

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 2025-05

**Description:** Construction Management and  
Inspection Services for District 4,  
District 6, Office of Construction  
(OOC) 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 15, 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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**REDLINE REVISION (RLR)**

- RLO1. ~~Key Staff 4: A Transportation Engineer equivalent to the SHA Transportation Engineering Technician IV or greater with a minimum of five (5) years of experiences in a highway, traffic, bridge or construction related projects; expertise in Vertical Construction, and/or Utility relocation/construction; employed by the Prime/JV or any of the Subconsultants.~~
- RLR1. **Key Staff 4: A Transportation Engineer Technician IV equivalent to the SHA Transportation Engineering Technician IV or greater with a minimum of five (5) years of experience in highway, traffic, bridge or construction related projects; expertise in Vertical Construction and/or Utility relocation/construction; employed by the Prime/JV or any of the Subconsultants.**

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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. Regarding the excerpt from the RFP: "Salaries shall be actual per-hour salary rates as supported by Certified Payroll Rosters or pay rates listed on the Salary Schedule for SHA OOC CMI Classifications"

Our question: Will SHA OOC no longer review and approve step increases or reclassification requests for our assigned inspection staff?

**A1. Yes, SHA OOC will continue to review and approve step increases and reclassifications.**

Q2. The RFP indicates a total of six (6) participants. We understand the sixth participant may be used solely for equipment set-up/support. Please clarify, may we plan for the other five (5) participants to speak/address the five (5) questions?

**A2. Per the RFP, the 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.**

Q3. Will the State take into consideration timing for the presentations as to not schedule the various contracts presentations back-to-back in consideration of the key staff that may be on multiple contracts.

**A3. The oral presentation will be scheduled at the state's discretion.**

Q4. Would SHA consider extending the proposal deadline beyond January 17, given that the proposal period spans the holiday season timeframe.

**A4. Per the RFP, the Technical Proposals are due by January 15, 2026, prior to 12:00 PM (Noon) EST.**

Q5. On page 12: The RFP states that Key Staff experience must be limited to work performed within the last three (3) years. As SF330 submissions typically allow experience within the past ten (10) years, would SHA consider extending the allowable timeframe to the past five (5) years for Key Staff experience?

**A5. 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.**

Q6. Is an SF 330 G Matrix required?

**A6. Yes, a SF 330 G Matrix is required.**

Q7. If submitting as a joint venture, is a Corporate Resolution still required for the signatory of the financial letter and the affidavit signer?

**A7. Yes, if submitting as a joint venture, a Corporate Resolution is required for the signatory of the financial letter and the affidavit signer.**

Q8. Would SHA consider extending the due date, due to the holiday and SHA posting responses to questions?

**A8. See A4 above.**

Q9. 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?

**A9. 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**

Q10. On the first page of the solicitation documentation it states, “The State Highway Administration (SHA) is issuing this Request for Proposals (RFP) for Construction Management and Inspection (CMI) services in District 4 and District 6, Office of Construction (OOC) and potentially Statewide as necessary, for a period of five (5) years.” Will SHA have separate contracts for District 4, District 6 and OOC or will they be combined? Given the diverse transportation needs of each area, the consultant’s response to projects would be vastly different.

**A10. Upon award, each contract 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.**

Q11. 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?

**A11. 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.**

Q12. 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.

**A12. 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, which expressly and unambiguously set forth the requirements for Construction Management Services.**

Q13. For Key Staff 1 and Key Staff 2, will SHA remove design responsibilities, so their roles focus exclusively on construction management services?

**A13. 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.**

Q14. Is it acceptable to exclude KS 4 from the interview process, given that this position represents only 2% of the contract? We would prefer showcasing staff who best fit the question criteria.

A14. **Per the RFP, the attendance will be limited to four (4) key staff plus one (1) support personnel. 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. However, SHA does not require the attendance of all the key staff. The RFP does not stipulate an opportunity for Key Staff substitutions for oral presentations.**

Q15. Regarding Key Staff 4, can SHA please confirm if the title should be "Transportation Engineering Technician IV" instead of "Transportation Engineer"?

