



Bernard C. "Jack" Young
Mayor

**Project 1295 – On-Call Design, Construction and Program Management Services for
Transportation Projects**
Baltimore City Department of Transportation

Please be advised that the date has been revised:

*The Federal Standard Form (SF) 255 and the five copies must be submitted on or **before 12:00 (Noon)**
on Friday, August 2, 2019. Submittals will not be accepted after this deadline, no exceptions.*

Question and Answer Session

Friday, May 31, 2019 – 1:00PM-2:30 PM

Notes:

- Baltimore City Department of Transportation (DOT) – Contract Administration advises all applicants that when completing the Form 255 (one form will be required for each category within the submission) that the responder shall enter on the Statement of Intent a range of 0%-29% for each certified MBE subconsultant and a range of 0%-10% for each certified WBE subconsultant.
- DOT Contract Administration also advises that all firms intending on responding as a joint-venture must be registered with the State of Maryland Department of Assessment and Taxation (SDAT).
- Baltimore City Office of Boards and Commissions (OBC) prequalification list is as follow: engineering, architecture, landscape architecture, surveying, property line surveying, land surveying, and construction management. If a firm has not been prequalified by OBC to perform work in the applicable discipline the firm is submitting for, the firm is required to submit a Standard Form 254 (inclusive of five references with telephone contact information) and a Standard Form 255 with their proposal. The Standard Form 254 can be found at the following:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>

Questions:

1) Could you walk us through the process from receipt of proposals to contract award?

For Project #1295 – On-Call Design, Construction, and Program Management Services for Transportation Projects, Baltimore City protocol will function as is typical through the Baltimore City Board of Estimates (BOE). Proposals shall be submitted to Baltimore City Office of Boards and Commissions (OBC) to determine if every company within a response is prequalified, every listed MWBE is certified by Baltimore City Minority and Women’s Business Opportunity Office (MWBOO), and that every company listed is in Good Standing with the State of Maryland Department of Assessment and Taxation (SDAT). OBC will develop a long list comprised of every company that passes the aforementioned reviews (OBC, MWBOO & SDAT). The long list will be forwarded to the agency, Baltimore City DOT. DOT will then convene a review panel to evaluate individual categories for determination of the short list (Step One).

Applicants will be evaluated on submitted Standard Form 255s as provided by the deadline of July 12, 2019 (Submittal date has been revised to August 2, 2019). DOT will rate each category within a consultant submittal individually and develop a shortlist of firms per category. The sum of categories for which a consultant is shortlisted for will qualify the consultant into one of four groups (Group A, Group B, Group C, or Group D – groups are described by the total number of categories for which the Consultant is selected and noted within the advertisement).

Following review of the Standard Form 255s, a short list letter from DOT to OBC will be sent and DOT will notify each consultant if they have or have not been shortlisted for any of the categories from which a submittal (Standard Form 255) was received. If a firm is notified that they have been shortlisted, the firm will also be informed as to which categories they have been shortlisted for, for which Group (Group A-D) they will interview for and be scored according to the criteria outlined in the shortlist letter.

Contracts will be awarded with the corresponding upset limit for each group.

2) Can you issue an addendum to address what services are included / will be addressed within each of the 16 categories? Stream restoration vs wetland delineation (environmental)? Geotech investigations/studies vs material testing?

An addendum will not be issued. Clarifications and answers will be posted on the City of Baltimore Department of Transportation website: <https://transportation.baltimorecity.gov>. A link will be provided on the front page of the website to access all information posted with regard to project #1295.

3) Is this the official forum for questions?

All questions from the Question and Answer Session will be recorded and responded to through the Baltimore City Department of Transportation website. Additional questions will be accepted by email (please address email to veobia.akilo.bcdot@baltimorecity.gov) with a deadline of June 7, 2019. All responses to emailed questions will be posted to the Baltimore City Department of Transportation website by June 14, 2019. A link will be provided on the front page of the website to access all information posted with regard to the project #1295.

4) Are we to submit a separate proposal and separate team for each category?

As per the advertisement: “Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255, along with five (5) copies, for each requested category...”

To further clarify, if a firm selects to submit a proposal for ten (10) categories, the firm shall include one (1) original and five (5) copies of the Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project for each of the ten (10) categories.

5) Is the submittal in hard copy or email?

Submittals are to be one (1) original and five (5) hard copies submitted to the Baltimore City Office of Boards and Commissions (OBC).

6) Can you provide the most updated version of Form 255? The link is broken on the City of Baltimore website, and it is believed that Federal agencies no longer utilize the form. The latest version can be found online and is dated (REV 11-92) (see lower right hand corner of form 255)

The latest version of the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” can be found online at:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>.

Or

<https://www.roads.maryland.gov/OPCM/SF%20255.pdf>

Please ensure that the text “(REV 11-92)” is located in the lower right corner of the form.

7) What detail is BCDOT looking for, what is the restriction on org charts / graphs per section 10 (page 7 of the advertisement)? Should all information be addressed on the appropriate pages and nothing additional to the Standard Form 255? Is there a limitation on the number of additional pages?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

8) After the short list, will the interview be to award a contract per category? Or will firms compete for tasks in future off the short list?

As per the advertisement: “DOT may select firms for more than one category; however, DOT will award only one contract to each Consultant. DOT will include in such contract all of the categories for which the consultant has been selected.”

