



REQUEST FOR PROPOSALS

Project 18T30CT2

DEVELOPMENT OF REGIONAL TRANSPORTATION DATA BOOKS AND INTERACTIVE WEBSITE MATERIAL

Due Date:

September 29, 2017

Submit Qualifications to:

Baltimore Metropolitan Council
ATTN: Don Halligan
1500 Whetstone Way, Suite 300
Baltimore, MD 21230

Contact for More Information:

Don Halligan
E-mail: dhalligan@baltometro.org

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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, the Maryland Transit Administration, and Harford Transit.

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 Delegate and Senator from the State of Maryland, and a gubernatorial appointee.



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

II. PURPOSE

On behalf of the Baltimore Regional Transportation Board, the Baltimore Metropolitan Council (BMC) collects, maintains, analyzes and disseminates data to inform transportation decision making in the Region. During the development of the Fiscal Year 2018 Annual Work Program known as the Unified Planning Work Program (UPWP), members of the BRTB recognized the value in development of a standardized annual publication of transportation and related data for each of the member jurisdictions and a regional compendium to assist local and regional planning and decision making. Further, it was recognized that this data should be made available in print and a user friendly, interactive format on the BMC website with potential links from member jurisdictions and agencies.

These transportation data books and accompanying website content will be developed in close consultation with the member jurisdictions and agencies of the BRTB and with oversight provided by BMC staff. It is intended that the data be as consistent as possible across all the publications recognizing that each jurisdiction may choose to personalize certain published information.

The purpose of this contract is to develop a template and the first series of these transportation data books and accompanying website content. The template, website content and data should in an easy

to update format for purposes of annual updates. It is anticipated that most of the data will be provided by BMC and the jurisdictions/member agencies of the BRTB but the offeror should also be capable and expect to research and compile relevant data.

This effort should build off the recent 2017 Baltimore Metropolitan Report published by the Baltimore Metropolitan Council (web link below):

http://baltometro.org/phocadownload/Publications/Annual_Reports/BMC_MReport_2017.pdf

Another example that was used in the discussion of this task was the May 2012 Kauai Transportation Data Book (web link below):

http://movekauai.net/?page_id=71

Two examples of accompanying website content – one from the District of Columbia Department of Transportation “District Mobility: Multimodal Transportation in the District” website and another from The Atlanta Regional Commission (web links below):

<https://www.districtmobility.org/>

<http://atlantaregionsplan.com/transportation-factbook/>

A draft outline of potential chapters and data items has been developed by BMC staff for use in this Request for Proposals and is shown below. Draft Potential “Outline” for Baltimore Region Transportation Data Printed Books and online version may provide more detail.

1. Introduction – Jurisdictional/Regional Overview, History, Government Structure, Summary Statistics on Land Area, Population, Income, Jobs and Transportation
2. Population/Demographics and Economy
 - a. Population – Trends and Projections
 - b. Age Distribution
 - c. Household Income/Personal Income
 - d. Housing Starts/Permits
 - e. Employment Trends & Projections
 - f. Employment by Type
 - g. Major Employers and Major Institutions
 - h. Where Population Works/Who works in jurisdictional jobs (where they live)
 - i. Visitor Trends & Projections – Tourism/Entertainment – Hotel Rooms
 - j. Hospitals & Health Care
 - k. Office Size/Rates/Vacancy
 - l. High School/College Attainment
 - m. Colleges & Universities – Enrollment
 - n. Gross Domestic Product (regional)
 - o. Wages
 - p. Building permits – housing/commercial starts/construction permits
 - q. Port activity
 - r. Tourism – visitor trends

3. Transportation
 - a. Roadway Miles – Functional Class, By Maintenance Jurisdiction, Pavement Condition
 - b. Congestion – Maps, Corridors
 - c. Vehicle Ownership/Licenses
 - d. Transit services – Routes, Paratransit, Private (e.g. Greyhound, etc.)
 - e. Transit ridership & VMT – Trends & Projections
 - f. Bicycle/Pedestrian Facilities – Mode Share
 - g. Car Share/Bike Share/Carpools – Park n Rides (locations, spaces, amenities, ownership)
 - h. Bridges – Ownership and condition
 - i. Transportation Budget Information – Federal/State/Local
 - j. Local Transportation Data and metrics – Potholes Filled, Street Cleaning/Plowing
 - k. Crash Data – Trends/Locations
 - l. Freight Data – Imports/Exports – Major Facilities/Generators

