



U.S. Department  
of Transportation

**Federal Highway  
Administration**

# Memorandum

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Subject: **ACTION:** Maryland Indefinite Delivery/Indefinite Quantity (ID/IQ) “Time and Material” Contracting under Special Experimental Project No. 14 (SEP-14)

Date: March 11, 2020

\Originally Signed by\  
From: Brian J. Fouch, PE  
Director, Office of Preconstruction, Construction,  
and Pavements

In Reply Refer To:  
HICP-20

To: Gregory K. Murrill  
Division Administrator  
Baltimore, MD

This memorandum is in response to email correspondence of January 29-30 and February 21 with Lourdes Castaneda of your office, which transmitted the following documents to our office:

1. A Maryland Department of Transportation State Highway Administration (MDOT-SHA) workplan, dated February 21, 2020 for the use of the Indefinite Delivery/Indefinite Quantity (ID/IQ) “Time and Material” Contracting method under Special Experimental Project No. 14 (SEP-14);
2. A draft Invitation for Bids (IFB) document for a Statewide Contract for preservation and minor rehabilitation of fixed bridges, culverts and retaining walls which would be let using the ID/IQ “Time and Material” Contracting method; and
3. A preliminary estimate for the above project.

MDOT-SHA plans to use the ID/IQ “Time and Material” method for preservation and minor rehabilitation of fixed bridges, culverts and retaining walls. Under this method, the advertising package consists of a specifications booklet with some quantities (based on historical data). At this time, no plans, tasks, or locations are identified; just a general scope of the types of work is included in the project description. These contracts will include activities for bridge and structure preservation, rehabilitation, replacement, and emergency repair activities. Contract items would consist of the following:

- A. Commonly used items for maintenance of traffic equipment (Cones, Drums, Protection Vehicles, etc.), contractor equipment (Flatbed Truck, Air Compressor, Dump Truck, Concrete Mixer, etc.), and various types of labor (Skilled, Foreman, Welder, etc.). These items are all measured and paid by the amount of time they are used (hourly, daily, monthly, etc.).

- B. As the total extent of tasks and quantities are unknown at the time of bidding, MDOT-SHA has included a number of items with pre-established prices to ensure that the contract has adequate funding for the 2-year duration of the contract. These items include: Materials for Structural Rehabilitation; Specialized Equipment for Structural Rehabilitation; Subcontracting for Structural Rehabilitation and travel expenses. These items address all other incurred miscellaneous expenses. They are all paid based on receipts, invoices, rental agreements, and/or blue book rates for materials, equipment, and labor that are actually used on the contract plus a pre-established markup.

As per the MDOT-SHA [\*2019 Standard Specifications for Construction and Materials\*](#), the contract will be competitively bid, and will be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and evaluation criteria set forth in the IFB

Other details are contained within the SEP-14 Workplan.

FHWA hereby approves MDOT-SHA's SEP-14 Workplan to use the ID/IQ "Time and Material" Contracting method on two (2) Federally-funded contracts. These contracts each have a 2-year duration.

Thank you for the opportunity to review and comment on this SEP-14 request. Should you have any questions, please contact John Huyer at (720) 437-0515 or Gerald Yakowenko at (202) 366-1562.