Applicants will be evaluated on written proposals as submitted by the deadline of July 12, 2019 (Submittal date has been revised to August 2, 2019). Baltimore City Department of Transportation will rate each category within a consultant submittal individually and develop a shortlist of firms per category. The sum of categories for which a consultant is shortlisted for will qualify the consultant into one of four groups (Group A, Group B, Group C, or Group D – groups are described by the total number of categories for which the Consultant is selected and noted within the advertisement).

Following review of the written proposals, a short list letter from DOT to OBC will be sent and DOT will notify each consultant if they have or have not been shortlisted for any of the categories from which a submittal (Standard Form 255) was received. If a firm is notified that they have been shortlisted, the firm will also be informed as to which categories they are shortlisted, for which Group (Group A-D) they will interview within, the selection criteria and scoring, a date of the interview, and a time limit associated with the interview. Interview scoring will be based on how well a firm can execute a task within the shortlisted categories.

Contracts will be awarded with the corresponding upset limit for each group.

As per the advertisement: “Individual task orders will be issued for specific work to be performed under the awarded on-call contract and the tasks valued at \$250,000 or more will be awarded based on a second tier competition.”

9) Is it a possible scenario that Baltimore City Department of Transportation could award 10 bridge contracts and then compete between those 10 firms for an individual task?

As per the advertisement: "...for each task proposal, valued over \$250,000, DOT will compete tasks among three or more firms."

10) Should subconsultants be selected specifically for each category? Or should it be expected that subconsultant work will be picked up in a category such as bridge for geotech, swm, etc.? Or will subconsultants be picked up through other associated work?

Applicants are encouraged to use their judgment in assembly of their team. Baltimore City DOT does not require specific assignment of subconsultants to individual categories, however, will expect the overall contractual goals to be met.

11) Will subconsultants be provided prior to short list?

DOT Contract Administration advises all applicants that when completing the Form 255 (one form will be required for each category within the submission) that the responder shall enter on the Statement of Intent a range of 0%-29% for each certified MBE subconsultant and a range of 0%-10% for each certified WBE subconsultant that the prime intends to utilize. Goals will be required to be met through the overall contract.

12) Separate submittals for each category is dictated now and x number of copies per submittal, request to reduce the number of submittals to one total?

As per the advertisement: "Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255, along with five (5) copies, for each requested category..."

To further clarify, if a firm selects to submit a proposal for ten (10) categories, the firm shall include one (1) original and five (5) copies of the Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project for each of the ten (10) categories.

13) Is there an overhead cap?

Yes, the overhead cap percentage is restricted to 172%. Additionally, the cap for the Principal rate is \$125.00 per hour and \$65.00 per hour for technical personnel.

14) Once a contract is awarded, how do you see tasks being assigned – by group, by category, assigned, rotational basis (example of 10 firms)? Can you expand on that?

Contingent upon the needs of the agency, DOT will ensure that all firms are offered an opportunity to compete over the duration of their respective contract.

15) With tasks estimate at over \$250,000, could the competition vary based on the size of the project / task?

As per the advertisement: "...for each task proposal, valued over \$250,000, DOT will compete tasks among three or more firms. Next, DOT will negotiate a task fee that DOT determines fair and reasonable with the firm selected as the most highly qualified firm for the task order at hand."

Additionally, as per the advertisement: "Task orders will be awarded to the most qualified Consultants with respect to the scope of work defined in the Request for Task Order Proposals."

Selection of a firm for a specific task above \$250,000 will be solely based on qualifications, not cost. The qualification competition will be a written response to the Request for Task Order Proposals, and if deemed

appropriate by the Baltimore City DOT Project Manager responsible for the task, an interview will be conducted for selection of the best qualified firm.

16) The city will likely be overwhelmed with material (number of submissions) – can the disciplines be combined into larger categories? The existing categories could be grouped into a half a dozen or so groups?

As per the advertisement: “Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255, along with five (5) copies, for each requested category...”

To further clarify, if a firm selects to submit a proposal for ten (10) categories, the firm shall include one (1) original and five (5) copies of the Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project for each of the ten (10) categories.

17) Can you go in as a prime and a sub? How does it work if you are a prime and sub competing in one category? How does this work if you are competing for an individual task?

Yes, a consultant can be a prime and a subconsultant. The responsibility of a response to Project #1295 through both written (Standard Form 255) and potential interview is that of the prime consultant. Additionally, the responsibility of any second tier competition for a task is the responsibility of the prime consultant.

18) a. Are you allowed to be a sub on one category and a prime in the same category?

Yes, a firm is not restricted by submitting as a prime within a category to then being unable to also be a subconsultant within the same category.

b. Can you prime one category and be a sub in a separate category?

Yes, a firm can submit as a prime in one category and as a subconsultant within a separate category.

c. Can you be a sub for multiple primes in the same category?

Yes, there are no restrictions on the number of proposals for which a firm can join as a sub consultant.

19) If you are not an MBE, can you be a prime and sub in the same category?

Yes, however the primes should be mindful that they are required to meet the established MWBE goals on the total value (upset limit) of the contract.

20) MBE/WBE firms – if we are not an architectural or engineering firm can we still submit?

Yes.

21) We are an MBE certified firm, both at the program level and the individual task level, can MBE/WBE firms self-qualify towards the minority business requirements?

