



BALTIMORE METROPOLITAN COUNCIL

REQUEST FOR PROPOSALS

Project T30FC

DEVELOPMENT OF A CARROLL COUNTY TRANSPORTATION MASTER PLAN

Issue Date:

July 29, 2019

Due Date:

September 6, 2019

2:00 PM EST

Submit Qualifications to:

Baltimore Metropolitan Council

ATTN: Bala Akundi

1500 Whetstone Way, Suite 300

Baltimore, MD 21230

Contact for More Information:

Bala Akundi

E-mail: bakundi@baltometro.org

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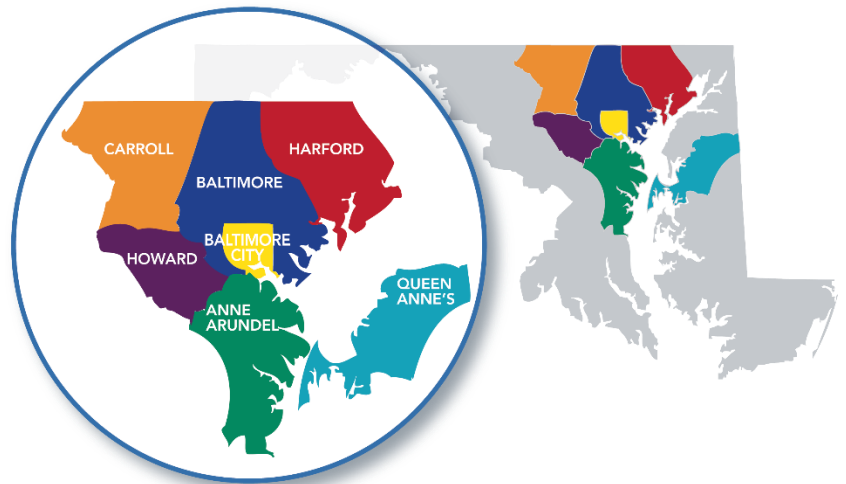
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I. INTRODUCTION

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

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.

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

The Baltimore Metropolitan Council (BMC) is soliciting proposals from qualified firm(s) or organization(s) to provide professional services to develop a Carroll County Transportation Master Plan (TMP) that will complement the 2019 Amendments to the 2014 Carroll County Master Plan and the 2018 Freedom Community Comprehensive Plan. This Request for Proposals (RFP) seeks to identify potential providers for this work.

The Carroll County Board of Commissioners adopted the most recent comprehensive County Master Plan in 2014. Some key elements in the plan are to:

- Encourage development in existing population centers
- Continue to promote the preservation of productive agricultural lands to protect Carroll County's heritage and agriculture's economic contribution
- Provide adequate public facilities
- Increase employment and business opportunities by designating new lands for commercial, industrial and employment campus uses
- Lay the general groundwork for planning a better future for Carroll County

On June 5, 2019 the Carroll County Planning and Zoning Commission reviewed and accepted the 2019 Amendments to the 2014 Carroll County Master Plan. These changes include:

Chapter 7: Transportation

- Updated tables and maps for planned roads and improvements to reflect roads that have been removed from the plan, roads that have been completed, roads that have been partially completed, new roads added and roads that changed
- Enhanced transportation recommendations

On October 10, 2018 the Carroll County Board of County Commissioners Adopted the 2018 Freedom Community Comprehensive Plan. Key elements of the transportation are:

- Pursue strategies to encourage alternative modes of transportation to provide a more comprehensive approach to transportation
- Conduct a more-detailed land use/transportation interaction and traffic operations study of the Eldersburg area concentrating on land use patterns, total trip generation, increased connectivity, and existing and planned transportation facilities
- Coordinate with the Maryland Department of Transportation and the county's elected officials to advance roadway and intersection projects along Sykesville Road (MD 32) and Liberty Road (MD 26) throughout the CPA
- Evaluate existing methods used by the county to fund transportation improvements through the capital program and as conditions of development approval to determine whether the existing sources provide enough funding to expand the transportation network to meet anticipated travel demand.
- Reduce total travel demand along Sykesville Road (MD 32) and Liberty Road (MD 26) within the Eldersburg area by extending and connecting the Planned Major Streets, thus reducing turns and conflicts at intersections along these major roads that are made by short distance trips using these roads.

It is the intent of this RFP to develop a Transportation Master Plan to complement the original 2014 Carroll County Master Plan including the 2019 Amendments as well as the 2018 Freedom Community Comprehensive Plan.

