

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

February 23, 2024

Contract No. BCS 2024-02

Description: Survey and Engineering
Services, District 3-SBE

EXPRESSION OF INTEREST ADDENDUM NO. 1

To All Consultant Candidates:

Please be advised that the Expression of Interest (EOI) delivery date for this contract has been changed from **12:00 PM (NOON) on March 21, 2024**. The Expressions of Interest (EOI) are now due on **April 5, 2024, by 12:00 PM (NOON)** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outlined in the advertisement. Expression of Interest received after the deadline will not be accepted no matter how they have been transmitted.

REDLINE REVISION (RLR)

- RLO1: Key Staff 1: Supervisor/Senior Project Manager: Professional Engineer (PE): registered in The State of Maryland with a minimum of 12 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineering employed by the Prime/JV, ~~who will serve as the Project Manager and the Primary Liaison.~~
- RLR1: **Key Staff 1: Supervisor/Senior Project Manager: Professional Engineer (PE): registered in the State of Maryland with a minimum of 12 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineering employed by the Prime/JV, who will serve as the Senior Project Manager and the Primary Liaison.**
- RLO2: **Key Staff 2:** Project Manager/Highway Engineer: Professional Engineer (PE) registered in the State of Maryland with a minimum of 10 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineer or related field, ~~employed by the Prime/JV or any of the Subconsultants.~~
- RLR2: **Key Staff 2: Project Manager/Highway Engineer: Professional Engineer (PE) registered in the State of Maryland with a minimum of 10 years of experience; expertise in geometric and highway design related work and a Bachelor of Science (or higher) in Civil Engineer or related field, employed by the Prime/JV, who will serve as the Project Manager and the Secondary Liaison.**
- RLO3: ~~**Key Staff 3:** Hydraulics Engineer: A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of experience; expertise in a variety of design projects involving highway, hydraulics, pedestrian, and bicycle facility design including new-~~

~~construction, reconstruction, and rehabilitation type projects and employee of the Prime/JV and who will serve as the Secondary Liaison.~~

- RLR3: Key Staff 3: Hydraulics Engineer: A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of Hydraulics Engineering experience; expertise in a variety of design projects involving highway, hydraulics, pedestrian, and bicycle facility design including new construction, reconstruction, and rehabilitation type projects and employee of the Prime/JV or any of the subconsultants.**
- RLO4: Key Staff 4: Traffic Engineer: A Professional Engineer (PE) registered in the State of Maryland; Certified Professional Traffic Operations Engineer (P.T.O.E) preferred; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelor of Science in Civil engineering (or higher); ~~employed by the Prime/JV; who will serve as Secondary Liaison.~~**
- RLR4: Key Staff 4: Traffic Engineer: A Professional Engineer (PE) registered in the State of Maryland; Certified Professional Traffic Operations Engineer (P.T.O.E) preferred; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelor of Science in Civil engineering (or higher); employed by the Prime/JV or any of the subconsultants.**

CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 PM (NOON) on February 16, 2024, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

- Q1. Both Key Staff 3 and 4 are identified to be the Secondary Liaison. Furthermore, with Key Staff 2 and as well as Key Staff 1 required to be a Project Manager level individual, it seems Key Staff 2 is the more appropriate Key Staff to be the Secondary Liaison. Would you reconsider the requirement for the Secondary Liaison as it relates to Key Staff?
- A1. See RLR1, RLR2, RLR3 and RLR4 above.**
- Q2. Traffic Engineering is a specialized discipline within civil engineering which lends itself to be the primary services of some small businesses for firms which often do not have the breadth of other services needed to perform as a prime on a contract such as BCS2024-02. Furthermore, these companies often wish to pursue work as a subconsultant so they can join multiple teams. Would you revise your Key Staff 4 Traffic Engineer requirements to allow this individual to be with the Prime/JV or as a subconsultant?
- A2. See RLR4 above.**
- Q3. Due to the potentially significant changes to key staff, we are requesting the due date be delayed at least two weeks to accommodate the changes to key staff and the affected teaming.

Can Key Staff 2-5 be from the subconsultant?

- A3. There is no Key Staff 5. For the employment of the Key Staff, see RLR1, RLR2, RLR3 and RLR4 above. The EOI due date is now April 5, 2024, by 12:00 PM (NOON).**
- Q4. Please clarify if Key Staff 4 will also serve as the secondary Liaison in addition to Key Staff 3. We ask that Key Staff 4 remain as only employed by the Prime/JV.
- A4. See RLR3 and RLR4 above.**
- Q5. There was a comment made during the pre-proposal meeting to investigate removing specific words/phases from the description of Key Staff. We would like the request that the Key Staff 3 position description, outside of amending to add the educational requirements, remain unchanged.
- A5. See RLR3 above.**
- Q6. For Key Staff 2, please verify that this position is a Project Manager and can be employed by a subconsultant.
- A6. See RLR2.**
- Q7. Please confirm that DBE partner companies involved in this pursuit must be certified as a DBE in the NAISC codes for the work that they will be performing and that they are also certified as an SBE (that they have not graduated from either).
- A7. Yes, the DBE partner companies involved in this pursuit must be certified as DBE in the NAICS codes for the work that they will be performing, and they must also be certified SBE.**
- Q8. Please confirm that all companies involved in this pursuit (prime and subconsultants) must be certified as an SBE.
- A8. Yes, all companies involved in this pursuit must be certified as SBE.**
- Q9. Confirming that the DBE goal is 27%
- A9. Yes, the DBE goal for this project is 27% per the advertisement.**
- Q10. Confirming that the DBE goal is 25% for the SBE submission. (pg. 12)
- A10. The DBE goal for this project is 27% per the advertisement.**
- Q11. There are two Secondary Liaisons listed in the Key Staff requirements. Does SHA intend to have two points of contact for the Secondary Liaison? If so, please clarify that either Secondary Liaison will have equal authority.
- A11. See RLR2, RLR3 and RLR4.**

