

PUBLIC NOTICE FOR THE  
MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2020-13

Traffic Engineering and Design Services, Statewide

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NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

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

Firms interested in being considered for work on any Project must submit an Expression of Interest for that Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in this advertisement, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firms that submit the highest rated Technical Proposal will be requested to submit Price Proposals. This project will be federally funded and Price Proposal cost limitations on payroll burden and overhead shall not apply. Contracts resulting from this solicitation shall be structured as indefinite delivery, indefinite quantity (IDIQ) and payment methods may include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firms in the Request for Price Proposals and subsequent secondary qualifications-based selection. MDOT reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Home-Office Rate for planning/design activities and Field-Office Rate for construction inspection). If negotiations with the firm are timely and successful, a contract may be awarded to that firm. All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal. Foreign corporations may also qualify for an equivalent certificate of good standing through the

Maryland Department of Assessments and Taxation at <http://www.dat.state.md.us/SDAT%20Forms/forcp.pdf>. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest. If a Joint Venture (JV) responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest (EOI) from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also, a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

MDOT State Highway Administration (MDOT SHA) reserves the right to cancel this solicitation due to insufficient participation or firms are deemed not qualified to perform the services regardless of how much time and effort was spent on responses.

**All questions concerning submissions and procedures must be submitted by email to [opcm@mdot.maryland.gov](mailto:opcm@mdot.maryland.gov) no later than 12:00 pm one (1) week prior to the due date.** The BCS number must be referenced in the email subject line. Problems submitting emails shall be reported to Georgina Usher at the Consultant Services Division (CSD) telephone number 410-545-0434.

**All addenda to this advertisement will be posted only on eMaryland Marketplace Advantage and on the Consultant Services Center page of the MDOT SHA's website ([www.roads.maryland.gov](http://www.roads.maryland.gov)).**

Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on Maryland MDOT SHA projects.

## **Special Provisions**

### Title VI

MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS. AFFIRMATIVE ACTION REQUIREMENTS. UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND

UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEAD OF 1991, MAP 21 OF 2012, AND FAST ACT 2015. (See attachment VI of the MDOT SHA Request for Proposal located at <https://www.roads.maryland.gov/ohd/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 MBE website is [http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/MBE\\_DBE\\_Certification.html](http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/MBE_DBE_Certification.html)

RESPOND TO:

Jada J. Wright

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT  
MANAGEMENT

Fourth Floor, Mail Stop C-  
405 707 North Calvert Street  
Baltimore, Maryland 21202

1. Project Title and Description:

Traffic Engineering and Design Services,  
Statewide

To provide traffic engineering and design services of Traffic Control Devices (TCD) including but not limited to signals, signing and pavement markings, traffic signals, Intelligent Transportation Systems (ITS), temporary traffic control, roadway lighting, and staffing for on-site engineering support.

MDOT SHA may award up to six (6) open-end task-order based contract(s) for these services. The duration of each contract will not exceed five years. The total funding authority for all six (6) contracts will not exceed \$48,000,000. MDOT SHA reserves the right to modify the number of contracts and the total funding authority as deemed appropriate based on complying with 23 CFR 172 and the Brooks Act. Consistent with competitive qualifications-based selection, a secondary qualifications-based selection will be employed for all task-order assignments. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired, or the task has been completed. No minimum amount of work or funds is guaranteed under these contracts.

This Contract will be administered solely by MDOT SHA's Office of Traffic and Safety (OOTS) located at 7491 Connelley Drive, Hanover, MD 21076, to support the Architectural and Engineering needs of MDOT SHA, statewide, and will be funded with both State and Federal Funds. Assignments may be made to support other MDOT SHA Offices with the prior approval of the MDOT SHA Deputy Administrator. In addition, this contract may be used to provide services to the MDOT's Secretary Office, or any of the MDOT modal administrations, at the direction and with the express prior written authorization of the Secretary of Transportation or the Secretary's designee. Any tasks assigned under this contract must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

2. Consultant Services Required:

Statewide contract for traffic engineering and design services of Traffic Control Devices (TCD) including but not limited to signing and pavement markings, traffic signals, Intelligent Transportation Systems (ITS), temporary traffic control, roadway lighting, and staffing for on-site engineering support.

