



**Baltimore
Metropolitan
Council**

REQUEST FOR PROPOSALS FOR

**SURVEY ON ATTITUDES AND BEHAVIORS WITH RESPECT TO PUBLIC
TRANSPORTATION CHOICE**

**Due Date:
Friday, September 23, 2016
3:30 p.m.**

Submit Proposals to:

**Baltimore Metropolitan Council
Attn: Tamiko Knight
Office Manager
Offices at McHenry Row
1500 Whetstone Way, Suite 300
Baltimore, MD 21230-4767
E-mail: cbaber@baltometro.org
Fax: 410-732-8248**

BMC Contract Number: 17T30CT3

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I. INTRODUCTION

The Baltimore Metropolitan Council (BMC) is soliciting proposals from firms, joint ventures, and/or partnerships (hereinafter referred to as “Consultant”) to capture survey data on attitudes and behaviors of Baltimore region residents with respect to public transportation choice and other alternative transportation options. The consultant will document respondent’s characteristics and beliefs and explore the factors that generally draw people to public transportation and/or alternative transportation options. This knowledge will support decisions on long-range transportation plan development and prioritization of projects for implementation.

This Request for Proposal (RFP) describes the purpose of this project, the required scope of services, the consultant selection process, and the information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

II. BACKGROUND

The Organization

The Baltimore Metropolitan Council (BMC) is a private, nonprofit organization committed to identifying regional issues and developing collaborative strategies through plans and programs which will improve the quality of life and economic vitality throughout the region. Its board of directors includes the mayor of Baltimore City; the county executives of Anne Arundel, Baltimore, Harford, and Howard counties; one of the Carroll County commissioners; a Maryland State Senator; a Maryland State Delegate; and a gubernatorial appointee. The work of BMC staff includes regional transportation planning and analysis, economic and demographic research, coordination of air and water quality programs, coordination of emergency preparedness and public safety efforts, computer mapping, building permit monitoring, cooperative purchasing, and rideshare coordination. BMC was established by the elected executives of the member jurisdictions in 1992 and is codified at **MD Economic Development Code Ann. §13-301 - §13-309.**

The Baltimore Regional Transportation Board (BRTB) is the designated Metropolitan Planning Organization (MPO) for the Baltimore region. It consists of designated representatives from Baltimore City; Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne’s counties; the City of Annapolis; the Maryland Department of Transportation; the Maryland Department of the Environment; the Maryland Transit Administration (currently serving as the regional transit provider representative); and the Maryland Department of Planning. The BRTB is responsible for coordinating transportation planning in the Baltimore region and is funding this project through the Unified Planning Work Program. BMC staff provides technical support for the work of the BRTB.

The Region

The Baltimore region, with an estimated 2014 American Community Survey population of 2.74 million persons, is located within the highly urbanized Washington-to-Boston northeast corridor. Over 90% of the region's population lives in a Census-designated urbanized area. The region is home to the Port of Baltimore, nationally recognized universities and hospitals, and state/national civilian and military installations.

The region's labor force is highly educated, with 45% having obtained minimally an associate's degree. The region boasts the fourth highest Metropolitan Statistical Area (MSA) median household income (\$66,970 in 2012) in the United States.

Similar to other northeastern metropolitan regions, the Baltimore region's population growth has slowed, with a 2040 horizon year forecasted increase of 250,000 persons. This represents slightly less than a 1% annual growth rate. Around 28% of the region's population is 65 years of age or older. With the Baby Boomer generation approaching retirement, 40% of the region's population is forecasted to be 65 years of age or older in 2040.

The Baltimore metropolitan area experiences significant levels of traffic congestion caused by both recurring and nonrecurring events. According to Associated Press analysis of 2013 U.S. Census American Community Survey data, commuters in the Baltimore region, with an average commuting time of 30.8 minutes, face the sixth longest U.S. metropolitan commute time. In 2015, INRIX listed the I-695 Baltimore–Towson corridor among the worst corridors in the U.S., with up to 41 hours of delay annually.

Existing Transit Services in the Baltimore Region

A connected multimodal transportation system serves the Baltimore metropolitan area. Based on an analysis of the 2012 American Community Survey, 6.6% of workers report transit as their means of transportation to a primary work location.

