



Maryland Transportation Authority
SBR ELECTRONIC TOLL COLLECTION (ETC) SERVICES

Contract No. MDTA 2025-03B

NOTICE TO BIDDERS / OFFERORS / PROPOSERS
SMALL BUSINESS RESERVE (SBR) PROCUREMENT

This is a Small Business Reserve (SBR) 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, and Women Business Affairs (GOSBA) SBR Program are eligible for award of a contract.

For the purposes of a SBR Procurement, a small business is a for-profit business, other than a broker, that meets the following criteria:

- A. It is independently owned and operated;
- B. It is not a subsidiary of another business;
- C. It is not dominant in its field of operation; and
- D. Either:

(1) With respect to employees:

- (a) Its wholesale operations did not employ more than 50 persons in its most recently completed 3 fiscal years;
- (b) Its retail operations did not employ more than 25 persons in its most recently completed 3 fiscal years;
- (c) Its manufacturing operations did not employ more than 100 persons in its most recently completed 3 fiscal years;
- (d) Its service operations did not employ more than 100 persons in its most recently completed 3 fiscal years;
- (e) Its construction operations did not employ more than 50 persons in its most recently completed 3 fiscal years; and
- (f) The architectural and engineering services of the business did not employ more than 100 persons in its most recently completed 3 fiscal years; or

(2) With respect to gross sales:

- (a) The gross sales of its wholesale operations did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;
- (b) The gross sales of its retail operations did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- (c) The gross sales of its manufacturing operations did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- (d) The gross sales of its service operations did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;



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- (e) The gross sales of its construction operations did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years;
and
- (f) The gross sales of its architectural and engineering operations did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

Note: If a business has not existed for 3 years, the employment and gross sales average or averages shall be the average for each year or part of a year during which the business has been in existence.

Further information on the certification process is available at eMaryland Marketplace Advantage (eMMA).

Before awarding a contract under a procurement designated as a small business reserve procurement, the Procurement Officer shall verify that the apparent awardee is certified by the GOSBA as a small business through eMMA.

MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION. JOINT VENTURE (JV) PROPOSERS ARE PERMITTED BUT MUST MEET ALL SBR CRITERIA.



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**REQUEST FOR
PROFESSIONAL
SERVICES**

MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSPORTATION AUTHORITY
DIVISION OF PROCUREMENT
2310 Broening Hwy
Baltimore, MD 21224

The Secretary of the Maryland Department of Transportation (MDOT) has certified the need to utilize the services of architects and/or engineers for the following project:

**MDTA PROJECT NUMBER: MDTA-2025-03B- SBR ELECTRONIC TOLL
COLLECTION SERVICES**

Firms interested in being considered for work on this Project must submit a Technical Proposal for the Project as set forth herein. In order to standardize the method of proposal submission, and to facilitate the distribution of proposal materials, it shall be necessary that all Firms observe the following procedures. All Technical Proposals submitted shall be delivered in one (1) envelope. On the front exterior of the envelope, the Firm shall conspicuously mark: 1. "Technical Proposal", 2. the Firm's name, 3. the Maryland Transportation Authority (MDTA) Project number, and 4. the Project title for identification purposes.

All proposals received for this Project will be reviewed on a competitive basis. The Firms that submit the highest rated Technical Proposals will be requested to submit Price Proposals. Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per hour salary rates as supported by Certified Payroll Rosters while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Business Unit approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audits shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firms are timely and successful, contracts may be awarded to those Firms.

If a Joint Venture responds to a project advertisement, the MDTA will not accept separate Technical Proposals 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 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



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another Firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the Firms involved. The above does not preclude a Firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures may be addressed to the MDTA, via email to mdtaprocurement@mdta.state.md.us with a cc response to Jacquae Rubin at jrubin1@mdta.state.md.us and Abigail Alam at aalam2@mdta.state.md.us and submitted no later than 12:00 P.M. on October 21, 2026. The MDTA project number must be referenced in the email subject line. Problems submitting emails shall be reported to the MDTA at 410-537-7511. All addendums to this advertisement will be posted only on eMaryland Marketplace Advantage ("eMMA"). Therefore, it is recommended that Offerors regularly check eMMA.

Facsimile or electronic copies of Technical Proposals are not acceptable. No response received after 12:00 P.M. on December 7, 2026, will be accepted, no matter how transmitted.

