

PUBLIC NOTICE FOR  
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2025-05

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

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NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

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The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of engineers and architects for the following contracts.

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. The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contracts as required. Firms interested in being considered must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

SHA anticipates awarding up to five (5) 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 all five (5) contracts shall not exceed \$75 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.

An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Offeror (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.

Firms interested in being considered for work on these contracts must submit a Technical Proposal for the contracts as set forth herein. Contracts resulting from this solicitation shall be structured as indefinite delivery indefinite quantity (IDIQ) and payment methods shall include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firms in the Request for Price Proposals and subsequent Secondary Qualifications Based Selection for task-order assignments. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures.

All Technical Proposals shall be submitted through eMaryland Marketplace Advantage (eMMA) online at <https://emma.maryland.gov>. The submittal will consist of the complete Technical Proposal including the individual section files. The limit to the size of each individual file that is uploaded is 300 MB. There is no limit to the number of files that can be uploaded in a single solicitation and no total limit to the size of all files uploaded in a single solicitation. eMMA accepts zipped files, but each zipped file is limited in size to 300 MB. The following information must be typed in the Response Information box. In the "Project Description," type "BCS 2025-05 Construction Management and Inspection Services for District 4, District 6, Office of Construction (OOC) and Statewide" Technical Proposal Due Date and Time, Firm Name, Firm Address and Contact Person for this Submission.

**Proposals must be submitted electronically. Proposals will not be opened publicly.**

Issued date: 12/4/2025

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If a Joint Venture (JV) responds to this RFP, SHA will not accept separate Proposals from the JV constituents. A firm will not be permitted to submit on more than one (1) JV for this RFP. Also, a firm that responds to this RFP as a prime or a prime JV constituent may not be included as a designated subcontractor to another firm that responds as a prime to this RFP. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm that has not submitted as a prime from being set forth as a designated subcontractor to more than one (1) prime responding to this RFP.

All proposals received for these contracts will be reviewed on a competitive basis. The Firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. Payroll Burden and Overhead limitations have been eliminated. 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 while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Modes approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audits shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firms are timely and successful, contracts may be awarded to those Firms.

**A Virtual Pre-Proposal meeting will be held on December 10, 2025, from 11:30 AM to 12:30 PM EST.**

**Microsoft Teams meeting**

**[Join the meeting now](#)**

Meeting ID: 228 648 795 537 77

Passcode: 9sM74CW3

**Dial in by phone**

[+1 667-262-2962,,731005448#](#) United States, Baltimore

**[Find a local number](#)**

Phone conference ID: 731 005 448#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Written questions from prospective Offerors will be accepted by the Procurement Officer through eMMA only. **All questions concerning submissions and procedures must be submitted via [emma.maryland.gov](https://emma.maryland.gov) no later than December 17, 2025, at 12:00 PM EST.** The BCS number must be referenced in the email subject line. Problems submitting emails shall be reported to the Consultant Services Division (CSD) telephone number 410-545-5660.

All addendums to this solicitation will be posted only on eMaryland Marketplace Advantage (eMMA) and on the Consultant Services Center page of SHA's Webpage (<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>). No other contact to MDOT employees or personal visits will be accepted.

eMMA is an electronic commerce system administered by the Maryland Department of General Services. In addition to using the SHA website <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>,

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the solicitation, Offeror questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA. To receive a contract award, a firm must be registered on eMMA. Registration is free. Go to <https://emma.maryland.gov>, click on "New Vendor? Register Now" to begin the process and then follow the prompts.

Each Offeror is requested to indicate its eMMA vendor number in the Transmittal Letter (cover letter) submitted at the time of its Proposal submission to this RFP.

Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdattax.dor.state.md.us/RealProperty/Pages/default.aspx>. It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for contract award.

Technical Proposals must be submitted in the format outlined within the SHA Standard Request for Proposals guidelines. The SHA Standard Request for Proposals guidelines can be found on the SHA Web Page at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767> by navigating to the *Standard Request for Proposals* link.

The SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this RFP, Disadvantaged Business Enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, in consideration for an award.