The TMP will build off work that has, and is, being conducted by the County and the Baltimore Metropolitan Council in identifying locations with existing and future congestion. The consultant will review congested roadway segments and develop preliminary causes and potential solutions. The consultant will then provide potential packages of projects in the format for submittals by the County to the:

- 1) Annual Maryland Department of Transportation Priority Letter (per the Chapter 725 guidelines)
- 2) Annual Maryland Department of Transportation Chapter 30 Scoring Submittal (Chapter 30, Acts of 2017 (Senate Bill 307))

- 3) Baltimore Regional Transportation Board Long-Range Transportation Plan project submittal form (Latest plan: Maximize2045)

The potential solutions will include both short- and long-term phasing, project break-out recommendations, costs estimates and a recommendation on County Transportation Priorities for these projects.

III. SCOPE OF WORK

The proposed Scope of Services shall include sufficient detail to determine how each task shall be accomplished; it shall include, but not be limited to, descriptions of the anticipated deliverables and a project timeline in Gantt chart format. It will describe how the consultant proposes to complete the project, including the allocation of resources to accomplish each task. The Scope of Services must be sufficiently detailed for the BMC to determine the effectiveness of the proposal and should spell out how this work can be performed in a cost-efficient and timely manner.

The proposed Scope of Work shall address the following components:

Task 1. Existing and Project Future Congested Corridors:

Carroll County and the Baltimore Metropolitan Council (BMC) are developing existing and future (2030 and 2045) congested conditions analysis for this project. The existing congested conditions are being identified by comparing peak hour Inrix HD data to speed limits. Future congested conditions are being identified through use of the Regional Travel Demand Model. The County and BMC will also provide the bidder with traffic-related crash data for the past three years by corridor. The Selected Bidder will review the existing and projected future congested data and develop a report highlighting existing and future congested corridors with appropriate segmentation to determine causes and potential solutions.

Task 2: Identify Potential Causes of Congestion

The Selected Bidder will review the congested corridors to determine existing and potential future causes of congestion. The Bidder will conduct a field review of the corridors and document traffic patterns, geometric design and sight distance, access control, land use and other factors that could be leading to either recurring or non-recurring congestion. A report will highlight the potential causes of congestion by segmented corridor.

Task 3. Identify Roadway Segments, Intersections and additional connections for Improvement:

The Selected Bidder will identify improvements to maintain adequate throughput and safety along the identified congested roadway segments. At those locations identified in previous tasks above, the Bidder will identify prioritized improvements that should be constructed. If the minimum standard cannot be attained or maintained under forecast conditions, the Bidder will then suggest an improvement package that will result in an improved operating condition at that location.

Identified improvements must consider previous transportation improvements proposed in the County to determine their viability as well as any additional interconnections that may relieve demand on the congested segments. Improvements shall consider existing crash data obtained from MHSO (gathered by BMC) when proposing specific recommendations. The Selected Bidder should also identify any environmental obstacles that may trigger the need for a more detailed environmental assessment of the proposed improvement using existing available GIS software. Roadway improvements should be prioritized based on a cost-benefit analysis. The Bidder will provide a technical memorandum identifying the prioritized list of improvements as well as any locations recommended for further study.

Task 4. Identify Travel Demand Management and System Management Strategies:

The Selected Bidder shall identify all possible Transportation Demand Management Strategies that could reasonably be implemented within the major highway intersections in Carroll County to reduce traffic congestion. Document relative costs to implement the TDM

strategies and the implementing agencies shall be identified as part of the recommendation.

Task 5: Develop Prioritized Improvement Packages for Programming Documents

The Selected Bidder will then provide potential packages of projects in the format for submittals to the:

- 1) Annual Maryland Department of Transportation Priority Letter (per the Chapter 725 guidelines)
- 2) Annual Maryland Department of Transportation Chapter 30 Scoring Submittal (Chapter 30, Acts of 2017 - Senate Bill 307)
- 3) Baltimore Regional Transportation Board Long-Range Transportation Plan project submittal form (Latest plan: *Maximize2045*)

The potential solutions will include both short- and long-term phasing, project break-out recommendations, costs estimates and a recommendation on County Transportation Priorities of these projects.

Task 6: Meeting Facilitation

Through this process, the Selected Bidder shall be responsible for participating in and facilitating the project work group meetings made up of staff from Carroll County and the Baltimore Metropolitan Council. The Consultant shall provide the work groups with presentations on the purpose of the project, the proposed project approach and other information for detailing accomplishments and milestones reached, soliciting input and identifying next steps, upon request. The consultant shall also make presentations on draft deliverables, data, and other relevant information during the development of the TMP.