A Pre-Proposal meeting will be held on Wednesday, October 14, 2026, at 10:00 am local time via Microsoft Teams. Potential Offerors, MBEs, and VSBes interested in attending the virtual meeting via Teams should register using the link below.

Pre-Proposal Registration Link:

<https://events.gcc.teams.microsoft.com/event/871d90d9-dfae-45e4-aaa1-1430432ca9f4@b38cd27c-57ca-4597-be28-22df43dd47f1?source=copyLinkLegacyShareLinkDialog>

As part of the Technical Proposal evaluation process, the MDTA will also require Oral Presentations.

Technical Proposals must be submitted in compliance with the State Highway Administration (SHA) Standard Request for Proposal (RFP) guidelines which can be found on the SHA Web Page www.roads.maryland.gov by clicking on the link labeled "Business", then clicking on the link labeled "Contracts, Bids and Proposals", and then selecting the link for "Architectural/Engineering Contracts".

Consultants shall have the ability to provide background investigation results for Consultant Staff assigned to work on MDTA projects.

Minority Business Enterprises are encouraged to respond to this solicitation notice.



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RESPOND TO:

Jacquaé Rubin
Maryland Transportation Authority
Division of Procurement
2310 Broening Hwy
Baltimore, MD 21224

Proposals sent by U.S. Postal Service should be sent to the address listed above. Late Proposals will not be considered. Hand or commercial delivery is recommended and should be delivered to the address stated above. MDTA is not responsible for Proposals received late regardless of the method of shipment or delivery.

MDTA reserves the right to reject any and all proposals received in response to this request and is not liable for any cost incurred by any firm in connection with the preparation and presentation of proposals.



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Maryland Transportation Authority - Project Number: MDTA 2025-03B

1. Project Description

The services to be performed are consulting services related to Electronic Toll Collection (ETC) for the MDTA ETC Program Management Office and may be used Authority-wide. Project assignments will depend on the MDTA's workload. It is anticipated that project assignments will be funded with 100% Transportation Authority funds. After review of the Technical Proposals, it is anticipated the MDTA will enter negotiations with (1) Consultant firm for a contract valued at \$5 million for a six (6) year term. The MDTA reserves the right to modify the contract and the dollar value as it deems appropriate. All work will be by task orders, which will define in detail the work scope, schedule, manpower, and cost of each task order. Contract award is subject to receipt of necessary funding and approval by the Maryland Board of Public Works.

2. Consultant Services Required

The Consultants shall provide professional services for Electronic Toll Collection related projects and for Automated and Connected Vehicle projects on an on-call and on-site basis, as directed by the MDTA. The Consultant shall perform contract management and inspection services under the direction of and to the satisfaction of MDTA or its designee, in accordance with the plans and specifications for the projects. The Consultant shall become intimately familiar with the standard practices of the MDTA prior to the performance of work, and all engineering and inspection shall be performed in accordance with these standard practices.

The Consultant shall provide services related to project management of contracts for tolling systems throughout Maryland. The services will be related to existing facilities as well as any future or potential future tolling facilities. The work shall include but not be limited to project management support, inspection, business analysis, financial analysis, traffic and revenue study and analysis, policy analysis, business analytics and applications of artificial intelligence in business systems, development and deployment of payment systems and modalities, industry standardization and certification collaboration, joint technology piloting, development of public-private partnerships, design, preliminary design, planning, benchmarking, cost estimation, construction management, public meeting support services, RFP development, specifications development, schedule development and analysis, independent cost development, industry research, and any related activities and services related to



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toll systems and tolling. The services provided shall be applied to tolling related work and may also include parking applications, the use of tolling technology for other transportation related services, automated vehicles, Domestic Short Range Communications (DSRC), Vehicle to Everything (V2X) communications and applications, and any other related technology that may involve toll collection, traffic information and management, or transportation safety. The work may involve full or part time on-site personnel, remote/telework, and travel.

The Consultant shall have the ability and manpower to respond to and act immediately on project assignments without sacrifice and disruption to other MDTA project assignments being completed by the Consultant. All work shall be done in accordance with Maryland State Highway Administration Standards and Specifications and guidelines prepared by the "American Association of State Highway Transportation Officials" (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), and other applicable codes and standards where appropriate.

The MDTA may request the above services concurrently or independently on multiple project assignments, as necessary. Accordingly, the Consultant shall have and demonstrate the ability and manpower to respond to and act immediately on project assignments without any delay and interruption to other MDTA project assignments.

