

PUBLIC NOTICE
MARYLAND DEPARTMENT OF TRANSPORTATION

NOTICE
TO
ARCHITECTS & ENGINEERS

TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified to the Transportation Professional Services Selection Board the need to utilize the services of architects and/or engineers for the following project(s):

Contract No. MDTA 2017-01A “Comprehensive Preliminary Engineering and Final Design Services”.

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

Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. 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. If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures may be addressed to the Maryland Transportation Authority, via email to mdtaprocurement@mdta.state.md.us with a cc response to [Paul Becker](mailto:pbecker@mdta.state.md.us) at pbecker@mdta.state.md.us, and submitted no later than 4:00 P.M. on June 1, 2017.

All addendums to this advertisement will be posted only on eMaryland Marketplace and on the Consultant Services Center page of the Maryland State Highway Administration's Webpage (www.roads.maryland.gov).

Expressions of Interest are due no later than 12:00 P.M., on June 15, 2017. Facsimile/e-mail copies are not acceptable. No response received after 12:00 P.M. on June 15, 2017, will be accepted, no matter how transmitted. Minority business enterprises are encouraged to respond to this solicitation notice.

Consultants shall have the ability to provide background investigation results for Consultant Staff assigned to work on Maryland Transportation Authority projects.

RESPOND TO:

Eric T. Lomboy, Director

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Maryland Transportation Authority (MDTA or the Authority)

A. Contract Number: MDTA 2017 – 01A

1. Project Description:

The services to be performed are comprehensive preliminary and final engineering design services for the MDTA's Office of Engineering and Construction and may be used Authority-wide. Project assignments will depend on the MDTA's workload. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. It is envisioned MDTA will enter into multiple contracts for a five (5) year term for these services. After review of the Technical Proposals, it is anticipated the MDTA will enter into negotiations with each of the top nine (9) to twelve (12) firms for contracts valued in the range of \$5 million to \$20 million dollars each.

The MDTA reserves the right to modify the number of contracts and the dollar value of each as it deems appropriate in the best interests of the State.

2. Consultant Services Required:

The Consultant shall perform comprehensive preliminary and final design services associated with the preparation of construction contract plans and documents. This work shall include but not be limited to: structural analysis, design and rehabilitation of long span, complex and routine bridge structures, tunnels, small structures, sign structures, ancillary structures, ITS/electrical systems, noise walls, retaining walls and buildings; highway design, including major highway and interchange widening and reconstruction (including elevated structures); preparation

and processing of agreements for railroads and utilities; development of maintenance of traffic for projects and traffic engineering, environmental design, management, permitting, and impact state development; ordinance detection; surveys; right-of-way support; performing traffic studies and revenue studies; traffic forecasts; toll plaza and truck inspection station design and reconstruction; laboratory testing and material controls; design of signing and lighting and signalization; utility design; pavement design; landscape design; noise analysis and mitigation, survey services; geotechnical engineering, testing and drilling services; various mechanical and electrical engineering services related to bridge, highway and facility (building) projects; condition inspection; project delivery analysis; traffic and revenue analysis; cost estimating; develop operation, warranty and maintenance plans; financial and project planning, analysis and management; public relations support; supplemental staffing as required; planning; construction management and inspections, "Phase V"; comprehensive general engineering consultant (GEC); program management services.

The Consultant may be required to perform Program Management as a General Engineering Consultant (GEC) for the MDTA. This would include large programs underway. The Consultant shall have the ability and manpower to respond to and act immediately on project assignments without sacrifice and disruption to other MDTA project assignments being completed by the Consultant.

All work shall be done in accordance with Maryland State Highway Administration (SHA) Standards and Specifications and guidelines prepared by the American Association of State Highway Transportation Officials (AASHTO). This may not be an all-inclusive list as this contract includes all professional services and activities related to Comprehensive Preliminary and Final Engineering. This contract will be administered solely by the MDTA's Office of Engineering and Construction (OEC), to support the Architectural and Engineering needs of MDTA. The services of this contract are expected to be provided statewide or contained primarily within MDTA's geographical region, but assignments may be made anywhere in the State to support MDTA's needs with prior approval of the MDTA Executive Director. In addition, this contract may be used to provide services to the Maryland Department of Transportation (MDOT), or any of the MDOT transportation business units, 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.