Firms with expertise in traffic engineering design principles; traffic engineering and ITS

design project development with an understanding of the workflow and target design milestones; traffic engineering program management; traffic engineering and ITS design support for major transportation projects. Services to provide, but not limited to, the following services for:

- Perform field investigation and research existing information, i.e. as-built plans, traffic studies, existing right-of-way information, utility information, etc. concerning the project assignments;
- Prepare traffic engineering and ITS design packages for various milestone dependent upon the delivery method selected for implementation or construction. Assist the division in review of traffic engineering design and ITS design package prepared by others. Completed in accordance with schedules provided by State Highway Administration;
- Prepare traffic engineering and ITS design utilizing the most current standards and guidelines adopted by the administration at the time of design;
- Develop standards, specifications, and guidelines for various traffic engineering and ITS related items for consideration and adoption by the administration;
- Perform literature reviews and research on traffic engineering and ITS subjects as requested by the administration and to support best practices in design and construction;
- Review traffic engineering and ITS related products as requested by the administration;
- Participate meetings deemed necessary by the Administration and prepare displays and materials for the meetings;
- Prepare minutes of meetings, office/field reviews, plan reviews, etc. The Consultant shall also assist in the preparation of reports following preliminary field investigation, utility review and final review. The Consultant shall also prepare the contents of letters from the Administration's personnel to other agencies, public officials, concerned citizens, etc;
- The Consultant shall incorporate and make provisions in his design for all utilities, both existing and proposed. Prepare all utility attachments, coordinate all contacts with local utility companies including, attachment agreements, relocations, design request, etc. The consultant is responsible for applying for and designing power feed connections to projects containing TCD and ITS elements;
- Prepare all data for and complete required permit applications for submittal by, or on the behalf of, the Administration;

- Conduct metes and bounds surveys and prepare right-of-way plats. Each record plat shall contain the signature and seal of either a Professional Land Surveyor or Property Line Surveyor who is registered in the State of Maryland;
- Develop and review shop drawings, redesign under construction, red line revisions, and provisions for expert testimony;
- Develop design alternatives and provide analysis for various design scenarios to assist the administration in the selection of best acceptable solutions, taking into consideration the factors including but not limited to cost, time constraints, constructability, public benefit, and potential impacts;
- Develop and deliver training material, courses, certifications, etc. as required by the administration;
- Provide program management support including but not limited to traffic infrastructure asset management, as well as statewide lighting, ITS and TCD programs as required by the administration;
- This contract may require traffic design engineers, design technicians, or other staff to work on site at MDOT SHA facilities;
- and all other engineering professional services related to traffic engineering and ITS design services.

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

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

- Perform new product review and analysis;
- and all other engineering professional work related to traffic engineering and ITS design services.

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

- Personal Computers with high-speed internet and processing power;
- Printers;
- Digital Cameras and Video Recording Equipment;
- Light Meters;
- Accelerometers and/or Ball Bank Indicators;
- Survey Equipment;
- Plotters B/W and color;
- Bentley's ProjectWise V8i;
- AutoCAD or Bentley's MicroStation Version 8i following MDOT SHA CADD standards;
- Adobe Acrobat Pro;
- ArcGIS;
- AGi32, Visual, or similar lighting analysis software;
- Transoft Solutions AutoTurn;
- Transoft Solutions GuidSign;
- Transpo Breaksafe Design software;
- Trans\*port Estimator;
- Microsoft Office Suite;
- STAAD Pro., SABRE or similar structural design and analysis software;
- Flexi Sign, or similar sign design software;
- Other hardware and software, or versions aforementioned software, as determined by the administration at the time of design.

The firm shall be required to update software as needed to remain current with MDOT SHA standards.

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

### 3. Potential Restrictions:

The firm(s) selected for a given Contract may be required to provide architectural and/or engineering services for any MDOT SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a contractor on the same Design/Build project after advertisement. State law, including State Finance and Procurement Article 13-212. I of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

As per State Finance & Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland the firm(s) selected for a given Contract will be

required to provide "Certification Regarding Investments in Iran". Furthermore, selected firms must comply with the State of Maryland Executive Order 01.01.2017.25 Prohibiting Discriminatory Boycotts of Israel in State Procurement. See below 4(f).

