



Baltimore
Metropolitan
Council

REQUEST FOR PROPOSALS

Project

CHESAPEAKE CONNECT COORDINATOR 18K301B3

Due Date:

January 30, 2018

Submit Qualifications to:

Baltimore Metropolitan Council
ATTN: Tamiko Knight
1500 Whetstone Way, Suite 300
Baltimore, MD 21230

Contact for More Information:

Tamiko Knight
E-mail: tknight@baltometro.org

I. INTRODUCTION

The Baltimore Regional Transportation Board (BRTB) is the designated Metropolitan Planning Organization (MPO) for the Baltimore region. The members consist of designated representatives from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, Howard County, Queen Anne's County, the City of Annapolis, plus the Maryland Department of Transportation, the Maryland Department of the Environment, the Maryland Department of Planning and the Maryland Transit Administration.

The Baltimore Metropolitan Council (BMC) staff provides technical support to the BRTB. BMC is a private nonprofit organization committed to identifying regional interests and developing collaborative strategies through plans and programs which will improve the quality of life and economic vitality throughout the region. Our Board of Directors includes the Mayor of Baltimore City, Executives of Anne Arundel, Baltimore, Harford and Howard counties, a Carroll County Commissioner, a Queen Anne's County Commissioner, a State Senator, a State Delegate and a Gubernatorial Appointee



The work of BMC staff includes planning and coordination around transportation, housing, workforce development, renewable energy, air and water quality and cooperative purchasing. Work encompasses forecasting and analysis, economic and demographic research, computer mapping applications, rideshare coordination.

II. PURPOSE

The Baltimore Metropolitan Council seeks to retain a consultant (individual or firm) to assist in the planning, coordination and operation of Chesapeake Connect. Chesapeake Connect is an annual program that brings together government, business and non-profit leaders from the Greater Baltimore Region to explore and learn from a peer metropolitan area.

III. SCOPE OF WORK

Chesapeake Connect Overview

Chesapeake Connect is an annual program led by the Chair of BMC's Board of Directors. The program brings together roughly fifty leaders from the Baltimore region for a three-day trip to a peer metro area. The purposes of the program are to strengthen relationships and ties among our region's leaders, to explore best practices in other metros and to identify projects or activities that could be impactful in our own region.

The 2017 program visited the greater Cleveland region. Fifty leaders took part in the program, including seven members of BMC's board of directors and executives from fields including government service, banking, healthcare, engineering, community development and philanthropy. An outside consultant was not employed during the 2017 program.

BMC staff will continue to serve as the lead planners for this program. It is expected that the selected consultant will spend between 200 and 250 hours on this project. This time will include at least one overnight planning trip to our 2018 destination and the 2018 trip itself which will be a four day, three night trip.

Consultant Qualifications

The selected consultant will need experience in event planning in areas including meeting logistics, transportation coordination, accommodations and meals. Strong written and verbal communication skills are a prerequisite. Experience with elected officials and executive leaders will be considered favorably. Experience in fundraising and/or public policy will also strengthen a proposal. The selected consultant must excel in a team setting, be detail oriented, and possess a positive attitude.

Project Tasks

Specific project tasks will be subject to change over the course of the project. The project itself will occur over four phases.

Phase 1 – Site Selection

The consultant will assist BMC staff in identifying a metro region for the 2018 trip. Specific roles include identifying accommodations, developing briefing materials for the BMC Board of Directors, and helping to develop an initial program budget. At the end of Phase 1, the consultant will visit the selected metro region with BMC staff for a site visit. On the site visit, the consultant will focus his/her time on trip logistics.

Phase 2 – Planning and Recruitment

The consultant will assist BMC staff in developing and distributing invitations to regional leaders. The consultant will also work with BMC staff on trip logistics including accommodations, flights, meals/catering, and other trip activities. The consultant will also assist BMC staff in securing sponsorships for the program.

Phase 3 – Final Preparations

The consultant will assist BMC staff in developing program materials, making final arrangements, and managing specific needs and requests of trip participants. The consultant may be asked to make a second trip to finalize preparations.