Yes, a firm can self-perform if you are certified by the MWBOO office. A firm is allowed to self-perform to fulfill the respective MWBE goal.

22) Can you limit the pages on the 255 forms – Item 10 (request limiting – thought this could be overwhelming for all parties)? Can you provide an estimated percentage of work per category?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

An estimation of work per category is not available at this time. Baltimore City Department of Transportation will make the determination based on needs and as determined by funding on an annual basis.

23) Can you have primes/subs be involved in tasks for construction mgmt. of projects which they had involvement on during the design? Are there limitations on where someone could prime and where someone could sub?

No, if a prime consultant or subconsultant has involvement with a project during design, there will be restriction on participation for potential construction inspection services.

24) One Page 1 of the RFP it states that one on-call contract will be awarded to a selected firm - Is there a one award per category? Is there a cap for number of awards for each category (number of firms per category)?

As per the advertisement: “DOT may select firms for more than one category; however, DOT will award only one contract to each Consultant. DOT will include in such contract all of the categories for which the consultant has been selected.” Awards are made per group (Group A-D) NOT per category. Groups are identified within the advertisement. The total number of awards for each group will be dependent upon DOT funding and project needs.

25) Regarding one firm priming and the serving as a subconsultant, typically Baltimore City policy is that all subs should be present at the interview, is it fair for sub to sit in on the presentation as a sub and then present solo (as a prime) later on?

It is at the discretion of the prime consultant as to whom they select to represent their team if selected for an interview. Baltimore City DOT does not mandate the attendance of any subconsultant at the interview.

26) Is a transmittal letter/cover letter required? Although including a cover letter is a common practice it is not required

A cover letter is common practice, but it is not required.

27) Is there a page limit on the submission for item 7, item 8 and item 10 within the Form 255? Is Item 9 intended to reflect solely a listing Baltimore City projects?

Page limitations are as follows:

Item 7: Four (4) Pages

Item 8: Two (2) Pages

Item 9: One (1) Page

Item 10: Three (3) Pages (Organizational charts, graphs and the like are acceptable)

All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

Yes, Item 9 is intended to include work solely within Baltimore City. Please read the statement as: “All work by firms or joint-venture members currently before performed directly for Baltimore City agencies.”

28) All are projects locally-funded?

Yes, all projects awarded through Project #1295 will be locally-funded. Additionally, prior to a firm submitting a Form 255, it is advised to ensure that all subconsultants are certified through the Baltimore City MWBOO Office and in good standing with the Maryland State Department of Assessment and Taxation (SDAT). Validation can be done through the database or by contacting OBC at 410-396-6883 and MWBOO at 410-396-3305, respectively.

29) Will a federal contract be issued?

Yes, a federally funded on-call services contract for the Baltimore City Department of Transportation is expected to be issued at a later date (currently estimated late-2019 or early-2020).

30) How should a firm check the status of “good standing”? Is this information available online?

Firms should check with the Maryland State Department of Assessment and Taxation (SDAT) for this information.

31) Will you be posting the attendees of the Q&A meeting on the website?

Yes, the attendance sign-in sheets for the Q&A session will be posted to the Baltimore City Department of Transportation website.

A link will be provided on the front page of the website to access all information posted with regard to the contract.

32) Is there standard 254 form required for this submission?

As per the advertisement: “Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255...” A 254 form is not part of the response submission, however, firms are requested to please read Section 5 of the first page of the 255 form and follow all instructions.

Additionally, as noted, if a firm is not prequalified, the firm is required to submit a Standard Form 254 (inclusive of five references with telephone contact information) and a Standard Form 255 with their proposal. The Standard Form 254 can be found at the following:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>

33) Can you provide more guidance on form 255, items 7 and 8 - page limits, format, two resumes per page, etc.?

Page limitations are as follows:

Item 7: Four (4) Pages

Item 8: Two (2) Pages

Item 9: One (1) Page

Item 10: Three (3) Pages (Organizational charts, graphs and the like are acceptable)

All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

34) Can you provide graphics for item 8 and item 10?

Organizational charts, graphs and the like are acceptable within Item 10 of the Federal Standard Form (SF) 255. Graphics, pictures and the like are not allowable within Item 8 of the Federal Standard Form (SF) 255.

35) What is the current rate cap?

Baltimore City rate caps are currently as follows:

Principal – \$125.00

Technical - \$65.00 + payroll burden and overhead (PBOH), maximum 172%

36) Is the intent to interview for each category (ex: if firm submits on 11 categories, is that 11 separate interviews)?

No, interviews will be conducted per Group. The interview will consist of all categories for which the prime consultant is shortlisted. Groups are identified within the advertisement (Groups A-D) and firms will be notified if and for which Group they have qualified for following Baltimore City Department of Transportation's evaluation of all written responses.

37) How will addendum be issued?

As per the advertisement: "Answers from the Q&A session will be posted on the City of Baltimore Department of Transportation website..." along with the sign-in sheet.

38) Will TIS (Traffic Impact Studies) be included within one of the categories (existing 16)?

The answers / clarifications from the Q&A session, as posted on the City of Baltimore Department of Transportation website, have included a section clarifying the general scope of services within each category (including but not limited to).

A link will be provided on the front page of the website to access all information posted with regard to the contract.

39) Can additional details be provided as to the scope of services expected within the Program Management category?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to). A link will be provided on the front page of the website to access all information posted with regard to the contract.

