be performed for the contract;
- NAICS Codes must be the same as those listed in Section C 11 of the SF 330 for each subconsultant;
- Be signed and dated by the Principal/President of the firm; and
- If a firm is a MDOT Certified DBE, include the MDOT Certification number and applicable NAICS codes consistent with the work to be performed.

**C. One (1) SF 330**

(Please note that U.S. 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 must not be altered.)

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

1. **Part I, Section E: Key Staff.** A separate Section E form should be completed for each Key Staff proposed not to exceed one (1) page per key staff and four (4) 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: 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.
- b) **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.
- 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.

**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 document properly Key Staff requirements in writing *may* result in the firm being precluded from further consideration for the Project.**



2. **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. **Subconsultant personnel are not to be included.**
3. **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 DBE firms.

It is anticipated that Key Staff 2, 3, and 4 may be required to provide engineering services on-site at SHA facilities.

4. **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.
5. **Section F – Example Projects:** Limited to three (3) example projects, each example project is limited to two (2) pages for a total not to exceed 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).
6. **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.

#### **D. Financial Responsibility and Insurance**

1. The consultant shall include a letter addressed to SHA setting forth evidence that the consultant has the financial capacity to provide the services.
2. 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
3. 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).
  4. 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 EOI being deemed not responsible, per COMAR 21.06.01.01. 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 area of insurance.

#### **E. Special Requirements**

1. **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.md.gov](http://www.bpw.md.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 subconsultants and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subconsultants, 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.

**Consultants selected for contract award will be required to submit a completed and signed Bid/Proposal Affidavit per COMAR 21.05.07 at the time SHA requests price proposals – this form is NOT required at the EOI stage of the procurement.**

## 2. DBE Provisions

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered pursuant to this advertisement; DBE 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 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, FAST ACT 2015, AND INFRASTRUCTURE INVESTMENT AND JOBS ACT OF 2021.

To comply with the aforesaid SPECIAL REQUIREMENTS, Consultants who submit EOI's must clearly set forth the DBE Prime firm(s) and DBE subconsultant(s) proposed for goal attainment indicating:

- Firm's name and address,
- The proposed work,
- Percentage of total work,
- MDOT certification number, and
- 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. **The DBE Firms utilized on the DBE Participation must be MDOT Certified DBE firms and listed in the MDOT Directory of Certified Firms at the time of bid/proposal.** 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 (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.

### **Contract Goals**

For the purposes of this contract, a goal of **27%** 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.

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

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 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.

- G. 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.

## H. Rating Criteria

1. **EOI:** The criteria to be used in evaluating EOIs for the creation of a Reduced Candidate List (RCL) are:

- a) **Key Staff, rated on a 30-point scale**

The **Key Staff** submitted in the EOI will be evaluated to determine if they meet the minimum qualifications set forth herein. SHA will carry forward the scores for the **Key Staff** (and Specialized Expertise, if applicable) into the Technical Proposal phase.

- b) **Example Projects, rated either (A)Acceptable, (U)Unacceptable, across all projects submitted**

- (A) Acceptable-Response demonstrates they meet requirements
- (U) Unacceptable-Response fails to demonstrate they meet requirements

2. **Technical Proposal:**

Firms selected for the RCL will be invited to submit a Technical Proposal under a Request for Technical Proposals Letter (RFTP). The evaluation and scoring criteria will be outlined therein.

## I. **Key Staff Replacement:** Replacing Key Staff is allowed *at any stage in the evaluation process*. To replace a Key Staff submission:

Send a letter, on firm/JV letterhead, explaining the reason for the change and the name(s) of the Key Staff involved. Each new Key Staff must be submitted according to the requirements listed in Section B above.

- If a Key Staff has not been scored at the time the request is received, *the replacement Key Staff will be scored, and the original will not be evaluated.*
- If a Key Staff has been scored at the time the request is received, the replacement's score must be **equal to or higher than** the originally proposed Key Staff *or* the most recently approved Key Staff, if subsequent replacement requests for the same Key Staff are received.
- SHA will keep **the identity and scoring of** all Key Staff replacements confidential **during the evaluation of proposals.**

**J. Electronic Submission on eMMA**

1. Only electronic copies of the EOI 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.**
2. The EOI submittal must be uploaded into the **General Envelope** in eMMA, including:
  - a) One (1) file containing the full and complete EOI document, and
  - b) Individual section files.
3. Each file uploaded can be up to 300 MB.
4. There is no limit to the number of files that can be uploaded in a single solicitation and no total limit to the size of all files uploaded in a single solicitation.
5. eMMA accepts zipped files, but each zipped file is limited in size to 300 MB.
6. Offerors shall enter the following information into the “Response Information” box under the “Description” field.
  - a) **BCS 2024-02, Project Title.**
  - b) **EOI Due Date and Time, Firm Name, Firm Address and Contact Person**
7. Each contract series has a designated Procurement Officer, included in the eMMA listing. Please contact them directly using the information provided regarding specific contract series.
8. Technical questions regarding eMMA submission must be directed to the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).
9. **Emailed submissions will not be accepted.**

**Please respond by March 21, 2024, prior to 12:00 PM (NOON).**

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Address general inquiries to:

Ms. Jada J. Wright  
Director, Office of Procurement and Contract Management (OPCM)  
707 North Calvert Street, Mail Stop C-405  
Baltimore, Maryland 21202