

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

November 15, 2023

Contract No.: BCS 2023-15
Description: Engineering, Operations
and Construction Management and
Inspection (CMI) Services, Statewide

REQUEST FOR TECHNICAL PROPOSAL ADDENDUM NO. 1

To All Offerors:

This addendum is being issued on the Request for Technical Proposal for BCS 2023-15. 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.

Please be advised that the Technical Proposal delivery date for this procurement is extended to **12:00 PM (NOON) on January 10, 2024**. Technical Proposals received after the deadline will not be accepted no matter how transmitted.

PEN AND INK CHANGES

Please note the following changes to the BCS 2023-15 Request for Technical Proposal issued October 17, 2023:

O1 Section A. COVER LETTER – Cover Letter on the Firm’s/JV’s letterhead – limited to two (2) pages, which must contain:

- i. 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.
- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract’s scope and deliver all the requirements set forth through its own forces and those of its subcontractors.
- vi. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.
- vii. Acknowledges that the Firm/JV and proposed team understand and have the capability to perform multiple simultaneous task assignments.

- viii. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- ~~iv.~~ This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- ~~xi.~~ Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

REPLACE WITH:

C1 Section A. COVER LETTER – Cover Letter on the Firm’s/JV’s letterhead – limited to two (2) pages, which must contain:

- i. 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.
- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract’s scope and deliver all the requirements set forth through its own forces and those of its subcontractors.
- vi. Acknowledges this is an open-ended task-based contract and understands that tasks will be assigned with schedules and/or deadlines to provide deliverables, services, etc.
- vii. Acknowledges that the Firm/JV and proposed team understand and have the capability to perform multiple simultaneous task assignments.
- viii. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- ~~ix.~~ This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- ~~x.~~ Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

O2 Section B. SCOPE:

The Consultant must submit a maximum of a two (2) page ~~letter~~ certifying the contract’s Scope can be performed in its entirety through its own forces and those of its subconsultants.

REPLACE WITH:

C2 Section B. SCOPE:

The Consultant must submit a maximum of a two (2) page document certifying the contract’s Scope can be performed in its entirety through its own forces and those of its subconsultants.

O3 Section 2 CONSULTANT SERVICES REQUIRED –

The Firms ~~shall~~ develop a knowledge and project transition plan that outlines a step-by-step process to reach a smooth transition from the current project delivery and support team providing SHA these services to the new Firms. The transition plan may include a combination of a series of meetings, documents, checklists, or other means to gather the information and project history and background to move forward effectively and efficiently without delay. The Firms may also be asked to develop a transition plan at the end of this five year contract or before, if needed, to facilitate a smooth transition from the Firms to the next contracts. It is critical that all projects, specifically those being delivered with alternative delivery methods, transition smoothly in order to ensure overall project success.

REPLACE WITH:

C3 Section 2 CONSULTANT SERVICES REQUIRED –

The Firm(s) selected for contract award may be required to develop a knowledge and project transition plan that outlines a step-by-step process to reach a smooth transition from the current project delivery and support team providing SHA these services to the new Firms. The transition plan may include a combination of a series of meetings, documents, checklists, or other means to gather the information and project history and background to move forward effectively and efficiently without delay. The Firms may also be asked to develop a transition plan at the end of this five year contract or before, if needed, to facilitate a smooth transition from the Firms to the next contracts. It is critical that all projects, specifically those being delivered with alternative delivery methods, transition smoothly in order to ensure overall project success.

Questions from Potential Offerors

The deadline for questions for this contract ended at 12:00 PM (NOON) on November 7, 2023. The following questions are written Request for Technical Proposal Questions received prior to the deadline and submitted through the eMaryland Marketplace (eMMA) Q + A Discussion Board at emma.maryland.gov. The responses are provided for clarification to all prospective offerors in bold after the questions:

Q1 “Will a list of pre-proposal participants be released?”

A1 The Attendance Summary is included as an attachment to BCS 2023-15 RFTP Addendum No. 1.

Q2 “Page 13, 10.A. Cover Letter details 10 items that need to be addressed. The last two items (iv. and xi) are not in numerical order. Could you please confirm this is a typo and there are no items missing from the list?”

A2 Please see Pen and Ink Change C1, above. The numerals have been corrected.

Q3 “Page 15 D. iii. Part I, Section E of the SF 330, Key Staff statement that the resumes are two (2) pages. Since the SF 330 E resume has been expanded from one (1) page to two (2) pages, are we permitted to include more than 5 projects per resume?”