4. Required Information: The Consultant shall **Electronically** submit the following per the specified requirements listed below of:
- One (1) full PDF version of the Expression of Interest (EOI) submittal as well as Sub-Folders containing the associated individual PDF files for each Section required herein. Sub-Folders and Sections must be labeled to identify each accordingly. All PDF documents must follow the naming convention of (BCS #-Prime/JV Name-Name Identifying the Document (i.e.: **BCS 2020-13- ABC Firm-Letter of Interest**);
  - The EOI shall be comprised of:

**NOTE:** All pages 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 10-point Times New Roman font (unless otherwise noted). The front covers must clearly display the BCS Number, Project Service Title, Firm's Name. Sections in the EOI submittals must contain labeled tabs/dividers identifying each section. Graphics and photos on the front and back covers are acceptable but will not be considered in the evaluation process.

- a. One (1) Letter of Interest - Limited to one (1) page which must contain the address of the firm's closest location to MDOT SHA OFFICE OF TRAFFIC AND SAFETY AT 7491 CONNELLEY DRIVE, HANOVER, MD 21076; 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:** US Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms (SF) 330 unless directed otherwise.

- b. One (1) SF 330.

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

- i Part II General Qualifications. The Consultant shall document

personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant should use a separate form for each location proposed and show the total number of personnel by discipline for all locations proposed. **Subcontractor personnel are not to be included.**

- ii. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Step 5 below, Special Requirements - DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE firms.
- 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 not to exceed Four (4) pages total. At least five (5) years of the required years of experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

**NOTE: Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.**

1. **Key Staff 1:** A Professional Engineer (PE) registered in the State of Maryland and certified Professional Traffic Operations Engineer (PTOE) with a minimum of fifteen (15) years of experience performing traffic engineering design and project/program management services; expertise in traffic engineering principles 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;
2. **Key Staff 2:** A Professional Engineer (PE) registered in the State of Maryland and certified Professional Traffic Operations Engineer (PTOE) with a minimum of Ten (10) years of experience; expertise in traffic control device and ITS design and project management; a Bachelor of Science (or higher) in Civil Engineering, employed by the Prime/JV who will serve as the Secondary liaison;
3. **Key Staff 3:** A Professional Engineer (PE) registered in the State of Maryland with a minimum of Ten (10) years of experience; expertise in expertise in MicroStation/CADD and Traffic Control Device Design experience; a Bachelor of Science (or higher) in Civil Engineering; employed by the Prime/JV; and
4. **Key Staff 4:** A Civil or Structure Engineer with expertise in traffic

ancillary structure engineering and a minimum of Ten (10) years of experience performing these types of work, a Bachelor of Science (or higher) in Civil or Structure Engineering and shall be an employee of the Prime/JV or any of the Subconsultants.

**On-site TE IV or TDE IV may be needed and MDOT SHA's OOTS will establish specific requirements at the time resumes are requested for the supplement staff.**

SF 330, Part I – Section D – Organization Chart shall be limited to an 11 by 17 -inch page with Times New Roman font size 10 point or larger. In addition, a separate Matrix is required and 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 by 17-inch page with Times New Roman Font size 10 point or larger and one-inch margins.

In addition to items a. and b. in Section E 14 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.

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

- IV. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team's Qualifications: Limited to four (4) example projects, two (2) pages per example project for a total not to exceed eight (8) 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).
- v. Section H of the SF330 shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information. Any information presented in Section H will be considered in the evaluation of the EOI.

- c. Financial Responsibility and Insurance
- i. The consultant shall include a letter addressed to MDOT SHA setting forth evidence that the consultant has the financial capacity to provide the services and measures of protection for the State against errors and omissions.
  - ii. The Consultant shall include a copy of the firm's current certification(s) of insurance, which should contain, as a minimum, the following:
    - Carrier (name and address)
    - Type of insurance
    - Amount of coverage; which must include at a minimum of \$1,000,000 per occurrence of Professional Liability;
    - Period covered by insurance; and
    - Any exclusions
  - iii. The amount of coverage carried or proposed to be carried by a firm for each of the four (4) areas of insurance required shall be clearly set forth on the insurance certificate i.e. Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance and Comprehensive Automobile Liability Insurance, see Section IIIA.VIII, pages 11 – 12 and the General Conditions pages 106-107 of the RFP booklet/guidelines.
  - iv. Insurance coverage will be one (1) of the areas evaluated during the EOI review. Failure of the consultant to submit satisfactorily to these requirements may result in the MDOT SHA rejecting the EOI(s). 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 for each of the four (4) required areas of insurance,
- d. The consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.
- e. As per State Finance and Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.mdot.maryland.gov](http://www.bpw.mdot.maryland.gov) of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Bidder/Offeror also has not retaliated against any person or other entity for reporting such refusal,

