



**Maryland  
Transportation  
Authority**

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

Pete K. Rahn  
Chairman

Katherine Bays Armstrong  
Peter J. Basso  
William H Cox, Jr.  
William C. Ensor, III  
W. Lee Gaines, Jr.  
William K. Hellmann  
John Von Paris

Kevin C. Reigrot  
Executive Director

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[www.mdtamaryland.gov](http://www.mdtamaryland.gov)

June 2, 2017

**TO ALL POTENTIAL BIDDERS OF THE CONTRACT DOCUMENTS:**

**Addendum No. 1**

Re: Contract No.: MDTA – 2017-01  
Expression of Interest  
Comprehensive Preliminary Engineering and Final Design Services

To Whom It May Concern:

A. The Responses to Questions are included with this addendum.

Sincerely,

Jessica Mettle, CPPB  
Deputy Director, Division of Procurement

JM/pb

THIS AMENDMENT IS ISSUED TO CLARIFY, ADD TO, DELETE FROM, CORRECT AND/OR CHANGE THE BID DOCUMENTS TO THE EXTENT INDICATED AND IS HEREBY MADE A PART OF THE SAID BID DOCUMENTS ON WHICH THE CONTRACT WILL BE BASED. THIS AMENDMENT BECOMES PART OF THE BID PACKAGE AND MUST BE ATTACHED TO THE OUTSIDE COVER OF THE PROPOSAL FORM. FAILURE TO DO SO MAY RESULT IN REJECTION OF YOUR BID. COMAR 21.05.02.08 REQUIRES THAT ALL AMENDMENTS ISSUED BE ACKNOWLEDGED; THEREFORE, THE ATTACHED RECEIPT MUST BE RETURNED TO THIS OFFICE. FAILURE TO RETURN THE RECEIPT ACKNOWLEDGING THE AMENDMENT MAY RESULT IN REJECTION OF YOUR BID.



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**Addendum No. 1**

Re: Contract No.: MDTA – 2017-01  
Expression of Interest  
Comprehensive Preliminary Engineering and Final Design Services

To Whom It May Concern:

It is important that you acknowledge receipt of this Addendum No. 1 on the referenced contract regardless of whether you will be bidding or not bidding.

If you have any questions regarding this matter, please contact Mr. Paul Becker, Senior Procurement Administrator, via phone at 410-537-7831, by email at [mdtaprocurement@mdta.state.md.us](mailto:mdtaprocurement@mdta.state.md.us) or fax at 410-537-7801.

Sincerely,

Jessica Mettle, CPPB  
Deputy Director, Division of Procurement

JM/pb

Enclosures

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Contract No. MDTA – 2017-01

This will acknowledge receipt of the attached Addendum No. 1.

\_\_\_\_\_  
**NAME OF COMPANY**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Addendum # 1  
June 2, 2017  
Response to Questions

Contract No.: MDTA – 2017-01  
Comprehensive Preliminary Engineering and Final Design Services

**Question 1:** We are preparing the proposal for this contract, could you please let us know the incumbent companies for the existing contract?

**Response 1:** *Yes – The incumbent companies are:*

- *STV, Inc./Parsons Brinckerhoff (JV)*
- *URS/Wallace, Montgomery & Associates (JV)*
- *Rummel, Klepper & Kahl*
- *Johnson, Mirmiran & Thompson*
- *Whitman, Requardt & Associates/AECOM Technical Services/  
Ammann & Whitney Consulting Engineers (JV)*
- *Stantec Consulting Services, Inc./Hardesty & Hanover/CDM Smith (JV)*
- *Whitney, Bailey, Cox & Magnani/Jacobs Engineering Group (JV)*
- *KCI Technologies*

**Question 2:** With regards to the above referenced project, can the organizational chart be 11x17?

**Response 2:** *Yes, the organizational chart may be 11x17, but it must be bound with the other contents of the Expression of Interest.*

**Question 3:** Based upon the services requested, will the MDTA consider adding a Transportation Planner and a Water Resources (H/H) Engineer to the Key Staff Requirements?