40) How many submittals / applications? How are interviews organized?

As per the advertisement: “Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255, along with five (5) copies, for each requested category...”

To further clarify, if a firm selects to submit a proposal for ten (10) categories, the firm shall include one (1) original and five (5) copies of the Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project for each of the ten (10) categories.

Firms will be shortlisted by category based upon the evaluation by Baltimore City Department of Transportation of their written submission – Standard Form (SF) 255 – within Step One. After shortlisting, interviews will be conducted by group, not by category.

41) Scenario – if a firm submitted for 16 categories (and is shortlisted for all 16 categories), there will be one interview for all 16 categories?

Yes, this scenario would place the firm in Group D for which an interview will be conducted to evaluate all categories for which the prime consultant has been shortlisted for.

42) Teams are expected to provide staff for all 16 categories at the interview?

Attendance of staff members at the interview is at the discretion of the firm.

43) Will you consider a 2 week extension?

Please be advised that the date has been revised:

The Federal Standard Form (SF) 255 and the five copies must be submitted on or before 12:00 (Noon) on Friday, August 2, 2019. Submittals will not be accepted after this deadline, no exceptions.

44) If a firm is shortlisted for 14 categories after submitting for 16 categories, is the award an “all-or-nothing” situation? Are the categories all or nothing? Revision at interview?

Interviews will be conducted to evaluate the ability of a firm to execute a potential task within the categories for which they were shortlisted for. The number of categories for which a firm is shortlisted for will not be revised during the interview stage, nor will the Group assignment.

In the scenario presented, if a firm is shortlisted for fourteen (14) categories, the firm would interview within Group D. Based on the complete interview evaluation, Baltimore City DOT would determine if based on the ratings the firm would be awarded a contract within Group D, for all fourteen (14) categories.

45) Can there be revision to your categories after the interview stage? If you were to be shortlisted for a number of categories that placed you in Group D, will the upset limit (dollar amount) of the award remain if you are selected for a lower number of categories?

Interviews will be conducted to evaluate the ability of a firm to execute a potential task within the categories for which they were shortlisted for. The number of categories for which a firm is shortlisted for will not be revised during the interview stage, nor will the Group assignment.

46) Interviews are conducted per category or per group?

Interviews will be conducted by Group.

47) Is there a partnering with other subs (by DOT) to perform work? If a firm were to go in as qualified for SWM, will BCDOT partner with that firm with a Geotech firm?

No, Baltimore City Department of Transportation will not be partnering firms. If a task is expected to contain the services of multiple disciplines, Baltimore City DOT will determine the primary function of the task and choose a consultant (to compete the task) from the category of that primary function.

48) At task order level, will firms be permitted to bring on specialty firms (subconsultants) that were not on original proposal?

Yes, subconsultants may be added to the contract, however all contract terms will remain. The prime firm will be required to obtain preliminary approval from the Baltimore City DOT Project Manager for the addition. Subsequently, a cover letter and Statement of Intent would be required to be sent to the MWBOO Office with explanation as to the need for additional firms added to the contract, and why existing firms are able to complete the service.

49) Could a sample contract be provided/shared for review?

A sample contract is not available at this time as changes are being made to the boiler plate language that must receive approval by the Baltimore City Law Department.

50) Do the subs need to submit the 255 (separately)?

The Federal Standard Form 255 as submitted by the prime consultant firm for the category shall include all pertinent information for subconsultant participation within the category.

51) Clarification request – firms interview per group as per the shortlisting and a firm can change groups after the interview evaluation? Do you compete for the task after you are awarded a category – another interview?

The interviews will be conducted to evaluate the ability of the firm to execute a potential task within the categories for which they were shortlisted for. The number of categories for which a firm is shortlisted for will not be revised during the interview stage, nor will the Group assignment.

As per the advertisement: "...for each task proposal, valued over \$250,000, DOT will compete tasks among three or more firms. Next, DOT will negotiate a task fee that DOT determines fair and reasonable with the firm selected as the most highly qualified firm for the task order at hand."

Additionally, as per the advertisement: "Task orders will be awarded to the most qualified Consultants with respect to the scope of work defined in the Request for Task Order Proposals."

Selection of a firm for a specific task above \$250,000 will be solely based on qualifications, not cost. The qualification competition will be a written response to the Request for Task Order Proposals, and if deemed appropriate by the Baltimore City DOT Project Manager responsible for the task, an interview will be conducted for selection of the best qualified firm.

52) The MBE goal is 29%, the WBE goal is 10% - is WBE goal a sub goal?

No, the MBE goal of 29% and the WBE goal of 10% are separate goals within the contract (total goal of 39%).

53) Can you provide more details on item 7, is it the desire that there be presented one contract manager and one project manager per category?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each

category (including but not limited to). Baltimore City Department of Transportation makes no restriction on the organizational structure of the consultant firm's personnel.

54) Can you include not MBE/WBE subs?

Yes, subconsultants that are not certified as MBE/WBE firms can be included within a proposal. It is also requested that if such firms are included a designation such as NON-MWBE be included.

55) What is the deadline for questions? Following today, what is the requirement to submit written questions?

