

PUBLIC NOTICE FOR
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2025-02

Land Surveying & Subsurface Utility Engineering Services, Statewide

NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of engineers and architects for the following contracts.

The State Highway Administration (SHA) is issuing this Request for Proposals (RFP) for comprehensive Geomatics Engineering Services contract to include: general land surveying, geodetic engineering, Global Navigation Satellite System (GNSS) based post-processed survey control (ie. North American Datum of 1983 (NAD83) and National Spatial Reference System (NSRS) 2022), aerial-, terrestrial-, mobile-, and bathymetric-based Light Detection and Ranging (LiDAR) remote sensing technologies, computer aided drafting and design (CADD), mapping, plat preparation and metes and bounds description, acquisition support and document preparation, boundary mosaic and workmap preparation services, survey document preservation, database development, Geographic Information Systems (GIS) services, utility designation and locations, utility test pit services, video pipe inspection and other specialized field investigations, land records research, maintenance of traffic support (MOT) field and office support staff services. The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contracts as required. Firms interested in being considered must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

SHA anticipates awarding up to eight (8) open-end, task-order based contracts that may cover multiple projects for these services. The duration of the Contracts will not exceed five (5) years. The total funding authority for all eight (8) contracts shall not exceed \$80,000,000. SHA reserves the right to modify the total funding authority. No minimum amount of work or funds is guaranteed under these Contracts. The Contracts will be funded with Federal Funds.

An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Offeror (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

Firms interested in being considered for work on these contracts must submit a Technical Proposal for the contracts as set forth herein. Contracts resulting from this solicitation shall be structured as indefinite delivery indefinite quantity (IDIQ) and payment methods shall 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 for task-order assignments. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures.

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All Technical Proposals shall be submitted through eMaryland Marketplace Advantage (eMMA) online at <https://emma.maryland.gov>. The submittal will consist of the complete Technical Proposal including the individual section files. The limit to the size of each individual file that is uploaded is 300 MB. 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. eMMA accepts zipped files, but each zipped file is limited in size to 300 MB. The following information must be typed in the Response Information box. In the "Project Description," type "BCS 2025-02 Land Surveying & Subsurface Utility Engineering Services, Statewide," Technical Proposal Due Date and Time, Firm Name, Firm Address and Contact Person for this Submission.

Proposals must be submitted electronically. Proposals will not be opened publicly.

If a Joint Venture (JV) responds to this RFP, SHA will not accept separate Proposals from the JV constituents. A firm will not be permitted to submit on more than one (1) JV for this RFP. Also, a firm that responds to this RFP as a prime or a prime JV constituent may not be included as a designated subcontractor to another firm that responds as a prime to this RFP. 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 that has not submitted as a prime from being set forth as a designated subcontractor to more than one (1) prime responding to this RFP.

All proposals received for these contracts will be reviewed on a competitive basis. The Firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per-hour salary rates as supported by Certified Payroll Rosters while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Modes approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audits shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firms are timely and successful, contracts may be awarded to those Firms.

A Pre-Proposal meeting will be held on December 18, 2025, at 11:00am.

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Written questions from prospective Offerors will be accepted by the Procurement Officer through eMMA only. **All questions concerning submissions and procedures must be submitted via emma.maryland.gov no later than December 29, 2025, at 12:00 pm.** The BCS number must be referenced in the email subject line. Problems submitting emails shall be reported to the Consultant Services Division (CSD) telephone number 410-545-5660.

All addendums to this solicitation will be posted **only** on eMaryland Marketplace Advantage (eMMA) and on the Consultant Services Center page of SHA's Webpage (<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>). No other contact to MDOT employees or personal visits will be accepted.

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.

Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for contract award.

Technical Proposals must be submitted in the format outlined within the SHA Standard Request for Proposals guidelines. The SHA Standard Request for Proposals guidelines can be found on the SHA Web Page at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767> by navigating to the *Standard Request for Proposals* link.

The 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 RFP, Disadvantaged Business Enterprises (DBE) 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.

SHA hereby notifies all bidders/offerors that regarding any contract entered into pursuant to this RFP, the contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry

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out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

Technical Proposals received after the deadline will not be accepted, no matter how transmitted, and will be returned unopened to the Consultant.

SHA reserves the right to reject any and all Proposals received in response to this request and is not liable for any cost incurred by any Firm in connection with the preparation and presentation of Proposals.

1. Project Description

The SHA is seeking consultant assistance to perform comprehensive Geomatics Engineering Services contract to include: general land surveying, geodetic engineering, Global Navigation Satellite System (GNSS) based post-processed survey control (ie. NAD83 and NSRS 2022), aerial-, terrestrial-, mobile-, and bathymetric-based LiDAR remote sensing technologies, computer aided drafting and design (CADD), mapping, plat preparation and metes and bounds description, acquisition and support document preparation, boundary mosaic and workmap preparation services, survey document preservation, database development, Geographic Information Systems (GIS) services, utility designation and locations, utility test pit services, video pipe inspection and other specialized field investigations, land records research, maintenance of traffic support (MOT) field and office support staff services. SHA may award up to eight (8) open-ended, task-order based contract(s) that may cover multiple projects for these services. The duration of each contract will not exceed five (5) years. The total funding authority for all eight (8) contracts shall not exceed \$80,000,000. 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.

The contracts will be administered by SHA's Office of Highway Development. The contracts will be funded with Federal Funds. The services of this contract are expected to be performed statewide. Task assignments may be made to support other SHA Offices, the MDOT Transportation Secretary's Office (TSO), any of the MDOT modes, or other agencies. Any tasks assigned under these contracts must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

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2. Consultant Services Required

The services to be performed under this contract will provide high quality, accurate, and precise land surveying services suitable for the use as the foundation for design transportation projects, acquisition of property rights, and inspection and monitoring of infrastructure. All land surveying services performed under this contract series shall be performed in compliance with COMAR, Minimum Standards of Practice, and all SHA policies and guidelines. The Firms may be authorized to subcontract for specialty services with prior approval of the SHA. The Firms shall be proficient in the services and shall bring an experienced and expert staff to the project assignments.