The largest transit provider in the region, with approximately 350,000 average weekday boardings, is the Maryland Transit Administration (MTA). MTA operates fixed-route local, express, and commuter service along with fixed heavy rail (Metro), light rail, and commuter rail (MARC). The MTA local bus network serves the Baltimore MSA urban core, with express bus, Metro, and light rail connections from suburban locations to downtown Baltimore. MTA operates the MARC commuter transit network connecting the Baltimore and Washington urban centers. The MARC line is served by suburban stations with park-and-ride lot access. MTA operates a network of express bus services connecting suburban park-and-ride lots in Howard and Anne Arundel counties with downtown Baltimore and Washington, DC. MARC's predominant commuter flow is toward the Washington DC area, with a significant share of MARC users residing in Howard and Anne Arundel counties.

Locally Operated Transit System (LOTS) agencies provide service in six jurisdictions. Baltimore City operates the Charm City Circulator fixed bus routes and the Harbor Connector water taxi, both fare-free services. The Regional Transportation Agency (RTA) for Central Maryland operates fixed bus routes, providing employment and medical/shopping access in Howard and Anne Arundel counties and the City of Laurel, Maryland. The Annapolis Department of Transportation operates the Annapolis City bus service, providing fixed bus routes in and around Maryland's capital. The Harford County-operated LINK service provides fixed bus routes between incorporated towns. The Carroll Transit-operated Trailblazer service provides fixed bus routes between incorporated towns. Except for the Charm City Circulator, services provided by the LOTS agencies operate mainly one-hour frequency between the hours of 6:00 am and 7:00 pm. In addition, LOTS agencies offer paratransit services and in some limited cases, weekend and "owl" services.

The Maryland Transit Administration and some of the LOTS in the region are currently or have recently conducted on-board and/or other surveys. This proposed survey effort is meant to build on these efforts expanding the region's knowledge on transit users & non-users from geographic areas served by these transit systems for informed decision making.

Planned Changes to Transit Service in the Baltimore Region

The MTA is currently redesigning the urban core bus network, known locally as BaltimoreLink. The redesign is in response to public concerns about the current network's reliability, safety, and connectivity in serving existing and emerging land use and travel patterns.

Several LOTS agencies are engaged in updating their Transit Development Plans (TDPs), reviewing current operations and ridership and adjusting schedules and routes to serve newer developments. During this TDP review, many LOTS agencies have expressed a need to look more broadly and further into the future in redesigning local routes to serve existing users and to support planned higher mixed-use town centers, growing corridors, and other unserved or under-served areas.

Local agencies are well aware of the relationship between land use, density and frequent, reliable transit service. As reported at the national level, attitudes and behavior with respect to transit choice vary by location and generation. The Cooperative Forecasting Group, a BRTB advisory committee working with the Maryland Department of Planning, has developed population forecasts using an age cohort survival model. These forecasts show that the region's population is "graying" (40% over the age of 65 by 2040) and becoming more racially/ethnically diverse. Understanding Baby Boomer and Millennial current location choice and future location preference, along with attitudes and behaviors relative to transit choice, will provide local/regional planners with the necessary input assumptions for future service.

Residents' Attitudes Toward Public Transportation

Considering development patterns, commuting patterns, and transit service, the BRTB recognizes somewhat distinct transit markets in the Baltimore region:

1. **The urban core, covering areas within Baltimore County and Baltimore City served by the MTA-operated local frequent bus service, fixed-rail service, and the Charm City Circulator** – The urban core has the region’s highest share of zero-vehicle households as well as supportive transit/walkable infrastructure and land use patterns. The region’s frequent all-purpose transit riders are mostly located in the urban core. Shorter transit headways in the urban core during peak hours benefit many commuter transit riders traveling to downtown and other employment centers. Also, special transit service is provided to occasional transit riders during sporting and other special events.
2. **Howard and Anne Arundel counties and the City of Annapolis, served by MTA’s MARC and suburban express bus systems as well as by the RTA and the Annapolis bus systems** – The RTA service area includes northern Prince George’s County and the City of Laurel. The region’s southern jurisdictions contain many MARC commuter and express bus transit riders with destinations in Washington, DC’s transit/walkable-accessible employment centers. The RTA and Annapolis bus systems provide local commuter connections and in some cases support all-purpose transit riders. All-purpose riders are hindered with respect to local transit frequency and span of service. Occasional transit riders take advantage of special transit service to attend sporting events and special events in transit-accessible locations for ease of access and to avoid vehicle parking charges.
3. **The region’s norther tier jurisdictions of Carroll and Harford counties, served by the Trailblazer and LINK systems, as well as the rural area of northern Baltimore County** – Some northern tier commuter transit riders, who mainly drive to fixed-rail end-point park-and-ride transit lots, travel to downtown Baltimore and in a few cases Washington, DC. LINK buses in Harford County and Trailblazer within-county buses in Carroll County provide residential mobility service. Occasional transit riders are found throughout the norther tier. These occasional riders drive to end-point fixed-rail locations to attend sporting and other special events mainly located in downtown Baltimore or close to adjoining transit accessible neighborhoods.

