

PUBLIC NOTICE FOR THE  
MARYLAND DEPARTMENT OF TRANSPORTATION

**SMALL BUSINESS ENTERPRISE (SBE) SOLICITATION**

BCS 2018-11

Environmental Monitoring Services for Cleaning & Painting of Bridges, 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 architects or engineers for the following project(s).

This is a Small Business Enterprise Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are certified by the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) Small Business Reserve Program are eligible for award of a contract..

Certified SBE Firms interested in being considered for work on any Project must submit an Expression of Interest (EOI) as set forth herein. The EOI shall be in an envelope marked with the specified contract number for the Project. The letter portion of the EOI shall indicate the firm's desire to perform the services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. An interested MDOT certified SBE firm must submit the material required herein or the interested firm will not be considered for the Project.

Of all the MDOT certified SBE firms expressing interest in this advertisement, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected MDOT certified SBE firms so that they can prepare such proposals for the Project. The MDOT certified SBE firms that submit the highest rated Technical Proposal will be requested to submit Price Proposal. For projects that are 100% State funded, Price Proposal cost limitations such as, but not limited to, a payroll burden and overhead limitation of 130%, may apply. This project will be federally funded and Price Proposal cost limitations on payroll burden and overhead shall not apply. 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. MDOT reserves the right to require that split payroll burden and overhead rates be submitted appropriate for the type of services to be provided (example, Home-Office Rate for planning/design activities and Field-Office Rate for construction inspection). If negotiations with the MDOT certified SBE firm are timely and successful, a contract may be awarded to that MDOT certified SBE firm. The MDOT certified SBE firm or all MDOT certified SBE firms in a

Joint Venture (JV) must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal, and registered in the Federal System for Award Management located at <https://www.sam.gov/portal/SAM/%231#1#1#1>. If an interested MDOT certified SBE firm is requested to submit Proposals, the MDOT certified SBE firm's proposal should substantially reflect the same composition and area of involvement as their EOI.

All firms proposed in a Joint Venture (JV) must be MDOT certified SBE firms in order to qualify or they will be disqualified. If a MDOT certified SBE JV responds to this Project advertisement, separate EOI submissions from the JV constituents will not be accepted. A firm will not be permitted to submit on more than one (1) JV for the same Project advertisement. Also a MDOT certified SBE firm that responds to this Project advertisement as a Prime or a Prime JV constituent may not be included as a designated Subconsultant to another MDOT certified SBE firm that responds as a MDOT certified SBE Prime or MDOT certified SBE Prime JV constituent to this Project advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the MDOT certified SBE firms involved.

All Subcontractors must be MDOT certified SBE firms. No non-MDOT certified SBE firms are permitted. Additionally, the above does not preclude a MDOT certified SBE firm from being set forth as a designated MDOT certified SBE subcontractor to more than one (1) MDOT certified SBE Prime or MDOT certified SBE Prime JV constituent responding to the Project advertisement.

MDOT State Highway Administration (MDOT SHA) reserves the right to cancel this solicitation due to insufficient participation or MDOT certified SBE firms are deemed not qualified to perform the services regardless of how much time and effort was spent on responses.

**All questions concerning submissions and procedures must be submitted by email to [opcm@sha.state.md.us](mailto:opcm@sha.state.md.us) no later than 4:00 pm one (1) week prior to the due date.** 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 410-545-0437.

**All addendums to this advertisement will be posted only on eMaryland Marketplace and on the Consultant Services Center page of MDOT SHA's Webpage ([www.roads.maryland.gov](http://www.roads.maryland.gov)).**

MDOT certified SBE Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on MDOT SHA projects.

MDOT SHA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 200d to 200d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this Project advertisement, MDOT certified SBE/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, national origin, age, sex, English proficiency, income level or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26). Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA OF 1991 AND MAP 21 OF 2012. (See Attachment 6 of MDOT SHA Request for Proposal located at [www.roads.maryland.gov/ohd/RFPAGuidelines.pdf](http://www.roads.maryland.gov/ohd/RFPAGuidelines.pdf)). MDOT SHA hereby notifies all bidders/offerors that in regard to any contract entered into pursuant to this advertisement, whenever the term "disadvantaged" and "minority" is used, it is understood to include women. The terms "disadvantaged" and "minority" include certified female owned businesses, which

will be afforded full opportunity to submit bids in response to this notice and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award. It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contracts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis. MDOT certified SBE/DBE firms are encouraged to respond to this solicitation.