3. Specific Type Firm solicited:

The Consultant shall be proficient in the services listed above and shall bring an experienced and expert staff to the project. The Consultant shall be completely familiar with the Maryland Transportation Authority / State Highway

Administration process and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April, 1986. The Consultant must have the capability to submit files utilizing Micro-Station Version 8 and GEOPAK 2004 version and other current design file formats as specified by the MDTA.

It shall be the responsibility of the Consultant to perform any and all necessary electronic file conversions before the MDTA will accept any portion of the Consultant's work. Electronic file submissions shall be continuous throughout the project such that the MDTA's files are representative of the current stage of work. All digital plan submissions shall be based on the Maryland Grid NAD 83/91 Datum Maryland State Plane Coordinates in feet if two-dimensional and NAD 83/91 and NAVD 88 if three-dimensional. Utility engineering will adhere to the utility owner's specifications. Communications between the Consultant, Joint Venture Constituents (where applicable) and the MDTA will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic design data. All partial and/or completed documents, materials, and electronic files developed by the Consultant for services performed for this contract shall be solely owned by the MDTA and shall be made available immediately upon request.

The firm(s) selected for a given Contract may be required to provide engineering services for any MDTA 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 Finance and Procurement Article, Section 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 Article, Sections 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". See below 4(g).

4. Required Information

The Consultant shall submit one (1) original and five (5) copies of an Expression of Interest, which shall include the following:

- (a) One (1) Letter of Interest - Limited to two (2) pages which must contain the information that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions and the e-mail address of the Primary Liaison.
- (b) One (1) US Government Form SF 255 with a project organization chart and additional support staff chart.
- (c) One (1) US Government Form SF 254 for each firm, including each subcontractor proposed.
- (d) One (1) additional and unbound copy of the Letter of Interest.
- (e) A copy of the firm's current certificate(s) of insurance.

- (f) The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

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 254 and 255.

- (g) As per the State Finance & Procurement Article, 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 in Iran list is located at www.bpw.state.md.us of the Maryland Board of Public Works (BPW) web site. 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 listed on BPW Advisory page.

NOTE: All information must be presented in an easily readable format. **Font size shall be no smaller than 11 point, except the Organizational Chart which may use Font size 10 point. All materials shall be spiral bound or in a 3 ring binder (comb binding is not permitted).** 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 254 and 255. Each section shall be divided with tabs.

5. Requirements - Documentation

In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document staff by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of staff by discipline for all locations proposed. Subcontractor Staff are not to be included.

An explanation of work distribution shall be indicated under Item #5 on the Form SF 255 for those Firms/Joint Ventures proposing to split significant portions of the project between Firms or Offices.

The information required for Item #7, Key Staff, is to be limited to ten (10) individuals who are proposed for performing significant productive time on the Project and shall not exceed ten (10) pages in length (one (1) full page per individual). Information presented must convey each individual's specific role in any listed experience, including if the work was performed on behalf of the owner, contractor or third party. Preference shall be given to Key Staff individuals who clearly demonstrate a balance of diverse experience with:

- i. large, complex transportation-related projects for various governmental agencies (program management and design work), Contractors, Developers, and Concessionaires, including national experience, and

- ii. transportation-related projects for transportation governmental agencies.

Vague and general descriptions should not be used. Exact timeframes should be noted for each referenced project or experience, and all project experience noted shall be within the last ten (10) years.

