



## QUESTIONS & ANSWERS

### REQUEST FOR PROPOSALS

**Project**  
**DEVELOPMENT OF A RESOURCE GUIDE: PLANNING, DESIGNING, OPERATING, AND**  
**MAINTAINING LOCAL INFRASTRUCTURE IN A CHANGING CLIMATE**  
**21T02**

*UPDATED ON OCTOBER 8, 2020*

The Baltimore Metropolitan Council (BMC) provides written responses to questions regarding requests for proposals (RFPs). The following are questions and answers concerning the above-referenced RFP.

**Q1. Are divider pages permitted to be included in the proposal?**

*A1. Yes and they will not be included in the page limits of the individual sections but please do not include supplemental information on the dividers that could be considered content.*

**Q2. Can a Table of Contents be included in the proposal? Will this count against the page count identified?**

*A2. Yes, Table of Contents can be included in the proposal. This will not count against the page count.*

**Q3. Can you confirm that the Technical Proposal should not exceed 39 pages?**

*A3. The main body of the Technical Proposal should not exceed 39 pages. If desired, proposals can include one Appendix that is up to 20 pages in length to include additional supplemental information.*

**Q4. Can headers for sections be larger than 12 point font?**

*A4. Yes, headers can be larger than 12 point font. Text should be at least 12 point font except in graphics; however, text in graphics should be clear and legible.*

**Q5. Does the Proposal Affidavit need to be submitted for each subconsultant on the contract?**

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A5. The affidavit only needs to be completed by the prime contractor.

**Q6. Is MDOT DBE Certification letter required for inclusion in the submission or does statement of certification suffice?**

A6. DBE certificates do not need to be included, but reference to the certifying agency and certification number are appreciated.

**Q7. Are the DBE Certifications and Affidavits counted against the page limit requirement?**

A7. No these items are not counted against the page limit requirement.

**Q8. Can we copy the Proposal Affidavit and include it in the proposal since it starts in the middle of a page in the RFP documents?**

A8. Yes

**Q9. Can the Technical Proposal and Cost Proposal be submitted in a single email albeit separate PDF documents?**

A9. Yes, one email is preferred; place the Technical and Cost proposals in separate files. Note that BMC's email will accept files up to 25MB. If your proposal documents exceed 25MB, please upload the documents to a file sharing service like Google Drive or Dropbox and email the link to the files.

**Q10. Should the Resource Guide meet any specific digital format standards (i.e. PDF, InDesign. etc.)?**

A10. The Resource Guide should be submitted in a format that can be edited if needed. There are no specific standards. The format could be PDF, Google product (i.e., Google site), webpage that could be posted on the BMC web page, or other open source format (if open source is used, consultant will ensure BMC staff is trained to edit).

**Q11. Are consultants allowed to provide a web-based version of the Resource Guide in addition to paper/electronic versions?**

A11. Yes, consultants are allowed to provide a web-based version of the Resource Guide.

**Q12. How often are meetings with the Steering Committee intended to occur?**



*A12. A meeting schedule has not been set. We anticipate that the Steering Committee would not meet more often than bi-monthly. Bidders could propose meetings based on time (i.e., every other month) and/or deliverable submission schedule (i.e., to discuss and get comments on draft deliverables).*

**Q13. Are the stakeholders different than participants on the Steering Committee. Have the stakeholders been identified?**

*A13. Stakeholders are a broader group than the Steering Committee. In the deliverables list in Task 2, "stakeholder meetings" refers to groups outside of the Steering Committee, such as the Baltimore Regional Transportation Board (BRTB), BRTB Technical Committee, or other interested groups. An overview of the range of potential stakeholders is included in Figures 1 and 2. Specific contacts in each department/agency have not yet been identified.*

**Q14. Is the intention of the toolkit to identify a suite of strategies to select from based on service and function?**

*A14. Task 6 will provide various adaptation strategies (case studies) based on service and function. The purpose of the toolkit is to provide a process that agencies can use to select an appropriate adaptation strategy given a specific function (i.e., staff doing outside maintenance work such as mowing, roadway paving, etc.).*

**Q15. Can you provide additional understanding or expectation of the toolkit to "determine funding impacts" and "investigate options?" Could you elaborate on how to define this or level of detail intended?**

*A15. The purpose of the toolkit is to provide a process that agencies can use to select an appropriate adaptation strategy. The process step to "determine funding impact" would help an agency understand how implementing an adaptation strategy could impact the project cost – would implementing the adaptation strategy double the cost of a project? be cost neutral? Increase the construction cost but likely result in decreased maintenance costs? It is anticipated that the funding impact determinations would be high level/order of magnitude (i.e., cost would increase by two to three times).*

*The process step to "investigate options" would provide agencies an approach to select between potential options.*



*Some process steps in the toolkit may not be relevant for some strategies. In addition, bidders are encouraged to propose additional/alternative steps agencies can use to identify and select strategies to implement.*

**Q16. Is it expected that the toolkit is a separate product then the Resource Guide?**

*A16. The toolkit would be one component of the Resource Guide. The Resource Guide would also include a summary of all previous tasks.*