



# MEMORANDUM of MEETING

**Date:** January 10, 2023

**Date of Meeting:** January 6, 2023

**Time of Meeting:** 10:00 a.m.

**Meeting Location:** Town of Kensington Town Hall

**Meeting Description:** Rehabilitation of Three Bridges  
 RFP Information

**CC:**

**Participants:**

Name	Company	Phone	Email
Matthew Hoffman	Town of Kensington	301.949.2424	MJHoffman@tok.md.gov
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Teferra Etea	Hayat Brown, LLC	240.907.8948	teferra.etea@hayatbrown.com
Scott Kirwin	WRA	443.224.1566	skirwin@wrallp.com

On Friday, January 6, 2023, the Town of Kensington conducted an informational meeting for the Request for Proposals (RFP) issued on eMaryland Marketplace on December 28, 2022, "*Engineering Design Services and Construction Management and Inspection Services for Rehabilitation of Three Bridges*".

*Question: The RFP states, "Full compensation will not exceed the amount identified in the Proposal" and "Proposals shall be prepared so the Town may easily adjust the Scope of Services in the best interest of the Town". Additional work will require additional cost. For us to prepare an accurate cost proposal, how might the Town adjust the scope?*

**Response:** The RFP intent is to permit the Town to **reduce** the proposed scope of services.

*Question: Is the Town expecting the construction to be performed concurrently or in phases?*

**Response:** As the bridges are spread throughout the town, the Town is fine with all work being performed at the same. The Town Council may ask about the proposed detours.

*Question: Does the Town intend to use Federal funding for this project?*

**Response:** Presently, the Town does not intend to use Federal Highway Bridge Program funds for engineering or construction.

*Question: The RFP indicates the Bid Proposal shall include a "Non-Collusion Affidavit" and "Affidavit with Respect to Non-Conviction, Non-Suspension and False Pretenses". Can the Town provide examples for the verbiage it would like to see?*

Response: The Town will provide the identified documents for inclusion in the Bid Proposal.

*Question: Are there as-built plans available for the bridges?*

Response: To the Town's knowledge, the requested plans are not available.

*Question: The attachments include the labor category, "Graphic Artist". Will project require public meetings?*

Response: The Town will not require a public meeting for this project.

*Question: The RFP mislabeled the attachment titles relative to the file names.*

Response: The attachments are examples. The Bid Proposal may revise titles appropriately.

*Question: The Cost Price Summary identifies Minority, Female, and Disabled (MFD) subconsultants. Is there a percentage goal required for MFD subconsultants?*

Response: The RFP does not require the use of MFD subconsultants, but the Town encourages their use.

*Question: What is the required CAD platform, AutoCAD or MicroStation?*

Response: The RFP requires the use of the MDOT SHA CAD Standard which requires MicroStation. The intent of the RFP is to have the Contract Documents set up similarly to MCDOT or MDOT SHA Contract Documents.

*Question: The RFP requests Construction Management and Inspection services. Is this individual expected to be full-time? What are the required certifications for this individual? Specifically, does this individual need to be a Professional Engineer?*

Response: We will investigate the answer to this question

**Follow-up Response:** The required certifications for the Construction Management individual are as follows. This individual must have all applicable Mid-Atlantic Region Technician Certification Program (MARTCP) certificates, a MDOT SHA Temporary Traffic Control Manager's Training Course Card, a MDE Responsible Personnel Certification (RPC) Card (Green Card), a MDOT SHA Erosion and Sediment Control Certification Card (Yellow Card), and a Department of Labor/Occupational Safety and Health Administration 10-Hour Card. This individual need not have a Professional Engineer's license. Additionally, Proposers shall assume this individual will provide 100 work hours for the purposes of this Bid Proposal.

*Question: The RFP requests Construction Management Software. What is the required platform? What is the required form of official documentation?*

Response: The Town does not require a specific platform. Paperless documentation is acceptable. The Consultant shall provide Portable Document Format (PDF) files at the minimum.

*Question: Is the Consultant required to provide As-built plans?*

Response: The Contractor will prepare the As-Built drawings. The Bid Proposal shall treat these as part of the Construction Support services, §10.b.

*Question: Considering that various agencies issued RFPs late in 2022, is it possible to get more time to prepare this project's Bid Proposal?*



Response: If you would like to request additional time, please email the request through the RFI process, and the Town will consider and provide a response. As everyone seems to be requesting this additional time, the Town will consider setting a Bid Proposal deadline to have a contract awarded at the Town Council March meeting in lieu of the February meeting.

The above is a memorandum of understanding between the parties regarding the topics discussed and the decisions reached. Any participants desiring to add to, or otherwise amend the minutes, are requested to put their comments in writing to the writer within seven (7) days; otherwise, the minutes will stand as written.



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Scott E. Kirwin, P.E.  
Associate