The Consultant must document in writing in Item #7 that the Key Staff individuals meet the following requirements and documented in the proposal in this order:

- A. **Contract Manager** - One (1) Key Staff individual shall be a Professional Engineer registered in the State of Maryland. This individual shall have expertise in overseeing multiple, diverse, simultaneous, and complex transportation-related projects. This individual will manage the contract and all tasks, and shall have demonstrated experience in accounting, invoicing, contract administration, budget, subconsultant, quality, and program management. This individual must be a direct employee of the prime/prime joint venture.
- B. **Deputy Contract Manager** - One (1) Key Staff individual shall be a Professional Engineer registered in the State of Maryland. This individual shall have similar expertise and experience to the Contract Manager. This individual must be a direct employee of the prime/prime joint venture.
- C. **Onsite Program Manager** - One (1) Key Staff individual shall be a Professional Engineer registered in the State of Maryland, who may be requested to provide onsite, up to full time program management services. This individual shall have expertise in overseeing multiple, diverse, simultaneous,

and complex transportation-related projects. This individual may be required to act on behalf of the MDTA to render timely expert, professional judgments and decisions for projects, programs and processes as a General Engineering Consultant (GEC) in a supplemental staff role. Additionally, independent reviewer services on behalf of MDTA may be requested. Program management experience on behalf of a government agency is preferred.

D. Bridge Engineer - One (1) Key Staff individual shall be a Professional Engineer Registered in the State of Maryland, with demonstrated expertise in the analysis, design, condition inspection, evaluation, and rehabilitation of major highway structures, including long span, major and complex bridges;

E. Traffic Engineer - One (1) Key Staff individual shall be a Professional Engineer Registered in the State of Maryland, with demonstrated expertise in traffic engineering including complex, network level traffic analysis, multi-phase maintenance of traffic schemes, the design of signing, lighting, and signalization, and in traffic operations;

F. Highway Engineer - One (1) Key Staff individual shall be a Professional Engineer registered in the State of Maryland, with demonstrated expertise in highway engineering, experienced in all phases of highway design including typical section preparation, horizontal/vertical alignments, site and highway geometrics, interchange design, right-of-way, maintenance of traffic, noise measurement, analysis and barrier design, lighting, signing, pavement marking, traffic signal design and utility coordination;

G. Environmental Engineer - One (1) Key Staff individual shall be an Environmental Compliance Specialist, Environmental Engineer or Environmental

Scientist, experienced in all phases of environmental data collection, analysis and permit coordination and acquisition. This individual must be experienced in wetland and stream ecology, wetland delineations and assessments, water quality data collection, natural channel and stream restoration design, wetland mitigation design, wetland mitigation monitoring plans, regulatory agency coordination, HAZMAT characterization and construction plans, permit preparation, acquisition and development of permit condition tracking . This individual must also be experienced with Maryland forest laws, including forest stand delineations, reforestation, forest conservation and roadside tree permitting. This individual should be experienced in coordinating with and acquiring Critical Area Commission approvals. This individual should also be experienced with regulations related to wildlife, habitat, and rare, threatened and endangered species, historic and archaeological resources. This individual must be familiar with the requirements of Maryland Department of Environment, US Army Corps of Engineers, US Environmental Protection Agency, Maryland Department of Natural Resources, Maryland Historic Trust and similar compliance agencies;

H. Geotechnical Field Exploration Specialist - One (1) Key Staff individual shall have demonstrated expertise in geotechnical field exploration and testing, experienced in all aspects of test piles, dynamic pile testing, vibration surveys, lab testing, boring permitting, SPT, CPT, DMT, seismic, and other pertinent soils testing and collection;

I. Geotechnical Engineer - One (1) Key Staff individual shall be a Professional Engineer registered in the State of Maryland, with demonstrated expertise in Geotechnical Engineering, experienced in all aspects of geotechnical

analysis and design including earthwork construction inspection, retaining walls, cut slope stability, embankment dams, shore protection, foundation design, pavement design, groundwater monitoring and evaluation of pavement and slope stability and failures, and hazardous materials investigation; and

J. Constructability Reviewer - One (1) Key Staff individual shall have demonstrated expertise in pre-construction and construction reviews including scheduling; estimating; work breakdown structures; optimal construction phasing and sequencing; construction equipment, means and methods; identification and mitigation of construction and financial risks; material submittals and approvals; constructability reviews of contract documents; resolution of claims and disputes; construction permitting; worker safety plans; materials, labor and equipment availability and cost; materials compliance testing and acceptance; construction overhead costs; value engineering; and determining sub-contractable work elements. He or she preferably should have experience working for a transportation construction contractor.