All questions from the Question and Answer Session will be recorded and responded to through the Baltimore City Department of Transportation website. Additional questions will be accepted by email (please address email to veobia.akilo.bcdot@baltimorecity.gov) with a deadline of June 7, 2019. All responses to emailed questions will be posted to the Baltimore City Department of Transportation website by June 14, 2019. Proposals are due July 12, 2019 (Submittal date has been revised to August 2, 2019). A link will be provided on the front page of the website to access all information posted with regard to the contract.

56) What is the timeline on shortlisting firms?

Baltimore City Department of Transportation estimates that all firms will be notified if they have been shortlisted for any of the categories for which a proposal was received by the fall of 2019. Baltimore City DOT has a goal for award of the contracts by end of the calendar year 2019.

57) If a firm is submitting for 10 categories, does BCDOT desire to have it submitted in 10 envelopes?

Proposals shall be submitted in one envelope for all categories for which a response is submitted.

Written Submitted Questions:

Rossi Transportation Group

- 1. We have a question regarding the above referenced contract. I was in attendance at the Q&A session, however I don't believe this question was asked or answered.**

Assuming a company is shortlisted for 2 categories and placed in the Group A for interviews and possible contract award, how is the City determining equal ratings within the Group A since individual companies could have completely different categories that they were selected for interview?

i.e. Rossi Categories – (9) Transportation Planning and (10) Public Participation

XYZ Corp – (1) Roadway and Streetscape Design and (5) Streetlight and Traffic Signal Design

Honestly, after the Q&A session, I was more confused as to how the City is going to select firms for contract. Since the City is conducting interviews and intends to award contracts (not just a pre-qualified shortlist of the most highly qualified firms, the grouping of firms into contract groups is very confusing to understand how the City is comparing and rating firms equally.

Interview evaluation scoring will be on a consultant firm's ability to execute a potential task within the categories for which the firm is shortlisted for, not against the rating of other firms that may be interviewing within a similar Group.

- 2. Our firm will be submitting a SF255 form for several categories on the above mentioned project. As the marketing coordinator, I will need a blank copy of the correct SF255 form. Could you please direct me to what that form is located on your site?**

The latest version of the "Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project" can be found online at:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>.

Or

<https://www.roads.maryland.gov/OPCM/SF%20255.pdf>

Please ensure that the text "(REV 11-92)" is located in the lower right corner of the form.

CST Engineering

- 3. Good afternoon. Would you consider posting any new documents related to this opportunity on eMD Marketplace, under the initial posting, so potential bidders receive notification when new information posts? If not, can you please direct me to where on <https://transportation.baltimorecity.gov/> the information will be posted? Thank you for your help!**

The Question & Answer clarifications can be found on the website at the following address:

<https://transportation.baltimorecity.gov/>

A link will be provided on the front page of the website to access all information posted with regard to the contract.

The Wilson T. Ballard Company

4. I attended the pre-proposal meeting last Friday and I have a follow up question:

I believe Ms. Griffin noted filing out and submitting the Statement of Intent re: MBE/WBE participation. The advertisement does not state that the Statement of Intent is required. Can you clarify if the Statement of Intent for MBE/WBE participation is required to be submitted with our proposal(s)?

No, the Statement of Intent is not required with the submittal of the Standard Form 255. However, firms recommended to the Baltimore City Board of Estimates for award will be required to complete MWBE forms.

Wes Mitchell, WSP

5. Could you provide additional detail outlining a general scope or expectation for each proposed category?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

6. Can someone act as a prime on one contract and sub on another if they are a non-MBE?

Yes, a firm is not restricted by submitting as a prime within a category to then being unable to also be a subconsultant within the same category or a different category.

7. Would the City consider providing a page limit per category?

a. For instance the Item 10 write-up as part of the 255 could be limited to a certain number

Page limitations are as follows:

Item 7: Four (4) Pages

Item 8: Two (2) Pages

Item 9: One (1) Page

Item 10: Three (3) Pages (Organizational charts, graphs and the like are acceptable)

All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

b. Are any supplemental letters or write-ups anticipated outside of the 255 forms?

No supplemental documents will be permitted.

8. With other similar contracts (i.e. DDOT), the shortlisting of firms was completed using the technical proposal and interviews were used once the contracts were executed to select the proper candidate for a particular task. Would BCDOT be open to considering that approach as an option on this pursuit as well?

Baltimore City DOT will not be revising the format of the advertisement, contract award, nor potential future task assignments for Project #1295. All potential consultant firms should respond as per the information as provided in the advertisement and within the Q&A session clarifications.

Sahara

9. Is bonding required for the public participation and partnering category for this project? It is not usually required for professional services such as this.

Bonding is not required for professional services, and thus not required for submission under any category as a part of the project.

10. Will an MBE Prime for public participation and partnering be required to meet MBE participation goals set for this contract initiative?

If the prime consultant is a certified MBE, the prime is allowed to count their services towards fulfillment of the MBE goal.

11. Is the Office of Boards and Commissions planning to select one company or multiple companies for the public participation and partnering category for this contract bid?

As per the advertisement: "DOT may select firms for more than one category; however, DOT will award only one contract to each Consultant. DOT will include in such contract all of the categories for which the consultant has been selected." Awards are made per group (Group A-D) NOT per category. Groups are identified within the advertisement. The total number of awards for each group will be dependent upon DOT funding and project needs.

12. In developing a financial bid packet for this contract, should our bid include funding for a base period of 3 years or for five years?

Consultant firms shall assume three years for their original award.

