

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

April 16, 2025

**Contract No.** BCS 2024-10  
**Description:** Traffic Engineering  
Services, District 7

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

To All Consultant Candidates:

Please be advised that the Request for Technical Proposal (RFTP) for this contract are due on **May 13, 2024, by 12:00 PM (NOON)** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outlined in the advertisement. Technical Proposals received after the deadline will not be accepted no matter how they have been transmitted.

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**REDLINE REVISION (RLR)**

**Bidders List – DBE/Non-DBE Goals**

**RL01:** Per updated requirements under Final Rule – 49 CFR § 26.11, all bidders who bid on federally funded, advertised contracts are required to submit a ~~signed~~ copy of their bidders list information.

Please complete and return the attached spreadsheet, “Title 49 Excel spreadsheet – FHWA – Report Form – Bidders List Information” with the requested information pertaining to the prime contractor and all respective subcontractors.

Failure to submit the required Bidders List Information may result in bid rejection.

**RLR1:** Per updated requirements under Final Rule – 49 CFR § 26.11, all bidders who bid on federally funded, advertised contracts are required to submit a copy of their bidders list information.

Please complete and return the attached spreadsheet, “Title 49 Excel spreadsheet – FHWA Report Form – Bidders List Information” with the requested information pertaining to the prime contractor and all respective subcontractors.

Failure to submit the required Bidders List Information may result in bid rejection.

**RLO2:** Oral Presentations will be scheduled via MS Teams virtual platform. Only those Firms that have been determined by SHA to have met the minimum Key Staff, Example Projects, and other specified requirements, will be scheduled for an Oral Presentation.

**RLR2:** Oral Presentations will be scheduled in the week of 6/16/2025 to 6/20/2025 via MS Teams virtual platform. Only those Firms that have been determined by MDOT SHA to have met the minimum Key Staff, Example Projects, and other specified requirements, will be scheduled for an Oral Presentation.

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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 April 8, 2025, from consultant candidates. The responses are provided for clarification to all candidates in bold after the questions:

Q1. For Key Staff #4 (Highway Engineer), could you please confirm this individual can be a traffic engineer with highway experience?

**A1. Yes, the Key Staff #4 (Highway Engineer), can be a traffic engineer who must have highway engineering experience.**

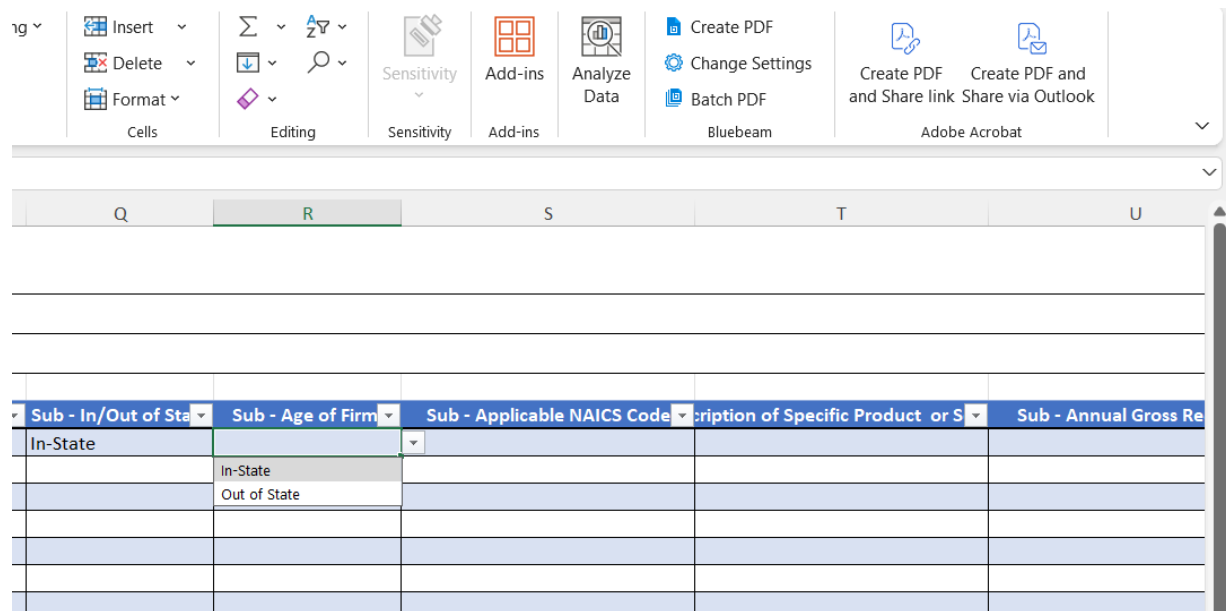
Q2. On page 20 of the RFP, Section 11. Oral Presentation it states, “The oral presentation will be a total of one (1) hour.” Could you please confirm that presenters will have an hour to present their slides and that Q/A will not be included within that hour?

**A2. The Oral Presentation will last one hour (1). No time will be set aside for questions and answers.**

Q3. Could you please provide the anticipated date range for oral presentations?

