

**MARYLAND AVIATION ADMINISTRATION
Office of Procurement
P. O. Box 8766
Baltimore/Washington International Thurgood Marshall Airport
Maryland 21240-0766**

January 20, 2015

**Addendum No. 1
Expression of Interest**

**MAA-AE-15-001
Comprehensive Professional Services for GIS, SUE, AIRPortal at BWI Marshall
& Martin State Airports**

TO ALL PROSPECTIVE OFFERORS:

This addendum is to provide further clarification to the Expression of Interest (EOI). To the degree that this Addendum is inconsistent with the EOI, the terms of this Addendum shall take precedence. In all other respects, the EOI remains unchanged and its terms and conditions are hereby reaffirmed.

All addenda should be acknowledged on the attached Acknowledgement of Receipt and included with the Expression of Interest. Failure to acknowledge receipt of addenda does not relieve an Offeror from complying with terms of any such amendments.

OFFER DUE DATE

**Expression of Interests are due no later than
12:00:00 p.m., Local Time, January 29, 2015**

It is recommended submittals be delivered by hand or commercial delivery service to:

**Ms. Norie A Calvert
Office of Procurement and Contracts Management
Fourth Floor, C-405
707 North Calvert Street
Baltimore MD 21202**

This Addendum No. 1 consists of 6 pages including the following attachment:

Expression of Interest:

1. Attachment 1 - Acknowledgement of Receipt (1 page)

I. Clarifications/Revisions

Remove from page 2:

Questions concerning submissions and procedures may be addressed to Lynda Warehime, Chief A/E & Service Procurements, MAA at lwarehime@bwiairport.com or 410-859-7331. Facsimile copies are not acceptable. No response received after 4:00 P.M. EST on the date specified for this Project will be accepted, no matter how transmitted. Minority business enterprises are encouraged to respond to this solicitation notice.

Replace with:

Questions concerning submissions and procedures may be addressed to Lynda Warehime, Chief A/E & Service Procurements, MAA at lwarehime@bwiairport.com or 410-859-7331. Facsimile copies are not acceptable. No **Expression of Interest** received after **12:00 P.M.** EST on the date specified for this Project will be accepted, no matter how transmitted. Minority business enterprises are encouraged to respond to this solicitation notice.

II. Responses to Questions from Firms:

- Q1. In the Key Staff Qualifications section, may a certain number of years of experience be substituted for the bachelor's degree requirement for the Document Management Team Leader?
- A1. The bachelor's degree requirement for the Document Management Team Leader is waived if the individual proposed has a current certification as a Document Management Certified Professional (DMCP).
- Q2. Please refer to the Key Staff Qualifications section 5.C.iv.3, of the Request for Expressions of Interest for the above contract. Is it intended that item 3. "Graduation from a 4 year college or university..." is a "must" or "desired" qualification? Ordinarily a Professional License... serves as an acceptable alternate for a 4 year degree.
- A2. The graduation from an accredited four-year college or university for the SUE Team Leader is a requirement, however, this requirement is waived if the individual proposed is a Licensed Professional Civil Engineer with at least 5 years of SUE experience or is a Licensed Land Surveyor with at least 8 years of SUE experience.
- Q3. Given the requirement to use size 12 font for Form 255, Section 8, could we use three pages (instead of two) for this section's write-up, so that we can fully describe our 10 applicable projects?

- A3. No.
- Q4. Would 11 pt font, Times New Roman, be acceptable for the EOI (except forms SF254 and SF255)
- A4. No.
- Q5. May a comparable certification be substituted for the Document Management Certified Professional (DMCP) Certification requested for the Document Management Team Leader position?
- A5. No.
- Q6. On Page 28 of the EOI, it references set column widths for Item #8 of the SF255 Form. With one project per page, is full width for the description allowed?
- A6. Yes.
- Q7. Please confirm the EOI response delivery location is the following:
Norie A. Calvert
OFFICE OF PROCUREMENT & CONTRACT MANAGEMENT
Fourth Floor, C-405
707 North Calvert Street
Baltimore, Maryland 21202
- A7. Confirmed
- Q8. Under section Key Staff, page 18, the “Project Manager” must have at least ten (10) years of documented relevant experience and be highly knowledgeable in... Will MAA accept a “Project Manager” candidate that has documented (10) years’ experience in the majority of, but not all, disciplines listed?
- A8. The Project Manager must have at least ten (10) years of documented relevant experience and shall have a broad understanding and knowledge of GIS & Non-GIS applications; SUE practices and principals; as well as; general architectural and engineering processes.
- Q9. Under section Key Staff, page 19, the “Project Manager” must be highly knowledgeable of various FAA Advisory Circulars (AC), airport data collection and submission requirements. Will MAA accept a “Project Manager” that is knowledgeable to some degree of various FAA Advisory Circulars (AC), airport data collection and submission requirements?
- A9. It is expected that the Project Manager proposed must be highly knowledgeable of various FAA Advisory Circulars (AC) and airport data collection and submission requirements.