The SHA may request the 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 SHA project assignments. The on-site consultant staff will operate under the direction of SHA management. All on-site support staff are subject to the annual audited field overhead rate when working at a SHA facility 90 or more consecutive days.

Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Scope of Services and Examples of Work:

Services to be provided will include the following:

- a. Survey Control;
 - i. Possess, maintain, and be proficient in the use of all necessary hardware to perform assignments under this section, as pre-approved by SHA.
 - ii. Possess, maintain, and be proficient in all necessary software to perform assignments under this section, as pre-approved by SHA.
 - iii. All horizontal and vertical survey control established under this section shall be collected and delivered in the horizontal and vertical datum stated in each task assignment scope of services.
 - iv. Collect all survey data in an electronic file format that is acceptable and pre-approved by SHA.
 - v. Establish, process, and properly adjust static GNSS horizontal and vertical control on behalf of SHA.
 - vi. Establish GNSS real-time kinematic network calibration/localization solutions based on existing horizontal and vertical ground-based control points pre-approved by SHA.
 - vii. Perform appropriate least squares adjustments on all horizontal and vertical control networks and traverse points established for each task assignment by SHA.

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- viii. Establish and perform differential leveling on all vertical control traverse based on task assignments. This includes spur points used during topographic data collection and cross-section surveys.
- ix. Prepare SHA field book sketches for all horizontal and vertical control traverse points based on SHA procedures.
- x. Submit all necessary GNSS files in the manufacture's electronic proprietary file format, along with all session logs.
- xi. Submit final, edited, and raw electronic data collection files including attribute data in the required SHA file format.
- xii. Submit a final, edited CADD drawing of all horizontal and vertical control points established and/or used on each task assignment. A metadata text box shall be included within the drawing indicating, at a minimum, the following information:
 - 1. Date
 - 2. FMIS number
 - 3. Company performing the control survey and responsible for the adjustment
 - 4. SHA field book and page number references
 - 5. Horizontal and vertical datum (including any other information required to re-establish the datum. e.g. Epoch)
 - 6. North arrow
 - 7. Combined scale factor on Maryland Coordinate System (MCS) primary control point
 - 8. Primary control points held in the adjustment to establish the survey traverse network
- xiii. Submit digital photographs of all horizontal and vertical control traverse points.
- xiv. Complete and submit *PROJECTrack Daily Report* log sheets.

b. Field Surveys;

- i. Possess, maintain, and be proficient with all necessary hardware to perform assignments under this section, as pre-approved by SHA
- ii. Possess, maintain, and be proficient with all necessary software to perform assignments under this section, as pre-approved by SHA.
- iii. Perform all field surveys in accordance with all safety policies and procedures as required by SHA.
- iv. Collect all SHA survey data in an electronic file format that is acceptable and pre-approved by SHA.
- v. Record all necessary SHA field survey information in approved Consultant provided and/or SHA provided field books.
- vi. Submit original, unedited raw electronic data collection files in the required SHA file format.
- vii. Submit final edited RAW electronic data collection files in the required SHA file format.
- viii. Submit digital photographs of the areas to be surveyed along with proper metadata to indicate where the photograph was taken.
- ix. Complete and submit *PROJECTrack Daily Report* log sheets.

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- x. Field data collection surveying services that may be required under this contract include, but are not limited to the following:
 - 1. Topographic survey
 - 2. Planimetric survey
 - 3. Metes and bounds survey
 - 4. Profile survey
 - 5. Cross-section survey
 - 6. Stream survey
 - 7. Americans with Disabilities Act (ADA) surveys
 - 8. Hydrographic/bathymetric surveys
 - 9. Environmental features survey
 - 10. Traffic signalization survey
 - 11. Boring location survey
 - 12. Subsurface utility engineering survey (QL-A and QL-B)
 - 13. Video pipe inspection survey
 - 14. Specialized Field Investigations
 - 15. Structure monitoring survey
 - 16. Aerial-, terrestrial-, mobile-, bathymetric-based LiDAR survey
 - 17. Special Purpose survey.
- c. Remote Sensing Data Collection;
 - i. Have access to and be proficient in all necessary survey hardware to perform assignments under this section, as pre-approved by SHA.
 - ii. Possess, maintain, and be proficient in all necessary software to perform assignments under this section, as pre-approved by SHA.
 - iii. Collect all SHA survey data in electronic file format that is acceptable and pre-approved by SHA.
 - iv. Submit the final registered point cloud data including all accuracy metadata.
 - v. Submit georeferenced digital imagery of mapped areas.
 - vi. Complete and submit *PROJECTrack Daily Report* log sheets.
 - vii. Active and passive remote sensing surveying services that may be required under this contract include, but are not limited to:
 - 1. LiDAR mapping using aerial-, terrestrial-, mobile-, and bathymetric-based hardware
 - 2. Sonar-based bathymetric hardware
 - viii. Report on the accuracy of the remote sensing data (georeferenced and cloud-to-cloud registration).
- d. Map Development;
 - i. Possess, maintain, and be proficient in all necessary hardware to perform assignments under this section, as pre-approved by SHA.
 - ii. Possess, maintain, and be proficient in all necessary software to perform assignments under this section, as pre-approved by SHA
 - iii. Submit all necessary files in the required SHA file format.