Phase 4 – Chesapeake Connect Trip

The consultant will travel to the selected region with BMC staff a day in advance of the program. The trip will last three nights in total. While on the trip the consultant will work with BMC staff to manage a wide range of trip logistics including serving as advance staff to

meeting locations, helping manage local travel, communicating with host agencies and addressing any unexpected issues that may occur on-site.

IV. PROPOSAL CONTENT AND REQUIREMENTS

The proposal should consist of two separate parts: (1) a Technical Proposal; and, (2) a Cost Proposal (in a sealed envelope). They shall meet, at a minimum, the following requirements.

Technical Proposal

The Technical Qualifications should contain the following:

- *Cover Letter* – signed by an executive with authority to commit the proposing firm or independent contractor and stating the period for which the proposal is valid.
- *Experience and Qualification* – Please list your qualifications with regard to the selection criteria identified in this RFP. Your summary should contain: (a) the information on projects of similar nature that you or your firm has completed, including brief descriptions, dates, and (b) names of references for those projects. In project descriptions, identify the roles of the identified project manager and key personnel. Please include links to relevant work if possible, and the resumes of proposed project manager and key team personnel.
- *Project Management* – Designation of a project manager and the responsibilities of the manager and key personnel. Note that the resulting contract will require commitment of the specified personnel. An outline showing estimated hours by each staff member by task shall be provided.
- *Other Information* – Any other material that the proposer wishes to provide. Please limit to relevant information

Cost Proposal

The Cost Proposal should be composed of two parts: Project Budget and Affidavits.

1. *Project Budget*: When submitting your cost proposal, please address the items below:
 - Provide your price quote as a fixed price in United States dollars.
 - The price quote shall include the number of labor hours and cost by staff member and total hours and cost estimated for each task. *Assume 250 hours, including travel time, for the purposes of this proposal.*
 - Direct costs shall be itemized by category (e.g., travel, per diem, printing and reproduction, etc.) for the entire project. *For this project - do not include travel costs for site visits or the Chesapeake Connect program itself. BMC will cover those direct costs.*

- The contract type is anticipated as fixed price with partial payments paid based on task completion or at regular increments through the contract

2. *Affidavits and Certifications* – An original signed copy of Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.

Proposals not meeting the above requirements will be rejected.

V. SUBMISSION OF PROPOSALS

All respondents shall submit **3 copies** of their proposal to:

Baltimore Metropolitan Council
Attn: Tamiko Knight
1500 Whetstone Way, Suite 300
Baltimore, MD 21230

The proposal must be received by BMC no later than 2:00 pm Eastern Standard Time on Tuesday, January 30, 2018. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Tamiko Knight by fax (410) 732-8248 or e-mail: tknight@baltometro.org.

BMC will not pay for the development and submission of proposals in response to this RFP. BMC reserves the right to reject any proposals without cost or detriment to BMC.

The Consultant shall not make changes in the specifics put forth in a proposal, including staff participation, without the prior written consent of BMC.

The BMC Staff member listed above shall be the sole point of contact for any offeror during the procurement process.

BMC reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. BMC reserves the right to cancel this RFP, in whole or in part, any time before the closing date.

VI. TENTATIVE SCHEDULE

RFP Issued:	January 2, 2018
Proposals Due:	January 30, 2018, 2:00 p.m.
Consultant Selection:	February 2018
Start of Work:	March 2018
Completion of Work:	November 2018

VII. CONSULTANT SELECTION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. BMC staff and/or appropriate project partners will conduct the evaluation of proposals. Technical merit includes work program and approach, as well as staff experience and qualifications. Teaming is permissible but the contract will be with a single prime contractor.

BMC reserves the right to negotiate with one or more respondents selected on the basis of the initial technical merit and proposed cost. Respondents may be asked to make personal appearances to provide additional information on proposals.

VIII. "SAMPLE" FORM CONTRACT

BMC's form contract is available on BMC's website and is incorporated into this solicitation.

http://baltometro.org/phocadownload/temporary/2016_DRAFT_CONTRACT.pdf

By the act of submitting a proposal, the offeror expressly acknowledges that he/she/it accepts the terms and conditions as stated in the form contract unless exceptions are submitted in writing with the proposal. BMC reserves the right to amend the terms of the form contract as it sees fit during contract negotiation.