termination, or commercially limiting actions. Without limiting any other provision of the solicitation for bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

5. Special Requirements - DBE Provisions:

The MDOT hereby notifies all proposers that in regard to any contract entered pursuant to this advertisement; DBEs will be afforded full opportunity to submit an EOI in response to this notice and will not be subject to discrimination on the basis of race, color, national origin, age, sex or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26 and 49 CFR and Section 504 of the Rehabilitation Act of 1973).

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for DBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS. AFFIRMATIVE ACTION REQUIREMENTS. UTILIZATIO OF DISADVANTAGED BUSINESSES. THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTE A OF 1991, MAP 21 OF 2012. AND FAST ACT 2015.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE Prime firm(s) and DBE subcontractor(s) proposed for goal attainment indicating:

- a. Firm's name and address,
- b. The proposed work,
- c. Percentage of total work,
- d. MDOT certification number, and
- e. Applicable NAICS

**NOTE: DBE firms must be certified for the specific work to be performed to count their participation towards meeting the DBE participation goal. Only include applicable NAICs Code(s) for the services/work the DBE firm is proposed to perform in support of the project.**

**NOTE: Proposed DBE firms must be certified by MDOT in those NAICS Code(s) at the time of the EOI submission and remain certified through contract award by MDOT to participate on federally funded Projects. When a certified DBE firm participates as a prime contractor (including a prime participating as a joint venture) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified DBE firm performs with its own forces toward fulfilling up to one hundred-percent (100%) of the contract's DBE participation goal.**

The Consultant's failure to submit all the required DBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

## CONTRACT GOALS

For the purpose of this contract, a goal of **Twenty Five percent (25%)** has been established for DBE participation. DBE proposers have to meet the established DBE goal by either 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 C11 of the SF 330.

6. Additional Information: MDOT SHA reserves the right to develop a Reduced Candidate List from those firms responding to this advertisement.
7. Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.
8. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
  - a. Key Staff;
  - b. Example Project Experience;
  - c. Compatibility of the size of the firm with the size of the proposed project;
  - d. Past Performance working on MDOT SHA task orders when prior work history is available, including Quality and Timeliness. Lack of prior experience with MDOT SHA is in no way considered a barrier to receiving an award;
  - e. Capacity to accomplish proposed work in required time;
  - f. Specialized Expertise (if applicable);

- g. Insurance;
- h. Financial Responsibility; and
- i. Measures of protection for the State against errors and omissions.

9. Additional Information: The Key Staff submitted in the Expression of Interest (EOI) will be evaluated to determine if they meet the minimum qualifications set forth in the Advertisement. If MDOT SHA chooses to rate and rank during the EOI phase to develop a Reduced Candidate List, MDOT SHA will carry forward the scores for the Key Staff (and Specialized Expertise, if applicable) into the Competitive Technical Proposal evaluation phase.

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 MDOT 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/joint venture's letterhead along with a one (1) page resume per the requirements outlined in this Request for Proposal.

10. **Only Electronically submitted Expressions of Interest will be accepted. MDOT SHA will temporarily be accepting Expressions of Interest via email at [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov).** No response received after 12:00 P.M (NOON) on the date specified for a project will be accepted, no matter how transmitted.

**The Header of the Expression of Interest submittal must include the following:**

- Expression of Interest Submittal for BCS 2020-13**
- Expression of Interest Service Title**
- Expression of Interest Due Date and Time**
- Firm Name**
- Firm Address**

**Respond by September 29<sup>th</sup>, 2020 prior to 12:00 P.M. (NOON)**

RESPOND TO:  
Jada J. Wright  
MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street