**RESPOND TO:**

Georgina Usher  
MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street  
Baltimore, Maryland 21202

1. Project Title and Description:

Environmental Monitoring Services for Cleaning & Painting of Bridges, Statewide

Manage other paint inspectors assigned to bridge painting contracts, perform field inspections and evaluations of new and existing coatings systems; provide expert advice, testing, and training services concerning paint coatings of steel bridges; perform quality assurance that Maryland Department of Transportation State Highway Administration (MDOT SHA) construction contractors are in compliance with contract provisions and State, Local and Federal regulations; perform field testing and monitoring as required; and review construction contractor's plans, programs, construction, and field data for environmental, hazardous waste, and worker safety for cleaning and painting operations of existing steel bridges that include removal of paint containing toxic metal, statewide.

MDOT SHA may award up to one (1) open-end task-order based contract for these services. The duration of this contract will not exceed five years. The total funding authority for the one (1) contract will not exceed \$1,000,000. MDOT 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. Awarded task-assignments will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired. No minimum amount of work or funds is guaranteed under these contracts.

This Contract will be administered solely by SHA's Office of Structures (OOS), located at 707 North Calvert Street, Baltimore, MD 21202, to support the Architectural and Engineering needs of SHA, statewide, and will be funded with both State and Federal Funds. Assignments may be made to support other SHA Offices with the prior approval of the SHA Deputy Administrator. In addition, this contract may be used to provide services to the Maryland Department of Transportation's (MDOT) Secretary Office, or any of the MDOT modal administrations, at the direction and with the express prior written authorization of the Secretary of Transportation or the Secretary's designee. Any tasks assigned under this contract 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:

Supervise and coordinate paint inspectors assigned to bridge painting contracts, perform field inspections and evaluations of existing coating systems on bridges, investigate construction claims, to provide quality assurance for construction projects involving field cleaning and painting of structures with existing coating systems that may contain toxic metals. The Consultant will ensure painting contractors are in compliance with all Federal, State and Local regulations; perform field testing, sampling and monitoring of air, water, soil, and new and existing coatings as required; review painting contractor's environmental protection, waste handling, worker protection compliance, and containment plans.

Firms with expertise in cleaning and painting structural steel and concrete services to provide, but not limited to, the following services for:

- The Consultant shall provide Certified Industrial Hygienists (CIH) certified by the American Board of Industrial Hygiene or Board of Certified Safety Professionals as a Certified Safety Professionals (CSP) and experienced in this type of work as related to cleaning and painting of existing bridges. The Consultant shall have errors and omissions insurance coverage for this type of work;
- The Consultant shall review contractor's Worker Protection Compliance Program, Environmental Plan of Action, and a Waste Handling Plan of Action for each contract to ensure they meet the contract specifications and relevant laws and regulations;
- The Consultant shall perform periodic site visits of paint projects to ensure the contractor is in compliance with the contract documents and State, Local and Federal regulations. All sampling and tests that may be required shall be performed by the Consultant or an employee of that firm under the direct supervision of the industrial hygienist. The Consultant shall have all testing and monitoring equipment that is necessary. During these site visits, the consultant shall witness and sign manifests for the removal of toxic materials from the project site on behalf of MDOT SHA. All required training for this activity will be completed by the consultant prior to start of the task for this work. Transportation shall be provided by the Consultant;
- The Consultant may need to work with industrial hygienists or safety professionals hired by painting contractors for MDOT SHA painting construction contracts;
- If requested, the Consultant might also supervise and coordinate approximately nine coatings inspectors assigned to bridge painting projects statewide working both day and night shifts on these projects. The Consultant shall also be capable of performing coating failure analysis and may be required to train less experienced MDOT SHA personnel. This work includes inspection of projects during removal of existing paint systems containing toxic metals;
- The Consultant shall immediately notify the MDOT SHA's Office of Structures about any problems or potential problems requiring immediate action. The Consultant shall advise the Remedial Construction and Paint Operations Division of corrective action which may be required. Written reports and test data shall be submitted for each bridge site;
- If requested, the Consultant shall provide technical assistance to the MDOT SHA for writing and interpreting specifications as it relates to environmental, waste handling, and worker protection issues during a painting contract. The Consultant shall be knowledgeable in waste sampling, medical surveillance of workers and handling waste resulting from cleaning and painting operations;