SHA hereby notifies all bidders/offerors that regarding any contract entered into pursuant to this RFP, the contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

Technical Proposals received after the deadline will not be accepted, no matter how transmitted, and will be returned unopened to the Consultant.

SHA reserves the right to reject any and all Proposals received in response to this request and is not liable for any cost incurred by any Firm in connection with the preparation and presentation of Proposals.

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**1. Project Description**

The SHA is seeking consultant assistance to perform Construction Management and Inspection (CMI) services in District 4 and District 6, and potentially Statewide as necessary, as well as OOC Statewide for a period of five (5) years. SHA may award up to five (5) open-ended, task-order based contract(s) that may cover multiple projects for these services. The duration of each contract will not exceed five (5) years. The total funding authority for all five (5) contracts shall not exceed \$75 million. SHA reserves the right to modify the number of contracts and the total funding authority as deemed appropriate based on complying with 23 CFR 172 and the Brooks Act. Consistent with competitive qualifications-based selection, a secondary qualifications-based selection will be employed for all task-order assignments. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired, or the task has been completed. No minimum amount of work or funds is guaranteed under these contracts.

The contracts will be administered by SHA's Office of Construction (OOC), District 4 and District 6. The contracts will be funded with State and Federal Funds. The services of this contract are expected to be performed statewide. Task assignments may be made to support other SHA Offices, the MDOT Transportation Secretary's Office (TSO), any of the MDOT modes, or other agencies. Any tasks assigned under these contracts must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

**2. Consultant Services Required**

The services to be performed under this contract will provide professional construction management and inspection of highways, bridges/structures, facilities, environment, utilities, landscaping, system preservation projects, traffic operations and maintenance projects including, but not limited to: constructability reviews; detailed inspection of all construction work; traffic operations support; construction management and inspection of traffic control devices, signing, lighting, and intelligent transportation systems; inspection of environmental measures and maintenance of traffic; inspection of guardrail, lighting, asphalt patching, concrete patching, overlays, and fencing projects; review of schedules and facilitation of progress meetings and other meetings; coordinating partnering with all stakeholders, stormwater management inspection and oversight; eConstruction support; conducting materials testing, monitoring the project schedule and cash flow, and reviewing and processing progress payments, etc. This is not an all-inclusive list as this contract may include all professional services and activities related to construction management and inspection. The Firms may be authorized to subcontract for specialty services with prior approval of the SHA. The Firms shall be proficient in the services and shall bring an experienced and expert staff to the project assignments.

The SHA may request the services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Firms shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other SHA project assignments. The on-site consultant staff will operate under the

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direction of SHA management. All on-site support staff are subject to the annual audited field overhead rate when working at a SHA facility 90 or more consecutive days.  
Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Scope of Services and Examples of Work:

Services to be provided will include the following:

- a. Professional construction management and inspection of highway projects
- b. Professional construction management and inspection of bridges / structures
- c. Professional construction management and inspection of facilities construction & renovation projects
- d. Professional construction management and inspection of environmental projects
- e. Professional construction management and inspection of stormwater management projects
- f. Professional construction management and inspection of utility projects
- g. Professional construction management and inspection of system preservation projects
- h. Professional construction management and inspection of traffic operation projects
- i. Professional construction management and inspection of maintenance projects
- j. Construction partnering facilitation and support
- k. eConstruction support
- l. This contract may require construction project engineers, construction inspectors, district construction area engineers, and constructability and schedule review professionals to work on site at SHA facilities or field project sites

Examples of the consultant services to be provided may include the following:

- a. Inspection, monitoring, and documentation of contractor's work, eConstruction support, including maintenance of traffic, earthwork, drainage work, stormwater management, erosion and sediment control, structure and concrete work, concrete and hot-mix asphalt paving, curb & gutter, traffic barrier, guardrail, fence and sign installation, landscape work, traffic inspection, signal and electrical work
- b. Providing on-site consultants
- c. Interpretation of construction plans, specifications, and item quantities
- d. Ensures compliance with safety practices used by OSHA as well as state and local government agencies
- e. Inspection and monitoring of utility moves, understanding of utility plan location, and coordination with utility companies
- f. Supervision, training, and review of inspection staff, both state and consultant
- g. Performance and oversight of material testing
- h. Conformance with materials clearance process; understand material management system
- i. Processing monthly contractor payment
- j. Perform and oversee data entry into eMCMS
- k. Evaluation of contractors and subcontractors
- l. Preparation and facilitation of progress and partnering meetings