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- iv. Be proficient at processing three-dimensional data collection files to generate CADD and CADD support files in a format that is fully compatible with the CADD software being used by SHA and PSD.
- v. Be proficient at merging all necessary existing data collection files with new and supplemental files to generate updated CADD and CADD support files in a format that is fully compatible with the software being used by SHA and PSD.
- vi. Currently, SHA is using Bentley's Open Roads Design for map development. This is subject to change and may vary based on CADD software and specific file formats necessary to perform certain task assignments.
- vii. Be proficient at extracting and modeling three-dimensional LiDAR point cloud data to create CADD and CADD support files.
- viii. Submit digital photographs/imagery of mapped areas.
- ix. Complete and submit *PROJECTrack Daily Report* log sheets.
- e. Stakeout;
 - i. Possess, maintain, and be proficient in all necessary hardware to perform assignments under this section, as pre-approved by SHA.
 - ii. Possess, maintain, and be proficient in all necessary software to perform assignments under this section, as pre-approved by SHA.
 - iii. Perform all stakeout surveys in accordance with all safety policies and procedures established by SHA.
 - iv. Submit marked worksheet indicating what items were either set or found during the stakeout and the flagging and material used in the stakeout.
 - v. Record all necessary SHA field surveying information in pre-approved consultant provided and/or SHA provided field books.
 - vi. Submit digital photographs of the stakeout.
 - vii. Complete and submit *PROJECTrack Daily Report* log sheets.
 - viii. Stakeout surveying services that may be required under this contract include, but are not limited to the following:
 - 1. Existing and proposed easement, right of way, and property lines-of-division stakeout
 - 2. Existing and proposed baseline of right of way, baseline of construction, baseline of survey, etc. stakeout
 - 3. Condemnation stakeout
 - 4. Board of Public Review (BPR) stakeout
 - 5. Traffic signalization stakeout
 - 6. Construction stakeout
 - 7. Test pit and boring stakeout
 - 8. Interchange stakeout.
- f. Subsurface Utility Engineering (SUE);
 - i. Perform all necessary tasks required to accurately map various underground and above ground utilities.
 - ii. Utility designation and location services shall be performed in accordance with the American Society of Civil Engineers (ASCE)

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- Standard ASCE 38-22, “Standard Guides for Investigating and Documenting Existing Utilities” or updated standard.
- iii. The quality level attributes as defined in the resume are as defined in ASCE 38-22, unless specifically modified by SHA.
 - iv. Quality Level C/D, Utility Records Research
 - 1. The SUE Consultant shall prepare all price proposals for QL-C/D services using approved hourly rates.
 - 2. The SUE Consultant shall coordinate with utility companies, the applicable District Utility Engineer (DUE), the Statewide Utility Office (for assistance with escalated coordination, cooperation and/or resolution efforts, when applicable) and the appropriate governmental jurisdiction in researching the location(s) of existing utilities and the approximate locations(s) of planned utilities.
 - 3. The SUE Consultant shall be required to ascertain the age, type, material, general condition and proprietorship of the utility information received from utility companies, private entities, governmental jurisdiction and any other vested entity.
 - 4. The SUE Consultant shall be required to contact utility owners, on behalf of SHA, to request utility records.
 - 5. The SUE Consultant shall submit the final deliveries for each task assignment, unless otherwise directed by SHA:
 - a. CADD and CADD support files in a format that is fully compatible with the current CADD software being used by SHA, or as otherwise directed by SHA.
 - b. Electronic copies in a digital format (PDF, JPG, TIF, PNG) of all utility records or of as-built plans obtained, to the SHA Task Manager along with the final deliverables.
 - c. Utility owner contacts as-built tracker.
 - v. Quality Level B, Designation of Underground Utilities
 - 1. For the purpose of this resume, “Designation of Underground Utilities” means to indicate the presence of an accurate horizontal location of underground utilities using geophysical prospecting techniques, including electromagnetic and sonic methods.
 - 2. The SUE Consultant shall prepare all price proposals based on an all-inclusive unit cost per horizontal linear foot for designating services.
 - 3. Complete and submit *PROJECTrack Daily Report* log sheets.
 - 4. The SUE Consultant shall submit the following final deliverables for each task assignment, unless otherwise directed by SHA:
 - a. CADD and CADD support files in a format that is fully compatible with the current CADD software being used by SHA, or as otherwise directed by SHA.
 - b. Sketches, photographs, etc.

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- c. Linear footage reports.
 - d. Utility owner contacts as-built tracker
 - vi. Quality Level A, Test Hole
 - 1. For the purpose of this resume, “Test Hole” means to obtain the precise horizontal and vertical position of a utility by excavating test holes.
 - 2. The SUE Consultant shall prepare all price proposals based on an all-inclusive unit cost per vertical foot for locating services.
 - 3. Complete and submit *PROJECTrack Daily Report* log sheets.
 - 4. The SUE Consultant shall submit the following final deliverables for each task assignment, unless otherwise directed by SHA:
 - a. CADD and CADD support files in a format that is fully compatible with the current CADD software being used by SHA, or as otherwise directed by SHA.
 - b. Revised and updated CADD and CADD support files in a format that is fully compatible with the current CADD software being used by SHA to reflect the updated location from the Quality Level A survey.
 - c. Final text and/or spreadsheet file including point number, northing, easting, elevations, description, attributes, and coordinates.
 - d. Signed and certified test hole data forms.
 - vii. Utility Field Surveys and Special Investigations
 - 1. All field surveys and specialized investigations performed under this section shall be coordinated through the Chief of the Plats and Surveys Division or their designee.
 - 2. The SUE Consultant shall perform all field surveys and specialized investigations under the direct supervision of a Licensed Professional Land Surveyor registered to practice in the State of Maryland.
 - 3. All horizontal and vertical location services established under this section shall be collected and delivered in the horizontal and vertical datum stated in each task assignment.
 - 4. Complete and submit *PROJECTrack Daily Report* log sheets.
 - 5. Utility Field Surveys and Specialized Investigations may contain but are not limited to the following:
 - a. QL-A Test Holes
 - b. QL-B Designation of Underground Utilities
 - c. Video Pipe Inspections (VPI)
 - d. Absence of utility statements
 - e. Ground Penetrating Radar (GPI)
 - f. Remote Sensing (UAS) mapping.