BMC requests the proposer to provide feedback on whether these geographies make sense from a surveying and/or aggregation standpoint to best serve the needs of the region’s transit systems and local governments. Also please comment on whether supplemental survey questions should be tailored to these geographies and/or other rider characteristics such as riders/non-riders and demographics.

Regional Long-Range Transportation Plan: Following a Performance-Based Approach

The BRTB adopted its current regional long-range plan, *Maximize2040: A Performance-Based Transportation Plan*, in November 2015. Projects submitted for consideration by local jurisdictions were ranked and scored using BRTB-approved goals and criteria. In addition, the BRTB sponsored a public call for projects. This process resulted in the inclusion of several transit projects in the overall

mix of major projects and programs expected to be implemented over the next 25 years. This mix of projects and programs is known as the “preferred alternative.”

Consistent with the MAP-21/FAST Act emphasis on performance-based planning and programming, the BRTB established several performance measures and targets to gauge progress relative to national and regional goals. These include a transit asset management target to maintain an average vehicle age of 7.0 years for MTA and LOTS local bus fleets and a target to increase average weekday MTA and LOTS agency transit weekday ridership to 500,000 by 2040. There are also regional targets to increase urban area state-owned roadway miles that have sidewalks to 25% and to increase bike/pedestrian-to-work mode share to 5.0% by 2040 are consistent with these higher town center and corridor mixed-use density and local accessibility objectives.

III. PURPOSE OF REQUEST FOR PROPOSALS

This Request for Proposal (RFP) seeks bids from qualified Consultants to capture data on attitudes and behaviors of Baltimore region residents with respect to public transportation choice and other alternative transportation options. The survey design/sampling plan will allow for comparisons across geography, age group, quality of transit facilities and amenities, frequency of transit use, housing type, income, and other characteristics. The captured data will assist the BRTB in prioritizing and implementing transit improvements and amenities and factors that influence the choice of transit and/or alternative transportation options. At the local level, the captured data will be a resource in identifying transit amenities and will assist in the planning for future service.

Accomplishment of this purpose may include but may not be limited to the following project tasks.

IV. PROJECT TASKS

The following task descriptions are intended to provide a framework for conducting the data collection. BMC is seeking the insights of proposers on how best to achieve the purpose. Proposals must present the proposers’ current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach for accomplishing the project purpose. The data collection effort should:

- address the broad regional and local planning interests in learning about transit users and non-users attitudes towards and current and/or prior use of transit
- allow for attitude and behavior comparison across geography, transit quality and use, and person/household demographic characteristics
- support the BRTB’s ability to prioritize transit amenities and factors that influence the choice of transit, consistent with regional performance targets
- support the ability of local jurisdictions to make planning decisions for transit-supportive, high-density, mixed-use town centers and growth corridors

- support the ability of local jurisdictions to adjust (or redesign) their current transit service and to plan for service connecting unserved or under-served areas.

The survey data collection and accompanying summary/analysis may include but may not be limited to the following:

- Project work plan and schedule for completion of the entire project
- Project management plan
- Survey design and media to capture attitudes and behaviors (including discussion on advantages and disadvantages of various surveying methods (intercept, phone, seat drop, etc.))
- Sampling plan
- Recruitment plan minimizing self-selection bias and other biases
- Method for proper geographic expansion
- Data collection
- Documentation of findings.

A kick-off teleconference involving the Consultant, BMC staff, and an oversight group shall be scheduled within 2 weeks of the contract's execution. The final deliverables will include:

- data collected
- a final report that documents the data collection methodology
- a findings report describing the observed responses, interpretations, and possible meanings
- an electronic presentation slide deck.

Deliverables should include an executive summary that can be used to present key issues and conclusions to critical stakeholders and decision makers. Proposers may recommend additional deliverables to support the project objective. Proposers should plan on two on-site presentations of findings.