- The Consultant Firm shall represent the MDOT SHA in cases requiring expert advice and testimony;
- If requested, the Consultant Firm shall provide organized training sessions concerning worker safety during lead paint removal operations and testing and inspection of paint coating systems for the MDOT SHA's personnel;
- The Consultant shall supply personnel with a cellular telephone and tablets with text and data plans, internet and email access capability. The cell phone must be capable of taking pictures at 10 MP min. resolution. All costs associated with cell phones and tablets shall be at the Consultant's expense;
- The ability to climb structures when necessary with appropriate safety measures is required. The Consultant shall supply all required personal protective equipment (PPE) to assigned personnel including respirators, full body protective clothing, hard hats, reflective safety vests, hand levels, earplugs, goggles, safety harness, waders, etc. at the Consultant's expense;
- The Consultant shall supply all tools required for coatings inspection including utility knife, putty knife, magnetic thermometer, mirror, flashlight, coating thickness meter, tooke gauge, testex tape and other small tools as required. All routine coating inspection tools and small tools required shall be provided at the Consultant's expense;
- The Consultant shall be responsible for ensuring that the individuals working near environmental monitoring sites have their blood tested for lead and zinc protoporphyrin prior to assignment to this contract, and all follow-up testing as required by MOSH/OSHA. The Consultant shall provide the MDOT SHA a copy of the test results for each individual, all to be provided at no cost to the MDOT SHA;
- This contract may require all CIH or CSP to work on site at SHA facilities;
- and all other engineering professional services related to cleaning and painting structural steel and concrete.

Some examples of work include, but are not limited to the following:

- Air Monitoring, and testing of soil and water at cleaning and painting operations for steel beam and steel girder bridges, steel truss bridges, and bascule and swing span bridges over water, roadways and railroads.
- Managing inspection activities for cleaning and painting operations of steel beam, steel girder, steel truss, bascule and swing span bridges over water, roadways and railroads.

- Attending Preconstruction Meetings, Prebid Conferences and Final Inspections as requested, and being familiar with contract specifications.
- Review the Contractor's proposed Worker Protection Compliance Program, Environmental Plan of Action, and a Waste Handling Plan of Action.
- Evaluate existing containment systems, including capacity of dust collectors and air flow systems, and recommend methods of bringing the system into compliance
- Provide "expert" testimony as requested.
- Maintain documentation of inspection activities, monitoring and testing activities, laboratory test analysis, and waste hauling and disposal activities. Also, to manage or conduct field tests for surface preparation and painting activities.
- Provide training sessions concerning testing and inspection of cleaning and painting operations and new and existing coating systems and worker safety during lead paint removal operations as requested.
- and all other engineering professional work related to cleaning and painting structural steel and concrete

The following computer hardware and software shall be used to perform the services required and include, but are not limited to:

- Microsoft Suite
- eMCMS – (provided by MDOT)

Please see E Maryland Marketplace or the SHA Web Page, Consultant Services Center for the job classification specifications attachments. These will not be included at the end of the advertisement.

**NOTE: The consultant is required to certify in the Expression of Interest that it can perform all elements of the project's scope through its own forces and those of its subcontractors.**

### 3. Potential Restrictions:

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 contractor on the same Design/Build project after advertisement. State law, including State Finance and Procurement

Article 13-212.1 of the Annotated Code of Maryland will dictate the Consultant's eligibility to pursue work on Design/Build projects after advertisement.

As per State Finance & Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland the firm(s) selected for a given Contract will be required to provide "Certification Regarding Investments in Iran". Furthermore, selected firms must comply with the State of Maryland Executive Order 01.01.2017.25 Prohibiting Discriminatory Boycotts of Israel in State Procurement.