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- g. Boundary Surveys;
 - i. Possess, maintain, and be proficient in all necessary hardware to perform assignments under this section, as pre-approved by SHA
 - ii. Possess, maintain and be proficient in all necessary software to perform assignments under this section, as pre-approved by SHA.
 - iii. Conduct and/or obtain all research necessary to re-establish all SHA Right of way lines, baselines and any property adjoining the ROW.
 - iv. Prepare a mosaic that reflects all research performed in the subject area.
 - v. Locate all property and baseline evidence.
 - vi. Submit digital photographs of all located property features.
 - vii. Prepare a final field-run boundary survey workmap delineating all existing right of way and/or adjoining boundary lines as well as all baselines used to establish said lines. The workmap will be based upon all available field evidence. In addition, show all easements uncovered by land records research performed or title abstract.
 - viii. Prepare a Surveyor's Report stating how all right of way and boundary lines were established or reestablished.
 - ix. Submit final, edited CADD and CADD support files in a format that is fully compatible with the current CADD software and standards being used by SHA, or as otherwise directed by SHA.
 - x. Complete and submit *PROJECTrack Daily Report* log sheets.
- h. Plat and Description preparation;
 - i. Possess, maintain and be proficient in all necessary software to perform assignments under this section, as pre-approved by SHA.
 - ii. Be proficient in the preparation of SHA plats based on the current SHA Standards.
 - iii. Complete and sign the Drafter's Checklist for all plats prepared.
 - iv. Upon finalization of any plats, deliver a final plat on mylar to SHA for issuance and recording.
 - v. Be proficient in preparing metes and bounds descriptions for use in recorded acquisition documents.
 - vi. Submit final, edited CADD and CADD support files in a format that is fully compatible with the current CADD software and standards being used by SHA, or as otherwise directed by SHA.
- i. Geographic Information Systems (GIS) and Asset Management;
 - i. Supply information that can be imported into the current SHA GIS database, upon request.
 - ii. Be proficient in survey document preservation and database development.
- j. Personnel;
 - i. Supply on-site office staff to assist with all projects undertaken by the Plats and Surveys Division, as requested.

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- ii. Supply on-site field staff and specialized survey equipment to assist in all projects undertaken by the Plats and Surveys Division, as requested.
- iii. Specialized survey equipment may include but is not limited to the following:
 - 1. Vehicles with appropriate safety equipment
 - 2. GNSS Survey Equipment
 - 3. Conventional Survey instrumentation
 - 4. Electronic data collection equipment
 - 5. Remote sensing equipment
 - 6. Personal Protective Equipment (PPE)

Examples of the consultant services to be provided may include the following:

- a. Complex, multi-lane five-mile geometric transportation improvement project requiring advanced modeling of remote sensing LiDAR point cloud data, conventional supplemental data collection, quality Quality Level A and B SUE services, boundary mosaic, right of way work map, and right of way acquisition plats suitable for recordation of property rights;
- b. Construction stakeout for three miles of baseline of construction on a busy interstate requiring significant maintenance of traffic, coordination with SHA for lane closure permits, and coordination with the MD State Police for work zone safety;
- c. Large stream restoration project requiring detailed data collection and hydraulic cross-sections to be used as the foundation for design;
- d. Remote sensing using advanced hardware and software to monitor the movement of a large bridge over an active freight railroad line.

The Firm(s) selected for contract award may be required to develop a knowledge and project transition plan that outlines a step-by-step process to reach a smooth transition from the current project delivery and support team providing SHA these services to the new Firms. The transition plan may include a combination of a series of meetings, documents, checklists, or other means to gather the information and project history and background to move forward effectively and efficiently without delay. The Firms may also be asked to develop a transition plan at the end of this five year contract or before, if needed, to facilitate a smooth transition from the Firms to the next contracts. It is critical that all projects, specifically those being delivered with alternative delivery methods, transition smoothly in order to ensure overall project success.

The Firms must use Bentley ProjectWise for data storage and management for all project files or propose an alternative system for SHA's consideration and approval.

The Consultants shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP. These applications and platforms may need to be compatible with SHA systems and may include, but are not limited to the following functions:

- a. Computer aided drafting and design (CADD);
- b. Least squares adjustment software;

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- c. Static GNSS post-processing software;
- d. Geographic Information Systems (GIS) software and applications;
- e. Field data collection software;
- f. Office 365 applications.

The processing and drafting of all assigned tasks will be accomplished utilizing computerized processing and drafting systems compatible with SHA's CADD systems and the SHA CADD Standards. Additional software or CADD requirements may be specified at the time a task is assigned. SHA's current software includes, but is not limited to the following:

- 1. Bentley Microstation Open Roads Designer using the latest SHA workspace;
- 2. Carlson software using the latest PSD standards;
- 3. StarNet least squares adjustment software;
- 4. ArcGIS;
- 5. TopoDOT point cloud processing and modeling software;
- 6. Trimble Business Center.

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 13-212.1 of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the RFP. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract. If special skills or services are identified that are beyond the expertise of the consultant, then new subconsultants may be required to be added to the contract to support the task assignments.

This is not an all-inclusive list as this contract may include other professional services related to the scope outlined above.

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

The Consultants will keep SHA's Office of Highway Development and/or its appointed designee continually advised of the progress on the task assignments being considered. The Consultants will receive direction from either the Office of Highway Development and/or its appointed designee. Progress meetings may be held as necessary to review the tasks accomplished.

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3. Certifications

All individuals supplied by the Consultants to work on-site at a SHA facility must complete the following but are not limited to the SHA Core Training courses: Americans with Disabilities Act (ADA) Awareness, Limited English Proficiency (LEP), Sexual Harassment Prevention and Awareness On-line, Sexual Harassment Prevention and Awareness In-person, and Workplace and Domestic Violence Awareness. Proof of completion of the required SHA Core Training Courses for each individual must be supplied to the Office of Highway Development before he/she can begin work on-site.

