

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

December 23, 2025

**Contract No.** BCS 2025-04

**Description:** **Supplemental** Consultant  
Engineering Support Services  
for Office of Construction  
(OOC), District 2, District 3,  
District 4, District 5, District 6,  
District 7 and Statewide

**REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 1**

To All Consultant Candidates:

Please be advised that the Request for Technical Proposal (RFP) for this contract are due on **January 8, 2026, by 12:00 PM (NOON) EST** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outlined in the RFP. Technical Proposals received after the deadline will not be accepted no matter how they have been transmitted.

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**CONSULTANT QUESTIONS**

**The following questions are written Technical Proposal Questions received prior to the deadline of 12:00 PM (NOON) on December 17, 2025, from consultant candidates. The responses are provided for clarification to all candidates in bold after the questions:**

- Q1. Given the comprehensive scope of work, the removal of DBE goals, and the new 1-step format outlined in the RFP and the upcoming holiday schedule, several key staff and subconsultants will have limited availability during the last week of December. To ensure we can assemble a fully qualified team and provide a complete, high-quality submission, would SHA consider granting an extension to the current January 8, 2026, deadline? This additional time would allow us to finalize our team and provide all required technical documentation without compromising quality.
- A1. **Per the RFP, the Technical Proposals are due by January 8, 2026, by 12:00 PM (NOON) EST.**
- Q2. The RFP specifies that Examples Projects in SF 330 Section F must be "recent relevant experience performed with the past four (4) years," while Key Staff resumes in Section E must include "recent experience performed within the last three (3) years." Could SHA please confirm: For *Example Projects*, if a project began more than four years ago but had significant relevant work completed within the last four years, is it acceptable to include that project? For Key Staff, if an individual role on a project started more than three years ago but continued into the last three years can the project be listed as recent experience? Should the date range be based on project completion date,

active involvement period, or contract award/finish date? Should the date range for both the Example Projects and the Key Staff Relevant Projects be the same (4 years)?"

- A2. Relevant work performed within the past four years may be included in Example Projects. Key staff's experience performed within the last three years may be included. Per SF 330, Specific Instructions – Section F: 22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24). In addition, please refer to Section 9 Part D iii, in its entirety. The intent and purpose of this provision is to require demonstration of relevant experience obtained within the past three (3) years, without limiting or excluding consideration of the Key Staff's cumulative and overall years of professional experience.**
- Q3. Does the Prime Consultant need to submit Standard Form 330 Part IIs for each of its Subconsultant team members?
- A3. No, Standard Form 330 Part II only needs to be submitted for Prime/JV consultants.**
- Q4. Please confirm that a technical written response section is not required in this RFP stage of the procurement process.
- A4. Written response section to technical questions is not required in this RFP.**
- Q5. In light of the holiday schedule, will the SHA consider extending the deadline two weeks?
- A5. See A1 above.**
- Q6. In the spirit of providing equity for consulting teams to submit technical proposals for BCS 2025-04 Supplemental Consultant Engineering Support Services for OOC and Districts (due January 8, 2026 – 6 weeks to respond), would SHA consider extending the due date in lieu of the upcoming Christmas and New Year holidays and scheduled closings/time off?
- A6. See A1 above.**
- Q7. In reference to Section D. iv. Section F – Example Projects (page 14), will SHA consider increasing the 4 year age limit on projects so that we can include work that is relevant and responsive to the contract scope? (a four (4) year timeframe is very short considering the recent business climate.)
- A7. The Example Projects set forth shall be recent relevant experience performed within the past four (4) years.**
- Q8. In reference to Section D. iii. Section E. Key Staff (RFP page 12), it states the following - "The experience for each individual Key Staff as described below shall be recent experience performed within the last three (3) years. Does this mean that all projects shown on the key staff resume must have been completed within the last three years? Will SHA consider increasing the age limit on project experience so that we can include work that is relevant and responsive to the contract scope? (A three (3) year timeframe is very short considering the recent business climate.)