A3 Section 10.D.iii of the RFP stipulates that Part 1, Section E of the SF 330 is limited to 2 pages per Key Staff. Key Staff Resumes are limited to 2 pages per key staff. As a part of Key Staff resumes, the offeror may include as many or as few example projects as they choose.

Separate from Key Staff, in SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications, the offeror must limit example projects to three (3) projects, one (1) project per page, for a total not to exceed three (3) pages.

Q4 “On page 16, Section D.iv states “SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications. Each subsequent question uses the term “Firm.” Can you please clarify if an example project has to demonstrate experience from all members of the Proposed Team or if it is acceptable if any individual firm from the Proposed Team can demonstrate experience on the example project.”

A4 The term Firm and the term Team are interchangeable. The Consultant should select examples that best illustrate the proposed team’s qualifications to provide the services requested.

Q5 “Please clarify the 1-step selection process. Will there be an Oral presentation required?”

A5 The technical evaluation criteria for this procurement is documented in the RFTP in Section 9. An oral presentation is not requested for this procurement.

Q6 “With the number of solicitations recently issued by OPCM and upcoming holidays, would you consider postponing the due date to January 15, 2024?”

A6 Please see above. The Technical Proposal delivery date for this procurement is extended to 12:00 PM (NOON) on January 10, 2024. Technical Proposals received after the deadline will not be accepted no matter how transmitted.

Q7 “Other than for Key Staff 4, it appears the RFP does not speak to MARTCP and IMSA certifications. What are the requirements for proposed support staff to hold or obtain these certifications?”

- A7** Specific certification requirements will be established at the time SHA requests resumes for supplemental staff. In general, all levels of Transportation Engineering Technicians, Transportation Engineers, and Transportation Engineering Managers working in the field as construction inspectors and/or Construction Project Engineers, must acquire the Maryland Department of the Environment Erosion and Sediment Control Certification (formerly “green card”), the SHA Erosion and Sediment Control Certification (“yellow card”), the SHA Traffic Control Manager (TCM) card, the ATSSA Flagger card, and the American Concrete Institute (ACI) Concrete Field Technician Grade I (or equivalent) certification. In addition, all inspection support must hold the Traffic Signal Technician Level I International Municipal Signal Association (IMSA) certification and the IMSA Traffic Signal Construction Technician Level II certification. An International Association of Electrical Inspector certification will be preferred but not required. Failure to obtain the required certifications within six (6) months of an individual’s start date will affect the approval and continuance of assignments, pay increments, and/or advancements.
- Q8** “For the Scope, please confirm that a letter is desired versus a Scope Of Services section typically required in past RFP’s. Who shall the letter be addressed to?”
- A8** Please see Pen and Ink Change C2, above. The word “letter” has been replaced with the word “document”. It is not necessary to format the Scope section of the technical proposal as a letter.
- Q9** “Key Staff 1 – to confirm, this position can be someone employed by a Subconsultant?”
- A9** As stipulated in the RFTP at 10.D.iii.1, Key Staff 1 may be employed by employed by the Prime/JV or any of the Subconsultants.
- Q10** “Please clarify the statement at the bottom of Page 6 regarding the “project transition plan.” Is this plan supposed to be included in the proposal, and if so, in which section is this supposed to be inserted? Conversely, is this statement informational that the selected firms will need to develop this “project transition plan” should they be selected?”
- A10** Please see Pen and Ink Change C3, above. Firm(s) selected for contract award may be required to develop a knowledge and project transition plan.
- Q11** “What are the expectations for the scope letter since it is to be a 2-page letter?”
- A11** Please see Pen and Ink Change C2, above. The word “letter” has been replaced with the word “document”. It is not necessary to format the Scope section of the technical proposal as a letter.

Q12 “SF 330 Section F - Example Projects requests three example projects with specific criteria for each. Example project #3 is requesting a variety of different, specific experiences which may not be covered under a single project. Will SHA allow us to use multiple example projects for example project #3 to ensure we are covering all the requested experience?”

A12 Consultants may use multiple project examples for Example Project #3 as long as the answer follows the page restriction stated in Section 10.D.iv of the RFTP.

Q13 “Will the design Engineering staff have and hourly rate caps like the construction (field) Inspection (TEs, TETs, and TEMs)?”

A13 Price negotiation is not an element of the RFTP. Per 23 CFR 172, SHA shall use a qualifications based selection process to select the best qualified offerors for contract award. Price proposals take place only after final selection and are not an evaluation factor. SHA does not anticipate hourly rate caps for this procurement.