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- m. Active participation in partnering meetings, from design milestones through completion of construction
- n. Coordination of occupant moves as necessary for facilities renovation projects
- o. Computation of final quantities for sketchbook records and project close-out
- p. Coordination of punch-list items
- q. Performs payroll compliance checks
- r. Inspection of small and large structures
- s. Coordination with design offices and contractors for Requests for Information (RFI's)
- t. Constructability review services
- u. Schedule review services
- v. Facility inspection to include, but not limited to: structural, electrical, plumbing, elevators, HVAC, roofing, salt domes and related permits
- w. Maintenance inspections to include, but not limited to, guardrail, lighting, asphalt patching, concrete patching, overlays and fencing projects
- x. Local Municipality inspections

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 (5) 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.

The Firms must use Bentley ProjectWise for data storage and management for all project files or propose an alternative system for SHA's consideration and approval.

The Consultants shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP. These applications and platforms may need to be compatible with SHA systems and may include, but are not limited to, the following functions:

- a. Microsoft Office Suite
- b. Adobe
- c. Projectwise
- d. Haul Hub
- e. Primavera P6 or the latest industry standard
- f. CADD

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To perform the requested services, the Consultant shall provide various experienced staff such as, but not limited to, the following job classifications. Please see eMaryland Marketplace Advantage (eMMA) or the SHA Web Page, Consultant Services Center for the job classification specifications attachments. These will not be included at the end of this advertisement.

- a. Transportation Engineering Technician (TET) I;
- b. TET II;
- c. TET III;
- d. TET IV;
- e. TET V;
- f. Transportation Engineer (TE) I;
- g. TE II;
- h. TE III;
- i. TE IV;
- j. TE V;
- k. Transportation Engineering Manager (TEM) I II;
- l. Professional Engineer (PE);
- m. Vertical Construction Inspector

The firm(s) selected for a given Contract may be required to provide architectural and/or engineering services for any SHA design and construction project, including Design/Build projects. This may limit the firm's potential for pursuing work with a consultant on the same Design/Build project after advertisement. State law, including State Finance and Procurement Article 13-212. I of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the RFP. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract. If special skills or services are identified that are beyond the expertise of the consultant, then new subconsultants may be required to be added to the contract to support the task assignments.

This is not an all-inclusive list as this contract may include other professional services related to the scope outlined above.

There may be instances when SHA requires the consultants to provide emergency response times for a given project or task assignment. Therefore, the consultants may be required to provide those services within four (4) hours of notification or as otherwise directed by SHA.

The Consultants will keep SHA's Office of Construction (OOC), District 4, District 6 and/or its appointed designee continually advised of the progress on the task assignments being considered. The Consultants will receive direction from either the Office of Construction (OOC), District 4, District 6 and/or its appointed designee. Progress meetings will be held as necessary to review the tasks accomplished.

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**3. Certifications**

All individuals supplied by the Consultants to work on-site at a SHA facility must complete the following but are not limited to the SHA Core Training courses: Americans with Disabilities Act (ADA) Awareness, Limited English Proficiency (LEP), Sexual Harassment Prevention and Awareness On-line, Sexual Harassment Prevention and Awareness In-person, and Workplace and Domestic Violence Awareness. The required SHA Core Training Courses for each individual must be completed by the specified due date.

The cost to achieve the various certifications, re-certifications, and Core Training, including course costs, time and mileage to attend the training/testing, shall be paid for by the Consultant Firms or the individual Consultants, not SHA. Other construction, traffic, engineering, administrative and survey related training may also be required based on changing SHA policies. Consultants are expected to make reasonable accommodations for their staff to attend training.