The offeror's acceptance of, or deviations from, the form contract terms and conditions are considered during the evaluation and subsequent award.

If the offeror submits an exception, which alters BMC's risk, liability, exposure in, or the intent of this procurement, BMC reserves the right in its sole and absolute discretion to deem the offeror non-responsive.

IX. CONFIDENTIALITY

Offerors must specifically identify any portions of their proposals deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not be conclusive, and offerors may be required to justify why such material should not, upon written request, be disclosed by BMC under the Public Information Act, State Government Article, Title 10, Sub-Title 6, of the Annotated Code of Maryland, as amended. BMC may disclose such information if required by law, court order or subpoena.

X. MARYLAND REGISTRATION/QUALIFICATION REQUIREMENTS

BMC requires vendors to register or qualify to do business with Maryland Department of Assessments and Taxation (SDAT) in accordance with the Annotated Code of Maryland, Corporations and Associations Article: §2-102 Formation generally, §7-202 Registration to

do interstate and foreign* business, and/or §7-203 Qualification to do intrastate.

For information on registering or qualifying a corporation, LLC, LLP or LP call SDAT at 410-767-1340. Sole Proprietors and General Partnerships should call 410-767-4991 or you may download the SDAT forms at <http://www.dat.state.md.us/sdatweb/sdatforms.html>

The successful bidder may be required to submit a Good Standing Certificate (also known as "Certificate of Status") issued by SDAT within 10 days of being notified of potential award.

*(*Note: "a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country," § 1-101 Annotated Code of Maryland Corporations and Associations.*

XI. MANDATORY STATEMENTS

Public Information Act Notice

Respondents should give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

PROPOSAL AFFIDAVIT

A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

(1) I am the (title) _____ and the duly authorized representative of (vendor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the vendor for which I am acting.

(2) Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, information, and belief, the above vendor, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county, multicounty agency or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding, admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

(3) State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date; court official, or administrative body; and the sentence or disposition, if any:
_____.

(4) I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer, and may be furnished to the Attorney General pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this Affidavit are not true and correct, the Council may terminate any contract awarded and take any other appropriate action.

B. (NON-COLLUSION AFFIRMATION). I HEREBY FURTHER AFFIRM THAT neither I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

(1) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

(2) In any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or respondent herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

C. (PROCUREMENT AFFIRMATION). I HEREBY FURTHER AFFIRM THAT

(1) Neither the above business nor, to the best of my knowledge, information, and belief, any officer, controlling stockholders, partner, principal, or other person substantially involved in the contracting activities of the business has in the past five (5) years: (a) been convicted under state or federal statute of a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (b) been found civilly liable under state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract; (c) been convicted of any violation of a state or federal antitrust statute; (d) been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 USC Section 1961 et seq.; or (e) the Mail Fraud Act, 18 USC Section 1341 et seq., for acts arising out of the submissions that would constitute grounds for conviction or liability under any statute described above. Also, the undersigned vendor was not founded or established or is not operated in a manner designed to evade the application or defeat the purpose of the Debarment Regulations, COMAR 21.08; is not currently suspended or debarred pursuant to COMAR 21.08 or by the action of any other public entity; and is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business.

(2) (a) If the affirmation described in subsection (1) cannot be given and debarment proceedings have not been instituted against the business pursuant to COMAR 21.08, indicate the reasons why the affirmation cannot be given, including any conviction or admission described in subsection (1), above, with the date, court and sentence or disposition, if any; the name(s) of the person(s) involved, and their current positions and responsibilities with the business; the activity specified in COMAR 21.08 in which each person was involved; and the details of the person's participation in the activity, including the name(s) of an entity involved and the person's positions and responsibilities with the entity. (Attach additional sheets as necessary.)

(b) If the affirmation described in subsection (1) cannot be given, and debarment proceedings have been instituted against the business pursuant to COMAR 21.08, indicate the status of such proceedings.

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may

be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above firm in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

(Date)

(Affidavit)
