

PUBLIC NOTICE FOR
THE MARYLAND DEPARTMENT OF TRANSPORTATION

BCS 2021-03

TRAFFIC ENGINEERING SERVICES, DISTRICT 6 – SMALL BUSINESS ENTERPRISE (SBE)

NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

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) for that Project as set forth herein. The EOI shall be electronically submitted via eMaryland Marketplace Advantage (eMMA) at emma.maryland.gov. 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 MDOT certified SBE firms 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 Proposals. 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 may 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. 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 in accordance with 23 CFR §172.7 (3) located at <https://www.sam.gov>. If an interested MDOT certified SBE firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest. 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 a project advertisement, the Department of Transportation will not accept separate Expressions of Interest (EOI) 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 MDOT certified SBE 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 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. 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 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 via eMaryland Marketplace Advantage (eMMA) at emma.maryland.gov. no later than 12:00 p.m. one (1) week prior to the due date.

All addenda to this advertisement will be posted only on eMaryland Marketplace Advantage and on the Consultant Services Center page of the MDOT SHA's website (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.

Special Provisions

Title VI

MDOT 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 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, or national origin in consideration for an award.

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. ISTEAF OF 1991. MAP 21 OF 2012, AND FAST ACT 2015. (See attachment VI of the MDOT SHA Request for Proposal located at <https://www.roads.maryland.gov/ohd/RFPAGuidelines.pdf>).

Disadvantaged Business Enterprise (DBE)

It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contacts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis. MDOT certified small business enterprise (SBE)/DBE firms are encouraged to respond to this solicitation. The MDOT MBE website is http://www.mdot.maryland.gov/newMDOT/MBE/CertificationForms/MBE_DBE_Certification.html

RESPOND TO:

Jada J. Wright
MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT
MANAGEMENT
Fourth Floor, Mail Stop C-405
707 North Calvert Street
Baltimore, Maryland 21202

MDOT SHA Contract Number: BCS 2021-03

1. Project Title and Description:

Traffic Engineering Services, District 6 – Small Business Enterprise (SBE)

These contracts will be used to conduct assigned and on-call traffic engineering services, including traffic studies, preparation of conceptual traffic control and geometric designs to address operational deficiencies at congested or high crash locations, and support for traffic control plan design milestone reviews.

MDOT SHA may award up to two (2) open-ended, task-order based contracts for these services. The duration of each contract will not exceed five years. The total funding authority for all two (2) contracts 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. 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.

This Contract will be administered solely by MDOT SHA's District 6 Traffic located at 2151 Vocke Road, LaVale, Maryland to support the Statewide Architectural and Engineering needs of MDOT SHA and will be funded with both State and Federal Funds. The services of this contract are expected to be performed within the geographical region listed above, but assignments may be made anywhere in the State to support MDOT SHA's needs with the prior approval of the MDOT SHA Deputy Administrator. In addition, this contract may be used to provide services to the MDOT's The Secretary's Office, or any of the MDOT Transportation Business Units (TBUs), 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:

Perform the following types of traffic studies: highway and intersection capacity analyses, highway and intersection safety studies, alternative traffic improvement studies with concept plans, speed studies, signal warrant studies, and auto-turn analyses. Develop presentations for public meetings and attend public meetings to support District 6 Traffic staff. The work to be performed will include the full spectrum of traffic related studies to address traffic safety and operation issues and improve highway and intersection conditions.

Firms with expertise in Traffic Engineering Services, District 6 – Small Business Enterprise (SBE) services to provide, but not limited to, the following services for:

- **Intersection safety alternative studies,**
- **Highway link capacity analyses,**
- **Intersection capacity analyses,**
- **Intersection and highway alternative improvement studies,**
- **Traffic operating speed studies,**
- **Signal warrant analyses and studies,**
- **Prepare traffic improvement presentations,**
- **Perform traffic presentations,**
- **Develop maintenance of traffic (MOT) plans,**
- **MOT alternative analyses,**

and all other engineering professional services related to the Traffic Engineering Services, District 6.