- A8. Please refer to Section 9 Part D iii, in its entirety. The intent and purpose of this provision is to require demonstration of relevant experience obtained within the past three (3) years, without limiting or excluding consideration of the Key Staff's cumulative and overall years of professional experience.**
- Q9. Per Section D. iii. Section E. Key Staff (RFP page 13), Key Staff 3 and Key Staff 4 may be employed by the Prime/JV or any of the Subconsultants. RFP page 18 provides instructions for the Oral Presentation where each of the four key staff plus on support personnel are to attend. If we include a Key Staff from one of our subconsultants that are on other proposing teams, would they be precluded from attending the oral presentation? Would we be given the opportunity to substitute a representative for that Key Staff position?
- A9. No, key staff on other proposing teams will not be precluded from attending the oral presentation. Furthermore, per the RFP 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](mailto:opcm@mdot.maryland.gov) at least one (1) business day prior to the consultant's scheduled presentation. The RFP does not stipulate an opportunity for Key Staff substitutions for oral presentations.**
- Q10. Regarding Contract BCS 2025-04, please confirm whether any DBE, MBE, or other minority participation goals will be established for this solicitation. If applicable, please specify the required percentage and reporting expectations.
- A10. There are no DBE, MBE or other minority goals for this solicitation.**
- Q11. Would you consider including an SBE percentage?
- A11. BCS 2025-04 was not designed as an SBE contract. SBE Program is for the primes not sub-contractors. SHA will continue to evaluate all USDOT-assisted contracts to determine their suitability for designation as a contract in the SBE Program.**
- Q12. Project Resume page 12 (Section iii) states "The experience for each individual key Staff as described below shall be recent experience performed within the last three (3) years." Is the intent to limit the experience listed under part 19 (Relevant Projects of the Section E form) to include only projects performed within the last 3 years? If not, could consideration be made to rephrase the statement? Additionally, can this be extended to four (4) years to match the time frame of example projects listed on Project Resume page 14 (Section iv)?
- A12. See A2 above.**
- Q13. Our engineering firm is currently certified as MBE/SBE Water and Sewer line and related structures construction NAICS 237110, NAICS 541330 Engineering services, specifically inspection, NAICS 541990 and NAICS 541618. We are interested in partnering with a prime company to submit bid proposal for this project. We missed the pre-bid meeting but we desire to market our firm to interesting primes, can we have the meeting minutes with firms contact so we can reach out to the Prime companies?

**A13. The attendance list of the pre-proposal conference is attached as part of Addendum No. 1 for BCS 2025-04.**

Q14. The RFP states that SF 330 Parts I and II are required for the Prime and each proposed subcontractor. Please clarify whether the Agency is requesting one consolidated SF 330 covering the full team or individual SF 330s for the Prime/JV and each subcontractor firm.

**A14. See A3 above.**

Q15. eMMA includes three separate upload folders (General, Technical, and Financial) for this solicitation. Please confirm what content SHA expects offerors to upload in each folder.

**A15. Offerors can upload the proposal in either the General or Technical folder.**

Q16. Would MDOT SHA consider a two-week extension to the proposal submission deadline?

**A16. See A1 above.**

Q17. RFP page 18 (under 10. Oral Presentation) states: "Attendance will be limited to four (4) key staff plus one (1) support personnel. The one (1) support personnel participating in the presentation shall be at the consultant's discretion." Are the four "key staff" attending the oral presentation required to be the same "Part I, Section E of the SF 330, Key Staff" from the technical proposal as defined on RFP pages 12–13?

**A17. Yes, the four key staff attending the oral presentation shall be the same key staff provided in Part I, Section E of the SF 330. Furthermore, all individuals presenting shall be identified in Part I.D of SF 330.**

Q18. Please confirm no written response to the oral presentation topics should be provided in the technical proposal.

**A18. See A4 above.**

Q19. Reference RFP p. 12: "i. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330." QUESTION: Does SHA require that relevant NAICS codes and percentages of work for subconsultants be provided in Part I, C—or were these requirements specific to DBE provisions of previous procurements and no longer applicable?

