



**QUESTIONS & ANSWERS
REQUEST FOR PROPOSALS
Project
CHESAPEAKE CONNECT CONSULTANT
22A13**

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. On page 7 of the RFP 3rd bullet point under Project Management it says "an outline showing estimated hours by each staff member by task shall be provided". Does that mean BMC will send proposers a preset list of tasks that they've already prepared?**
- A1. BMC will not be issuing a list of tasks outside of those detailed in the RFP. The third bullet point on page 7 reiterates that proposals must include an estimate of time by task. The estimate of time by task is to be included in the Cost Proposal (see RFP page 8, second bullet under Project Budget).*
- Q2. Is there a budget (or budget range) you can share for the Chesapeake Connect Consultant?**
- A2. The total budget will depend on the applicant's desired hourly rate and estimate of hours. We estimate a total of 150 - 200 hours including travel time for the project.*
- Q3. On page 10 under "Consultant Selection Criteria", it says that "technical merit includes work program and approach, as well as staff experience and qualifications". An approach is not listed under "Proposal Content and Requirements" on page 7. Should we include an approach in the technical proposal?**
- A3. The approach will be outlined by the information provided via the bullets on page 7 for the Technical Proposal. If you have specific information to add on approach it can be outlined under bullet 4, "other information."*
- Q4. Is there a page limit for the technical proposal?**
- A4. No, there is no page limit. Please keep the proposal to a reasonable and digestible length for the reviewers.*
- Q5. Has the 2022 host city been confirmed?**
- A5. No, the destination for Chesapeake Connect 2022 has not been confirmed.*
- Q6. Are there confirmed dates for the program?**
- A6. Yes, the dates for group travel are tentatively 7/13-15, the consultant will also travel on 7/12, one day in advance of the group.*



Q7. Does an LGBTQIA-owned and operated agency qualify as a DBE?

A7. *To qualify as a BDE for BMC the applicant must be certified by MDOT or another state transportation agency. More information on this can be found in the "Mandatory Statements" section on pages 13 and 14 of the RFP.*

Q8. Our traditional proposals include ancillary supportive information and photos re: firm history and background, team biographies/resumes, event case studies, etc. Should these supporting items be removed from the proposal to limit unnecessary information that BMC is not interested in?

A8. *Those supporting items do not need to be removed from the proposal. They can be included in the Technical Proposal as outlined on page 7 under the second bullet point.*