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

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

Date

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official

Title

Date

1. Summary

Meeting title	BCS 2023-15 Pre-proposal Meeting for OPCM/Office of Traffic and Safety
Attended participants	77
Start time	10/26/23, 9:34:13 AM
End time	10/26/23, 10:24:31 AM
Meeting duration	50m 17s
Average attendance time	23m 6s

2. Participants

Name	First Join	Last Leave	In-Meeting	Email	Role
Mary Barse	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	34m 39s	MBarse@mdot.maryland.gov	Organizer
Nicole Okafor	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	37m 44s	NOkafor@mdot.maryland.gov	Presenter
Estefany Galdamez	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	24m 39s	egaldamez@techno-eng.com	Presenter
Jamie Folden	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	26m 43s	jfolden@kleinfelder.com	Presenter
Monica Wilkerson	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	33m 25s	MWilkerson1@mdot.maryland.gov	Presenter
Linda DePetrus	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	33m 12s	depetrus@bvf-engineering.com	Presenter
Morteza Tadayon	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	31m 21s	morteza@itenology.com	Presenter
ZEST	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	31m 7s	zest.md@zestllc.com	Presenter
Steven Moss	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	30m 14s	SMoss@mdot.maryland.gov	Presenter
Wardle, Scott	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	29m 20s	SWardle@mbakerintl.com	Presenter
LaVerne Beale (Guest)	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	28m 30s		Presenter
Callie Geller	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	28m 21s	cgeller@icivilinc.com	Presenter
Simone Bennett	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	28m 37s	SBennett2@mdot.maryland.gov	Presenter
Garrett Amsbaugh	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	28m 20s	gamsbaugh@ccjm.com	Presenter
	1.24E+10	10/26/23, 10:24:31 AM	10m 20s		Attendee
Kaitlin Knauer	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	27m 32s	Kaitlin.Knauer@meadhunt.com	Presenter
Trogstad, Kristina E.	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	27m 24s	Kristina.Trogstad@stvinc.com	Presenter
Kim-Hou Chan (Guest)	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	27m 3s		Presenter
Rebecca Lichtenstein	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	26m 15s	RLichtenstein@mdot.maryland.gov	Presenter
Melody DuBiel	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	26m 2s	Melody.DuBiel@rossitg.com	Presenter
Young, Seth D.	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	25m 26s	Seth.Young@stvinc.com	Presenter
Trevor Saccucci	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	7m 6s		Presenter
Mark Rollo	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	25m 6s	Mrollo@sjheng.com	Presenter
Subin Daniel	10/26/23, 9:34:13 AM	10/26/23, 10:24:31 AM	26m	sdaniel@dcengineers.com	Presenter