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

- **Highway Capacity Manual (HCM) analysis,**
- **Critical Lane intersection analysis,**
- **Intersection traffic volume counts,**
- **Observe intersection traffic operations,**
- **Left turn/bypass analysis,**
- **Queue analysis,**
- **Sight distance profile plans,**
- **Sight distance analysis,**
- **Geometric plans,**
- **Crash report analysis,**

and all other engineering professional work related to Traffic Engineering Services, District 6.

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

- **Synchro analysis,**
- **Highway Capacity Software (HCS),**
- **Vissim software,**
- **Critical Lane Volume,**
- **Auto TURN,**

- **USLIMITS2,**
- **Microsoft Office.**

NOTE: The consultant is required to certify in the Expression of Interest (EOI) 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 MDOT 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. I 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. See below 4(f).

4. Required Information:

The Consultant shall submit electronically the following per the specified requirements listed below:

- 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 (i.e., BCS XXXX-XX-ABC Firm-Letter of Interest);

The EOI comprised of:

- A. One (1) Letter of Interest** - Limited to one (1) page which must contain the address of the firm's closest location to District 6 Traffic located at 2151 Vocke Road, LaVale, Maryland; 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: All pages (except for pages in Standard Form (SF) 330, and pages specified as 11 x 17) 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 11-point Times New Roman font. SF 330 Forms are to be completed without any changes to the electronic format. The front covers must clearly display the BCS Number, Project Services Title, Firm's Name. Sections in the EOI submittals must be labeled. Graphics and photos are acceptable but will not be considered in the evaluation process.

B. One (1) SF 330-

(Please note that 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 should not be altered)

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

I. Part I, Section E,

Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

Key Staff 1: A Professional Engineer (PE) registered in the State of Maryland with a minimum of 10 years of experience performing traffic engineering studies and analysis; expertise in traffic engineering principles; a Bachelor of Science (or higher) in Civil Engineering; and employed by the Prime/JV who will serve as the Project Manager and the Primary Liaison.

Key Staff 2: A Professional Engineer (PE) registered in the State of Maryland with a minimum of eight (8) years of experience performing traffic control; expertise in traffic design and engineering; a Bachelor of Science (or higher) in Civil Engineering; and employed by the Prime/JV who will serve as the secondary liaison.

Key Staff 3: A Professional Engineer (PE) registered in the State of Maryland with a minimum of five (5) years of experience; expertise in highway design; and employed by the Prime/JV or any of the subconsultants.

Key Staff 4: Highway Engineering Technician with a minimum of five (5) years of experience; expertise in Computer assisted Drafting (CAD), traffic counts, traffic observations; and employed by the Prime/JV or any of the subconsultants.

NOTE: Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Section E, #17 of 18 on the SF 330 the words "**Maryland Registered**" and the Maryland License Registration Certificate Number for the individual. Section E. #17 of 18 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.

In addition to items **a.** and **b.** in Section E 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.

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.

- II. **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.**

- III. **Outside Key Consultants** (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Step VI below, Special Requirements - DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE firms.
- IV. **Part I – Section D** – Organizational Chart shall be limited to an 11 X 17-inch page with Times New Roman font size 10-point or larger. In addition, a separate Matrix is required to be 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 projects needs on the horizontal axis. The support Personnel Matrix shall be limited to an 11 X 17-inch page with Times New Roman Font size 10-point or larger and one-inch margins.
- V. **Section F – Example Projects:**
Limited to three (3) example projects, each example project is limited to two (2) pages for a total not to exceed six (6) 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).
- VI. **Section H-Additional Information**
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. 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 MDOT 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.
- II. 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

III. The amount of proposed coverage to be carried by a firm for each of the four (4) areas of insurance required shall be clearly stated on the insurance certificate. (i.e., Comprehensive General Liability Insurance, Professional Liability Insurance, Workers Compensation Insurance and Comprehensive Automobile Liability Insurance) See Section III.A., A., VIII, pages 11 – 12 and the General Conditions pages 106-107 of the RFTP 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 the MDOT SHA rejecting the EOI. 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 required for each of the four (4) areas of insurance,

D. Special Requirements-Investment Activities in Iran

As per State Finance and Procurement, State Government 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 in Iran list is located at www.bpw.md.gov of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/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 Bidder/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 bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

5. Special Requirements - DBE Provisions

There is no DBE goal established for this Project

6. **Additional Information:** MDOT SHA reserves the right to develop a Reduced Candidate List from those firms responding to this advertisement.