The cost to achieve the various certifications, re-certifications, and Core Training, including course costs, time and mileage to attend the training/testing, shall be paid for by the Consultant Firms or the individual Consultants, not SHA. Other related training may also be required based on changing SHA policies. Consultants are expected to make reasonable accommodations for their staff to attend training.

All services provided under this contract shall conform to certification and/or licensure requirements under each discipline's regulating body. Examples of certifications may include, but are not limited to the following: railroad safety certifications, confined space training, Occupational Safety and Health Administration (OSHA), Hazardous Waste Operation and Emergency Response (HAZWOPER), FAA Part 107, Professional Land Surveyor, etc.

The firm and employees shall be in conformance with all rules and regulations set forth by this Project Resume, *SHA PSD Field Procedures Manual – Consultant Version*, *SHA Plats Manual*, and all revisions, COMAR, and all other applicable policies, procedures and laws.

In all cases, the Consultant shall be responsible for the quality of all land surveying services, processed data collection work, and CADD files produced. If errors or omissions are found, at the discretion of the Plats and Surveys Division, the Consultant shall be required to correct their work at the Consultant's expense. It is incumbent upon the Consultant to obtain information and guidance from the Plats and Surveys Division in order to provide a quality product.

Consultants will be required to certify their work through the signature and seal of a Professional Land Surveyor who is registered in the State of Maryland and a permanent employee of a consultant firm under this contract and certified in the State of Maryland as per COMAR. In addition, all survey deliverables shall contain a statement, approved by the Plats and Surveys Division, attesting to the accuracy and completion of a review by the licensed land surveyor in responsible charge for the task.

Responsible individuals may be required to provide expert court testimony related to their surveying products. A Maryland registered Property Line Surveyor may in all cases fulfill the role of a Professional Land Surveyor limited only by COMAR requirements.

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4. Safety Items

The Consultants shall supply all required personal protective equipment and safety items including, but not limited to, hard hat and ANSI Class 3, or better, reflective safety vest. All equipment must comply with SHA's High Visibility Apparel Policy, SHA's Office of Construction's Directive on Personal Protective Equipment Program (PPE), Maryland Manual of Uniform Traffic Control Devices, SHA Workplace Safety Manual, Temporary Traffic Control Device Quality Standards and Field Practices, Work Zone Lane Closure Analysis Guidelines, and all OSHA and MOSH regulations. Visit www.roads.maryland.gov and search for the references above by name.

5. Equipment

The consultant shall supply conventional land surveying instrumentation (ie. digital levels, robotic total stations, electronic data collection devices, etc.), remote sensing terrestrial-, mobile-, and aerial-based LiDAR scanning technology, vehicles, and safety equipment, etc.

The consultant will be required to supply all other tools and equipment not listed in order to perform the scope of work referenced in the solicitation.

6. Engineering Standards and Guidelines

The Consultants shall perform all contract engineering services in accordance with good industry practice, all applicable laws and regulations, and the current editions of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

- a. MDOT "General Conditions for Consulting Services" dated January 1989;
- b. SHA "Specifications for Consulting Engineers' Services" dated April, 1986;
- c. SHA "Request for Proposal" dated April, 2002;
- d. SHA Plats and Surveys Division Field Procedures Manual, latest edition;
- e. SHA Plats and Surveys Division Plats Manual, latest edition;
- f. SHA Maryland Manual on Uniform Traffic Control Devices;
- g. FHWA Manual on Uniform Traffic Control Devices;
- h. ADA Guidelines ;
- i. Occupational Safety and Health Administration (OSHA)
- j. Maryland Occupational Safety and Health Act of 1973;
- k. Maryland Minimum Standards of Practice for Surveying as referenced in the Code of Maryland Regulations (COMAR) 09.13.06 for Land Surveying;
- l. American Society of Civil Engineers (ASCE) Stanard 38-22, "Standard Guideline for Investigating and Documenting Existing Utilities";
- m. SHA Utility Manual;
- n. National Geodetic Survey (NGS);

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- o. American Society of Photogrammetry and Remote Sensing (ASPRS) Positional Accuracy Standards for Digital Geospatial Data, Edition 2 or latest;
- p. National Map Accuracy Standard Specifications for Aerial Surveys and Mapping, as published by the U.S. Department of Transportation;
- q. AASHTO Manual on Subsurface Investigations;
- r. MDE Stormwater Management, Waterway Construction and ESC Regulations;
- s. SHA Plan Review Division Guidelines and Procedures;
- t. FAA, 14 CFR Part 107 Operation and Certification of Small Unmanned Aircraft Systems;

7. General Requirements

The Consultants shall not enter onto private property for any purpose until authorized by SHA. The Consultants must notify SHA immediately if damages occur to property and shall be responsible for any such damages. The Consultants may also be authorized to subcontract for specialties with prior approval of SHA as direct expenses that shall be discussed during the price proposal negotiations for selected awardees. Examples may include but are not limited to video pipe inspections (VPI), ground penetrating radar (GPR), bathymetric surveys, etc.

8. Evaluation Criteria

The major factors/criteria and their relative weight of importance to be used in evaluating Technical Proposals are:

Item	Score
Technical Questions and Oral Presentation	40%
Key Staff	30%
Work Plan	30%

The following items will be rated as either one of the following:

- (A) Acceptable-Response demonstrates they meet requirements
 - (U) Unacceptable-Response fails to demonstrate they meet requirements
 - (N) Neutral-Lacks prior SHA experience. Not a barrier to award
- a. Scope of Services;
 - b. Example Projects;
 - c. Compatibility of the size of the firm with the size of the proposed project;
 - d. Past Performance working on SHA task orders when prior work history is available, including Quality and Timeliness. (Lack of prior experience with SHA is in no way considered a barrier to receiving an award);
 - e. Capacity to accomplish the proposed work in required time;
 - f. Insurance;
 - g. Financial Responsibility; and
 - h. Measures of protection for the State against errors and omissions.

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*Please Note: If an offeror receives a rating of "unacceptable" on three (3) of the rating criteria above, the offeror will not be further considered. The offerors' proposal will be rejected as "not susceptible of being selected for award." COMAR 21.06.02.03(2).