Consultants shall have capabilities to work in Word, PowerPoint, Excel, Visio, MS Project, Adobe Acrobat, MicroStation, and Microsoft Teams (for teleconference/meetings arranged by MDTA).

3. MDTA Services Provided

The MDTA will furnish those services and information as set forth in Volume II, Section IV of the "Specifications for Consulting Engineers' Services" dated April 1986.

A list of services, which will be provided by the MDTA, for each specific project assignment, will be provided when the Consultant's services are requested. The MDTA will allow the Consultants access to MDTA properties, where/when required for project work, provided that such access does not interfere with the MDTA's normal operations. The Consultants shall provide a minimum of 48 hours' notice to the MDTA before accessing an MDTA facility and follow all standard safety precautions when accessing MDTA properties. Services rendered under this contract shall be under the direct supervision of the ETC Program Manager and/or representative.



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4. Specific Type Consultant Solicited

The Consultant shall be proficient in the services listed in Section 2 and shall bring an experienced and expert staff to the project. The Consultant shall be completely familiar with the Maryland Transportation Authority / State Highway Administration processes and procedures as outlined in State Highway Administration's "Specifications for Consulting Engineers' Services" dated April 1986.

5. Electronic File Transfers

The MDTA may request that completed and signed draft and/or final plans, and other materials developed be submitted in both hard copy format and electronic format for reproduction and distribution. The MDTA shall solely own electronic native files, all documents and materials developed by the Consultants, and may request the submission of documents and materials at any time. The electronic native files for design drawings shall be prepared in accordance with the Maryland Department of Transportation (MDOT) State Highway Administration (SHA) Computer Aided Design (CAD) Standards and maintained to sufficient high quality for use by external parties, including Consultants performing work for the MDTA. The Consultant must have the capability to submit files utilizing Bentley MicroStation Connect V8i (version 08.11.09.292) and GeoPak v8i (0.11.05.39) and other current design file formats as specified by the MDTA. It shall be the responsibility of the Consultant to perform any and all necessary electronic file conversions before the MDTA will accept any portion of the Consultant's work. Electronic file submissions shall be continuous throughout the project such that the MDTA's files are representative of the current stage of work. All digital plan submissions shall be based on the Maryland Grid NAD 83/91 Datum Maryland State Plane Coordinates in feet if two-dimensional and NAD 83/91 and NAVD 88 if three-dimensional. Utility engineering will adhere to the utility owner's specifications. Communications between the Consultant, Joint Venture Constituents (where applicable) and the MDTA will be critical. The Consultant selected must have the capability to transfer and receive compatible electronic design data. All partial and/or completed documents, materials, and electronic files developed by the Consultant for services performed for this contract shall be solely owned by the MDTA and shall be made available immediately upon request.

6. Electronic Funds Transfers

By submitting a response to this solicitation, the Consultants agree to accept payments by electronic funds transfer unless the MDTA grants an exemption.



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The selected Consultants shall register using the MDTA Vendor Electronic Funds Transfer (EFT) Registration Request Form. Any request for exemption must be submitted to the MDTA's Office of Finance for approval at the address specified on the EFT Registration Request Form and must include the business identification information as stated on the Form and the reason for the exemption.

7. Engineering Standards

The Consultant shall perform all services in accordance with the latest appropriate MDTA, and SHA Specifications and Procedures which include, but are not limited to; AASHTO, MUTCD, MDTA Engineering Division directives, and SHA "Volume 1.1 - Specifications for Consulting Engineers' Services" (April 1986).

8. General Requirements

Maryland Department of Transportation "General Conditions for Consultant Agreements" dated January 1989 and appendices dated 2002, 2011, 2015 and 2020.

State Highway Administration "Specifications for Consulting Engineers' Services" dated April 1986.

Maryland Transportation Authority "Request for Proposal" dated April 1986.