**4. Safety Items**

The Consultants shall supply all required personal protective equipment and safety items including, but not limited to, hard hat and ANSI Class 3, or better, reflective safety vest and vehicle beacon light. All equipment must comply with SHA's High Visibility Apparel Policy, SHA's Office of Construction's Directive on Personal Protective Equipment (PPE), and all OSHA and MOSH regulations.

**5. Equipment**

The consultant shall supply tablet, measuring devices (wheel and tape) and all other items necessary to perform the scope of work.

The consultant will be required to supply all other tools and equipment not listed in order to perform the scope of work referenced in the solicitation.

**6. Engineering Standards and Guidelines**

The Consultants shall perform all contract engineering services in accordance with good industry practice, all applicable laws and regulations, and the current editions of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

- a. MDOT "General Conditions for Consulting Services" dated January 1989
- b. SHA "Specifications for Consulting Engineers' Services" dated April, 1986
- c. SHA "Request for Proposal" dated April, 2002
- d. AASHTO "A Policy on Geometric Design of Highways and Streets" (7th edition, 2018)
- e. SHA OOC e-Construction Policy and procedures
- f. SHA CADD Standards, [www.roads.maryland.gov](http://www.roads.maryland.gov)



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- g. Maryland Standard Specifications for Soil Erosion and Sediment Control and subsequent updates
- h. Book of Standards for Highway & Incidental Structures
- i. Category Code Book
- j. Guidelines for Traffic Barrier Placement & End Treatment
- k. Highway Drainage Manual
- l. Maryland Manual on Uniform Traffic Control Devices
- m. Maryland State Highway Administration Construction Manual
- n. Pavement & Geotechnical Design Guide
- o. Price Index
- p. SHA's Accessibility Guidelines for Pedestrian Facilities along State Highways
- q. SHA Design-Build Manual
- r. SHA Field Guide for Erosion and Sediment Control
- s. SHA Standard Specifications for Construction and Materials
- t. Utility Policy
- u. Sign Standard Book
- v. SHA OOC Construction Directive 07220.100.28 – Construction Work Site Safety Regulations
- w. SHA OOC Construction Directive 07220.100.40 – 2019 Safety Apparel Directive
- x. ADA Guidelines for Americans with Disabilities Act
- y. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing
- z. AASHTO Manual on Subsurface Investigations
- aa. ACI Building Code Requirements for Structural Concrete, ACI 318
- bb. National Environmental and Maryland Environmental Policy Acts
- cc. AASHTO Manual for Assessing Safety Hardware (MASH)

**7. General Requirements**

The Consultants shall not enter onto private property for any purpose until authorized by SHA. The Consultants must notify SHA immediately if damages occur to property and shall be responsible for any such damages. The Consultants may also be authorized to subcontract for specialties with prior approval of SHA as direct expenses that shall be discussed during the price proposal negotiations for selected awardees. Examples may include Storm Water Management As-Build Engineer, Surveyor Licensed in the state of Maryland, state of Maryland Department of Labor & License Certified Tradesman and Certified Public Accountant.

**8. Evaluation Criteria**

The major factors/criteria and their relative weight of importance to be used in evaluating Technical Proposals are:

Item	Score
Technical Questions (Oral Presentation)	40%
Key Staff	30%
Work Plan	30%

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The following items will be rated as either one of the following:

- (A) Acceptable-Response demonstrates they meet requirements
  - (U) Unacceptable-Response fails to demonstrate they meet requirements
  - (N) Neutral-Lacks prior SHA experience. Not a barrier to award
- a. Scope of Services;
  - b. Example Projects;
  - c. Compatibility of the size of the firm with the size of the proposed project;
  - d. Past Performance working on SHA task orders when prior work history is available, including Quality and Timeliness. (Lack of prior experience with SHA is in no way considered a barrier to receiving an award);
  - e. Capacity to accomplish the proposed work in required time;
  - f. Insurance;
  - g. Financial Responsibility; and
  - h. Measures of protection for the State against errors and omissions.

\*Please Note: If an offeror receives a rating of "unacceptable" on three (3) of the rating criteria above, the offeror will not be further considered. The offerors' proposal will be rejected as "not susceptible of being selected for award." COMAR 21.06.02.03(2).

