

### Addendum #3

From: Sean Burnett

To: Interested Parties

Date: 10/21/2025

Re: Addendum #3 to Request for Proposals (RFP) 1411

This Addendum #3 is issued to 1.) extend the submission deadline to Friday, November 7<sup>th</sup>; 2.) amend the RFP's DBE goals; in accordance with the recent Interim Final Rule on DBEs issued by USDOT, DBE goals are set at 0%; and 3.) provide responses to questions submitted by prospective proposers.

#### Questions from Pre-Submittal Meeting and eMMA

1. Can teaming partners also be part of the resumes that we submit? **Yes.**
2. Does the \$6 million include both design and construction? **No, the budget for the project is for planning through 30% design only.**
3. Are electronic signatures acceptable? (RFP asks for an original and five copies.) **Yes**
4. Page seven of the RFP talks about the need for a categorical exclusion and then on page 8 it talks about a planning and environmental linkages document. Which does the city prefer, or need? **The City anticipates receiving a categorical exclusion in connection with this project.**
5. Are you more looking for a market analysis and opportunities or, because there's a design element to this, are you also looking for any kind of design outside of the right of way for redevelopment? **This is an area of economic opportunity and as part of this project, BCDOT is very interested in seeing the kind of market analysis that can be performed by consultants.**
6. The RFP asks in section 10.8 to provide the percentage of breakout versus field in office. Can you kind of elaborate on your vision for field where you think you will be providing office space for staff at you know city facilities when you mentioned that does field work there? **Office versus field work refers to the firm's own office versus field work. The City will not provide space for an embedded consultant.**
7. Would dot still be able to run with the a recommended alternative out of this planning process, even without the fully completed NIPA? **Full NEPA is not necessarily required in order to have a preferred alternative.**
8. Can you please confirm that we do not need to include MDOT DBE Forms C, D, and E if our

team meets the 30% DBE goal? **Correct.**

9. Do subconsultants have to complete any of the affidavits? **Not at this stage of the process.**
10. Can Key Staff #3/Senior Engineer be from a major teaming partner? **Yes.**
11. Can you please confirm whether we can include 3 projects total or 3 projects per firm on our team? **Three projects total.**
12. The RFP asks for the following concerning the Financial Security and Insurance section:

*The consultant shall include a letter addressed to 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.*

Can you please confirm that you want this addressed to SHA and not BCDOT? **Please address this to BCDOT.**

13. Schedule: Is there an expiration date for the grant that may affect the 18-month project schedule? **BCDOT does not anticipate that the grant expiration date will adversely impact the project schedule.**
14. Key Staff - There are 3 key staff individuals specified, and page 15 suggests that each key staff resume is limited to one page, and there is a 5-page limit for key staff resumes. Does that allow us to add 2 additional key staff members at our discretion, and will those 2 additional members be scored? **You may include more key staff members; however, please adhere to resume page limits.**
15. Key Staff #1 is named as a principal. Does this individual need to meet the definition of Principal described on page 19 (section 10.I.4). ““Principal” is any individual owning 5% or more of the outstanding stock of an entity, partner or a partnership, a 5% or more shareholder of a sub-chapter “S” Corporation, or an individual owner.” If the key staff principal is expected to own 5% of their corporation; would this preclude large businesses from bidding as prime? Our corporation is valued at \$8.9B; so, a 5% share would represent a net worth of >\$400M. **This simply means that the individual described cannot invoice BCDOT as a principal.**
16. Please clarify your expectations for this requirement: 10. **B. Scope** “The Consultant must submit a maximum of five (5) page document certifying the contract’s Scope can be performed in its entirety through its own forces and those of its subconsultants. This section of the proposal should provide information to confirm the Offeror has a reasonable probability of success in meeting the project’s quantity, quality and schedule requirements.” **Consultant teams should identify financial and personnel resources that indicate an ability to accomplish the project scope within the given budget.**
17. On page 15 under the organizational chart (section 10.D.ii), second paragraph, a “two (2) page matrix style of support personnel” is requested, but the last sentence of the paragraph requests that the “Matrix shall be limited to an 11x17-inch page.” Please clarify the number of pages requested for the matrix. **Please limit the matrix to one double sided page.**
18. On page 15, section 10.D.ii, the support personnel descriptions for the Support Personnel Matrix are limited to 10 lines per individual. Please clarify what is meant by "lines" and how the City would like this to be illustrated. **Lines indicate standard single-spaced indentations.**
19. Section 10.D.iii requests a resume for each key staff member, limited to one (1) Key Staff per page, with a total of five (5) pages maximum. Three key staff members are requested. Please

confirm that a correct interpretation of these requirements is that two of the key staff can provide two-page resumes. **This is a correct interpretation.**