Carter Hyde	10/26/23, 10/26/23, 23m 32s	carter.hyde@rossitg.com	Presenter
Martha Zabetakis	10/26/23, 10/26/23, 25m 49s	Martha.Zabetakis@kci.com	Presenter
Ziad Sabra	10/26/23, 10/26/23, 24m 38s	Ziad.Sabra@meadhunt.com	Presenter
Katy Simpson	10/26/23, 10/26/23, 24m 20s	ksimpson@brudis.com	Presenter
James.McVeigh	10/26/23, 10/26/23, 23m 21s	james.mcveigh@alphacorporation.com	Presenter
Daniel Clearwater	10/26/23, 10/26/23, 24m 24s	daniel.clearwater@primeeng.com	Presenter
Dan Guy	10/26/23, 10/26/23, 24m 1s	DGuy@nmpengineering.com	Presenter
Bret A. Hadzimichalis	10/26/23, 10/26/23, 24m 3s	BHadzimichalis@Pennoni.com	Presenter
Soumya Dey	10/26/23, 10/26/23, 23m 58s	soumya.dey@samschwartz.com	Presenter
Rick Townsend	10/26/23, 10/26/23, 23m 51s	rtownsend@collinsengr.com	Presenter
	1.41E+10 10/26/23, 10/26/23, 23m 41s		Attendee
Jeffrey Lawrence	10/26/23, 10/26/23, 23m 20s	Jeffrey.Lawrence@kci.com	Presenter
Fulya Gursel- Jeezny	10/26/23, 10/26/23, 23m 24s		Presenter
Michele Donaghy	10/26/23, 10/26/23, 23m 27s	michele.donaghy@tylin.com	Presenter
	1.44E+10 10/26/23, 10/26/23, 23m 15s		Attendee
Keffer, David	10/26/23, 10/26/23, 23m 39s	DKeffer@jmt.com	Presenter
Vance Tsiamis - RK&K	10/26/23, 10/26/23, 23m 10s		Presenter
Todd Fagen (uGRIDD) (Guest)	10/26/23, 10/26/23, 20m 41s		Presenter
Julie Maza	10/26/23, 10/26/23, 23m 1s	jmaza@collinsengr.com	Presenter
Kelley, J. Dawn	10/26/23, 10/26/23, 22m 48s	DKelley@wallacemontgomery.com	Presenter
Julie Bauer	10/26/23, 10/26/23, 22m 59s	jbauer@kleinfelder.com	Presenter
Adrian Banks	10/26/23, 10/26/23, 22m 40s	Adrian.banks@HayatBrown.com	Presenter
Joe Monahan	10/26/23, 10/26/23, 22m 27s	Joe.Monahan@alphacorporation.com	Presenter
Shekhar Murkute - PCES, Inc. (Guest)	10/26/23, 10/26/23, 22m 34s		Presenter
Vega, Luz C.	10/26/23, 10/26/23, 22m 34s	LCVega@mccormicktaylor.com	Presenter
Marx Possible	10/26/23, 10/26/23, 22m 15s	mpossible@gpinet.com	Presenter
Jennifer Roberts	10/26/23, 10/26/23, 22m 10s	jennifer.roberts@HayatBrown.com	Presenter
Steph Vander Veen	10/26/23, 10/26/23, 22m 8s	steph.vanderveen@rossitg.com	Presenter
Clingan, Ross	10/26/23, 10/26/23, 22m 5s	rclingan@amtengineering.com	Presenter
Hammel, Gerry M.	10/26/23, 10/26/23, 22m 10s	gmhammel@mccormicktaylor.com	Presenter
Barry King	10/26/23, 10/26/23, 22m 43s	bking@collinsengr.com	Presenter
Melonee Leonard	10/26/23, 10/26/23, 21m 56s	meloneeleonard@gpinet.com	Presenter
Farhan Syed	10/26/23, 10/26/23, 22m 1s	fsyed@techno-eng.com	Presenter
Somendra Kahatapitiya	10/26/23, 10/26/23, 20m 25s	somendra@emersonharper.net	Presenter

Wanda Dade	10/26/23, : 10/26/23, : 21m 34s	WDade@mdot.maryland.gov	Presenter
Suriel Zayas	10/26/23, : 10/26/23, : 21m 38s	szayas@techno-eng.com	Presenter
	1.4E+10 10/26/23, : 10/26/23, : 20m 7s		Attendee
Shawn Dolan	10/26/23, : 10/26/23, : 21m 29s	shawn.dolan@HayatBrown.com	Presenter
	1.44E+10 10/26/23, : 10/26/23, : 15m 41s		Attendee
Jamie Campbell (CST Engineering)	10/26/23, : 10/26/23, : 20m 56s		Presenter
	1.44E+10 10/26/23, : 10/26/23, : 20m 47s		Attendee
Wintermute, Brett M.	10/26/23, : 10/26/23, : 20m 28s	bwintermute@GFNET.com	Presenter
	1.24E+10 10/26/23, : 10/26/23, : 20m 8s		Attendee
Ryan, Danielle	10/26/23, : 10/26/23, : 19m 34s	DRyan@jmt.com	Presenter
Adil Rizvi	10/26/23, : 10/26/23, : 16m 55s	adil.rizvi@tylin.com	Presenter
Seyoum, Kassa	10/26/23, : 10/26/23, : 19m 12s	Kassa.Seyoum2@montgomerycountymd.gov	Presenter
Safa Eslambolchi	10/26/23, : 10/26/23, : 18m 42s	safa.e@aryaconsultants.com	Presenter
Rob Marchetti	10/26/23, : 10/26/23, : 18m 16s		Presenter
	1.2E+10 10/26/23, : 10/26/23, : 17m 32s		Attendee
James Angel	10/26/23, : 10/26/23, : 16m 44s	JAangel4@mdot.maryland.gov	Presenter
Ahmad Abazaid	10/26/23, : 10/26/23, : 12m 27s	abazeed@bvf-engineering.com	Presenter
Trevor Saccucci	10/26/23, : 10/26/23, : 11m 47s		Presenter
Subra Das	10/26/23, : 10/26/23, : 6m 25s		Presenter