9. Method of Assignment

- A. For each assignment, the Consultant shall respond in writing, with a proposal, within ten (10) working days after receipt of a verbal/written request from the MDTA. This response shall include a proposed work plan, including work scope, staff, schedule, time, and a price proposal. Compensation for preparation of said proposals/assignments shall not be billed to the MDTA.
- B. Upon initiation of a task, the Consultant shall provide the MDTA with the names of the two (2) members of the Consultant's Key Staff who will be the individuals to be contacted by authorized representatives of the MDTA. .
- C. The Consultant must be able to provide immediate services within three (3) days of notification if a project assignment so warrants. If an emergency, situation presents itself, either of the two (2) members of the Consultants Key Staff must

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be made available within 24 hours for services to the MDTA and no substitution will be considered. These individuals and the necessary additional help must remain on the project assignment until its conclusion, if so requested in writing by the MDTA. No overtime work shall be performed unless directed in writing by the MDTA.

10. Task Proposals, Invoicing and Progress Reports

The Consultant shall provide to the MDTA, on a monthly basis, progress reports describing the work performed on each task and problems encountered. Progress reports shall be delivered to the MDTA within one (1) week of the monthly reporting period concurrent with the monthly invoice. The Consultant shall submit invoices monthly as long as any unbilled work has been performed under the Contract. All work shall be invoiced within 90 days of performance. Task proposal submissions shall include a signed cover summary letter that clearly states the MDTA contract number, task order number, task title, brief task description, Minority Business Enterprise (MBE) summation table for the task as well as Contract achievement, fee distribution breakdown, and the statement verifying that "all terms and conditions of the executed Contract have been met within this proposal". The Consultant will be held accountable to maintain the submission schedule timeframes developed for the task proposal.

The prime Consultant shall ensure that all back up information required by MDTA's Finance is included and legible for invoice approvals. Should this information be omitted by the prime or the sub-consultants, the invoice may be rejected in its entirety. The prime Consultant shall ensure that all sub-consultants are providing request for payment in a timely manner. Failure to do so in a reasonable timeframe within 90 days of performing services may be cause for rejection.

The Consultant shall provide to the MDTA, on a monthly basis, progress reports describing at a minimum the following information:

- Description of work performed during the reporting period and itemized by subtask for each task
- Task Status
- % of task budget expended to date % of task scope completed to date
- Schedule of Work to be performed during the next invoicing period for each task
- Description of any delays or difficulties
- Anticipated need for Extra Work Order



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- Approval actions required by MDTA
- Any additional information pertinent to the reporting period

Each invoice shall include a Contract MBE Tracking Summary table in the following format:

	Contract Budget	To-Date Committed	To-Date Invoiced
Non-MBE			
MBE			
VSBE			
Total			
Non-MBE			
MBE			
VSBE			

Note: percentage (0/0) values are relative to the total contract value [e.g. Non-MBE (\$) / Total (\$) x 100 0/0 = Non-MBE (0/0)].

Progress reports shall be delivered to the MDTA within one (1) week of the monthly reporting period concurrent with the monthly invoice. Invoices that do not include detailed progress reports for both primes and sub-consultants will be rejected. The Consultant shall submit invoices monthly as long as any unbilled work has been performed under the Contract.

The Consultant shall thoroughly check and perform quality control (QC) on all task proposals, invoices, and progress reports to ensure that the materials being submitted are in a neat, complete, and organized fashion that is acceptable to the MDTA.

11. Contact with Other Agencies



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The MDTA will make all contact with other agencies, unless the Consultants are specifically directed otherwise under the special circumstance of the project assignment. The Consultant's assigned forces shall not make any change to the contract documents, plans or specifications without prior written approval from the MDTA Project Manager. Results of negotiations and any direction to contractor that results in a change to contract price or time shall be presented to the MDTA Project Manager in writing for approval prior to commencement.

12. Special Requirements – MBE/VSBE Provisions

A. Minority Business Enterprise (MBE) Provisions

The MDTA hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement; MBEs will be afforded full opportunity to submit Technical Proposals in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

It is the goal of the MDTA that MBE certified businesses participate in all contracts. Each contract may contain a goal for MBE participation, on a contract-by-contract basis. Consultants interested in submitting a Technical Proposal must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991, ATTACHMENT 6", as modified June 8, 2000.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Technical Proposals must clearly set forth the MBE subcontractor(s) proposed for goal attainment indicating:

- 1) The proposed work,
- 2) Percentage of total work,
- 3) MDOT certification number, and
- 4) Applicable NAICS Codes

for each MBE. **Said information shall be shown in Part 1. C of the Federal Government SF 330 form. All proposed MBE firms shall be certified and listed in the MDOT MBE directory at the time of proposal submittal. Consultants shall also set forth in the letter portion of the Technical**



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Proposal their "Consultant Liaison Officer for Minority Affairs". The Consultant's failure to submit all of the required MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

Minority Business Enterprise (MBE) Contract Goal

For the purpose of this contract, a participation goal of **twenty-nine percent (29%)** has been established for MBEs. Within the overall goal, sub-goals of **seven percent (7%)** for African American-owned firms and **ten percent (10%)** for Women-owned firms have been established for this contract.