Q12. The recent EOI requests that Key Staff #3 be a Hydraulics Engineer who must be an employee of the Prime/JV. In order to allow for additional DBE participation and submission of qualified individuals, would SHA be open to changing the employment requirement to being employed by the Prime/JV or any of the subconsultants?

A12. See RLR3 above.

Q13. Key Staff 4: Traffic Engineer, is required to be employed by the Prime/JV and secondary liaison. Can this be modified to be employed by a subconsultant or the Prime/JV. This would open up opportunities to meet the DBE goal. Additionally, Key Staff 3 is already designated as the secondary liaison for the project.

A13. See RLR2, RLR3 and RLR4 above.

Q14. All firms, including Joint Ventures, must also be registered in the Federal System for Award Management in accordance with 23 CFR §172.7 (3) located at <https://www.sam.gov> and be in good standing. Please confirm the JV should be registered at award, not in the EOI phase.

A14. Yes, the JV should be registered at award, not in the EOI phase.

Q15. Key Staff 3 requirement states, “will serve as the Secondary Liaison.” Will you please consider removing the Secondary Liaison requirement from the Key Staff 3 position and designating Key Staff 2 as the Secondary Liaison?

A15. See RLR2 and RLR3 above.

Q16. The Hydraulics Engineer position description reads more like a design engineer. Will you please confirm the expertise is correct? The typical text includes expertise in hydrology and hydraulics performing hydrology, hydraulics, drainage, stormwater management design, review and permitting, and erosion and sediment control design practices.

A16. See RLR3 above.

Q17. Please confirm the Key Staff 3 position does not require a degree.

A17. See RLR3 above.

Q18. The Key Staff 4 requirement states, “must be employed by the Prime/JV and will serve as the Secondary Liaison.” Will you please consider allowing the Key Staff 4 position to be filled by a subconsultant?
Will you please consider making Key Staff 2 the Secondary Liaison in lieu of Key Staff 4?

A18. See RLR2 and RLR4 above.

Q19. Will you please consider changing Key Staff 2 to be, “employed by the Prime/Joint Venture” and designating “Key Staff 2 as the Secondary Liaison?”

A19. See RLR2 above.

Q20. Please clarify whether this contract needs two secondary liaisons. As stated in the Key Staff requirements, both Key Staff 3 and Key Staff 4 will serve as Secondary Liaisons.

A20. See RLR2, RLR3 and RLR4 above.

Q21. Please consider revising the Key Staff 4 requirements to allow a qualified employee from the Subconsultants to fill this position.

A21. See RLR4 above.

Q22. Please clarify whether Key Staff 3 has any minimum education requirements.

A22. See RLR3 above.

Q23. Referencing the following statement, the RFP states that the Joint Venture has to be in good standing and registered with SAM.gov at the time of EOI submittal. We normally wait to register the JV until after the award. Does it suffice that the individual JV Partners are in good standing and registered with SAM.gov at the time of EOI submission?

"All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal. All firms, including Joint Ventures, must also be registered in the Federal System for Award Management in accordance with 23 CFR 172.7 (3) located at <https://www.sam.gov> and be in good standing." (pg. 1-2).

A23. Yes, it suffices that the individual JV partners are in good standing and registered with SAM.gov at the EOI stage. However, the JV must register with SAM.gov if awarded a contract.

Q24. Both KS#3 and KS#4 will be secondary liaison. Please confirm if two secondary liaisons are needed.

A24. See RLR3 and RLR4 above.

Q25. Surveyor is not listed as key staff. Please confirm.

A25. Yes, there is no Surveyor key staff.

Q26. For Key Staff #3, it asks for experience in highway, pedestrian, bicycle facility design. Please confirm.

A26. See RLR3 above.

Q27. Requirements for Key Staff 3 Hydraulics Engineer and Key Staff 4 Traffic Engineer both specify "...employee of the Prime/JV and who will serve as the Secondary Liaison.". Please clarify if both of these Key Staff to be from Prime/JV and would be Secondary Liaison. If only one Key Staff is intended to be Secondary Liaison, then please clarify if the Key Staff who won't be secondary liaison can be from a sub-

consultant. We would appreciate if answer to this question is addressed soon as this will impact teaming arrangements for this contract.

A27. See RLR3 and RLR4 above

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EXPRESSION OF INTEREST SUBMISSION VIA EMMA.

Jada Wright

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

February 24, 2024

Date

Acknowledgement of Receipt of Addendum No. 1 for BCS 2024-02:

(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 SHA.

-