**9. Technical Proposal Required Information**

U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 330.

With the exception of Government forms and the Organizational Chart, all pages included with your Technical Proposal submission are required to be standard 8½ x 11 size paper with a minimum of a one-inch margin on all sides and no smaller than 10-point Times New Roman font. Sections of the Technical Proposal must be separated by dividers that identify each section, and do not count as pages. Dividers can have photographs or graphics, but no narrative, on the obverse side and any graphics will not be evaluated. The reverse side shall be unmarked. Attachments to the Proposal are unacceptable.

**SHA must be notified in writing, by email to [OPCM@mdot.maryland.gov](mailto:OPCM@mdot.maryland.gov), of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.**

Note: All PDF documents must follow the naming convention of (BCS #-Prime/JV Name-Name Identifying the Document (i.e.: BCS 2025-05-ABC Firm-Scope of Services)

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**A. Cover Letter**

Cover Letter on the Firm's/JV's letterhead – limited to one (1) page, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, and your firm's contact person for this procurement process. The Primary Liaison, 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.

**B. Scope**

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

**C. Work Plan**

The Consultant must submit a maximum of three (3) pages work plan detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission. Work Plan shall include, at a minimum, the following information:

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- i. Has read and fully understands the requirements set forth to be provided for this contract;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this contract;
- iii. 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.;
- iv. The Consultant team understands and has the capability to perform multiple simultaneous task assignments;
- v. Has a detailed work plan in place to ensure schedules and/or deadlines will be met;
- vi. The work plan includes comprehensive quality assurance and quality control program; and
- vii. Other statements are at the discretion of the Consultant as this is not an all-inclusive list.

**D. Standard Form 330 Parts I and Parts II**

Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subcontractor. The SF 330 forms must be completed in their entirety paying special attention to the following:

- i. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330.
- ii. The Organizational Chart required for Part I, Section D of SF 330 shall be placed within the *Standard Form 330 Parts I and Parts II* of the Technical Proposal and must contain, at a minimum, the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this contract and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 x 17-inch page with Times New Roman Font size 10-point or larger.

In addition, a one (1) page matrix style of support personnel shall be included in the *Standard Form 330 Parts I and Parts II* of the Technical Proposal. Matrix style is defined as names listed on the vertical axis and Relative Experience identified on the horizontal axis. The support personnel descriptions are limited to four (4) lines per individual. The support personnel Matrix shall be limited to an 11 x 17-inch page with no smaller than 10-point Times New Roman Font size and one-inch margins.

- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page,

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not to exceed four (4) pages total. **The experience for each individual Key Staff as described below shall be recent experience performed within the last three (3) years.** Years of experience and applicable licenses and certifications, such as a Professional Engineer (P.E.) license or Certified Construction Manager Certification (CCM), shall be clearly documented on each resume.

It is anticipated that the Key Staff individuals may be required to provide services on-site at SHA facilities or designated offices by SHA.

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1:** A Professional Engineer (PE) licensed in the State of Maryland with a minimum of twelve (12) years performing highway, structures, traffic and/or stormwater management design and/or construction management; employed by the Prime/JV, who will serve as the Project Manager and the Primary Liaison.
2. **Key Staff 2:** A Transportation Engineer equivalent to the SHA Transportation Engineer Manager (TEM) I classification or higher with a minimum of ten (10) years of experience applying engineering theories, principles and standards to highway, traffic, bridge or construction related projects; expertise in all aspects of highway, structures and traffic related construction projects; employed by the Prime/JV and will serve as the Secondary Liaison.
3. **Key Staff 3:** A Transportation Engineer equivalent to the SHA Transportation Engineer (TE) IV or greater with a minimum of eight (8) years; expertise in all aspects of highway, structures and traffic related construction projects and demonstrates strong proficiency in Initial Critical Path Method (ICPM) Review, Monthly Critical Path Method (CPM) review, simple schedule review and/or claim review/analysis and change order review/analysis; employed by the Prime/JV or any of the Subconsultants.
4. **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.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Part I Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Where a Firm proposes an out of state professional

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engineer or architect, the Firm shall include in Part I Section E 17 of the SF330 the words “Maryland Registration Pending” along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed. Failure of the Firm to properly document Key Personnel requirements in writing will result in the firm being precluded from further consideration for the contract.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications: Limited to four (4) example projects, each example project is limited to two (2) pages for a total not to exceed eight (8) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent relevant experience performed within the past four (4) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
- v. SF 330 Section H – This section shall be limited to one (1) page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information.