MDOT MBE Form A (State Funded Contracts – Certified MBE Utilization and Fair Solicitation Affidavit) and MDOT MBE Form B (State Funded Contracts – MBE Participation Schedule) are required to be submitted with the Consultants Technical Proposal and are included at the end of this solicitation.

Proposers shall meet the established MBE participation goals by utilization of an approved MBE subcontractor(s). In accordance with COMAR 21.11.03.10(E), effective May 13, 2013 all contracts containing Minority Business Enterprise Program Goals must also include the Liquidated Damages Provision.

B. MBE Liquidated Damages

The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement the Contract that will result from this Solicitation will require the Contractor to make good faith efforts to comply with the Minority Business Enterprise ("MBE") Program and Contract provisions and the Contract will contain the following provisions related to the imposition of Liquidated Damages:

The MDTA and the Contractor acknowledge and agree that the MDTA will incur economic damages and losses, including, but not limited to, loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and pertinent MBE Contract provisions. The parties further acknowledge and agree that the damages the MDTA might reasonably be anticipated to accrue as a result of such lack of compliance are



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difficult or impossible to ascertain with precision and that liquidated damages represent a fair, reasonable, and appropriate estimation of damages.

Therefore, upon a determination by the MDTA that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or Contract provisions and without the MDTA being required to present any evidence of the amount or character of actual damages sustained, the Contractor agrees to pay liquidated damages to the MDTA at the rates set forth below. Such liquidated damages are intended to represent estimated actual damages and are not intended as a penalty. The Contractor expressly agrees that the MDTA may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

- A. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.
- B. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.
- C. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE Firm and the dollar value of the work performed by that MBE Firm for the contract.
- D. Failure to meet the Contractor's total MBE participation goal and sub goal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.
- E. Failure to promptly pay all undisputed amounts to a subcontractor in full compliance with the prompt payment provisions of this contract: \$90.00 per day until the undisputed amount due to the subcontractor is paid.

Notwithstanding the use of liquidated damages, the MDTA reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.



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C. Veteran-Owned Small Business (VSBE) Provisions

The MDTA hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, VSBEs will be afforded full opportunity to submit technical proposals.

It is the goal of the MDTA that certified veteran-owned businesses participate in all contracts. Each contract may contain a goal for VSBE participation, on a contract-by- contract basis. Consultants interested in submitting a Technical Proposal must comply with Code of Maryland Regulations (COMAR) 21.11.13. To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Technical Proposals must clearly set forth the VSBE subcontractor(s) proposed for goal attainment indicating:

- 1) The name of the firm,
- 2) Percentage of total work, and
- 3) eMMA VSBE certification number

for each VSBE. **Said information shall be shown in Part 1. C of the Federal Government SF 330 form. Consultants shall also set forth in the letter portion of the Technical Proposal their "Consultant Liaison Officer for Veteran-Owned Small Business Enterprises". The Consultant's failure to submit all of the required VSBE information, in the specified areas, may result in the Consultant being disqualified from further consideration for this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.**

Veteran-Owned Small Business Enterprise (VSBE) Contract Goal:

For the purpose of this contract, a participation goal of **one percent (1%)** has been established for VSBEs.

At the time of proposal submittal, Veteran-Owned Small Business Enterprises **MUST** be registered in eMaryland Marketplace Advantage (eMMA) AND verified by the Maryland Department of Veterans Affairs OR Vets First Verification Program (VetBiz) to qualify for Veteran status as a prime or subcontractor. A list of verified firms can be found at <https://emma.maryland.gov> (not all-inclusive listing).

For more information on Veteran Verification, visit the Maryland Governor's Office of Small, Minority and Women Business Affairs at <https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>.



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VSBE forms required to be submitted with the Consultants Technical Proposal are included at the end of this solicitation.