9. Technical Proposal Required Information

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 is to be identical to that of the Standard Forms 330.

With the exception of Government forms and the Organizational Chart, all pages included with your Technical Proposal submission are required to be standard 8½ x 11 size paper with a minimum of a one-inch margin on all sides and no smaller than 10-point Times New Roman font. Sections of the Technical Proposal must be separated by dividers that identify each section, and do not count as pages. Dividers can have photographs or graphics, but no narrative, on the obverse side and any graphics will not be evaluated. The reverse side shall be unmarked. Attachments to the Proposal are unacceptable.

SHA must be notified in writing, by email to OPCM@mdot.maryland.gov, of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.

Note: All PDF documents must follow the naming convention of (BCS #-Prime/JV Name-Name Identifying the Document (i.e.: BCS 2025-02-ABC Firm-Scope of Services);

A. Cover Letter

Cover Letter on the Firm's/JV's letterhead – limited to two (2) pages, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, and your firm's contact person for this procurement process. The Primary Liaison, the firm's procurement contact may be the same or different individuals.
- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract's scope and deliver all the requirements set forth through its own forces and those of its subcontractors.

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- vi. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.
- vii. Acknowledges that the Firm/JV and proposed team understand and have the capability to perform multiple simultaneous task assignments.
- viii. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- iv. This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- xi. Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

B. Scope

The Consultant must submit a maximum of four (4) page document certifying the contract's Scope can be performed in its entirety through its own forces and those of its subconsultants.

C. Work Plan

The Consultant must submit a maximum of five (5) page work plan detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission. Work Plan shall include, at a minimum, the following information:

- i. Has read and fully understands the requirements set forth to be provided for this contract;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this contract;
- iii. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.;
- iv. The Consultant team understands and has the capability to perform multiple simultaneous task assignments;
- v. Has a detailed work plan in place to ensure schedules and/or deadlines will be met;
- vi. The work plan includes comprehensive quality assurance and quality control program; and
- vii. Other statements are at the discretion of the Consultant as this is not an all-inclusive list.

D. Standard Form 330 Parts I and Parts II

Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subcontractor. The SF 330 forms must be completed in their entirety paying special attention to the following:

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- i. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330.
- ii. The Organizational Chart required for Part I, Section D of SF 330 shall be placed within the *Standard Form 330 Parts I and Parts II* of the Technical Proposal and must contain, at a minimum, the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this contract and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 x 17-inch page with Times New Roman Font size 10-point or larger.

In addition, a two (2) page matrix style of support personnel shall be included in the *Standard Form 330 Parts I and Parts II* of the Technical Proposal. Matrix style is defined as names listed on the vertical axis and Relative Experience identified on the horizontal axis. The support personnel descriptions are limited to one (1) lines per individual. The support personnel Matrix shall be limited to an 11 x 17-inch page with no smaller than 10-point Times New Roman Font size and one-inch margins.

- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed three (3) pages total. **The experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years.** Years of experience and applicable licenses and certifications, such as a Professional Land Surveyor, certified photogrammetrist, FAA Part 107 UAS, railroad safety/flagman certification, etc., shall be clearly documented on each resume.

It is anticipated that the Key Staff individuals may be required to provide services on-site at SHA facilities or designated offices by SHA.

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1:** Contract Manager/Supervisor with a minimum of six (6) years' experience performing transportation project contract management employed by the Prime/JV. This person will serve as the Contract Manager and the Primary Liaison.
2. **Key Staff 2:** Project Manager with a minimum of ten (10) years' experience and being licensed in Maryland for at least ten (10) years as a Professional Land Surveyor or Property Line Surveyor; expertise in the State of Maryland involving project management as it relates to land

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surveying services on transportation projects. This position shall serve as the Chief-of-Surveys/Survey Manager and be permanently based in a Maryland office, employed by the Prime/JV who will also serve as the Secondary Liaison.

3. **Key Staff 3:** Remote Sensing Supervisor shall have a minimum of five (5) years' experience in obtaining information about objects and areas from distance using active and/or passive methodologies performing surveying and mapping services. The Remote Sensing Supervisor shall be employed by the Prime/JV or any of the Subconsultants.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Part I Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Where a Firm proposes an out of state professional engineer or architect, the Firm shall include in Part I Section E 17 of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed. Failure of the Firm to properly document Key Personnel requirements in writing will result in the firm being precluded from further consideration for the contract.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to one (1) example projects per page for a total not to exceed three (3) 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 relevant experience performed within the past five (5) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
- v. SF 330 Section H – 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.

Additional Information regarding Key Staff replacements after Final Selection:

Key Staff changes may only be requested after final selection if the Key Staff is no longer available to perform on the contract or at the request/agreement of SHA. A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing on the firm's/JV's letterhead along with a one (1) page resume per the requirements outlined in this RFP.

Substitutions will be evaluated using the same qualifications-based technical rating criteria and the Key Staff replacement's score must be equal or higher than the original Key Staff's score in order to be accepted/approved by SHA. All scores will remain

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confidential by SHA. Instructions for completing a resume are included in Section 9 D – *Standard Forms Part I and II* of this RFP.

General Requirements and other requirements related to the on-site consultant staff at SHA facilities:

- a. The Consultants shall be responsible for furnishing and/or providing all engineering safety equipment necessary for its performance of the services listed above. Required safety equipment includes, but shall not be limited to, hard hat and ANSI Class 3, or better, reflective safety vest. All equipment must comply with SHA’s High Visibility Apparel Policy, SHA’s Office of Construction’s Directive on Personal Protective Equipment Program (PPE), Maryland Manual of Uniform Traffic Control Devices, SHA Workplace Safety Manual, Temporary Traffic Control Device Quality Standards and Field Practices, Work Zone Lane Closure Analysis Guidelines, and all OSHA and MOSH regulations. Visit www.roads.maryland.gov and search for the references above by name. The Consultant shall provide all necessary land surveying, remote sensing, and subsurface utility engineering tools and equipment such as, but not limited to conventional land surveying instrumentation (ie. digital levels, robotic total stations, electronic data collection devices, etc.), remote sensing terrestrial-, mobile-, and aerial-based LiDAR scanning technology, and vehicles.
- b. No payment for overtime work shall be made, without authorization from SHA. When overtime is required and authorized, and when payment therefore may involve premium costs, there shall be no payroll additive.