13. Is this project expected to have a great deal of public participation work? If so, at what percentage level?

An estimation of work per category is not available at this time. Baltimore City Department of Transportation will make the determination based on needs and as determined by funding on an annual basis.

Hardesty & Hanover

14. Are separate proposals needed for each category being pursued?

As per the advertisement: "Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255, along with five (5) copies, for each requested category..."

To further clarify, if a firm selects to submit a proposal for ten (10) categories, the firm shall include one (1) original and five (5) copies of the Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project for each of the ten (10) categories.

15. Are Stage 2 presentations needed if presentations will be needed in project specific proposals which would make this a 3 stage procurement?

Baltimore City DOT will not be revising the format of the advertisement, contract award, nor potential future task assignments for Project #1295. All potential consultant firms should respond as per the information as provided in the advertisement and within the Q&A session clarifications.

16. For the shortlisted categories, will the presentation for each category be held during one presentation or will separate presentations be required?

Interviews for Step Two, prior to award of a contract, will be conducted per Group. The interview will consist of all categories for which the prime consultant is shortlisted. Groups are identified within the advertisement (Groups A-D) and firms will be notified if and for which Group they have qualified for following Baltimore City Department of Transportation's evaluation of all written responses in Step One.

17. For each category that a team pursues, does the team need to show the full MBE/WBE usage for each category?

DOT Contract Administration advises all applicants that when completing the Form 255 (one form will be required for each category within the submission) that the responder shall enter on the Statement of Intent a range of 0%-29% for each certified MBE subconsultant and a range of 0%-10% for each certified WBE subconsultant.

18. Can additional MBEs be selected when developing proposals for specific projects or tasks?

Yes, subconsultants may be added to the contract, however all contract terms will remain. The prime firm will be required to obtain preliminary approval from the Baltimore City DOT Project Manager for the addition. Subsequently, a cover letter and Statement of Intent would be required to be sent to the MWBOO Office with explanation as to the need for additional firms added to the contract, and why existing firms are able to complete the service.

19. For Construction Engineering & Management category, can you provide the necessary services needed for this category? Is the City looking for teams to provide construction inspectors, CPM schedulers, constructability reviews, claim reviews, etc?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

20. For Program Management category, can you provide examples of the types of services intended to be used for this category?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

21. Can a project team organization chart and images be included in the Form 255 – Section 10?

Item 10 within the "Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project" shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

22. Is there an evaluation criterion for the presentation stage?

Following review of the written proposals, each consultant will be notified if they have or have not been shortlisted for any of the categories from which a submittal was received. If a firm is notified that they have been shortlisted, the firm will also be informed as to which categories they are shortlisted, for which Group (Group A-D) they will interview within, the selection criteria and scoring, a date of the interview, and a time limit associated with the interview. Interview scoring will be based on how well a firm can execute a task within the shortlisted categories. Contracts will be awarded with the corresponding upset limit for each group.

23. Does prequalification code 03 Engineering satisfy the required prequalification for all 16 categories listed in the advertisement?

Baltimore City Office of Boards and Commissions (OBC) prequalification list is as follow: engineering, architecture, landscape architecture, surveying, property line surveying, land surveying, and construction management. If a firm has not been prequalified by OBC to perform work in the applicable discipline the firm is submitting for, the firm is required to submit a Standard Form 254 (inclusive of five references with telephone contact information) and a Standard Form 255 with their proposal. The Standard Form 254 can be found at the following:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>

24. Can a MBE firm be a Prime consultant on a category and be a subconsultant to another Prime team for the same category?

Yes, a firm is not restricted by submitting as a prime within a category to then being unable to also be a subconsultant within the same category.

25. One of our subconsultants has renewed their prequalification with the City but has not received their updated letter or certificate. Can you provide direction on how to proceed in this situation?

Please contact Deena Joyce, Division Chief Office of Board and Commissions at 410-396-6883.

KCI

26. The website you noted as the only location for responses to questions and answers (<https://transportation.baltimorecity.gov>) does not seem to contain a section regarding this, or other RFPs. Can you please provide a more specific link to the specific webpage where you will post this information and future information on this RFP? Or should consultants just frequently visit the emaryland website for updates instead?

The Question & Answer clarifications can be found on the website at the following address:

<https://transportation.baltimorecity.gov/>

A link will be provided on the front page of the website to access all information posted with regard to the contract.

27. Step two of the selection process says that firms will be required to present on all categories for which they are shortlisted. Many firms will submit for more than one category. Will the length of the interview vary to accommodate how many categories must be presented?

Interview durations will be determined by the Group for which the prime consultant was selected for following Step One evaluations. Following review of the written proposals, each consultant will be

notified if they have or have not been shortlisted for any of the categories from which a submittal was received. If a firm is notified that they have been shortlisted, the firm will also be informed as to which categories they are shortlisted, for which Group (Group A-D) they will interview within, the selection criteria and scoring, a date of the interview, and a time limit associated with the interview. Interview scoring will be based on how well a firm can execute a task within the shortlisted categories. Contracts will be awarded with the corresponding upset limit for each group.

Whitman, Requardt, and Associates

28. Confirm that the only disciplines for which firms are required to be prequalified with City of Baltimore are architecture, engineering, landscape architecture, land surveying, property line surveying and construction management.