13. Evaluation Criteria

The major factors/criteria to be used in evaluating Technical Proposals in descending order of importance are:

- a. Oral Presentation
- b. Key Personnel (SF 330 Part 1, Sections D and E), including Organizational and Supplemental Personnel charts
- c. Example Projects (SF 330 Part 1, Sections F and G)
- d. Subcontractor Commitment, including percentage of commitment to each Firm (Pass/Fail)
 - Company letterhead with a statement committing to the prime firm.
 - A list of services to be provided with NAICS codes.
 - The percentage of commitment to each Firm.
 - MDOT MBE and/or VSBE certification number.
 - Signed by the individual listed on the subcontractor's Corporate Resolution
- e. Financial Responsibility (Pass/Fail)
- f. Consultant has measures of protection for the State against errors and omissions (Pass/Fail)

14. Oral Presentations

- A. Consultants should be prepared to provide an Oral Presentation to the MDTA as part of its Technical Proposal evaluation. Consultants are encouraged to begin the preparation of the oral presentation in advance of receiving the presentation date and time.
- B. The MDTA will schedule the date and time of the oral presentation after receipt of the technical proposals. It is anticipated that the Consultant will be provided at least two (2) weeks' notice in advance of their scheduled oral presentation date and time.
- C. A maximum of three (3) key/support personnel will be allowed to participate in the oral presentation.



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- D. The proposed Contract Manager and Operations Consultant shall attend; the other proposed key or support personnel participating in the presentation are at the Consultant's discretion.
- E. All individuals presenting shall be identified in Part I.D of SF330 and must be available for material support on this Contract.
- F. Additionally, the Consultant may have a fourth (4th) individual present at their discretion to operate Consultant provided audio/visual equipment. This individual is not required to be Key or support personnel; however, this individual may not aid in the answering of any questions and is solely present for the purposes of operating audio/visual equipment.
- G. Consultants will be provided 15 minutes for set-up before the presentation (if oral presentations are conducted in person).
- H. Consultants will be provided a maximum of 45 minutes for its presentation. Any material presented by the Consultant in excess of allotted time will not be considered.
- I. The MDTA Evaluation Panel members may use additional time, as deemed necessary.
- J. Consultants will be provided 15 minutes for the breakdown of any materials and equipment (if oral presentation is conducted in person).
- K. Therefore, the total setup, presentation, and breakdown time permitted will be 75 minutes (if oral presentations are conducted in person).
- L. Any equipment or materials needed for the presentation will be the Consultants responsibility.
- M. Five (5) Copies, four (4) bound and one (1) unbound copy and two (2) copies on flash drives – of all materials presented must be submitted at the time of the presentation. Materials and information provided in the oral presentation will become part of the Contract terms. In the event that presentations are conducted virtually, consultants will be required to provide their presentation copies at least two (2) days prior to their scheduled presentation date.
- N. Consultants will only be evaluated based on verbal statements and the content provided during the presentation. Additional materials will not be considered.

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- O. Consultants shall cover the following two (2) topics in the oral presentations. The topics listed are in descending order of importance (i.e. Sample Assignment is more important than the Work Plan):

a. Sample Assignment

1. Assignment # 1: Describe your scope of work and approach to assist in managing the day-to-day operations of the MDTA's ETC systems. Who would be assigned to work on the project and in what role? How would proposed/approved system changes be managed? How would the proposed day to day work help improve system quality?
2. Assignment #2: Describe in detail a plan in which you, as the lead Consultant would help develop and manage the replacement of the current Electronic Toll Systems contracts which expire sometime between 2028 and 2030. Who would be assigned to work on the project and what role? How would you develop concept plans and alternatives for the replacement program? What experience, trends, and analysis would be applied to guide the decisions? What are the key decisions? Are there any special areas of expertise you possess that make your consultant firm uniquely qualified to perform this work?

b. Work Plan

Provide a detailed and comprehensive work plan for your team that addresses the following (all items are equally important):

- a. Discuss project organization, including the project responsibilities/functions of each participating Small Business Reserve (SBR) company.
- b. Discuss cost and schedule control procedures for this contract in supporting the MDTA's goals for tolling projects.
- c. Discuss your organization's workload capacity, including ability to mobilize quickly to meet adjustments in the procurement schedules, ability to manage existing work for other contracts, ability to QA/QC work during compressed schedules.

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- d. Discuss coordination/communication procedures with the MDTA.
- e. Describe the procedures for monitoring and maintaining compliance with MBE requirements.
- f. Describe the procedures for monitoring and invoicing for services in a timely manner.

c. Order

The topics may be presented in any order at the Consultant's discretion; however, the Consultant is strongly encouraged to clearly demonstrate that all topics have been addressed/covered within the presentation.