**A19. Per the RFP and the provision on the Interim Final Rule on DBE programs, The NAICS code and percentage of work will not be required.**

Q20. The solicitation does not refer to construction management and inspection experience for key staff. Should the requirements be updated to emphasize construction management and inspection expertise rather than design experience?

**A20. Please refer to the requirements for Key Staff 1 and 2 as specified in Section 9 Part D iii, subpart 1 & 2 in the RFP. In addition, please refer to Section 2, Consultant Services Required.**

Q21. How will SHA determine which awarded consultant receives which OOC and District contracts?

**A21. Upon award, each firm shall be assigned to a designated office, which it shall serve for the full term of the contract. Such assignments shall be made at the discretion of the Office of Construction and in accordance with the operational needs of the offices served.**

Q22. Since there is no DBE goal, do you still require us to document any DBE firms with their corresponding # and expirations on the SF330 Part C and subconsultant letters?

**A22. Documentation of DBE firms, corresponding # and expiration is not required for this solicitation.**

Q23. Do you want NAICS codes listed on the SF330 Part C and listed on the commitment letters?

**A23. See A19 above.**

Q24. Section 10 of the RFP titled Oral Presentation notes, “The consultants shall email to SHA via [opcm@mdot.maryland.gov](mailto:opcm@mdot.maryland.gov) the presentation materials at SHA’s request.” Will presentation materials be requested before the presentation or after the presentation? How will presentation materials be used relative to scoring?

**A24. Oral presentation materials will be requested before the presentation. Per the RFP, the consultants will only be evaluated based on verbal statements and the content displayed during the oral presentation.**

Q25. In the BCS 2025-01 preproposal meeting a question was asked regarding SHA providing anticipated timing and notice for shortlisting and oral presentations. SHA responded that dates and location will be included in the post-Q&A addendum issued after December 18. Will oral presentation dates be included in the post-Q&A addendum for BCS 2025-04?

**A25. Per the RFP, SHA will schedule the oral presentation after receiving the technical proposals.**

Q26. Can the experience for each Key Staff be increased from recent experience performed within the last three (3) years to recent experience performed within the last five (5) years?

**A26. Please refer to Section 9 Part D iii, in its entirety. The intent and purpose of this provision is to require demonstration of relevant experience obtained within the past three (3) years, without limiting or excluding consideration of the Key Staff’s cumulative and overall years of professional experience.**

Q27. On pages 8 and 9 of the Request for Professional Services in Engineering Standards and Guidelines there appear to be duplications of materials listed. There are items m. Maryland State Highway Administration Construction Manual and ee. SHA Construction Manual; and items p. SHA’s Accessibility Guidelines for Pedestrian Facilities along State Highways and ff. SHA Accessibility Policy & Guidelines for Pedestrian Facilities Along State Highway. Are these duplicates or separate documents?

- A27. Item ee. SHA Construction Manual is a duplicate of item m. Maryland State Highway Administration Construction Manual. Items p. and ff. are duplicates. The correct title of the referenced document is SHA Accessibility Policy & Guidelines for Pedestrian Facilities along State Highways.**
- Q28. Section 10 references the Oral Presentation. All four Key Staff are required to present, along with a fifth support person. Later in the Section it states that all individuals presenting shall be identified in Part I.D of the SF 330 (Key Staff). Must the fifth person (non-Key Staff) be identified and listed as a presenter within Part I.D of the SF 330?
- A28. SHA does not require the attendance of all the key staff. However, per the RFP, all individuals presenting shall be identified in Part I.D of SF 330.**
- Q29. It is understood MDOT has paused the DBE program. However, the SBE program is in tact. MDOT made a statement a couple of months ago that they would continue to support the small businesses. Why have there not been SBE goals included in the solicitations recently advertised in place of DBE goals? Most, if not all, of the DBE forms are also SBE firms. Certainly, by including SBE goals, the harm which many firms are experiencing would be somewhat mitigated by MDOT's use of the SBE program. We respectfully request the inclusion of SBE goals for federally funded contracts, since SBE status is race and gender neutral.
- A29. See A11 above.**
- Q30. As an SF 330 submission, does this proposal response require a G Matrix?
- A30. Yes, a SF 330 G Matrix is required.**
- Q31. We recognize that SHA has a schedule to uphold. Is there a possibility of a submission deadline extension to accommodate several major recognized winter holidays during the proposal writing period?
- A31. See A1 above.**
- Q32. Does the procurement team have a preliminary schedule developed for the interview stage of this proposal? If so, does that schedule allot for adequate preparation time, considering the solicited services of this contract as similar to another current open bid from the agency?
- A32. See A25 above**
- Q33. Will SHA consider adding a preference for a Certified Construction Manager (CCM) credential, issued by the Construction Management Certification Institute, for Key Staff 1 and/or Key Staff 2? As this is a construction management-focused contract, it is critically important for the primary and secondary liaisons to have a construction management background.