Baltimore City Office of Boards and Commissions (OBC) prequalification list is as follow: engineering, architecture, landscape architecture, surveying, property line surveying, land surveying, and construction management. If a firm has not been prequalified by OBC to perform work in the applicable discipline the firm is submitting for, the firm is required to submit a Standard Form 254 (inclusive of five references with telephone contact information) and a Standard Form 255 with their proposal. The Standard Form 254 can be found at the following:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>

29. Is there a limit on the number of Item 7 resumes that can be submitted for each category?

Item 7 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to four (4) pages. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

30. Is there a limit on the number of Item 8 projects that can be submitted for each category?

Item 8 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to two (2) pages. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

31. Is there a limit on the number of pages for the Item 10 being submitted for each category?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

32. Can the SF 255 Item 7 resumes be full page resumes (one resume per Item 7 form) or does it need to be 2 resumes per Item 7 form?

Item 7 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to four (4) pages. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

Baltimore City DOT makes no restriction on the division of content within the allotted pages.

33. Would submitting proposals in 3-ring loose leaf binders be acceptable?

Yes, a three-ring binder is acceptable and the preference.

34. Can the SF 330 form be used instead of the SF 255 form?

No, all response submissions shall utilize the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” – no substitutions or additional documents will be accepted.

35. Is electronic copy required (e.g., pdf file on USB drive or CD)?

No

Volkert

36. Please verify that a firm may be a prime as well as a sub to a prime pursuing the same category of work?

Yes, a firm is not restricted by submitting as a prime within a category to then being unable to also be a subconsultant within the same category.

37. Please verify that a firm may be a prime in one category and a sub in other categories.

Yes, a firm can submit as a prime in one category and as a subconsultant within a separate category.

38. Please verify that Section 9 requires all work being performed by firms directly for federal agencies [only].

No, Item 9 is intended to include work solely within Baltimore City. Please read the statement as: “All work by firms or joint-venture members currently before performed directly for Baltimore City agencies.”

39. Please indicate the date and location of posted responses to the Q&A Session and submitted questions.

All questions from the Question and Answer Session will be recorded and responded to through the Baltimore City Department of Transportation website. Additional questions will be accepted by email (please address email to veobia.akilo.bcdot@baltimorecity.gov) with a deadline of June 7, 2019. All responses will to email questions will be posted to the Baltimore City Department of Transportation website by June 14, 2019. Proposals are due July 12, 2019 (Submittal date has been revised to August 2, 2019).

Clarifications and answers will be posted on the City of Baltimore Department of Transportation website: <https://transportation.baltimorecity.gov>. A link will be provided on the front page of the website to access all information posted with regard to the contract.

Toole Design

40. What can go into Section 10? Is this section page-limited? Can we include graphics, org chart, or pictures in this section?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in

Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

Century

41. In reference to the above solicitation, can you provide more detail on the required scope elements within all Categories?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

JMT

42. Will the services for any of the categories include staff augmentation at the City offices? If so, what categories will require staff augmentation services at the City offices?

An estimation of work per category is not available at this time. Baltimore City Department of Transportation will make the determination based on needs and as determined by funding on an annual basis. Staff augmentation may be included based on needs.

Additionally, the answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

43. What services do you anticipate will be required under the Category 16: Stormwater management and Green Infrastructure Design?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

44. Will this contract be used to provide peer reviews for erosion and sediment control and stormwater management approvals?

An estimation of work per category is not available at this time. Baltimore City Department of Transportation will make the determination based on needs and as determined by funding on an annual basis. These services may be included based on needs.

Additionally, the answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

Wallace Montgomery

45. It's reasonable to assume that Groups A and B will have the highest concentration of consultants that could both prime and sub categories. Would the City be amenable to interviewing the Groups in the order of A, B, C, and D to lessen any perceived risks of sharing proprietary presentation information and strategies used by Group C and D consultants to those consultants who both prime and sub?

Baltimore City DOT cannot predict the response and group interviews will be scheduled based on interview panel members' availability.

Prime AE Group

46. Are the 29% MBE / 10% WBE goals meant to apply to each category individually, or if a consultant is chosen for multiple categories, the goal is fulfilled through the overall contract?

DOT Contract Administration advises all applicants that when completing the Form 255 (one form will be required for each category within the submission) that the responder shall enter on the Statement of Intent a range of 0%-29% for each certified MBE subconsultant and a range of 0%-10% for each certified WBE subconsultant. Goals will be required to be met through the overall contract.

47. Is a transmittal letter accompanying the SF 255 allowed or desired?

A cover letter is common practice, but it is not required.

48. Is there a preferred section of the SF 255 in which to place the org chart?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

49. Is there a limit on the number of resumes we can show in Item 7, or the number of projects to show in Item 8?

Item 7 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to four (4) pages. Item 8 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to two (2) pages. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

50. Is there a page limit for Item 10?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

51. Are there guidelines for expected content in Item 10?

Item 10 within the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” shall be restricted to three (3) pages. Organizational charts, graphs and the like are acceptable within the three allowable pages for Item 10. All responses shall be formatted in Time New Roman, Size 11 Font. Failure to adhere to the page limitations as provided above will be cause for disqualification for the category in which the Form 255 is submitted.

52. Should Item 9 list contracts performed just with the City of Baltimore, or with the State of Maryland as well?

Yes, Item 9 is intended to include work solely within Baltimore City. Please read the statement as: “All work by firms or joint-venture members currently before performed directly for Baltimore City agencies”.