15. Technical Proposal Required Information

The Consultant shall submit one (1) unbound original containing signatures, four (4) bound copies and two (2) copies on flash drives of its original Technical Proposal, which shall include the following: (note - Technical Proposals shall conform to the section formatting as set forth in this solicitation. The SHA Standard RFP Guidelines shall be used to provide guidelines for section content only.)

A. Cover Letter – limited to two (2) pages, which must contain:

- i. The name and e-mail address of the contact person for this Project. Future correspondence related to this Project may be transmitted via e-mail.
- ii. The name, company affiliation, and email address for the "Consultant Liaison Officer for Minority Affairs."
- iii. The information that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions. For Joint Venture (JV) teams, each JV team member shall provide separate information demonstrating financial capacity of each Consultant individually.
- iv. This letter shall be signed by the person or persons able to legally bind the Consultant to the proposal.
- v. Corporate Resolutions shall be included if signed by anyone other than the President of the Consultant Firm.



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- B. One (1) US Government Standard Form (SF) 330 Part I Sections A through C and Part II completed for the Prime and for each proposed subcontractor.
- C. The Organizational Chart required for Part I.D of SF 330 shall contain at a minimum the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this project and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11x17 page with Arial Font size 12 point or larger.
- D. Key Personnel Resumes – The Proposed Key Personnel for this contract, Part I.E of the SF 330 shall conform to the requirements set forth in Section 16 below.
- E. The information required for Part I.F (Example Projects) of the SF 330, shall be limited to five (5) projects, one (1) page per project totaling five (5) pages. All projects shall be within the last ten (10) years. Preference shall be given for example project experience performing Electronic Toll System management, RFP development, and inspection services.
- F. Example projects required for Part I.G (Key Personnel, Participation in Example Projects) of SF 330 shall be limited to one (1) page.
- G. Part I.H of the SF 330 is not required for this procurement and will not be evaluated if submitted.
- H. A copy of the Prime/JV's current certificate(s) of insurance. This section shall conform to the requirements set forth in Section 17 below.
- I. An executed MDOT MBE Form A – State Funded Contracts - Certified MBE Utilization and Fair Solicitation Affidavit and an executed MDOT MBE Form B – State Funded Contracts - MBE Participation Schedule.
An executed Veteran-Owned Small Business Enterprise (VSBE) Utilization Affidavit.

This section shall conform to the requirements set forth in Section 12 above.

- J. As per State Finance and Procurement, State Government Article 17-701 – 17-707 of the Annotated Code of Maryland, a Consultant engaging in investment activities with companies appearing on the Investment Activities in

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- Iran list is ineligible for bid/proposal/award. The Investment Activities list is located at bpw.maryland.gov of the Maryland Board of Public Works (BPW) website. 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.
- K. All pages (except for the Organizational Chart) shall be standard 8 ½ x 11-inch size.
 - L. 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 is to be identical to that of the SF 330.
 - M. Regardless of the standard font size utilized on the SF 330, the font size used by Consultants shall be no less than 12 point., Arial, single spacing with 0.5" margins, unless otherwise specified.
 - N. Sections of the Proposal shall be separated by dividers, which will not be counted as pages.
 - O. Dividers may have photographs or graphics, but no narrative on either side.
 - P. Attachments to the proposal are unacceptable.
 - Q. All materials shall be spiral bound or in a 3-ring binder (comb binding is not permitted).

16. Key Personnel Documentation Requirements

- A. The information required for SF 330 Part I.E Resumes of Key Personnel Proposed, Key Personnel shall be limited to the four (4) separate individuals proposed for performing significant productive time on the Project and shall not exceed two (2) pages per person, eight (8) pages in total. Failure of the Consultant to properly document Key Personnel requirements in writing will result in the Consultant being precluded from further consideration for the Project.
 - i. The following disciplines are considered of primary importance for this contract and must be documented under SF 330 I.E.