- Q10. Under section Key Staff, page 18, will MAA accept a “Project Manager” that is not employed by the Prime but is local?
- A10. The proposed Project Manager must be an employee of the Prime Consultant.
- Q11. Under section Key Staff, page 18, will MAA accept a “Project Manager” that does not report directly to the proposed Principal in Charge, where both are local?
- A11. The proposed Project Manager must report directly to the proposed Principal in Charge.
- Q12. Under section Key Staff, page 20, will MAA accept a “GIS/AIRPORTAL Team Leader” that is not GISP Certified but has all other qualifications?
- A12. The GIS/AIRPortal Team Leader must have a Geographic Information Systems Professional (GISP) Certificate.
- Q13. Under section Key Staff, page 20, the “GIS/AIRPORTAL Team Leader” must have working knowledge of FAA Advisory Circulars (AC), including 150/5070-6, 5300-13, 16, 17, and 18. Will MAA accept a “GIS/AIRPORTAL Team Leader” that has a limited working knowledge of FAA Advisory Circulars (AC), including 150/5070-6, 5300-13, 16, 17, and 18?
- A13. The GIS/AIRPortal Team Leader must have working knowledge of FAA Advisory Circulars (AC), including 150/5070-6, 5300-13, 16, 17, and 18.
- Q14. Will MAA consider revising the submission date to 5 February 2015, to provide time to resolve these key staff minimum qualifications issues, and to adequately respond to the requirements of the RFQ?
- A14. No, however the due date has been extended until January 29, 2015 at 12:00:00 PM.
- Q15. Would it be possible for MAA to provide an approximate percentage breakdown for each element of this contract? In other words, the contract is divided into GIS, SUE, Document Management and Engineering Data Development. Could you provide some idea as to what approximate percentage value of the contract will be devoted to each of these four services ?
- A15. Considering this is a task order, on-call contract, which may be awarded to multiple firms, there are no guarantees that the selected firm(s) will be assigned or involved with all elements of the contract. Accordingly, assignment of tasks and type of work involved is at the discretion of the Administration. However, it is probable that out of the total contract amount, approximately fifty percent (50%) may involve GIS and Engineering Data Development; twenty five percent (25%)

may involve SUE; and twenty five percent (25%) may involve Document Management.

Q16. Is MAA looking for 2-page resumes in addition to the Key Staff information in form 255, to compliment what is found in the federal form? If not, is the expectation that the required table be included in the 255?

A16. Will be answered in a future addendum.

Q17. Are the (e.) Team Organizational Chart, (f.) Prime Office Org Chart, (g.) Sub consultants sections of the EOI all to be submitted within the 255 (in Section 10.) or as separate sheets supplementing the federal forms?

A17. Team Organizational Chart, Prime Office Organization Chart, and Subconsultants sections of the EOI are separate sheets supplementing the Federal forms.

No further questions will be entertained.

End of Addendum No. 1

ACKNOWLEDGEMENT OF RECEIPT

ADDENDUM NO. 1

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

MAA-AE-15-001

**Comprehensive Professional Services for GIS, SUE, AIRPortal at BWI Marshall
& Martin State Airports**

The undersigned acknowledges that **Addendum No. 1**, dated January 20, 2015, to Maryland Aviation Administration Specifications for Contract No. MAA-AE-15-001 has been received by the undersigned and will be incorporated in all copies of said specifications in the possession of the undersigned.

It is understood that all EOIs submitted in response to MAA-AE-15-001, will be presumed to be based upon full knowledge of the contents of **Addendum No. 1**.

(Company Name)

By: _____
(Signature-Authorized Official)

(Title)

(Date)

**NOTE: PLEASE SIGN AND DATE THE “ACKNOWLEDGEMENT OF RECEIPT”
AND RETURN IMMEDIATELY VIA FACSIMILE: 410-694-6290.**