Key Staff individuals C through J may be from either the Prime or Subconsultant(s). Based on the MDTA's planned capital program, it is anticipated that the majority of tasks assigned to the Consultant will for services for discipline areas and functions provided by the Key staff roles. However, task assignments will vary and full comprehensive preliminary engineering and final design services capabilities are required by the Consultant.

A one (1) page additional support staff chart shall be provided. There are no format requirements for the additional support staff chart, except that the Font size must be 11 point or larger. The additional support staff chart shall provide the

relevant experience and qualifications of staff committed to deliver the complete Scope of Services. All support staff may be from either the Prime or Subconsultant(s). Information provided in this section shall become part of the rating/evaluation criteria for this project.

A one (1) page team organizational chart shall also be provided. There are no format requirements for the organizational chart, except that the Font size must be 10 point or larger. The organizational chart shall demonstrate the firm's team structure, incorporation of subconsultants, and commitment of resources to this project. Information provided in this section shall become part of the rating/evaluation criteria for this project.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Individuals with existing professional licenses in other states may be listed as "PENDING" for reciprocity. These individuals must obtain Maryland licensure by contract Notice to Proceed. 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.

The information required for Item #8, Similar Projects, shall be limited to six (6) similar projects and shall not exceed six (6) pages in total length. All similar projects will be at the Consultants discretion. The firm shall make clear the duration involved and their specific role in each project, such as:

- i. Engineer of Record for a specific project component (discipline);

- ii. General Engineering Consultant (program management) services on behalf of a governmental agency;
- iii. Independent checker of another firm's design;
- iv. Construction management and inspection services;
- v. Contractor's Engineer for shop drawings, submittals, etc.

Preference shall be given to firms with diverse experience with complex, transportation related projects. There shall be no constraints to the format of the page, except that the Font size must be 11 point or larger and all of the required contents must be included. Preference shall be given for similar projects where one of the proposed Key Staff or additional support staff performed a significant role (program manager, lead designer, etc.) in the project. Identify the Key and additional support staff involved. Both the Key Staff individual experience and the similar example projects set forth shall be recent experience performed within the past ten (10) years. Information provided in these sections shall become part of the rating/evaluation criteria for this project.

Item # 9 of the SF 255 shall be a complete listing of all work by the Consultant or Joint Venture constituents currently being performed directly for the State of Maryland.

Item #10 of the SF 255 shall be up to two (2) pages. Up to one (1) page will be used to document the Consultant's overall approach to successfully delivering the Scope of Services, including summarizing any unique strengths or value adding capabilities. Up to one (1) page will be used to document the Consultant's commitment of resources to this Contract to maintain responsiveness, project

schedules, completeness of work, and quality. Information provided in this section shall become part of the rating/evaluation criteria for this project.

6. Special Requirements –

MBE Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, Minority Business Enterprises (MBEs) will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

It is the goal of MDTA that certified businesses participate in all contracts. Each contract may contain a goal for MBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES as modified June 8, 2000 THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, AND ISTEA OF 1991, and MAP 21. To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the MBE subcontractor(s) proposed for goal attainment indicating:

- 1) The proposed work,
- 2) Percentage of total work,

- 3) MDOT certification number, and
- 4) Applicable NAICS Codes

for each MBE. Said information shall be shown in Item #6 of the Federal Government SF 255 form. If the proposed MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed MBE firm in lieu of the certification number. Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Minority Affairs". The Consultant's failure to submit all of the required MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

MINORITY BUSINESS ENTERPRISE GOAL

An overall MBE subcontract participation goal of 24 percent (24%) of the total contract dollar amount has been established for this procurement.

The overall MBE subcontract participation goal includes the following subgoals, which have been established for this procurement:

- 6 % for African American MBEs,
- 2 % for Hispanic-American MBEs, and
- 9 % for Woman-Owned MBEs.