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- A. Contract Manager - This individual shall have a minimum of ten (10) years of experience and expertise in overseeing multiple, diverse, simultaneous, and complex transportation-related projects. This individual will manage the contract and all tasks, and shall have demonstrated experience in contract administration, budget, subconsultants, quality, and program management. This individual will also manage the contract deliverables from the vendors from first submittal through final approval. This individual must be a direct employee of the prime.
- B. Operations Consultant - One (1) of the Key Personnel individuals shall have operations experience with an operations center for a toll operation, preferably E-ZPass based operations. Familiarity with staffing management and forecasting, Quality Assurance principles within a tolling system and Call Center Operations. Experience in transaction and financial reconciliations and operational analysis is preferred. Must have at least (5) years of experience in operations. This individual may be a direct employee of the prime or a subconsultant.
- C. Roadside Toll Systems Consultant - One (1) of the Key Personnel individuals shall have expertise in providing technical roadside engineer estimates with an understanding of construction activity related to roadside equipment and technologies to evaluate solutions and level of effort submitted by the vendor. Ability to analyze system designs and construction plans and utilize system data to verify transaction accuracy. Actual experience directly managing a roadside system conversion on similar projects is preferred. Must have at least ten (10) years of experience in Roadside Toll system design, development and transitions. This individual may be a direct employee of the prime or a subconsultant.
- D. Back Office System Consultant - One (1) of the Key Personnel individuals shall have expertise in providing technical back-office engineer estimates with an understanding of transaction processing of tolls from roadside to back-office systems to evaluate solutions and level of effort submitted by the vendor. Ability to utilize or generate reports for data analysis and trends. Must have project management experience with the requisite skills in leadership, communication, collaboration, time management, risk management and problem solving. Preferred experience includes E-ZPass and National Interoperability (NIOP) interfaces and reconciliation and



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multi-protocol interoperability. Must have at least ten (10) years of experience in Back-Office system design, development and implementations. This individual may be a direct employee of the prime or a subconsultant.

- B. The Consultant must document in writing in the SF 330 Part I.E. that the proposed key personnel individuals meet the following requirements:
- i. The Contract Manager described above must be an employee of the Prime Consultant.
 - ii. It is not required that the other Key Personnel be employees of the Prime Consultant.
 - iii. All members of the Key Personnel shall be residents of the United States with demonstrated expertise in the disciplines listed.
 - iv. Where Maryland Registrations are required for the professional Key Personnel, the Consultant shall include in block 17 of Part I.E of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual.
 - v. Where a consultant proposes an out of state professional engineer or architect, the consultant shall include in block 17 of Part I.E of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed.
 - vi. The key personnel individual experiences set forth must have been performed within the past ten (10) years. Preference will be given to those that can demonstrate that the required experience was performed on similar tasks as outlined in Section 2 (Consultant Services Required) above.

17. Insurance Documentation

- A. A copy of the Prime/JV's current certificate(s) of insurance, which should contain, as a minimum, the following:
- i. Carrier (Name and Address)
 - ii. Type of Insurance



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- iii. Amount of Coverage
- iv. Period covered by Insurance
- v. Any exclusions

The MDTA requires the following minimum levels of insurance coverage for this contract:

a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect it from claims under the Worker's Compensation Act of the State of Maryland and maintain and keep Employer's Liability Insurance at a limit of One Million Dollars (\$1,000,000.00). The \$1,000,000 employer liability can be satisfied by an Umbrella/Excess Policy, as long as it is specific to "Employer's Liability".

b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least One Million Dollars (\$1,000,000.00) Combined Single Limit for Bodily Injury Liability and Property Damage Liability Insurance per occurrence, and Two Million Dollars (\$2,000,000.00) in the aggregate.

c. Comprehensive Automobile Liability Insurance

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, operated, rented, or leased), in the amount of at least One Million Dollars (\$1,000,000.00). Combined Single Limit for bodily injury and property damage.

d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least One Million Dollars (\$1,000,000.00).

18. Other Requirements

- A. The MDTA must be notified in writing, by email to **jrubin1@mdta.state.md.us** of any substitution of Key Personnel members



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after Technical Proposals have been submitted. The MDTA will reevaluate the individual substituted using the same criteria used at the Technical Proposal stage.

- B. The MDTA must be notified in writing, by email to **jrubin1@mdta.state.md.us** of any deletions, additions, and/or substitutions of proposed Sub consultants after Technical Proposals have been submitted.

19. Technical Proposal Submission Deadline

RESPOND BY December 7, 2026, prior to 12:00 P.M.

RESPOND TO:

Jacquaé Rubin
Maryland Transportation Authority
Division of Procurement
2310 Broening Hwy
Baltimore, MD 21224