Additionally, Offerors shall provide **redacted** copies of all submissions and give specific attention to the clear identification of those portions of its submissions that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act (PIA), Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed with the submission(s).

Offers shall be available for public inspection, except to the extent the Offeror designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. **Redacted copies of the material so designated as confidential shall accompany the Offer** and shall be readily separable from the Offer in order to facilitate public inspection of the non-confidential portion of the Offer, including Total Price.

For requests for information made under the PIA, the Procurement Officer shall examine the Offers to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. Nondisclosure is permissible only if approved by the Office of the Attorney General.

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-

-Expression of Interest (EOI) Review Criteria

The criteria to be used in evaluating EOI's for the creation of a RCL are:

-Key Staff - (Evaluated on a 30-point scale)

-Example Projects – (Rated either (A)acceptable, (U)nacceptable or (N)eutral)

- (A) Acceptable-Response demonstrates they meet requirements,
- (U) Unacceptable-Response fails to demonstrate they meet requirements,
- (N) Neutral-Lacks prior MDOT SHA experience. Not a barrier to award.

NOTE: The **Key Staff** submitted in the Expression of Interest (EOI) will be evaluated to determine if they meet the minimum **qualifications** set during the EOI phase to develop a Reduced Candidate List, MDOT SHA will carry forward the scores for the **Key Staff** (and Specialized Expertise, if applicable) into the Competitive Technical Proposal evaluation phase.

Request for Technical Proposals (RFTP) Review Criteria

Proposers selected for the Reduced Candidate List will be invited to submit a Technical proposal under a Request for Technical Proposals Letter. The letter will outline the evaluation and scoring criteria used.

9. **Key Staff Replacement**-Key Staff replacements are allowed only if the staff is no longer employed by the firm. Key Staff replacement requests can be made **before or after** final selection. Key Staff replacements cannot be made to cure a deficiency in the originally proposed Key Staff or to raise the scoring. The process for substitution is as follows:

A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing and on the firm's/joint venture's letterhead along with a one (1) page qualifications resume per the requirements outlined in this solicitation.

Please note the following:

- All requests must be made in writing and outline the reason for the change, include the names of the Key Staff involved and include a maximum of a one (1) page resume as per the instructions set forth in the Project Resume.
- If the Key Staff have not been rated and received a score at the time the request is received, MDOT SHA reserves the right to score the originally proposed Key Staff to establish the base score.
- If there is a Key Staff subsequent request, then the score of the

replacement must be equal or higher than the most recent approved Key Staff; however, the base score will remain the same.

- All requested Key Staff changes must be approved by MDOT SHA.
- All Key Staff substitutions will be evaluated using the same Competitive Technical rating criteria and the Key Staff replacement's score must be equal to or higher than the originally proposed Key Staff or the most recent approved Key Staff if subsequent requests for the same Key Staff are received.
- All scores will remain confidential by MDOT SHA.

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

10. Only electronic copies of the Expression of Interest will be accepted. No response received after 12:00 P.M. (NOON) on the date specified for a Project will be accepted, no matter how transmitted. Submissions should be made via eMaryland Marketplace Advantage (eMMA) at [eMMA at emma.maryland.gov](http://emma.maryland.gov).

The Expression of Interest (EOI) submission must include the following:

- Expression of Interest Submission for BCS 2021-03
- Expression of Interest Service Title

The submission must include the following:

- Expression of Interest Due Date and Time
- Firm Name
- Firm Address
- Contact Person for this Submission

Please respond by June 30, 2021, prior to 12:00 P.M. (NOON)

RESPOND TO:
Jada J. Wright
MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
707 North Calvert Street
Baltimore, Maryland 21202