A15. **See RLR1 above**

Q16. What happens if a key staff member becomes unavailable due to illness or a family emergency on the day of the interview?

A16. **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. SHA does not require the attendance of all the key staff. The RFP does not stipulate an opportunity for Key Staff substitutions for oral presentations.**

Q17. Is SHA able to provide an approximate date for the oral presentations?

A17. **Per the RFP, SHA will schedule the oral presentation after receiving the technical proposals.**

Q18. The Project Resume currently states: "The experience for each individual Key Staff as described below shall be recent experience performed within the last 3 years." Will SHA consider revising this to: "At least 3 years of the required experience for each individual Key Staff shall be recent experience performed within the last 3 years"? This change would allow inclusion of additional projects that better reflect the full scope of work, rather than limiting resumes to only projects completed in the past 3 years.

A18. **See A5 above**

Q19. On the Time Distribution, there is 1% of time dedicated to the Professional Engineer in an office. Can SHA please clarify what the 1% office Professional Engineer is anticipated to be used for?

A19. **The Time Distribution in the RFP is an estimate of the anticipated work to be performed over the life of the contract. The Professional Engineer outlined in the Time Distribution table may be utilized for technical support. Please submit Time Distribution in the Technical Proposal as established within the RFP.**

- Q20. Will SHA provide a projector or large display/monitor for the oral presentation? If so, what are the screen size and resolution specifications?
- A20. **SHA will provide the equipment for the oral presentation. SHA will provide the screen size and resolution Specifications along with the presentation schedule.**
- Q21. 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.
- A21. **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.**
- Q22. Section D, Part iii identifies Key Staff needs. Regarding Key Staff 4, requirements for this role are unclear. It initially references a Transportation Engineer, then pivots to a Transportation Engineering Technician IV or greater.
- A22. **See RLR1**
- Q23. 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.
- A23. **Per the RFP, the Example Projects are part of the evaluation criteria. The example projects will be scored either Acceptable (A) or Unacceptable (U).**
- Q24. 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 within Part I.D of the SF 330?
- A24. **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.**
- Q25. 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.
- A25. **See A20 above.**
- Q26. 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?
- A26. **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.**

- Q27. The Project Description states, “The contracts will be administered by SHA’s Office of Construction (OOC), District 4, and District 6”. Typically, the contracts are administered by OOC through the Districts, however this suggests the Districts may administer the projects directly without OOC. Please clarify.
- A27. **All contracts shall be administered under the authority of the Office of Construction; however, responsibility for day-to-day contract administration shall be performed by the assigned office.**
- Q28. Under C. Work Plan, iii, it states this is an open-ended task-based contract where schedules and/or deadlines will govern deliverables, services, etc. This speaks more to a design contract than a traditional CMI contract. Is SHA changing how CMI contracts are administered? Please clarify.
- A28. **SHA is not changing how CMI contracts are administered.**
- Q29. Can the work plan section can be increased from 3 to 4 pages?
- A29. **Per the RFP, the work plan should not exceed three (3) pages.**
- Q30. 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.
- A30. **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, which expressly and unambiguously set forth the requirements for Construction Management Services.**
- Q31. 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?
- A31. **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.**
- Q32. On page 13, please confirm that the 4 key staff requirements are correct as these seem to be written for engineering staff.
- A32. **Please refer to the requirements for all Key Staff as specified in Section 9 Part D iii subpart 1 & 2 in the RFP. In addition, please refer to Section 2, Consultant Services Required.**
- Q33. For SF330 Sections E (Resumes) and F (Projects), SHA would be amenable to expanding the age limit of projects from three years to five years?

- A33. For SF330 Section E (Resumes), 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. For SF330 Section F (Example Projects), relevant work performed within the past four years may be included in Example Projects.**

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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 2025-05:

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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.