- A33. Please refer to the requirements for Key Staff 1 and 2 as specified in Section 9 Part D iii subpart 1 & 2 in the RFP. In addition, please refer to Section 2, Consultant Services Required, including Scope of Services and Examples of Work, although “Construction Management” is not expressly identified as a discrete service, when Section 2 is read in its entirety, the enumerated examples of required work, taken collectively, constitute and are reasonably interpreted as Construction Management Services.**
- Q34. The Project Resume states, “The experience for each individual Key Staff as described below shall be recent experience performed within the last 3 years.” Will SHA consider re-wording this to “At least 3 years of the required years of experience for each individual Key Staff shall be recent experience performed within the last 3 years”?
- A34. See A26 above.**
- Q35. For Oral Presentation question A, is the intent of this question to answer with a design perspective, construction perspective, or both?
- A35. Please refer to the RFP, Part 2. Consultant Services Required, and specifically the first sentence: “The services to be performed under this contract will provide in-house engineering/technical services related to design and construction projects and related activities administered by the State Highway Administration, District Offices, and OOC.”**
- Q36. Page 3 of the Request for Professional Services references the use of Disadvantaged Business Enterprises (DBE) in accordance with Title VI of the Civil Rights Act of 1964. However, DBE requirements appear not to exist in this Request. Please clarify.
- A36. The Title VI of Civil Rights Act of 1964 is a mandatory paragraph on the RFP however, the requirement for DBE will not be applicable on this RFP**
- Q37. Section D, Part iv references Example Projects. At the end of this paragraph, it states “Information provided in this section shall become part of the rating/evaluation criteria for this project.” However, the Evaluation Criteria does not state that Example Projects are scored but are rather Acceptable, Unacceptable, or Neutral. Please clarify.
- A37. Per the RFP, the Example Projects are part of the evaluation criteria. The example projects will be scored either Acceptable (A) or Unacceptable (U).**
- Q38. For the Oral Presentation, what will SHA provide in terms of equipment? Will they provide a screen? Projector? We will assume all appropriate power connections are available for use.
- A38. SHA will provide the equipment for the oral presentation. SHA will provide the screen size and resolution Specifications along with the presentation schedule.**
- Q39. For the Oral Presentation, it states “Consultants will be provided 15 minutes for set-up and introduction”. Will firms be allowed to do formal introductions during these 15 minutes, therefore allowing the 60 minutes to focus on the technical questions asked?
- A39. Yes, the consultants will be allowed 15 minutes just for set-up and introduction and the 60 minutes will be only for the technical questions asked.**

Q40. Will the administration consider expanding the timeframe for “recent experience” requirements for Key Staff? Section 9.D.iii currently states: “The experience for each individual Key Staff as described below shall be recent experience performed in the last 3 years.” Given that SHA contract durations are often 5 years and may experience delays in procurement, limiting recent experience to the past 3 years can significantly restrict qualified firms—particularly those that have successfully completed prior contracts but have not been awarded one in the most recent cycle. Additionally, the required experience for Key Staff ranges from 5 to 12 years, which suggests that broader consideration of past performance would align with the intent of ensuring qualified personnel. Would SHA consider revising this requirement to allow recent experience within the last 5 to 8 years, thereby providing a more inclusive opportunity for firms with proven performance on prior contracts?

