



Request for Proposals

PROJECT 22T08

TRANSPORTATION ISSUES IN HISTORIC TOWN CENTERS

ISSUE DATE

November 16, 2021

DUE DATE

January 6, 2022 (2:00 PM)

Submit Qualifications (by email only) to:

Keith Kucharek: kkucharek@baltometro.org

Contact for More Information: Keith Kucharek

E-mail: kkucharek@baltometro.org

Contents

Request for Proposals 1

 Introduction..... 3

 Purpose 4

 Background 5

 Scope of Work..... 6

 Task 1: Project Management 6

 Task 2: Document Existing Conditions 7

 Task 3 Public Outreach 8

 Task 4: Develop Final Recommended Plan including Implementation Plan 8

Proposal Content and Requirements 10

Submission Of Proposals..... 12

Tentative Schedule 13

Consultant Selection Criteria 13

“Sample” Form Contract 14

Confidentiality 15

Maryland Registration / Qualification Requirements..... 15

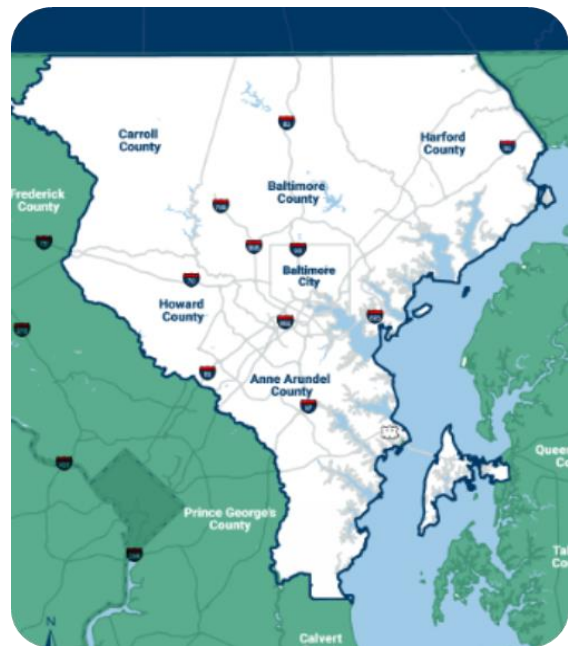
Mandatory Statements..... 16

Proposal Affidavit..... 18

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, and 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 MDOT Maryland Transit Administration, and Annapolis 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, multimodal planning, cooperative purchasing, workforce development, and housing and rideshare coordination.

Purpose

The Baltimore Metropolitan Council (BMC) seeks proposals from qualified respondents with extensive experience with in multimodal transportation studies within downtown historic districts.

The primary goals of the study include:

1. Develop parking management strategies to address information on parking infrastructure, parking demand and supply, parking lot access and signage and fee structures.
2. Develop parking management strategies during a major infrastructure event that impacts access.
3. Develop strategies to address multimodal access and safety by identifying locations and approaches to improve safe access via non-automotive modes, including transit, cycling and walking.
4. Outline wayfinding design and placement options to enhance access and visibility of businesses and historic sites to sustain their economic viability.
5. Identify potential funding sources for implementation.

This document will be used for program specific projects and may be used to guide design standards for future development in other historic downtown areas. This task was identified in the Baltimore Regional Transportation Board's Fiscal Year 2022 Unified Planning Work Program (UPWP) with a maximum consultant budget of \$170,000.

Background

The Baltimore region includes a number of small historic town centers that have developed with significant geographic constraints that experience challenges with parking management, wayfinding and multimodal access. Unless resolved, these challenges will continue to impact their safety and economic viability. The purpose of this project is to develop model multimodal transportation studies for two adjacent areas in the region.