Additional Information regarding Key Staff replacements after Final Selection:

Key Staff changes may only be requested after final selection if the Key Staff is no longer available to perform on the contract or at the request/agreement of SHA. A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing on the Firm’s/JV’s letterhead along with a one (1) page resume per the requirements outlined in this RFP.

Substitutions will be evaluated using the same qualifications-based technical rating criteria and the Key Staff replacement’s score must be equal or higher than the original Key Staff’s score in order to be accepted/approved by SHA. All scores will remain confidential by SHA. Instructions for completing a resume are included in Section 9 D – *Standard Forms Part I and II* of this RFP.

General Requirements and other requirements related to the on-site consultant staff at SHA facilities:

- a. The Consultants shall be responsible for furnishing and/or providing all engineering safety equipment necessary for its performance of the services listed above. Required safety equipment includes, but shall not be limited to, hard hat, vehicle beacon light and ANSI Class 3, or better, reflective safety vest. All equipment must comply with SHA’s High Visibility Apparel Policy, SHA’s Office of Construction’s Directive on Personal Protective Equipment (PPE), and all OSHA and MOSH regulations. The Consultant shall provide all necessary field engineering tools and

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equipment such as but not limited to tablet or laptop and surveying equipment or any project specific equipment as necessary to fulfill an individual's job requirements.

- b. Safety training for Consultant personnel shall be the responsibility of the Consultant Firm. Training shall include, but not limited to, a Safety orientation and OSHA 10-Hour Training for all employees assigned to SHA projects. All OSHA/MOSH requirements pertaining to training and record keeping shall also be the responsibility of the Consultant Firm.
- c. Consultant Firms shall provide a Safety Officer to provide guidance to project staff, ensure that safety training is complete and provide personal protective equipment (PPE). The Safety Officer will be the point of contact in the event of an accident involving one of their employees. The firm shall make available to the OOC the name of the Safety Officer and backup. It will be the Consultant Firm's responsibility to notify the OOC of any changes in this information.
- d. No payment for overtime work shall be made, without authorization from SHA. When overtime is required and authorized, and when payment therefor may involve premium costs, there shall be no payroll additive.

Premium overtime costs are reimbursable as a direct cost when an employee works more than forty (40) hours per week on SHA projects based upon the Consultant's work week. Regularly scheduled paid company holidays may be included in the calculation of "hours worked", but time off for any other leave (e.g. vacation, personal, compensatory or sick leave) is to be excluded from "hours worked" when calculating premium time reimbursement. The fact that an employee works more than eight (8) hours in a single day does not necessarily mean that premium overtime costs are allowable as a direct cost since reimbursement is determined on a weekly basis. Any premium overtime paid to employees, but not directly billable under this policy, may be allowed as an indirect cost.

**E. Subcontractors Commitment – no page limits as this section may vary:**

The Technical Proposals are to be explicit with respect to the work to be performed by all subcontractors proposed. A Letter of Commitment is required for each proposed Sub-Consultant. While the format and overall content is at the firm's discretion, a Letter of Commitment must at a minimum:

- Be on the Sub-Consultant's letterhead;
- List the services proposed to be provided;
- Certify the firm is able to provide the required resources, services, etc.; and
- Be signed and dated by the Principal/President of the firm.

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**F. Time Distribution – not to exceed one (1) pages consisting of the following:**

The Consultant shall include a one (1) page listing of those classifications proposed for services and the percentages of time estimated for each classification. Percentages shall total one hundred percent (100%). The Consultant *shall not* include man-hour estimates in the Technical Proposal. A column of percentages of time estimated for each classification are to be shown for the Prime Consultant, for each subcontractor proposed, and one (1) column showing totals which add up to 100%. When multiple firms are used, the total for each firm must add up to something less than 100%. These percentages are applicable to the total dollar amount of the Price Proposal to be developed separately by the selected firm(s). The percentages are not applicable to time estimates. The Consultant shall indicate the number of simultaneous project assignments the Consultant and each Subconsultant could handle individually.

