

MARYLAND STATE HIGHWAY ADMINISTRATION  
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT  
CONSULTANT SERVICES DIVISION  
707 NORTH CALVERT STREET  
BALTIMORE, MARYLAND 21202

April 15, 2013

**Contract No.:** BCS 2012-03  
**Description:** Environmental Design  
and Permitting Services, Statewide

**CONSULTANT TECHNICAL QUESTIONS**

To All Consultant Candidates:

Please be advised that the Technical Proposal delivery date for this contract has been changed to **April 25, 2013 by 4:00 pm.**

By letter dated March 18, 2013, SHA requested firms to submit Technical Proposals for the subject contract. The due date for technical questions was March 27, 2013.

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The following questions are **written Technical Questions received by 4:00 pm on March 27, 2013** from consultant candidates. The responses are provided for clarification to all candidates in bold after the questions:

- Q1: “In the RFP on page 2, “Key Staff Requirements are as followed:”? There is nothing listed after statement.
- A1: Please follow the requirements for Key Staff as stated in the Resume on page 3.**
- Q2: “For Technical Question #3: Is the failing wetland mitigation site hypothetical or real? If real, can bidders be provided access to the site for a field review?”
- A2: The question is *strictly a hypothetical* wetland mitigation site. Please answer to the best of your understanding of the question.**
- Q3: “If the bidder has hired new staff since the EOI submittal that would improve the bidders qualifications, would SHA mark down the Technical Proposal for consistency with the EOI if a key staff person was switched? Please assume that the original key staff person is still with the company and would be available for work on the contract and listed as support staff.”
- A3: There might be a minor deduction in the Consistency rating for changes key staff for any other reason than an employee is no longer with the firm or no longer available to work on this project.**

Q4: “Section V of the Technical Proposal submission (Computer/CADD)-is there a page limitation for this section?.

**A4: No.**

Q5: “Proposal Preparation-Could SHA advise on the policy of using former SHA employees to prepare or present qualifications on proposals. Are current SHA on-site consultant staff permitted to develop proposal materials?”

**A5: Former SHA employees may not prepare or present qualification or proposals if they have been separated from service at SHA for less than one (1) year or if any amount of time on any matter that employee had significant involvement in while they were an SHA employee. Determination of whether an employee has significant involvement in a matter may require referral to the State Ethics Commission.**

**REMINDER:** Technical Proposals are now due by 4:00 P.M. on April 25, 2013. Proposals received after the deadline time will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

General questions relating to this document may be directed to Georgia A. Peake, Deputy Director, Office of Procurement and Contract Management, [gpeake@sha.state.md.us](mailto:gpeake@sha.state.md.us) or 410.545.5754

**RECEIPT OF DELIVERY REQUIRED, VERIFYING THAT THIS CONSULTANT TECHNICAL QUESTION DOCUMENT WAS RECEIVED. PLEASE SEND A RESPONSE EMAIL (PREFERRED DELIVERY METHOD) OR FAX TO 410-209-5005.**