V. CONSULTANT QUALIFICATIONS

The BMC is seeking consultant(s) who have experience with the following:

- Survey design and data collection relative to attitudes and behaviors
- Understanding of regional and local transit planning issues
- Understanding of Baltimore regional transportation systems and development patterns

VI. PROPOSAL CONTENT

The proposal should consist of two separate parts: (1) a Technical Proposal and (2) a Cost Proposal (in a sealed envelope). The proposal shall meet, at a minimum, the following requirements. Proposals not meeting these requirements may be rejected.

Technical Proposal

The Technical Proposal should contain the following:

- *Cover Letter* – The cover letter shall be signed by an executive with the authority to commit the proposing firm. The letter shall state the period for which the proposal is valid.
- *Work Program* – Proposers shall provide a discussion of each task to be undertaken, how it will be performed, and the products to be provided. An overall schedule of work should be developed. Proposers may include but are not limited to the identified tasks. Proposers are encouraged to suggest modifications that would facilitate a successful work program. The work program shall be limited to (10) pages in length, 12-point font size, printed on one side and single spaced. The cover page and table of contents will not be counted toward the page limit.
- *Experience and Qualifications* – Proposers shall list their qualifications with regard to the selection criteria identified in this RFP. Summaries should contain: (a) information on projects of a similar nature that you or your firm has completed, including brief descriptions, dates, and names of contact persons and links to relevant work if possible, and (b) resumes of the proposed project manager and up to three (3) key project team members.
- *Project Management* – Proposers shall designate a project manager and the responsibilities of the manager. Note that the resulting contract will require commitment of the specified staff. An outline showing estimated hours by each staff member by task shall be provided.
- *DBE Participation* – Proposers shall present their program for providing the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs), in accord with the BRTB's goals. See the section of MANDATORY STATEMENTS for a statement of DBE participation goals.
- *Other Information* – Any other information that the proposer wishes to provide shall be limited to five (5) pages in length, 12-point font size, printed on one side and single spaced.

Cost Proposal

The Cost Proposal (delivered in separate sealed envelope) shall be composed of two parts: (1) Project Budget and (2) Affidavits and Certifications.

- *Project Budget* – Proposers shall provide a 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. Direct costs shall be itemized by category (e.g., travel, per diem, printing and reproduction, etc.) for the entire project. The contract type is anticipated as fixed price with partial payments paid based on task completion.

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

VII. SUBMISSION OF PROPOSAL

All respondents shall submit **7 copies** of their technical proposal and one copy of their cost proposal, the latter being in a sealed envelope, to:

Baltimore Metropolitan Council
Attention: Tamiko Knight
Office Manager
Offices at McHenry Row
1500 Whetstone Way, Suite 300
Baltimore, MD 21230-4767

The proposal must be received by BMC no later than 3:30 p.m. on **September 23, 2016**. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Charles Baber by e-mail: cbaber@baltometro.org by September 14, 2016. Responses to questions will be posted on the BMC website by September 16, 2016.

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 specifications 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.

VIII. TENTATIVE SCHEDULE

RFP Issued:	Friday, September 2, 2016
Proposals Due:	Friday, September 23, 2016 (3:30 PM)
Consultant Selection:	Friday, October 7, 2016
Start of Work:	Friday, October 14, 2016
Completion of Work:	December 2016

IX. CONSULTANT SELECTION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. A review team 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.

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

X. "SAMPLE" FORM CONTRACT

BMC's form contract is available on BMC's web site:

<http://baltometro.org/phocadownload/temporary/sample-bmc-contract.pdf>

and is incorporated into this solicitation. By the act of submitting a proposal, the proposer 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 proposer's acceptance of, or deviations from, the form contract terms and conditions are considered during the evaluation and subsequent award.

If the proposer 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 proposer non-responsive.

XI. 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.

XII. 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," § 1-101Annotated Code of Maryland Corporations and Associations.)

XIII. MANDATORY STATEMENTS

Public Information Act Notice

Proposers 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 and Woman-Owned 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.

Disadvantaged Business Enterprise Subcontract Participation Goal

BMC hereby notifies all proposers that, in regard to any contracts entered into pursuant to this advertisement, MBEs and WBEs will be afforded the 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 twenty nine (29) percent of the total contract amount has been established for this procurement. Proposers must make a good faith effort to meet this goal. 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 (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)