4. Required Information: The Consultant shall submit the following per the specified requirements listed below :

- A USB drive in a protective envelope labeled with the BCS number, Project Title and Prime/JV's firm name to include: One (1) full PDF version of the Expression of Interest (EOI) submittal as well as Sub-Folders containing the associated individual PDF files for each Section required herein. Sub-Folders and Sections must be labeled to identify each accordingly. All PDF documents must follow the naming convention of BCS #-Prime/JV Name-Name Identifying the Document (ie: BCS XXXX-XX-ABC Firm-Letter of Interest);
- One (1) original and four (4) copies of the EOI comprised of:

**NOTE:** All originals and copies of the EOI submittal shall be bound in a three-ring binder. Spiral and comb bindings are unacceptable. Attachments to the Proposal are unacceptable. Except for pages in Standard Form (SF) 330, all pages included within your submittal are required to be standard 8 ½ x 11 size with a minimum of a one-inch margin on all sides and no smaller than 10-point Times New Roman font. The front covers must clearly display the BCS Number, Project Service Title, Firm's Name and be marked as "**Original**" or "**Copy**." Sections in the EOI submittals must contain labeled tabs/dividers identifying each section. Graphics and photos on the front and back covers are acceptable but will not be considered in the evaluation process.

- a. One (1) Letter of Interest - Limited to one (1) page which must contain the address of the firm's closest location to **707 North Calvert Street, Baltimore, MD 21202**; information supporting the assertion that the Consultant has the financial capacity to provide the services requested; has measures in place to protect the State against errors and omissions; and provide 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.

**NOTE:** US 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 (SF) 330 unless directed otherwise.



- b. One (1) SF 330.

The SF 330 must be completed in its entirety paying special attention to the following:

- i. Part II General Qualifications. The Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant should use a separate form for each location proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.
- ii. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Step 5 below, Special Requirements – DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE firms.
- 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, not to exceed three (3) pages total. At least three (3) years of the required years of experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following minimum requirements:

**NOTE: Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.**

1. **Key Staff 1:** Project Manager with a minimum of 7 years of experience with expertise in issues related to construction inspection services for the cleaning and painting of bridges including the removal of paint containing toxic metals (additional education, professional licenses, and certifications should be included on the resumes), environmental monitoring and testing, hazardous waste handling, and worker protection/safety issues related to field cleaning and painting structures, and performing claim analysis, and employed by the Prime/JV who will serve as the Project Manager and the Primary Liaison;
2. **Key Staff 2:** Certified Industrial Hygienist or Certified Safety Professional certified by the American Board of Industrial Hygiene or Board of Certified Safety Professionals that is equivalent to a State Highway Administration Transportation Engineer Manager I

(minimum of 7 years of experience with one (1) year of supervisory experience) with expertise in environmental monitoring and testing, hazardous waste handling, and worker protection/safety issues related to field cleaning and painting structures with existing coatings containing toxic metals. This individual, shall have a NACE certification and/or SSPC Bridge Coating Inspector (BCI) certification in cleaning and painting steel structures (additional certifications with SSPC and/or NACE should be included on the resumes) and be capable of performing as an Area Engineer for bridge painting, supervising and coordinating other paint inspectors, statewide, or as a coatings inspector of highly sensitive bridge sites, and employed by the Prime/JV;

3. **Key Staff 3:** Certified Industrial Hygienist or Certified Safety Professional certified by the American Board of Industrial Hygiene or Board of Certified Safety Professionals be equivalent to a MDOT SHA's Transportation Engineer V (a minimum of 5 years of experience) with expertise in environmental monitoring and testing, hazardous waste handling, and worker protection/safety issues related to field cleaning and painting structures with existing coatings containing toxic metals, and employed by the Prime/JV,

**It is anticipated that Key Staff 2 and 3 will be required to provide engineering services on-site at SHA facilities.**

SF 330, Part I - Section D - Organization Chart shall be limited to an 11 by 17-inch page with Times New Roman Font size 10 point or larger. In addition, a separate Matrix is required and placed behind Section D in the SF 330 that lists support personnel by name on the vertical axis with up to three lines of text explaining their experience relative to the project's needs on the horizontal axis. The Support Personnel Matrix shall be limited to an 11 by 17-inch page with Times New Roman Font size 10 point or larger and one-inch margins.

