

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

June 7, 2021

Contract No.: BCS 2021-05
Description: Traffic Engineering
Services District 4 (SBE)

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Consultant Candidates:

This addendum is being issued on the **EOI** for BCS 2021-05. All prospective Offerors must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Addendum No. 1 by signing, dating and attaching this addendum in the front of their submittal. Failure to attach this signed and dated Addendum No. 1 in the submittal may result in rejection.

In addition, OPCM is providing answers to questions received prior to the issuance of EOI Addendum No. 1. However, the period for questions concerning submissions and procedures ends at 12:00 P.M. on June 11, 2021 and any future questions must be electronically submitted via **eMaryland Marketplace Advantage (eMMA)** at emma.maryland.gov. No further questions following the issuance of EOI Addendum No. 1 will be answered from the OPCM email box regardless of the date submitted. Please see EOI Revision B below.

EOI Revisions

- A. Firms interested in being considered for work on any Project must submit an Expression of Interest (EOI) for that Project as set forth herein. The EOI shall be electronically submitted via email at OPCM@mdot.maryland.gov. 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.

Replaced with

Firms interested in being considered for work on any Project must submit an Expression of Interest (EOI) for that Project as set forth herein. The EOI shall be electronically submitted via **eMaryland Marketplace Advantage (eMMA)** at emma.maryland.gov. 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.

- B. All questions concerning submissions and procedures must be submitted by email to opcm@mdot.maryland.gov no later than 11:59 A.M. 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 Mary Barse, mbarse@mdot.maryland.gov, (410) 545-0380 with cc to Yasin Mohammed, Deputy Director, OPCM at ymohammed@mdot.maryland.gov (410)545-5754.

Replaced with

All questions concerning submissions and procedures must be submitted via **eMaryland Marketplace Advantage (eMMA)** at emma.maryland.gov. no later than 12:00 pm one (1) week prior to the due date.

C. Section 10.

Only e-mail copies of the Expression of Interest will be accepted. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted. Submissions should be made to OPCM@mdot.maryland.gov.

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

- Expression of Interest Submission for BCS 2021-04
- Expression of Interest Service Title: Traffic Engineering Services District 4

The body of email must include the following:

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

Please respond by June 18, 2021, prior to 11:59 A.M.

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The Expression of Interest (EOI) submission must include the following:

- Expression of Interest Submission for BCS 2021-04
- Expression of Interest Service Title Traffic Engineering Services District 4

The submission must include the following:

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

Please respond by **June 18, 2021**, prior to **12:00 P.M.**

D. Section 6

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

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

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

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

Replaced with

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

Additionally, Offerors **shall** provide **redacted** copies of all submissions and give specific attention to the clear identification of those portions of its submissions that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act (PIA), Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed with the submission(s).

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E. Section 8

Rating Criteria-

Expression of Interest (EOI) Review Criteria

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

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

-Example Projects – (Rated either (A) cceptable, (U) nacceptable or (N) eutral)

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

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

Request for Technical Proposals (RFP) Review Criteria

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

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Questions Received Prior to Issuance of EOI Addendum No. 1

- Q1. Do the prime and sub(s) need to provide the Investment Activities in Iran document?
- A1. **The signed Certification Regarding Investments in Iran shall be provided by the Prime firm or by the Joint Venture constituent firms.**
- Q2. Is a Section G Matrix required with the SF330 Part I submission?
- A2. **The Section G Matrix is a required component of the Form SF 330.**
- Q3. Can the SF 330 Part E Resume forms be in a Times New Roman 10 pt font?
- A3. **As stipulated in the EOI, “...all pages except pages in SF 330 format need to be at least 11 point Time New Roman font.” Resumes are part of Section E in Form SF 330 and are exempt from the 11 point font requirement.**
- Q4. The solicitation states “...a secondary qualifications-based selection will be employed for all task-order assignments.” There is only one contract being award through this solicitation. Does this mean that there will be task-based competition between the SBE contract and the full and open contracts being solicited for this District?
- A4. **As there is only one contract award, secondary competition will not apply.**