4. Environment
 - a. Air Quality (Regional)
 - b. Water Quality

5. Links to third party planning and research tools and information in the following areas:
 - a. Transportation Planning
 - b. Land Use Planning/Developer
 - c. Finance & Budgeting
 - d. Research

This list will change based upon interviews with the BRTB members and through recommendations by the selected contractor. The selected contractor should expect this list to grow.

III. SCOPE OF WORK

BMC is seeking the services of a qualified consultant or consultant team to develop an editable template (including page design and content) for the first series of transportation data books and accompanying interactive website content for each member jurisdiction and a regional compendium. The contents of these data books will be gathered from various sources and are intended to be used as a baseline to measure changes over time. These data books will be used to inform the regional long range transportation plan and other jurisdictional planning efforts.

Currently the BMC uses Adobe Creative Cloud software and a variety of compatible software and data. It is preferred that the Transportation Data Books be developed using these or compatible software that can also be supplemented with appropriate infographic software as approved by BMC. However, if a respondent desires to propose another commercial-off-the-shelf third party product(s) they must adequately explain why and describe all one-time, start-up and ongoing costs associated with that product(s) in their proposal. These costs will include but not be limited to licensing/subscription, hosting, any hardware, maintenance, training and update costs. Modified or custom applications, including off-the-shelf custom products and applications are expressly not

preferred.

BMC will work with the selected contractor to identify a printer for the data books. Offerers should include an estimate of printing costs for 250 data books in their cost proposal.

Consultant Qualifications

BMC is seeking a firm, or team, with the ability to develop regional and jurisdictional transportation data books and web content that will serve as a compilation of information covering transportation infrastructure, transportation patterns, and other relevant data that either affects or is affected by transportation in the Baltimore region. The contents of these data books will be gathered from various sources with the first of these to be used as a baseline to measure changes over time. These data books will be used to inform the regional long-range transportation plan and other jurisdictional planning efforts. A qualified offeror shall possess the requisite technical capability and professional expertise to provide the type of services required and outlined in this Scope of Work. A qualified offeror's firm or team must have knowledge of the City of Annapolis, Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, and Queen Anne's County, Maryland. A qualified offeror's firm or team must also have the ability to develop professionally engaging documents and website content utilizing the software detailed in their response to this Scope of Work.

IV. PROPOSAL CONTENT AND REQUIREMENTS

The proposal should consist of two separate parts: (1) a Technical Proposal; and, (2) a Cost Proposal. **Each applicant shall provide 5 paper copies of both their technical proposal and cost proposal in a sealed envelope. Each applicant shall also submit a digital copy of their technical proposal and cost proposal saved in separate files to a flash drive or CD-ROM.** In order to be considered responsive proposals shall address the purpose, scope of work and meet, at a minimum, the following requirements for the technical and cost proposals -

Technical Proposal

The Technical Proposal must contain the following:

- Cover Letter - signed by an executive with authority to commit the proposing firm and stating the period for which the proposal is valid. (Limited to one page; single-sided.)
- Project Experience - for each relevant/similar project, at minimum, include:
 - a. Description of work tasks performed.
 - b. Roles and responsibilities of the project manager and key team members.
 - c. Client name and contact information for reference.
 - d. Examples of key products produced (print/digital).Project Experience should be limited to ten pages; single sided.
- Individual Qualifications - include resumes for the proposed project manager and key team members.

Individual Qualifications should be limited to nine pages; single sided.