In addition to items a. and b. in Section E 14 of the SF 330 Years of Experience shall document the total number of years of experience performing work in the required areas of expertise specified for this procurement.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Section E 17 of the SF 330 shall also include any required Licenses, including Type of License, License Number, year it was initially issued and expires, and any required Certifications, including Certification Type, Certification Number (if applicable) and the year it was issued and expires.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications: Limited to five (5) example projects, one (1) example project per page for a total not to exceed five (5) 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 experience performed within the past ten (10) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
  - v. Section H of the SF 330 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. Any information presented in Section H will be considered in the evaluation of the EOI.
- c. Financial Responsibility and Insurance
- i. The Consultant shall include a letter addressed to SHA setting forth evidence that the Consultant has the financial capacity to provide the services and measures of protection for the State against errors and omissions.
  - ii. The Consultant shall include a copy of the firm’s current certificate(s) of insurance, which should contain, as a 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.
  - iii. The amount of coverage carried or proposed to be carried by a firm for each of the four (4) areas of insurance required shall be clearly set forth on the insurance certificate i.e. Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance, and Comprehensive Automobile Liability Insurance, see Section VIII, pages 1-12 and the General Conditions, pages 106-107 of the RFP booklet/guidelines.
  - iv. Insurance coverage will be one (1) of the areas evaluated during the EOI review. Failure of the Consultant to submit satisfactorily to these requirements may result in SHA rejecting the EOI(s). If your firm is technically selected for this project, the amount of insurance coverage may

be the subject of negotiations. Any resultant contract will set forth the dollar amounts for each of the four (4) required areas of insurance.

- d. The Consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

5. Special Requirements - DBE Provisions:

There is no DBE/goal established for this Project.

- 6. Additional Information: SHA reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
- 7. Electronic Transfer: By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf> . Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.
- 8. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
  - a. Key Staff;
  - b. Similar Project Experience;
  - c. Compatibility of the size of the firm with the size of the proposed project;
  - d. Past Performance working on MDOT SHA task orders when prior work history is available, including Quality and Timeliness. Lack of prior experience with MDOT SHA is in no way considered a barrier to receiving an award
  - e. Capacity to accomplish proposed work in required time;
  - f. Specialized Expertise (if applicable);
  - g. Insurance;
  - h. Financial Responsibility including no debarment or suspension actions and no tax liability;
- 9. Additional Information: The Key Staff submitted in the Expression of Interest (EOI) will be evaluated to determine if they meet the minimum qualifications set forth in the Advertisement. If SHA chooses to rate and rank during the EOI phase in order to develop a Reduced Candidate List, SHA will carry forward the scores for the Key Staff into the Competitive Technical Proposal evaluation phase.

Requests to replace originally proposed Key Staff is only permitted by those firms requested to submit a Competitive Technical Proposal. In addition, Key Staff replacement requests at the Competitive Technical Proposal phase may only be requested if the originally proposed Key Staff is no longer available to perform on the contract. Replacement requests cannot be made to cure a deficiency in the originally proposed Key Staff or in an attempt to raise the score of the proposal.

If SHA rated and ranked Key Staff at the EOI phase and chooses to carry the scores forward, Key Staff proposed at the Technical phase must meet or exceed the qualifications of the originally proposed Key Staff members. If Key Staff were not rated and ranked at the EOI phase, SHA reserves the right to rate the originally proposed Key Staff in the EOI phase and use that score as the base score of the Key Staff replacement request or may choose to score the replacement Key Staff. All Key Staff replacements must be approved by SHA.

10. Facsimile/e-mail copies of the Expression of Interest are not acceptable. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted.

**The outside of the Expression of Interest submittal envelope/package must include the following:**

**Expression of Interest Submittal for BCS Number**  
**Expression of Interest Service Title**  
**Expression of Interest Due Date and Time**  
**Firm Name**  
**Firm Address**

**Respond by: May 17, 2019 prior to 12:00 P.M. (NOON)**

RESPOND TO:  
GEORGINA USHER  
MARYLAND STATE HIGHWAY ADMINISTRATION

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
Fourth Floor, Mail Stop C-405  
707 North Calvert Street  
Baltimore, Maryland 21202