
August 17, 2023

Re: ADD SUBCONSULTANTS TO ACTIVE A&E CONTRACTS INSTRUCTIONS AND
SUBMISSION

To Whom It May Concern:

These instructions are specific to Architectural and Engineering (A&E) Services contracts with the State Highway Administration (SHA). The purpose of this letter is to provide instructions to consultants on the process to submit requests for adding additional subconsultants to active A&E contracts.

The following items must be submitted to SHA for consultants to request adding one or more subconsultants to active contracts. The list will be used for prime consultants, sub-contractors, D/MBE, or any other parties involved in the submission:

1. A Detailed Cover Letter from the Prime consultant explaining the request, reason for the request, and proposed basis of payment / terms and conditions of subconsultants(s) being added. The letter should also explain what services the proposed new consultant will perform and why those services can't be performed by a firm already on the contract. Also, include a statement that the Prime/JV Consultant has reviewed the scope of work and cost proposal submitted by the subconsultant and found them acceptable. *There must be an associated task that warrants the addition of the subconsultant.*
2. Spreadsheet or chart showing where the funds are coming from and going to. The spreadsheet should include the current approved budget, proposed changes to budget and proposed new budget with breakout line items, including direct labor office, office payroll burden and overhead, direct labor field, field payroll burden and overhead, fixed fee, direct expenses, for each consultant.
3. A detailed Task Proposal and detailed Cost and Price Summary Sheet. If the task includes both field and office work, breakout the work into two separate Cost and Price Summary Sheets: one with the hours, rates, payroll burden and overhead for the field work and another for the office work. The classifications listed shall match the classifications in the contract.
4. Consultant Organizational Information Form¹. ALL questions on the Form need to be answered in full, including each part of each question.
5. Truth in Negotiation Form
6. Completed SF 330 Form – Part II¹.
7. Updated Subcontractor EEO Certification¹ (*add new subconsultant to existing certification used at contract award*)
8. Certified Payroll Roster showing employee name, job classification (that matches the contract), hourly wage rate and average hourly rate for each job classification. The Certified Payroll Roster average hourly rates must match the Task Proposal Cost and Price Summary Sheet and Average Hourly Rates.
9. Current approved overhead rate letter from the SHA's Office of Audits. If an interested party does not have an approved overhead rate, the letter should stipulate that information as well as

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a proposed overhead rate. In most cases, SHA will authorize 100% overhead for organizations that do not have an approved rate.

10. A letter from each subconsultant that is being requested to be added to the contract. The letter should be on the subconsultant's letterhead and explain what services the firm will perform on the contract.
- 11². A Form D for REVISIONS to D/MBE Participation Plan shall be submitted for each DBE or MBE subconsultant that is being requested to be added to the existing contract. There are different forms for MBE/State and DBE/Federal. All areas must be completed in full, including NAICS codes related to the contract scope, percent of D/MBE of the contract, and budget amount.

¹ The website link to all forms referenced is located at:

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

² Step 11 is only required if the subconsultant being added is a MBE or DBE

If any of the required documentation listed above is absent or incomplete, the request will be rejected. Also note that these instructions pertain to adding subconsultants utilizing undesignated funds. If the intent is to add a subconsultant and transfer funds from one consultant to another, requestors must also adhere to the instructions referenced in the *Funds Transfer Letter* located on Office of Procurement and Contract Management (OPCM) website:

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

Please email the office or district liaison with your completed package. If the consultant would prefer to mail the completed package, please send all contents to the attention of the office or district liaison at the location of their choice.

For any questions you may have regarding this process, please contact the OPCM Deputy Director via email at OPCM@mdot.maryland.gov.

Sincerely,



Alex Webb, MBA, CMPO
Deputy Director, OPCM, SHA

cc: Ms. Jada Wright, Director, OPCM, SHA