The following classifications and estimated percentages of time to be used for the contract assignments are:

<b>Classification</b>	<b>Est. Office</b>	<b>Est. Field</b>	<b>Total</b>
TET I	0%	9%	9%
TET II	0%	10%	10%
TET III	0%	10%	10%
TET IV	0%	10%	10%
TET V	0%	10%	10%
TE I	0%	6%	6%
TE II	0%	10%	10%
TE III	0%	10%	10%
TE IV	0%	8%	8%
TE V	0%	8%	8%
TEM I II	0%	5%	5%
Professional Engineer	1%	1%	2%
Vertical Inspector	0%	2%	2%
<b>Total</b>	<b>1%</b>	<b>99%</b>	<b>100</b>

**G. Financial Responsibility and Insurance Requirements:**

1. The consultant shall include a letter addressed to SHA setting forth evidence that the consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
2. The Consultant shall include a copy of the firm's current certification(s) of insurance, which should contain, at minimum, the following:
  - Carrier (name and address)
  - Type of insurance
  - Amount of coverage, which must include at a minimum of \$1,000,000 per occurrence of Professional Liability
  - Period covered by insurance; and
  - Any exclusions



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Insurance coverage will be one (1) of the areas evaluated when Technical Proposals are reviewed. Failure of the Consultant to submit satisfactorily to these requirements may result in SHA rejecting the proposal(s).

SHA requires the following minimum levels of insurance coverage for this contract:

a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under the Worker's Compensation Act of the State of Maryland and maintain and keep Employer's Liability Insurance at a limit of one Million Dollars (\$1,000,000). The \$1,000,000 employer liability can be satisfied by an Umbrella/Excess Policy, as long as it is specific to "Employer's Liability".

b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least one Million Dollars (\$1,000,000) Combined Single Limit for Bodily Injury Liability and Property Damage Liability Insurance per occurrence, and one Million Dollars (\$1,000,000) in the aggregate.

c. Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, operated, rented, or leased), in the amount of at least one Million Dollars (\$1,000,000). Combined Single Limit for bodily injury and property damage.

d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least one Million Dollars (\$1,000,000).

**H. Proposal Affidavits:**

As per State Finance and Procurement Article 17-701 – 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities list is located at <https://bpw.maryland.gov/publications/2013-iai-list.pdf> of the Maryland Board of Public Works (BPW) website. As per the BPW Advisory No.: 2013-1, Date Issued January 1, 2013, an officer of the Firm shall provide a signed original certification as per language stated on the BPW Advisory page. If the Firm is a JV, officers from all companies forming the JV shall provide a signed original certification. NOTE – the Investment Activities in Iran certification is included in the bid/proposal affidavit.

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In preparing its proposal on this contract, the Offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for proposals for this contract, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the proposal submitted by the Offeror on this contract, and terminate any contract awarded based on the bid/proposal.

All offerors are required to submit the following completed affidavits with their technical proposal within the *Proposal Affidavits* section. Both documents are available on the SHA OPCM website at

<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>

- Bid / Proposal Affidavit
  - Form is located under “Affidavits” section of the website
- Certification Regarding Discriminatory Boycotts of Israel
  - Form is located under the “Certification Regarding Discriminatory Boycotts of Israel” section of the website

**10. Oral Presentation**

The Consultant will be required to provide an in-person Oral Presentation which will consist of the following:

The Consultant must conduct an oral presentation to SHA as part of its Technical Proposal evaluation. The consultants are encouraged to begin the preparation of the oral presentation in advance of receiving the presentation date and time.

SHA will schedule the date and time of the oral presentation after receiving the technical proposals. 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.

It is anticipated that the consultants will be provided at least two (2) weeks’ notice in advance of their scheduled oral presentation date and time. SHA, at its discretion, may spread out the oral presentations on multiple dates and time.

