

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 2025-06

Description: Construction Management and
Inspection Services for District 4,
District 6, Office of Construction
(OOC) and Statewide-SBE

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 **February 16, 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.

REDLINE REVISION (RLR)

REQUEST FOR PROFESSIONAL SERVICES

- RLO1. SHA anticipates awarding up to one (1) 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 the one (1) contract shall not exceed \$5 million. 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 State and Federal Funds.
- RLR1. SHA anticipates awarding up to one (1) open-end, task-order-based contract that may cover multiple projects for these services. The duration of the Contract will not exceed five (5) years. The total funding authority for the one (1) contract shall not exceed \$5 million. SHA reserves the right to modify the total funding authority. No minimum amount of work or funds is guaranteed under this Contract. The Contract will be funded with State and Federal Funds.**

- RLO2. ~~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.~~
- RLR2. 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. Do all JV partners need to be SBE's?
- A1. Yes, all JV partners need to be SBE.**
- Q2. Do subconsultants need to be SBE's?
- A2. Yes, all subconsultants need to be SBE.**
- Q3. What percentage of work does the prime SBE need to perform? What percentage of work do the SBE's need to perform collectively?
- A3. All the JV partners and subconsultants must be SBE. Therefore, the percentage of work allocation is at the discretion of the Prime/JV.**
- Q4. Our engineering firm is interested in partnering with a prime company to submit bid proposal for this project. We missed the pre-bid meeting but we still like 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?
- A4. The attendance list of the pre-proposal conference is attached as part of Addendum No. 1 for BCS 2025-06.**
- Q5. We typically include the eMMA vendor number for each Joint Venture partner on the Transmittal Letter and then if the contract is awarded to our JV team, we register with SDAT and after receiving a tax ID #, then register the JV with eMMA. Is this acceptable for this solicitation
- A5. Yes, SHA will accept the eMMA vendor number for each Joint Venture partner on the Transmittal Letter.**

- Q6. 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?
- A6. **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.**
- Q7. The oral presentation questions include topics such as handling archaeological objects and demonstrating expertise in material testing and bridge and structural evaluations. Are these questions intended to align with the key staff roles listed in the RFP?
- A7. **Oral Presentation questions in the RFP are designed to evaluate key aspects of the bidder's ability to successfully fulfill the contract requirements.**
- Q8. On the first page of the solicitation documentation it states, "The State Highway Administration (SHA) is issuing this Request for Proposals (RFP) to provide construction management and inspection (CMI) services in District 4 and District 6, Office of Construction (OOC) and potentially Statewide-SBE as necessary, for a period of five (5) years." Will SHA be having 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.
- A8. **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.**
- Q9. On the first page of the solicitation documentation it states, "SHA anticipates awarding up to one (1) 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 the one (1) contract shall not exceed \$5 million. 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 State and Federal Funds." SHA is stating they are providing funding for one (1) contract, however, through the paragraph it states Contracts which implies more than one (1) contract. So, is SHA awarding one (1) contract or one (10 for OOC and each district or more than one contract?
- A9. **See RLR1 above.**
- Q10. Will you be releasing a list of participants and the presentation?
- A10. **The attendance list of the pre-proposal conference is attached as part of Addendum No. 1 for BCS 2025-06. As for the oral presentation, the participants list will not be published.**

Q11. The description of Key Staff 4 references “Transportation Engineer” and a minimum of “Transportation Engineering Technician IV”. Can you please clarify what level this person’s qualifications should meet?

A11. See RLR2 above

Q12. A requirement of the Key Staff SF 330 Section E states that “The experience for each individual Key Staff as described below shall be recent experience performed within the last three (3) years”. Since individual project assignments can extend over a 3-year duration, is it acceptable to include projects that exceed the three (3) year threshold outlined in the RFP, but are recent and relevant experience(s) that strengthen and better tell a story of the employees’ work history and skillset? Would suggest rephrasing back to the 2023 CMI procurement language of “At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years” to allow experience outside of that window to be captured.