20. Section 10.D.iii. of the RFP lists requirements for Key Staff. The Principal is required to have 5 years experience, while the PM is required to have 3 years experience, and the Senior Engineer is required to have 8 years experience. Please confirm. **Correct. Note that these experience thresholders are minimums, not maximums.**
21. The RFP has identified 3 key staff positions. The RFP states, “Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed five (5) pages total.” Please confirm that there are only 3 key staff positions and the resumes are limited to one page person for a total not to exceed 3 pages. **Two key staff may provide two two-page resumes (totaling one double sided page each).**
22. How much of a role would BCDOT play in the public outreach efforts? Would the consultant team be there just to support or to more so develop strategies, materials, and online resources? **BCDOT expects the consultant team to both assist the City with existing outreach strategies and personnel, and supplement this with new materials and resources.**
23. Does the City have an anticipated award and NTP date for this project? **BCDOT has an anticipated timeline of approximately two months between notification of award and NTP.**
24. Per the RFP, “All questions and answers will be posted on emma.maryland.gov by October 3, 2025.” Could the City please provide an update on when responses to questions will be posted? We want to ensure we have adequate time to review the information and prepare a fully compliant proposal. **Answers to questions will be posted at least two weeks in advance of the submission deadline (see deadline extension above).**
25. The RFP states that there can be a (2) page matrix IN ADDITION to the org chart showing a matrix style list of support personnel. Can the City please clarify that a) both pages can be an 11x17 page, b) that these pages are IN ADDITION to the one page allowed for the org chart and c) what content the City wishes to see within the matrix? It mentions Personnel Descriptions; does this mean bios? Or a matrix of work types that each staff is capable of performing? Or will the City allow this to be left to the interpretation of the proposer? **The City defers interpretation to the proposer as to the illustration of personnel related to the execution of the project. However, please limit this matrix to one double-sided page.**
26. Does BCDOT anticipate reissuing or modifying the solicitation to reflect USDOT’s recent rule requiring DBE recertification? See above **(the second purpose of this amendment).**
27. Would the City of Baltimore consider accepting a team with subconsultants who are not yet

prequalified but are currently in the process of applying for prequalification? **No. All firms, primes and subs, must be prequalified by the day of submission.**

28. Are the SF330 forms subject to the 1" margin and 10-pt font requirements? **Yes.**
29. Since this project is federally funded, we assume that it will follow the provisions of FAR 52 and FAR 31 related to payment for approved costs and cost allocability, and it will not be subject to BCDOT's caps on direct rates and overhead rates. Please confirm. **An agreement awarded in connection with this project will be in accordance with the Brooks Act codified under 40 U.S.C. 1101-1104, as expressed in the RFP and will not include caps on audited overhead rates and salaries.**
30. The RFP was temporarily unavailable on the procurement portal, and the proposal due date was extended to October 31, however, the portal has not yet been updated to reflect this revised deadline. With the questions deadline today, could you please confirm when responses to questions will be posted? Additionally, will BCDOT consider extending the proposal due date further to ensure all Offerors have sufficient time to review the Q&A and prepare compliant responses? **The deadline has been extended again (see above).**
31. The RFP specifies three Key Staff positions—Principal, Project Manager, and Senior Engineer—and assigns each to a specific role. Could you clarify whether these role assignments are prescriptive, or if Offerors may propose alternate arrangements in which individuals meeting the stated qualifications serve in different roles? If such flexibility is permitted, should the proposed organization chart reflect the reassigned roles? **These positions are prescriptive per SHA guidance.**
32. The RFP requires that all firms listed in the proposal be prequalified with the Office of Boards and Commissions at the time of submittal. However, if a subconsultant firm specializes in a discipline outside of the AEC prequalification categories, would it be permissible to identify a prospective subconsultant for potential future use without formally including them as part of the team in the proposal? **All identified subconsultants must be prequalified by the time of submission.**



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