**A40. See A26 above.**

Q41. Will the Administration consider extending the timeframe for “recent projects” beyond the current 4-year requirement? Supplemental engineering contracts historically span 5 (to 6) years, and procurement cycles often include significant gaps between successful awards. Limiting recent project experience to 4 years may inadvertently exclude qualified firms that have successfully delivered long-duration contracts but have not had opportunities within the most recent procurement cycle. Expanding this timeframe would allow for a more comprehensive evaluation of firms’ capabilities and past performance.

**A41. See A7 above.**

Q42. Answers for questions regarding (1) Key Staff requirement clarifications and (2) years of recent project experience clarification will directly impact selections made by firms for these roles/projects. As such, if answers to these questions are not provided to proposers until the week of 12/22 or beyond, will SHA extend the January 8th deadline?

**A42. See A1 above**

Q43. Would it be possible to consolidate multiple supplemental contracts from different SHA Districts into a single, unified project example? This approach would provide a clearer, more comprehensive representation of our statewide capabilities and service offerings. By presenting an integrated view, we can better demonstrate the consistency, efficiency, and value we deliver across all regions.

**A43. SHA is proceeding with the RFP of BCS 2025-04 without modifications.**

Q44. If SHA permits project examples to extend beyond four years, would you also allow multiple contracts for the same project within the same District to be consolidated into a single project example in the proposal? This approach would provide a more comprehensive representation of our experience and demonstrate continuity and efficiency in delivering similar work.

**A44. Relevant work performed within the past four years may be included in Example Projects.**



Q45. The scope lists survey services, which are typically associated with design work rather than supplemental support. Could you clarify the expected extent of survey services under this contract? Are these limited to verification and as-built documentation, or do they include full design-level surveying?

**A45. Please refer to the RFP, Part 2. Consultant Services Required, specifically the Scope of Services and Examples of Work subparts.**

Q46. The RFP references construction and material inspection services, which have been specifically precluded in previous solicitations of this type. Could you confirm whether these services are required under this contract, and if so, what level of inspection is anticipated?

**A46. References to such services are included to illustrate the breadth of experience that may be relevant to the Scope of Services. Construction and materials inspection support, when requested, would be task-specific, and the level of inspection, if applicable, would be defined on a case-by-case basis through individual task orders. Please note, each procurement is unique to SHA requirements. Prior requirements are not necessarily related to future needs.**

Q47. The RFP states that experience for each Key Staff must be recent (within the last three years), but also requires more years of overall experience. Many qualified professionals may not have five projects meeting all criteria within the past three years. Could you clarify whether we can demonstrate compliance by showing ten years of relevant experience, supplemented by recent projects, or if only projects within the last three years will be considered?

**A47. See A26 above.**

Q48. Is SHA able to provide an approximate date for the oral presentations?

**A48. See A25 above.**

Q49. Will SHA provide a projector or large display/monitor for the oral presentation? If so, what are the screen size and resolution specifications?

**A49. See A38 above.**

Q50. Which input connections are supported (e.g., HDMI, USB C, DisplayPort)? Will dongles/adapters be available on site, or should presenters bring their own?

**A50. See A38 above.**

Q51. Is wired or Wi Fi internet available for presenters during the oral presentation?

**A51. See A38 above**

Q52. May we connect our own laptop for the presentation? Are there any IT security requirements (e.g., restrictions on USB devices, antivirus software expectations)?

**A52. See A38 above.**

Q53. Do subconsultants need to complete the Proposal Affidavits?

**A53. No, only the prime consultant(s) need to complete the proposal affidavit.**

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**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL SUBMISSION VIA EMMA.**

*Jada Wright*

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

December 23, 2025

Date

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Acknowledgement of Receipt of Addendum No. 1 for BCS 2025-04:

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(Company)

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(Signature-Authorized Official)

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Title

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Date

General questions relating to this Addendum No. 1 may be directed to [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov). The time period for questions has expired; therefore, no additional questions will be accepted or answered by State Highway Administration.