Premium overtime costs are reimbursable as a direct cost when an employee works more than forty (40) hours per week on SHA projects based upon the Consultant’s work week. Regularly scheduled paid company holidays may be included in the calculation of “hours worked”, but time off for any other leave (e.g. vacation, personal, compensatory or sick leave) is to be excluded from “hours worked” when calculating premium time reimbursement. The fact that an employee works more than eight (8) hours in a single day does not necessarily mean that premium overtime costs are allowable as a direct cost since reimbursement is determined on a weekly basis. Any premium overtime paid to employees, but not directly billable under this policy, may be allowed as an indirect cost.

E. Subcontractors Commitment – no page limits as this section may vary:

The Technical Proposals are to be explicit with respect to the work to be performed by all subcontractors proposed. 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.; and

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- Be signed and dated by the Principal/President of the firm.

F. Time Distribution – not to exceed two (2) pages consisting of the following:

The Consultant shall include a one (1) page listing of those classifications proposed for services and the percentages of time estimated for each classification. Percentages shall total one hundred percent (100%). The Consultant *shall not* include man-hour estimates in the Technical Proposal. A column of percentages of time estimated for each classification are to be shown for the Prime Consultant, for each subcontractor proposed, and one (1) column showing totals which add up to 100%. When multiple firms are used, the total for each firm must add up to something less than 100%. These percentages are applicable to the total dollar amount of the Price Proposal to be developed separately by the selected firm(s). The percentages are not applicable to time estimates. The Consultant shall indicate the number of simultaneous project assignments the Consultant and each Subconsultant could handle individually.

The following classifications and estimated percentages of time to be used for the contract assignments are:

Classification	Est. Office	Est. Field	Total
Supervisor	0.5%	0%	0.5%
Project Manager	2%	0%	2%
GIS Manager	0.5%	0%	0.5%
GIS Technician	0.5%	2.5%	3%
Environmental Field Technician	0.5%	0%	0.5%
CADD Manager	1.5%	0%	1.5%
CADD Operator/Technician	8%	0%	8%
Photogrammetrist	0.5%	0%	0.5%
Stereo Compiler/Image Technician	2%	0%	2%
Professional Land/Property Line Surveyor	9%	0%	9%
Survey Technician	18%	0%	18%
Plat Technician	8%	0%	8%
Survey Party Chief	15%	0%	15%
Survey Instrument Operator	15%	0%	15%
Survey Rod Person	7%	0%	7%
Remote Sensing Office Supervisor	0.5%	0%	0.5%
Remote Sensing Office Technician	5%	0%	5%
Remote Sensing Field Technician	2%	0%	2%
Subsurface Utility Engineering Supervisor	0.5%	0%	0.5%
Research Specialist	0%	1.5%	1.5%
Total	96%	4%	100%

G. Financial Responsibility and Insurance Requirements:

1. The consultant shall include a letter addressed to 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.

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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

Insurance coverage will be one (1) of the areas evaluated when Technical Proposals are reviewed. Failure of the Consultant to submit satisfactorily to these requirements may result in SHA rejecting the proposal(s).

SHA requires the following minimum levels of insurance coverage for this contract:

- a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under the Worker's Compensation Act of the State of Maryland and maintain and keep Employer's Liability Insurance at a limit of one (1) Million Dollars \$1,000,000. The \$1,000,000 employer liability can be satisfied by an Umbrella/Excess Policy, as long as it is specific to "Employer's Liability".

- b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least one (1) Million Dollars \$1,000,000 Combined Single Limit for Bodily Injury Liability and Property Damage Liability Insurance per occurrence, and one (1) Million Dollars \$1,000,000 in the aggregate.

- c. Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, operated, rented, or leased), in the amount of at least one (1) Million Dollars (\$1,000,000). Combined Single Limit for bodily injury and property damage.

- d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least one (1) Million Dollars (\$1,000,000).

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H. Proposal Affidavits:

As per State Finance and Procurement 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 list is located at <https://bpw.maryland.gov/publications/2013-iai-list.pdf> of the Maryland Board of Public Works (BPW) website. As per the BPW Advisory No.: 2013-1, Date Issued January 1, 2013, an officer of the Firm shall provide a signed original certification as per language stated on the BPW Advisory page. If the Firm is a JV, officers from all companies forming the JV shall provide a signed original certification. NOTE – the Investment Activities in Iran certification is included in the bid/proposal affidavit.

In preparing its proposal on this contract, the Offeror has considered all 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 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 proposals for this contract, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the proposal submitted by the Offeror on this contract, and terminate any contract awarded based on the bid/proposal.

All offerors are required to submit the following completed affidavits with their technical proposal within the *Proposal Affidavits* section. Both documents are available on the SHA OPCM website at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>

- Bid / Proposal Affidavit
 - Form is located under “Affidavits” section of the website
- Certification Regarding Discriminatory Boycotts of Israel
 - Form is located under the “Certification Regarding Discriminatory Boycotts of Israel” section of the website.

10. Oral Presentation and Technical Questions

The Consultant will be required to provide an in-person Oral Presentation which will consist of the following:

The Consultant must conduct an oral presentation to SHA as part of its Technical Proposal evaluation. The consultants are encouraged to begin the preparation of the oral presentation in advance of receiving the presentation date and time.

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SHA will schedule the date and time of the in-person oral presentation after receiving the technical proposals. Only those Firms that have been determined by SHA to have met the minimum Key Staff, Example Projects, and other specified requirements will be scheduled for an Oral Presentation.