**A3. See RLR2 above**

Q4. This question is regarding the BCS\_2024-10\_Title\_49\_Excel\_Spread\_Sheet\_-\_FHWA\_-\_Report\_Form\_-\_Bidders\_List\_Information spreadsheet. A number of the drop down boxes in the spreadsheet do not provide an appropriate option for a response. The attached example shows the available options for a response to the column titled "Sub - Age of Firm" are "In-State" and "Out of State". Can a corrected form be provided?



The screenshot shows the Microsoft Excel interface. The ribbon includes tabs for Cells, Editing, Sensitivity, Add-ins, Analyze Data, Bluebeam, and Adobe Acrobat. The main area displays a spreadsheet with columns labeled Q, R, S, T, and U. A table is visible with the following headers: Sub - In/Out of State, Sub - Age of Firm, Sub - Applicable NAICS Code, Description of Specific Product or Service, and Sub - Annual Gross Revenue. The table contains several rows of data, with some cells highlighted in blue.

Sub - In/Out of State	Sub - Age of Firm	Sub - Applicable NAICS Code	Description of Specific Product or Service	Sub - Annual Gross Revenue
In-State				
	In-State			
	Out of State			

- A4. The Title 49 Excel Spreadsheet has been revised and attached as part of Addendum No. 1 for BCS 2024-10.**
- Q5. Can you please confirm what section of the proposal we are to include the Title 49 Excel Spreadsheet - FHWA - Report Form - Bidders List Information"?
- A5. Title 49 Excel Spreadsheet should be submitted separately and uploaded with the Technical Proposal as an Excel file on eMMA on the due date.**
- Q6. The key staff are required to have 3-8+ years of experience, but the resumes are limited to show experience performed only in the last 3 years. Would you consider extending the timeline of experience that be used on resumes?
- A6. No, the timeline of experience remains the same as per the advertisement.**
- Q7. Key Staff #3 and #4 are required to have 3+ years of experience and an EIT. Is the EIT a minimum requirement (so can they have a PE) or should the staff only have an EIT and no PE?
- A7. The EIT certification is a minimum requirement. Higher qualifications are acceptable and encouraged.**
- Q8. Would an authorized signers list suffice in place of the Corporate Resolutions requirement listed in 10.A.xi of the RFP?
- A8. A Corporate Resolution would be required if signed by anyone other than the President of the Firm or Executive for the JV.**
- Q9. Given not every firm has had a District 7 contract in the last three years, would SHA consider extending the 3 years experience requirement on individual's resumes to 5 years?
- A9. No, the number of years of experience required per the advertisement remains the same.**

Q10. The Oral Presentation section of the RFP states, "The Firm shall email the presentation materials for SHA's use 24 hours in advance of the scheduled Oral Presentation." Do we need to provide written responses to each question? Or do the presentation materials referenced only refer to the PowerPoint presentation we prepare for the Oral Presentation?

**A10. No need for written responses. The presentation material should be on PowerPoint Presentation for the Oral Presentation.**

Q11. The RFP states the Oral Presentation will last one hour. Will this be a full hour to present, or should we expect a certain amount of time set aside for Q&A?

**A11. See A2 above.**

Q12. Regarding the "Title 49 Excel spreadsheet – FHWA – Report Form – Bidders List Information," Should this spreadsheet be submitted separately from the Technical Proposal as an Excel file or as a PDF? Or should we incorporate this spreadsheet into our Technical Proposal, and if so, where would SHA like us to place it?

**A12. See A5 above.**

Q13. Instead of the oral presentation, would the District allow for written responses to the three scenarios listed on Page 20?

**A13. Oral Presentation shall be used to address all the questions. Written response would not be allowed for BCS 2024-10**

Q14. How much time will be allotted between shortlist notification and the presentation date?

**A14. See RLR2 above**

Q115. The solicitation document states that all bidders must complete and return the "Title 49 Excel Spreadsheet - FHWA - Report Form - Bidders List Information." Can you please confirm that this sheet is required for our submission? If it is required, when is the sheet due?

**A15. See A5 above.**

Q16. Hello, will MDOT be sharing the attendee list from the pre-bid conference that was held on March 20, 2025?

**A16. The attendance list is attached as part of Addendum No. 1 for BCS 2024-10**

Q17. Is it SHA's intention to limit Key Staff 3 and Key Staff 4 roles to having only an EIT Certification, or can these roles be filled by individuals who are registered Professional Engineers (PE)?

**A17. See A7 above.**

Q18. What format would you like to see the presentation materials? Is a pdf good?

**A18. See A10 above.**

Q19. There are several items in the excel spreadsheet where the options to select from do not match the description in the top of the cell - i.e. "sub - race and gender" the only 2 options to pick from are "DBE or Non-DBE" and "Sub - age of firm" you can only pick from in state or out of state, and there are similar issues with "sub - applicable NAICS Code" and the next two columns. Also, can you clarify the "Prime - Certified/De-Certified" item and what you're referring to there? Is that asking if the Prime is a certified DBE firm?

**A19. See A4 above.**

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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

April 16, 2025

Date

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Acknowledgement of Receipt of Addendum No. 1 for BCS 2024-10:

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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.