- Q5. Page 7 includes a note regarding page sizes, font, font sizes, and margin sizes but specifies that the note does not apply to pages in the SF 330. Page 9 provides replacement requirements for page size, font, and font size for Phase I Section D, but there are no other notations for replacement requirements for other portions of the SF 330. Is it the intention of MDOT SHA that the original note just alleviates the requirement for 1” margin and font restrictions on the portion of the SF 330 that are from the template form and that all new content on these forms still follow the requirement for 11 pt. Times New Roman?
- A5. **All pages (except for pages in Standard Form (SF) 330, and pages specified as 11 x 17) included within your submittal are required to be standard 8 ½ x 11 size with a minimum of a one-inch margin on all sides and no smaller than 11-point Times New Roman font. Section B.IV clarifies the exceptions for 11X17 pages.**
- Q6. Page 12 establishes that there are no points associated with the example projects and that they will just be evaluated on a pass/fail scale. Page 9 prescribes that the normal MDOT SHA requirement of 1 page for Section F Example Projects be expanded to 2 pages. Given that this content is only being evaluated pass/fail, would MDOT SHA consider reducing the page requirement for each project to the traditional 1 page rather than requiring proposers to expend time producing an additional page of content when the projects are only be evaluated pass/fail.
- A6. **Section B.V of the project’s advertisement limits Section F of the SF 330 to a total of 8 pages with each of the four required example projects allowed two pages each. There is no requirement to use all of the allowed space in the EOI Submittal.**
- Q7. Page 9 notes that “any information presented in Section H will be considered in the evaluation of the EOI.” However, the rating criteria section on Page 12 notes that the only criteria for evaluating the EOI are Key Staff and Example Projects. How is the Section H being considered for evaluation when it is not included in the prescribed evaluation criteria?
- A7. **All areas of the EOI submittal are evaluated for responsiveness to the project’s solicitation for services. The Rating Criteria referenced in Section 8 only apply if the submittals are used to create a Reduced Candidate List (RCL).**
- Q8. The solicitation does not prescribe the inclusion of the Investments in Iran certification; however, presumably based on the fact that investments in Iran restrictions are noted on Page 10 it is intended for this certification to be included in

the EOI. Please confirm if the certification is desired at this stage and whether the certification is required for just Primes or Primes and Subconsultants.

A8. The signed Certification Regarding Investments in Iran shall be provided with the EOI submittal and shall be completed by the Prime firm or each of the Joint Venture constituent firms.

Q9. The solicitation does not mention and requirements for the Section G. Please confirm whether this section is required as part of the EOI.

A9. Section G is a required component of the Form SF 330.

Q10. Pg. 9 of the RFP under B.II. Part II General Qualifications states: “Subcontractor personnel are not to be included.” Please confirm that separate Part IIs for any subconsultants do not need to be included in the submission with the Part II(s) for the Prime/JV.

A10. Section B.II stipulates that Subcontractor personnel are not included.

Q11. Are individual's previous project experience, while employed by another firm, allowed to be submitted as the Section F - Example Projects? (pg. 9, section B. V.)

A11. Projects selected for inclusion in Section F of Form SF 330 should best illustrate the qualifications of the proposed team. The solicitation does not stipulate any restrictions regarding the selection of Example Projects that best illustrate the qualifications of the proposed team.

Q12. Pg. 2 of the RFP states: “All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal.” Do we need to submit anything in the way of verification in regard to SDAT good standing at this time?

A12 There is no requirement for documentation to be submitted with the Expression of Interest unless your firm has only recently registered and there has not been sufficient time for the registration to appear in the Maryland Business Express online Business Entity Search at [Register Your Business Online | Maryland.gov](https://registeryourbusinessonline.maryland.gov) .

Contract No.: BCS 2021-05– Addendum No. 1
Traffic Engineering Services District 4 (SBE)

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EOI SUBMISSION IN
FRONT OF THE TRANSMITTAL LETTER.**

	06/07/2021
Yasin Mohammed, Deputy Director	Date
Office of Procurement and Contract Mgmt.	

Acknowledgement of Receipt

Firm Name	Signature-Authorized Official	Title	Date
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