A12. 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.

Q13. With the uncertainty of the requirements for the Key Staff 4 position, would an extension of the proposal due date be considered so teams may have a chance to adjust staffing or potentially teaming if needed?

A13. Per the RFP, the Technical Proposals are due by February 16, 2026, by 12:00 PM (NOON) EST.

Q14. Can there be consideration to extend that deadline for questions to be submitted to allow for any clarifications or follow-up questions that may arise because of pending Amendment 1 and its corresponding answers to initial questions?

A14. Per the RFP, the time period for questions has expired; therefore, no additional questions will be accepted or answered by SHA.

Q15. If inclement weather is forecasted for the day of presentation, will SHA adjust accordingly in advance or will determination be made depending on status of State office on day of?

A15. SHA will schedule the oral presentations after receiving the technical Proposals. SHA may reschedule the oral presentations as needed at its discretion.

Q16. Can you consider allowing two (2) additional individuals to operate consultant audio-visual equipment?

A16. 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.

- Q17. For Part I, Section E of the SF 330, Key Staff, the requirements for resume state “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 the resume should only reflect project experience within the last 3 years?
- A17. **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.**
- Q18. For Key Staff 1 and 2, the requirement for staff can be met without any experience in construction management or inspection. Since this is a Construction Management and Inspection advertisement, will SHA consider adjusting the requirements to focus on construction management and inspection?
- A18. **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.**
- Q19. 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.
- A19. **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.**
- Q 20. For Key Staff 1 and Key Staff 2, will SHA remove design responsibilities, so their roles focus exclusively on construction management services?
- 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. 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.
- A21. **See A16 above.**
- Q22. Regarding Key Staff 4, can SHA please confirm if the title should be “Transportation Engineering Technician IV” instead of “Transportation Engineer”?
- A22. **See RLR2 above.**

- Q23. What happens if a key staff member becomes unavailable due to illness or a family emergency on the day of the interview?
- A23. **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 at least one (1) business day prior to the consultant's scheduled presentation. Furthermore, 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.**
- Q24. Is SHA able to provide an approximate date for the oral presentations?
- A24. **Per the RFP, SHA will schedule the oral presentation after receiving the technical proposals.**
- Q25. 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.
- A25. **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.**
- Q26. 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?
- A26. **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.**
- Q27. Will SHA provide a projector or large display/monitor for the oral presentation? If so, what are the screen size and resolution specifications?
- A27. **SHA will provide the equipment for the oral presentation. SHA will provide the screen size and resolution Specifications along with the presentation schedule.**
- Q28. Certified Construction Manager (CCM) certification was not mentioned as preference in any Key Staff. Since this is a Construction Management and Inspection advertisement, would SHA consider adding a preference for CCM to Key Staff 2?
- A28. **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.**

- Q29. For Oral Presentation, what equipment or connections will be available to consultant, if any? Will a projector or monitor screen be available with HDMI connection and power connection? If consultant needs to provide projector, will there be a screen available? Could you provide a diagram and/picture of room layout?
- A29. See A27 above.
- Q30. What are our options should there be a legitimate reason on day of presentation that one of the presenters is absent? Would we be allowed a last-minute change in presenter?
- A30. See A23 above.
- Q31. Can there be consideration to remove the requirement of all four key staff needed to be in attendance. We believe Key Staff 1 and 2 should be required, however the rest of the presenter should be at consultants' discretion, as the anticipated support provided to this contract is beyond just the knowledge and experience of Key Staff 3 and 4. Furthermore, based on the topics for Oral Presentation, the specialize experience required in Key Staff 4 has no relevance to these topics being presented.
- A31. See A16 above.

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

Acknowledgement of Receipt of Addendum No 1 for BCS 2025-06:

(Company)

(Signature-Authorized Official)

Title

Date

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