1. Ellicott City, Howard County

Limits along MD 144 (Frederick Road/Main Street) shall be:

- Eastern limit – Howard County line (Patapsco River)
- Western limit – 100' west of Arcadia Drive
- Northern limit – Intersection of Ellicott Mills Drive and Linwood Drive, includes Church Road to Park Drive
- Southern limit – Intersection of Old Columbia Pike and MD 103, intersection of New Cut Road and MD 103, intersection of College Avenue and Village Crest Drive

2. Oella/Catonsville, Baltimore County

Limits along MD 144 (Frederick Road) shall be:

- Western limit – Baltimore County line (Patapsco River)
- Eastern limit – Intersection of #9 Trolley Trail and Westchester Avenue
- Northern limit – Oella Avenue Lot A
- Southern limit – Intersection of MD 144 and School Lane

Scope of Work

Outlined below is a preliminary scope of services, list of tasks and deliverables that are envisioned for this project. The consultant is encouraged to suggest modifications to these tasks that would facilitate a successful work program and stay within the project budget of \$170,000. The methodology to accomplish each task will be agreed upon prior to initiating the work. A prime consultant may assemble a team of sub-consultants who can conduct these services in accordance with the Scope of Services. The prime consultant shall be required to organize, manage, and direct the work of the sub-consultants.

Task 1: Project Management

The task will be managed by BMC staff and will include a decision-making Steering Committee consisting of, but not limited to key stakeholders: Baltimore County Department of Public Works & Transportation (DPW&T), Howard County Office of Transportation (OOT), Howard County Departments of Planning and Zoning (DPZ) and Department of Public Works (DPW), and MDOT State Highway Administration.

The Consultant shall coordinate with the BMC project manager to schedule and facilitate a kickoff meeting with the Steering Committee, organized by BMC staff, to launch a work program for the project and clarify roles, project schedule, scope of work, deliverables and project approach.

The Consultant shall communicate progress of the work regularly with the BMC Project Manager, prepare and submit monthly invoicing in the first week of each month following the invoice period, coordinate reviews with the project Steering Committee, and present updates to the Steering Committee at key milestones.

BMC and the Consultant will also engage an Advisory Committee including, but not limited to area businesses, law enforcement/emergency services, and property owners prior to general public outreach to inform and build support of the project. The Consultant shall present the project progress at two such meetings.

Deliverables:

- Development of a Project Schedule
- Facilitation of kickoff meeting and three (3) Steering Committee meetings including presentation materials
- Two (2) Advisory Committee meetings including presentation materials
- Bi-monthly calls with BMC Project Manager and Consultant Project Manager (and key team members as needed)
- Submittal of monthly invoices
- Documentation of meetings

Task 2: Document Existing Conditions

The contract awardee will combine data supplied by the Baltimore Metropolitan Council, MDOT State Highway Administration (MDOT SHA), Howard County OOT, DPZ and DPW, Baltimore County DPW&T, and others with data collected (in the field and through GIS data layers) to assemble/specify the data needed to develop an existing conditions report. The consultant will be supplied with:

- Existing and planned bicycle networks
- Existing and planned sidewalk network
- Location and number of public parking spaces available
- Ellicott City Watershed Masterplan
<https://www.howardcountymd.gov/sites/default/files/media/2020-12/Ellicott%20City%20Watershed%20Master%20Plan%20Final%20Adopted.pdf>

The consultant will utilize this data as well as field reviews and other available GIS information to develop an existing conditions graphic as well as a report. No formal field surveys are expected to be performed in this task.

Deliverables:

- Existing conditions summary to be documented in Technical Memorandum #1 and should include at minimum maps of:

- Existing number of on-street parking spaces
- Existing number of public and private parking spaces (municipal lots)
- Existing parking fees (if any)
- Existing parking signage
- Parking usage rates (weekdays and weekends)
- Bus stop locations and amenities (shelter, benches, lighting, etc.)
- Bicycle signage and/or pavement markings, facilities etc.