53. If a firm intends to submit and is a certified MBE, does their work fulfill the total 29% MBE goal, or does it need to be met in part by subconsultants?

If the prime consultant is a certified MBE, the prime is allowed to count their services towards fulfillment of the MBE goal.

54. Can you please confirm that an SF254 will not be required in the submittal?

As per the advertisement: “Each consultant applying for this Project will be required to complete and submit an original Federal Standard Form (SF) 255...” A 254 form is not part of the response submission, however, firms are requested to please read Section 5 of the first page of the 255 form and follow all instructions.

55. Will scopes of work for each category be available as an addendum?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

56. Where will the addenda and answers to questions be posted on the Transportation page? Will they be on the home page, or is there an additional link that we will need to click to get there?

An addendum will not be issued. Clarifications and answers will be posted on the City of Baltimore Department of Transportation website: <https://transportation.baltimorecity.gov>. A link will be provided on the front page of the website to access all information posted with regard to the contract.

CityScape Engineering

57. Can you provide further details on the scope anticipated for each project category? For instance, for category 1, are teams anticipated to have folks for survey, geotech, stormwater, ESC, public outreach, etc included on their team?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

58. Our company is not a transportation firm, but we provide niche services for some of the specific categories listed. If we were to consider Priming a contract then we'd fall under the 'Group A' classification. Do you anticipate awarding 'Group A' contracts that are specific to individual categories such as (7) Geotechnical investigations, (10) Public Participation or (16) Stormwater Management? These categories seem as though they would generally be part of a larger design project rather than a stand-alone item.

An estimation of work per category is not available at this time. Baltimore City Department of Transportation will make the determination based on needs and as determined by funding on an annual basis.

Additionally, Baltimore City DOT has not pre-determined groupings, nor number of awards per Group, based on the sixteen (16) categories within the advertisement.

Gannett Fleming

59. "Subject: Prequalification requirement

Referenced sections of RFQ:

Under Prequalification Requirement on pages 2 and 3, it states:

“All firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions for each applicable discipline at time of submittal...A copy of the prime and subconsultant’s current Prequalification Certificate should be included in the bid submittal package.”

Prequalification of Certification Requirement on Page 6, “All firms listed in the specific proposal must be pre-qualified at the time of the proposal submittal. A proposal will be rejected if a firm listed in the proposal is not pre-qualified at the time of the proposal submittal.”

Question: The prequalification ability is limited to broader areas than the 16 categories, such as Engineering, Construction Management, and Architectural. No firm is able to be prequalified in the RFQ categories.

Will the City accept as prequalification proof our certificates that show prequalification in these broader areas since the specific category areas are not available for prequalification?"

A firm may provide the pre-qualification certificate, however, Baltimore City DOT will verify all pre-qualifications as part of the procurement process.

Brudis

60. A couple of our subconsultants have current MBE/WMBE certifications from the City of Baltimore that expire right before the submission date. They have proof of renewal confirmations but not the hard copy of their certification. Can we still use them if we provide their proof of renewal in its place? How would you like us to handle the matter if they know their new certificate is on the way but they haven’t received it yet?

While Baltimore City Office of Boards and Commissions will be verifying the MWBE status of each subconsultant, a firm may include proof of MWBE renewal certification.

TY Lin

61. Our firm will be submitting SF255 forms for several categories on the above mentioned project. As the marketing coordinator, I will need a blank copy of the correct SF255 form. Could you please direct me to where that form is located on your site?

The latest version of the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” can be found online at:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>.

Or

<https://www.roads.maryland.gov/OPCM/SF%20255.pdf>

Please ensure that the text “(REV 11-92)” is located in the lower right corner of the form.

RK&K

62. Where on <https://transportation.baltimorecity.gov> will the answers to questions, SF 255 form, and additional information be posted?

The latest version of the “Standard Form (SF) 255 – Architect-Engineer and Related Services Questionnaire for Specific Project” can be found online at:

<https://publicworks.baltimorecity.gov/Contractor-Consultant-Prequalification>.

Or

<https://www.roads.maryland.gov/OPCM/SF%20255.pdf>

Please ensure that the text “(REV 11-92)” is located in the lower right corner of the form.

Clarifications and answers will be posted on the City of Baltimore Department of Transportation website: <https://transportation.baltimorecity.gov>. A link will be provided on the front page of the website to access all information posted with regard to the contract.

63. Will scopes of services or detailed descriptions for each category be provided before or by June 14, 2019?

The answers / clarifications from the Q&A session as posted on the City of Baltimore Department of Transportation website have included a section clarifying the general scope of services within each category (including but not limited to).

64. Please clarify if we should show the anticipated participation percentage for each MBE and WBE subconsultant that will total the 29% and 10% respective goals.

DOT Contract Administration advises all applicants that when completing the Form 255 (one form will be required for each category within the submission) that the responder shall enter on the Statement of Intent a range of 0%-29% for each certified MBE subconsultant and a range of 0%-10% for each certified WBE subconsultant. Goals will be required to be met through the overall contract.

Straughn Environmental

65. I am trying to access the Baltimore City MBE Directory and because of the ransomware attack, it does not look to be available online. Are you able to send me the directory via email or is there another way for me to gain access to the directory?

Firms are recommended to contact Tamara Brown at 410.396.3305.