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. SHA, at SHA’s discretion, may choose to restrict access to the presentation room prior to the Oral Presentation starting time.

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All individuals presenting shall be identified in Part I.D of SF 330. 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.

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.

Consultants will be provided 15 minutes for set-up and introduction. The consultants have 60 minutes for their presentation. Any material presented by the consultant outside the 60-minute window will not be rated. In case of any materials and equipment breakdown, the consultants will be allowed 15 minutes to address the issues. Therefore, the total setup, presentation, and breakdown time permitted will be 90 minutes.

The consultants will only be evaluated based on verbal statements and the content displayed during the oral presentation.

The consultants shall email to SHA via [opcm@mdot.maryland.gov](mailto:opcm@mdot.maryland.gov) the presentation materials at SHA's request.

There will be no Questions and Answers session before or after the oral presentation

The Oral Presentation shall address the following:

- a. What recruitment techniques does your firm employ that you believe sets your firm apart from all others?
- b. Explain how your firm will manage, coordinate, and communicate on SHA Construction Management and Inspection projects. Describe the steps your team will take to keep projects on schedule, stay within budget, and ensure effective coordination among all parties involved.
- c. On a roadway construction project there is a major accident resulting in injury and major property damage, detail the steps a Project Engineer or inspector must take to make the area safe and properly document the occurrence.
- d. What do you feel are the three most important values of the formal partnering process and give three specific examples of how these values have proved successful on a highway construction project.
- e. Describe the Stormwater Management (SWM) As Build process as it relates to a successful SWM As Build submission.

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**11. Services/Materials to be provided by SHA:**

A list of services by SHA for each specific project assignment will be provided at the time the Firm's services are requested. Assignment will generally require the Firm to independently provide a full range of services necessary to address SHA's needs. SHA will allow the Firm access to SHA properties, where required for contract work. SHA will provide all computer equipment and programs for staff working at the Office of Construction (OOC), District 4 and District 6.

This is not an all-inclusive list. SHA may provide additional services/materials as appropriate.

**12. Direct Expenses:**

SHA has allocated the following direct expenses associated with the scope of work:

- a. Local Travel (mileage, tolls, etc.)
- b. Premium Time
- c. Shift Differential

**13. Progress Reports:**

The Consultant must submit monthly progress reports for assigned projects (including a detailed account of work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.). This report must be submitted with the monthly invoice.

**14. Records, Tasks and Notice to Proceed:**

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Contract payment(s) to the Consultant for work completed will be made on this basis only.

The Consultant must be able to provide prompt consultant services within five (5) working days of notification.

No work shall be performed on contract by the Consultant until a written Notice to Proceed (NTP) is received by the Consultant from SHA.

The Consultant must provide the required services within five (5) working days of an NTP for an approved assignment.

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**15. Task Assignments**

Task Assignments will be issued based upon, but not limited to:

- Qualification
- Scope of Work
- Past Performance
- Staff Availability
- Quality Control
- Timeliness
- Workload capacity of the firms

**16. Completion Date:**

The contract will terminate on the expiration date.

**17. Prompt Payment**

Pursuant to 49 CFR §26.29, MDOT requires prime contractors to pay subcontractors, at any tier, for satisfactory performance of their contracts no later than 30 days from receipt of each payment that MDOT makes to the prime contractor. When SHA has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed. To the extent that it is not inconsistent with federal law, all prime contractors shall also comply with all Maryland laws and regulations regarding the prompt payment to subcontractors.

**18. Due Date Deadline for Submissions**

**RESPOND BY January 15, 2026, prior to 12:00 PM NOON EST.** Only eMMA submissions of the Technical Proposals submitted through <https://emma.maryland.gov/> will be accepted as described above.

The Procurement Officer and sole point of contact for this solicitation, unless directed otherwise within this solicitation or by SHA, is:

Jada J. Wright  
Office of Procurement and Contract Management,  
707 North Calvert Street, Mailstop C-405  
Baltimore MD 21202  
[opcm@mdot.maryland.gov](mailto:opcm@mdot.maryland.gov)