By submitting a response to this solicitation, the Bidder acknowledges the overall MBE subcontractor participation goal, and commits to achieving the goal by utilizing certified minority business enterprises or requests a full or partial waiver of the goal. **Proposers have to meet the established MBE goal by approved MBE subcontractor(s).**

NOTE: New Guidelines Regarding MBE Prime Self-Performance. Please note that when a certified MBE firm participates as a prime contractor on a

contract, a procurement agency **may** count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract.

MBE Liquidated Damages

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement the Contract that will result from this Solicitation will require the Contractor to make good faith efforts to comply with the Minority Business Enterprise (“MBE”) Program and Contract provisions and the Contract will contain the following provisions related to the imposition of Liquidated Damages:

The MDTA and the Contractor acknowledge and agree that the MDTA will incur economic damages and losses, including, but not limited to, loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and pertinent MBE Contract provisions. The parties further acknowledge and agree that the damages the MDTA might reasonably be anticipated to accrue as a result of such lack of compliance are difficult or impossible to ascertain with precision and that liquidated damages represent a fair, reasonable, and appropriate estimation of damages.

Therefore, upon a determination by the MDTA that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE

Program requirements or Contract provisions and without the MDTA being required to present any evidence of the amount or character of actual damages sustained, the Contractor agrees to pay liquidated damages to the MDTA at the rates set forth below. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty. The Contractor expressly agrees that the MDTA may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

- A. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.
- B. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.
- C. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.
- D. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.
- E. Failure to promptly pay all undisputed amounts to a subcontractor in full compliance with the prompt payment provisions of this contract: \$90.00 per day until the undisputed amount due to the subcontractor is paid.

Notwithstanding the use of liquidated damages, the MDTA reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.

Veteran-Owned Small Business (VSBE) Provisions:

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, VSBEs will be afforded full opportunity to submit expressions of interest.

It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for VSBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with Code of Maryland Regulations (COMAR) 21.11.13. To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the VSBE subcontractor(s) proposed for goal attainment indicating:

- 1) The name of the firm,
- 2) Percentage of total work, and
- 3) DUNS number

for each VSBE. Said information shall be shown in Item #6 of the Federal Government SF 255 form. Consultants shall also set forth in the letter portion of the Expression of Interest their "Consultant Liaison Officer for Veteran-Owned Small Business Enterprises". The Consultant's failure to submit all of the required VSBE information, in the specified areas, may result in the Consultant being disqualified from further consideration for the Reduced

Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

VETERAN-OWNED SMALL BUSINESS ENTERPRISE GOAL (VSBE)
FOR THE PURPOSE OF THIS CONTRACT, A GOAL OF TWO PERCENT
(2%) HAS BEEN ESTABLISHED FOR VSBEs.

7. **Project Representative:** E-mail: pbecker@mdta.state.md.us
8. **Additional Information:** The MDTA 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.
9. **Electronic Transfer:**

By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the MDTA Division of Finance grants an exemption. The selected Consultant shall submit the Vendor EFT Registration Request Form. Any request for exemption must be submitted to the MDTA Division of Finance for approval at the address specified on the EFT Registration Request Form and must include the business identification information as stated on the form and include the reasons for the exemption.
10. **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, including organization chart and additional support staff chart
 - b) Similar Project Experience

- c) Capacity to accomplish proposed work in required time, SF255
Item #10
- d) Past Performance on similar work/projects
- e) Compatibility of size of firm with size of proposed project
- f) Firm's location
- g) Financial Responsibility (Pass/Fail)
- h) Consultant has measures of protection for the State against errors
and omissions (Pass/Fail)

Additional Information: The MDTA reserves the right to carry forward Key Staff ratings developed during the Reduced Candidate List (RCL) stage to be used in the final selection stage. If carried forward, any substitutions submitted after the RCL stage of Key Staff members must be approved by MDTA. Substitutions will be evaluated using the same rating criteria used at the Expression of Interest stage and may result in a revised score. All scores will remain.

Respond by: June 15, 2017 prior to 12:00 PM.

Respond to:

Eric T. Lomboy

OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202