- Project Approach and work tasks with project milestones/timeline for the Data Books and website that at a minimum will include:
 - a. Kickoff meeting with BMC staff;
 - b. Process to identify relevant data, documentation of data sources and any ownership/acquisition issues with project stakeholders (i.e. state, regional and local transportation officials of the Baltimore Regional Transportation Board) and relevant information items and needed format. It is expected that BMC staff will help facilitate these meetings;
 - c. Process to develop a template for the data books and web content and protocols for easy updates on a routine/regular basis;
 - d. Roles and responsibilities of the project manager and key team members
 - e. Expected process for key products, including:
 - i. Draft template (print and digital) for review and comment to BMC staff and stakeholders;
 - ii. Revisions to the draft media based upon comments from stakeholders;
 - iii. The printing/publishing of first editions of data books and web content for each BRTB jurisdiction and a regional compendium;
 - iv. The preparation of a public presentation template for the data books for use by regional and jurisdictional staff.
 - f. Project Approach should be limited to ten pages; single sided.

Cost Proposal

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

- Project Budget - the contract is anticipated to be for a fixed price, with partial payments based on task completion. The final project budget should be provided as a fixed price in United States dollars, and should include:
 1. Estimated hours needed for the project manager and key team members to complete the work tasks described in the Project Approach
 2. Billing rates for the project manager and key team members
 3. Estimated cost for each work task
 4. Categorized (travel, per diem, media, etc.) estimate of direct costs for the entire project
- Affidavits and Certifications - Include an original signed copy of the Proposal Affidavit attached at the end of this RFP

Proposals not meeting the Technical and Cost Proposal requirements will be rejected.

V. SUBMISSION OF PROPOSALS

All offerors shall submit **five (5) paper copies and one (1) digital copy** (on CD or flash drive media) of their technical and cost proposals to:

Baltimore Metropolitan Council
 Attn: Don Halligan
 1500 Whetstone Way, Suite 300
 Baltimore, MD 21230

The proposal must be received by BMC no later than 2:00 p.m. Eastern Standard Time on **Friday September 29th, 2017**. Allow adequate time for mail or other carrier delivery. **Proposals arriving after the deadline will not be accepted.** Please direct any questions to Don Halligan by fax (410) 732-8248 or e-mail: dhalligan@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 offeror 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:	Wednesday, September 6, 2017
Questions Due:	Wednesday, September 20, 2017
Answers to Questions posted online:	Friday, September 22, 2017
Proposals Due:	Friday, September 29, 2017, 2:00 p.m.
Consultant Selection:	October 2017
Start of Work:	October 2017

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 offeror will be with a single prime contractor.

BMC reserves the right to negotiate with one or more offerors selected on the basis of the initial technical merit and proposed cost. Offerors 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 offeror 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

Offerors 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.

Disadvantaged Business Enterprise Notice

Disadvantaged business enterprises (DBEs) are encouraged to respond to this solicitation. It is the intent of BMC that certified minority business enterprises and sub-contractors be given the opportunity to submit proposals to this RFP and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

All selected contractors will be required to abide by the DBE Program of the Baltimore Regional Transportation Board (BRTB). The DBE Program may be found on BMC's website.

Disadvantaged Business Enterprise Subcontract Participation Goal

The Baltimore Metropolitan Council hereby notifies all offerors that in regard to any contracts entered into pursuant to this advertisement, MBEs and WBEs will be afforded full opportunity to submit expressions of interest 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 BMC that certified businesses participate in all competitively bid federal-aid contracts. A DBE subcontract participation goal of 27.16 percent of the total contract amount has been established for this procurement. Offerors must make a good faith effort to meet this goal in order to receive appropriate consideration. The offeror can demonstrate that it has made a good faith effort by meeting the goal or by documenting good faith efforts to do so in its proposal. Determination of good faith efforts will be made at the discretion of appropriate BMC staff. All offers submitted in response to this RFP must include a statement specifying the Maryland Department of Transportation (MDOT) has certified the DBE or DBEs utilized to meet this requirement. If the DBE has not been certified by MDOT but has been certified by other state transportation agencies receiving federal funding, the name of the agency should be included in the proposal. BMC reserves the option to accept this certification in lieu of MDOT certification.

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

(1) I am the (title) _____ and the duly authorized representative of (offeror) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the offeror 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 offeror, 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 offeror 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 offeror 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)