Task 3 – Public Outreach

Conduct two (2) open house style community meetings, preferably at a location where the public is already attending (or virtually if necessary). The first community outreach meeting will solicit input on existing conditions. The second outreach period and meeting will present the proposed findings of the study. BMC and our partners will advertise the public outreach events. County staff will facilitate the meetings. Consultants will provide minimal technical staff to address questions. Consultant will be required to provide display materials.

Deliverables:

- Flyer to advertise the community meetings, Display boards including maps of existing conditions (if in-person); PowerPoint presentation (if virtual)
- Project FAQ sheet
- Presentations & responses to technical comments.

Task 4: Develop Final Recommended Plan including Implementation Plan

Following the public review phase, the contract awardee will develop the final parking management recommendation strategy and develop implementation materials. The Implementation Plan shall include a review of potential appropriate grant funding opportunities and their requirements for application. Final recommendations will be presented to the BRTB Technical Committee.

Deliverables:

- Technical Memorandum #2 – Final Recommendation and Implementation Plan
 - Parking management strategy and implementation guidelines
 - Implementation plans for multimodal improvements
 - Consolidation of public comments and responses
 - Wayfinding design, placement and implementation guidance, including three sign design options with font, color, layout, iconography and scheme for placement
 - Model guidelines and best practices for Historic Downtowns
 - Presentation to BRTB Technical Committee
 - Presentation to County Planning Board
 - Presentation to Ellicott City Partnership

Proposal Content and Requirements

The proposal shall consist of two separate parts: (1) a Technical Proposal; and (2) a Cost Proposal. Each offeror shall submit by electronic mail a digital copy of their technical proposal and cost proposal saved in separate electronic files. Proposals shall meet, at a minimum, the following requirements.

Technical Proposal

The Technical Qualifications shall 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 the task will be performed and the task products to be provided. An overall schedule of work should be developed. Offerors may include but are not limited to the identified project tasks. Offerors are encouraged to suggest modifications that would facilitate a successful work program. The work program shall be limited to 15 pages in length printed on one side and single spaced. The cover page and table of contents will not be counted toward the page limit.
- *Experience and Qualification* – The offeror shall list their qualifications with regard to the selection criteria identified in this RFP. The summary should contain: (a) information on projects of similar nature that offeror has completed, including brief descriptions, dates, and names of contact persons and links to relevant work if possible, and (b) resumes of proposed project manager and up to three key project team members. (10 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)

The body/narrative of all documents will be formatted to a 12-point font size. Headers and cover pages may utilize larger font sizes. Cover or divider pages without content will not be counted toward the page limits. Digital signatures are acceptable for all documents.

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.

Submission Of Proposals

All offerors shall submit by email two (2) separate digital electronic files – one (1) for each of the Technical and Cost Proposals to: kkucharek@baltometro.org.

The proposal must be received by BMC no later than 2:00 PM Eastern Standard Time on **January 6, 2022**. Proposals arriving after the deadline will not be accepted. 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 and email the link to the files.

Please direct any questions to Mr. Keith Kucharek at kkucharek@baltometro.org no later than **December 14, 2021**. All questions will be collected and answers will be posted to BMC's website by **December 17, 2021**.

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.

Tentative Schedule

RFP Issued	November 16, 2021
Proposal Questions Due	December 14, 2021
Answers to Questions Posted	December 17, 2021
Proposals Due	Thursday, January 6, 2022, 2:00 p.m.
Consultant Selection	Late January, 2022
Start of Work	Late February, 2022
Completion of Work	October 28, 2022

Consultant Selection Criteria

All proposals will be evaluated on the basis of technical merit (including areas required within the Technical proposal such as work program, team and personal experience, project management, adherence to RFP and DBE integration) and proposed cost. This is not a low-bid procurement. The FY 2022 UPWP budgeted \$170,000 for the consultant part of this task but proposals will be considered outside of this range if the proposed work program will provide a greatly superior product. 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.

“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 that 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.

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.

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.)

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. Prime contractors holding a DBE certification will be awarded full (100 percent) credit for the DBE goal. 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)