The TMP Steering Committee will help guide and provide input on the development of the Carroll County TMP. For meetings of the TMP Steering Committee and other stakeholders, the Consultant will be responsible for meeting facilitation, preparing meeting materials, and other tasks as discussed with the project team. All meeting materials shall be submitted to the BMC Project Manager at least one week prior to the meeting date in order to provide sufficient time for feedback.

Deliverables:

- Facilitate project work group meetings (including TMP Steering Committee and other work groups as needed) and prepare meeting materials and minutes
- Prepare presentation materials (presentations, handouts, illustrations, and maps, etc.)

Task 7: Document Current Activities

The Consultant shall review relevant existing plans, studies, and datasets that the County and BMC possesses or has access to from state and local partners, interview TMP partners, and survey other counties to identify good practices that could be adopted in the TMP. This review shall be used by the Consultant to identify any data gaps.

Existing resources include, but are not limited to:

Existing Plans and Studies

Plan/Study	Date
<i>Carroll County Master Plan</i>	2014
<i>2019 Amendments to the Carroll County Master Plan</i>	Scheduled to be approved July 2019
Carroll County Bicycle-Pedestrian Master Plan	2019
Carroll County Priority Letter	2019
2018 Freedom Community Comprehensive Plan	2018
Carroll County Municipal Comprehensive Plans	Varies
Carroll County Functional Master Plans	2014
MDOT Consolidated Transportation Program (CTP)	2019
2040 Maryland Transportation Plan	2018
Baltimore Regional Transportation Board <i>Maximize2045</i>	2019

Existing Data Sets

The following datasets are available and used by the County and BMC:

Dataset Name	Owner	How to Access Dataset
INRIX speed data	INRIX Analytics	RITIS
HERE speed data	HERE Technologies	RITIS
Traffic Count Database	Maryland DOT State Highway Administration	http://maps.roads.maryland.gov/itms_public/
NPMRDS	Federal Highway Administration	RITIS

Consultant Qualifications

BMC is seeking a firm, or team, with 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 should have knowledge of the Baltimore region and the local and state agencies involved in the study as well as experience working on TMP plans/documents in other municipalities.

IV. PROPOSAL CONTENT AND REQUIREMENTS

The proposal should consist of two separate parts: (1) a Technical Proposal; and, (2) a Cost Proposal. Each offeror shall provide 5 paper copies of their technical proposal and cost proposal in a sealed envelope. Each offeror shall also submit a digital copy of their technical proposal and cost proposal saved in separate files to a flash drive or CD-ROM. Proposals 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 offeror and stating the period for which the proposal is valid. (1 page maximum)

- *Work Program* – Offerors 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. Offerors may include but are not limited to the identified tasks. Offerors are encouraged to suggest modifications that would facilitate a successful work program. (12 page maximum)
- *Experience and Qualification* – The offeror shall list its qualifications with regard to the selection criteria identified in this RFP. The summary should contain: (a) the information on projects of similar nature that offeror has completed, including brief descriptions, dates, and names of contact persons. In project descriptions, identify the roles of the identified project manager and key personnel. Please include links to relevant work if possible, and (b) the resumes of proposed project manager and key team personnel. (8 pages maximum)
- *Project Management* – Designation of a project manager and the responsibilities of the manager and key personnel. Provide a summary of qualifications of the project manager and key staff for each firm. Note that the resulting contract will require commitment of the specified personnel. (5 pages maximum)
- *DBE Participation* – The program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC's goals shall be presented. See the section of MANDATORY STATEMENTS for statement of DBE participation goals.
- *Other Information* – Any other material that the offeror wishes to provide. Please limit to relevant information. (4 pages maximum)

All documents will be formatted with a 12-point font size and printed double-sided, if possible.

Cost Proposal

The Cost Proposal 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.

BMC reserves the right to reject proposals that do not meet the Technical and Cost Proposal requirements.

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: Bala Akundi
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 6, 2019. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Bala Akundi fax (410) 732-8248 or e-mail: bakundi@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 offerer 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:	Monday, July 29, 2019
Questions Due:	Friday, August 9, 2019
Answers Posted Online:	Friday, August 16, 2019
Proposals Due:	Friday, September 6, 2019, 2:00 p.m.
Consultant Selection:	September 2019
Start of Work:	October 2019
Completion:	June 2020

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. The budget for this consultant task is not to exceed \$130,000. 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.

https://www.baltometro.org/sites/default/files/bmc_documents/RFP/sample-rfp-contract_fy2019.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 business.

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/Pages/sdatforms.aspx>.

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," Md. Code Ann., Corporations & Associations, §1-101.)*

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 31.7 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)