**Response 3:** *MDTA will not consider adding additional Key Staff roles. As indicated in the Request for Professional Services, the Key Staff roles indicated are needed for the majority of tasks anticipated in MDTA's planned capital program. However, task assignments will vary and full comprehensive preliminary engineering and final design service capabilities are required by the Consultant. Additional roles to satisfy the complete Scope of Services shall be included in the additional support staff chart and organizational chart, as described in the Request for Professional Services*

**Question 4:** Please confirm VSBE firms are to be certified/verified through the US Department of Veteran Affairs Office of Small & Disadvantaged Business Utilization (vetbiz.gov)

**Response 4:** *Proposed VSBE Firms must be certified/verified with the US Department of Veteran Affairs, Office of Small & Disadvantaged Business Utilization (vetbiz.gov)*

Addendum # 1  
June 2, 2017  
Response to Questions

Contract No.: MDTA – 2017-01  
Comprehensive Preliminary Engineering and Final Design Services

**Question 5:** Can projects submitted in Item 8 of the SF 255 reflect work completed by subconsultants on the team rather than the Prime/JV Partners?

**Response 5:** *Yes*

**Question 6:** What documentation must Veteran-Owned firms (VSBE) provide to show compliance with the requirements?

**Response 6:** *Consultants shall clearly document the name, percentage of total work and DUNS number for each VSBE firm proposed.*

**Question 7:** Can the support staff chart use 10 point font, matching the Org Chart font allowance? The RFP states that the support staff chart must use at least 11 point font?

**Response 7:** *Yes, per this request, the support staff chart may be of similar format to the organizational chart with 10 point font an 11x17 (refer to Response 2)*

**Question 8:** Please refer the following questions related to PE licensure:

- a. If one of the key staff who needs to be MD PE is submitted but the staff does not yet have the MD PE is that acceptable at this stage of submission?
- b. If so, does the person need to have applied for reciprocity by the proposal due date or does the staff need to have the PE by the time a Technical Proposal is submitted?
- c. If a score is assigned for such staff at the EOI stage, would this score be updated when the key staff is submitted with the MD PE in place?

**Response 8a:** *Refer to the Request for Professional Services: "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."*

**Response 8b:** *Refer to the Request for Professional Services: "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."*

**Response 8c:** *Evaluations of the Expressions of Interest (EOI) will not score Key Staff with existing Maryland professional licenses differently than Key Staff with existing professional licenses in other State(s) and marked as "PENDING" for reciprocity.*

Addendum # 1  
June 2, 2017  
Response to Questions

Contract No.: MDTA – 2017-01  
Comprehensive Preliminary Engineering and Final Design Services

- Question 9:** Please refer the following questions related to the Contract Manager and Deputy Contract Manager expertise:
- Can you provide additional detail on the required duties and quals for the Contract Manager and Assistant Contract Manager?
  - Their duties seem to be the same – can you distinguish between the two?
  - What other technical skills are required of these positions beyond contract administration experience on similar contracts.

**Response 9a:** *Refer to the Request for Professional Services. The Deputy Contract Manager shall have similar expertise to the Contract Manager. The Contract Manager will be the primary point of contact for the Authority and will manage all aspects of the contract and tasks. Anticipated duties include but are not limited to properly covering all task proposals, scoping task assignments to ensure high quality work deliverables that are efficiently completed, ensuring timely submission of invoices to MDTA, ensuring prompt payment to subconsultants, managing MBE/VSBE subconsultants to ensure a good faith effort to assign tasks, performing quality oversight of all submissions to MDTA, managing the contract and task budgets to ensure funds are properly allocated, ensuring that tasks are completed on time and within budget, submitting appropriately formatted progress reports and communicating issues with MDTA, correcting deficiencies of any kind, ensuring that all billings are to correct invoicing charge codes, managing staff to ensure appropriately qualified professionals are completing work at efficient hourly rates, and providing technical expertise on complex, transportation-related projects.*

**Response 9b:** *Refer to the Request for Professional Services. The Deputy Contract Manager shall have similar expertise to the Contract Manager. The Deputy Contract Manager shall be capable of substituting for the Contract Manager, if the Contract Manager cannot perform any of the stated duties for any reason (e.g. conflicts of interest, etc.) or at the request of MDTA. For large and complex projects, the Deputy Contract Manager may be requested by MDTA to assist the Contract Manager with managing different aspects of task(s).*

**Response 9c:** *Refer to the Request for Professional Services. The Contract Manager and Deputy Contract Manager shall have expertise in overseeing multiple, diverse, simultaneous, and complex transportation-related projects. These individuals preferably should have experience in the management of large design and/or construction programs for transportation-related projects, requiring technical expertise in multiple engineering disciplines.*