It is anticipated that the consultants will be provided at least two (2) weeks' notice in advance of their scheduled oral presentation date and time. SHA, at its discretion, may spread out the oral presentations on multiple dates and time.

Attendance will be limited to three (3) key staff plus three (3) support personnel. The three (3) support personnel participating in presentation shall be at the consultant's discretion. SHA, at SHA's discretion, may choose to restrict access to the presentation room prior to the Oral Presentation starting time.

All individuals presenting shall be identified in Part I.D of SF 330. If an individual initially identified as attending the presentation is no longer available, the consultant shall inform SHA via email at opcm@mdot.maryland.gov at least one (1) business day prior to the consultant's scheduled presentation.

Additionally, the consultant may bring an additional individual at their discretion to operate the consultant's audio-visual equipment. The individual is not required to be a key staff or support personnel; however, this individual may not participate in the presentation and is solely present for the purpose of operating audio-visual equipment.

Consultants will be provided 15 minutes for set-up and introduction. The consultants have 60 minutes for their presentation. Any material presented by the consultant outside the 60-minute window will not be rated. In case of any materials and equipment breakdown, the consultants will be allowed 15 minutes to address the issues. Therefore, the total setup, presentation, and breakdown time permitted will be 90 minutes.

The consultants will only be evaluated based on verbal statements and the content displayed during the oral presentation.

The consultants shall email to SHA via opcm@mdot.maryland.gov the presentation materials at SHA's request.

There will be no Questions and Answers session before or after the oral presentation

The Oral Presentation shall address the following:

The entire presentation will evolve around receipt of a hypothetical large transportation project request for proposal (RFP).

The oral presentation shall consist of three parts.

- The first part should concentrate on the contract management processes associated in attaining NTP. This should include all steps ranging from receiving the RFP through final closeout.

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- The second part of the presentation should focus on properly performing the services as outlined in the RFP in consideration of all SHA and the Plats and Surveys Division (PSD) processes, as applicable.
- The third part should focus on the final delivery to PSD.

The consultant should focus on hypothetical issues and realistic solutions to these issues in each of the three parts. The consultant will be evaluated based on their understanding of SHA and PSD documented processes, their systematic approach to the successful delivery of the project and project management, the complexity of the realistic hypothetical issues that are discussed, and their team's approach to resolving the issues. The consultant should be creative in their approach.

Technical Questions

The consultant must provide written responses to each of the technical questions in this section. The response to each question shall not exceed two (2) pages per question for a maximum total of six (6) pages for this section. The consultant will be evaluated based solely on their written response and how well it demonstrates a clear understanding of the scenario and their approach to answer the question.

1. Your team has been requested to submit a proposal for a construction stakeout assignment along MD 140 in Westminster. The baseline is approximately 2,400 feet in length along MD 140 starting at the MD 97 intersection and heading in an easterly direction. Please discuss your team's approach and the steps necessary to successfully perform this task.
2. Your team has been requested to submit a proposal for a data collection task assignment along US 1 in Prince George's County. This project is in direct support of a Pedestrian Safety Action Plan project. The scope of this project will consist of a typical data collection task including Americans with Disabilities Act requirements. Please discuss your team's approach and the steps necessary to successfully complete this task.
3. Discuss your team's approach to a data collection task in regards to the surveying deliverables prior to submission to the client and how your team would address post-submission comments from the client on a typical data collection assignment.

11. Services/Materials to be provided by SHA:

A list of services by SHA for each specific project assignment will be provided at the time the Firm's services are requested. Assignment will generally require the Firm to independently provide a full range of services necessary to address SHA's needs. SHA will allow the Firm access to SHA properties, where required for contract work. SHA will provide all computer equipment and programs for staff working at the Office of Highway Development.

This is not an all-inclusive list. SHA may provide additional services/materials as appropriate.

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12. Direct Expenses:

SHA has allocated the following direct expenses associated with the scope of work:

- a. Local Travel (mileage, tolls, etc.)
- b. Parking
- c. Meals & Lodging
- d. Premium Time
- e. Maintenance of Traffic (5% of the contract value)
- f. Subsurface Utility Engineering - QL-A (1,000 VLF) and QL-B (650,000 HLF)

13. Progress Reports:

The Consultant must submit monthly progress reports for assigned projects (including a detailed account of work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.). This report must be submitted with the monthly invoice.

14. Records, Tasks and Notice to Proceed:

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Contract payment(s) to the Consultant for work completed will be made on this basis only.

The Consultant must be able to provide prompt consultant services within five (5) working days of notification. The Consultant shall submit a proposal including, the cost and price summary within five (5) working days of receipt of a Request for Proposal (RFP), or as otherwise directed by SHA.

No work shall be performed on contract by the Consultant until a written Notice to Proceed (NTP) is received by the Consultant from SHA.

The Consultant must provide the required services within five (5) working days of an NTP for an approved assignment.

15. Task Assignments

Task Assignments will be issued based upon, but not limited to:

- Qualification
- Scope of Work
- Past Performance
- Staff Availability
- Quality Control
- Timeliness

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- Workload capacity of the firms

16. Completion Date:

The contract will terminate on the expiration date.

17. Prompt Payment

Pursuant to 49 CFR §26.29, MDOT requires prime contractors to pay subcontractors, at any tier, for satisfactory performance of their contracts no later than 30 days from receipt of each payment that MDOT makes to the prime contractor. When SHA has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed. To the extent that it is not inconsistent with federal law, all prime contractors shall also comply with all Maryland laws and regulations regarding the prompt payment to subcontractors.

18. Due Date Deadline for Submissions

RESPOND BY February 26, 2026, prior to 12:00 PM NOON EST. Only eMMA submissions of the Technical Proposals submitted through <https://emma.maryland.gov/> will be accepted as described above.

The Procurement Officer and sole point of contact for this solicitation, unless directed otherwise within this solicitation or by SHA, is:

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