



Request for Proposals

PROJECT 23T03

SAFE SYSTEM APPROACH

ISSUE DATE

June 22, 2022

DUE DATE

July 28, 2022 (2:00 PM)

Submit Qualifications (by email only) to:

Cynthia Burch: cburch@baltometro.org

Contact for More Information: Cynthia Burch

E-mail: cburch@baltometro.org

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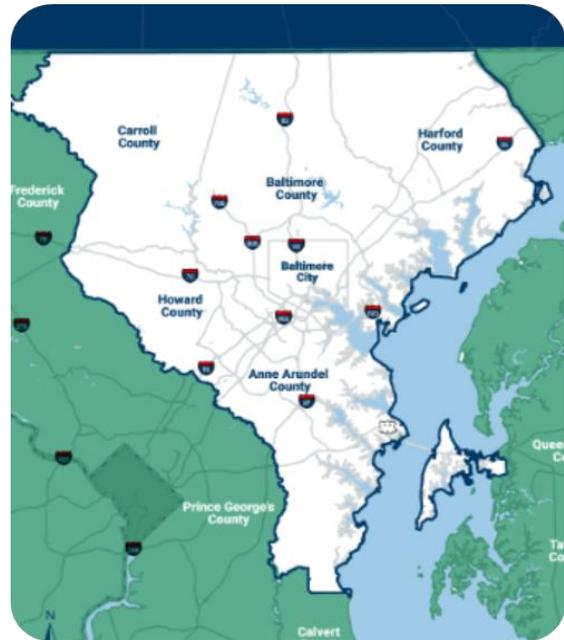
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Introduction

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.

Background

The BRTB has identified system safety as a goal in *Maximize 2045*, the long-range transportation plan. This goal is focused on building a transportation network safe for pedestrians, bicyclists, transit riders, large truck operators, and motor vehicle occupants. The Safe System Approach, recently adopted as part of the National Roadway Safety Strategy, is most applicable to this goal.

A key aspect of the BRTB safety goal and the Safe System Approach is equity and ensuring that all users of the transportation network are considered, represented, and protected through safety planning and programming. Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

In recent years, a regional safety planner has been working closely with BRTB members to develop Local Strategic Highway Safety Plans (SHSP). Those plans support a coordinated focus and approach to improving safety with local agencies. Those SHSP teams typically involve partners from health departments, public works and transportation agencies, planning offices, fire/emergency medical services (EMS) departments, law enforcement agencies, public school systems, and related state partners. The equitable implementation and success of those collaborative safety plans will be enhanced by the Safe System Approach.

The Infrastructure and Investment Jobs Act and National Roadway Safety Strategy emphasize the Safe System Approach, environmental justice, and the implementation of local safety plans, placing the BRTB at the front of innovative safety planning.

Safe System Approach

The Safe System Approach is based in two concepts: humans make mistakes and human bodies have limited ability to tolerate crash impact forces. Therefore, this approach focuses on anticipating those mistakes to prevent the occurrence or mitigate the injury outcome of any road user. To accomplish those goals, the approach addresses the following principles in the following elements:

Principles

- Deaths and serious injuries are unacceptable
- Humans make mistakes
- Humans are vulnerable
- Responsibility is shared
- Safety is proactive
- Redundancy is crucial

Elements

- Safer people
- Safer vehicles
- Safer speeds
- Safer roads
- Post-crash care

Purpose

The Baltimore Metropolitan Council (BMC) is soliciting proposals from qualified firm(s), joint ventures, and/or partnerships (hereinafter referred to as “Consultant”) to provide professional services for the following task related to the Baltimore region’s goal to make conditions safer for pedestrians, bicyclists, transit riders and operators, and motorists. This task will identify how the Safe System Approach has been incorporated into federal programs and legislation, best practices, evaluate safety planning

processes, and identify methods for enhancing those processes with the Safe System Approach (SSA).

The task will include:

- Project management: SSA discussion and documentation with members; project update meetings with the BMC Project Manager; monthly invoices.
- Identification of best practices
 - Collect and evaluate planning organizations utilizing the Safe System Approach; conduct literature review and compilation of case studies.
 - Identify methods and approaches that may be useful to the Baltimore region.
- Guidelines development: guidelines for applying the identified methods and approaches within regional and local planning agencies.

This Request for Proposals (RFP) seeks to identify potential providers for this work. The Baltimore Regional Transportation Board (BRTB) has approved this work item as part of the FY 2023 Unified Planning Work Program (UPWP).

Scope of Work

The following project task outline is intended to provide a framework for developing guidelines for local integration of the Safe System Approach.

Task 1: Project Management

The project will be managed by BMC. A steering committee will convene on a bi-monthly basis.

The Consultant shall coordinate with the BMC Project Manager to schedule and facilitate a steering committee kickoff meeting to launch a work program for the project and clarify roles, project schedule, scope of work, deliverables, and project approach. The Consultant shall also coordinate with the BMC Project Manager to schedule and facilitate local safety meetings, with Local Strategic Highway Safety Plan (SHSP) teams,

to gather input and insight from key stakeholders from multiple safety disciplines (Task 2).

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, and present updates to the Steering Committee at key milestones.

Deliverables:

- Preparation and maintenance of project schedule
- Facilitation of a steering committee kickoff meeting
- Participation in safety planning discussions with local teams (Task 2: 5 meetings)
- Bi-monthly calls between BMC Project Manager and Consultant Project Manager (and key team members as needed)
- Monthly invoices
- Meeting summaries

*While BMC continues to work remotely, please assume 75% of meetings will be held virtually and up to 25% potentially held in person.

Task 2: Identification of Best Practices

The Consultant shall identify a range of methods to implement the Safe System Approach for rural/urban jurisdictions with the availability of no, small, and significant funding.

Safe System Approach

The Consultant shall identify Safe System Approach concepts and methods of implementation in city and county transportation agencies in peer regions (e.g. within Maryland, in local government, in peer regions) to serve as case studies.

Existing Practice

The Consultant shall evaluate local safety teams' awareness and any use of the Safe System Approach, and identify any barriers to implementation. This will be

accomplished through review of Local SHSPs (total of 5) and discussions with Local SHSP teams (total of 5 meetings).

Deliverables:

The deliverable for Task 2 is a summary document containing the following:

- Compilation of Safe System Approach best practices and case studies (3-5) in peer jurisdictions as a resource for local partners.
- Current practices in the Baltimore region with regards to Safe System Approach concepts.
- Safe System Approach concepts tailored to local safety stakeholders.

Task 3: Guidelines Development

This task will build upon the best practices and case studies identified in Task 2 to apply concepts and recommendations to all BRTB member jurisdictions. Guidelines for implementation will provide local safety partners and teams with steps and considerations associated with successful programs. Ideal scenarios will illustrate the outcomes anticipated with implementation of the Safe System Approach.

Deliverables:

The deliverable for Task 3 is a Recommended Guidelines document containing the following:

- Clear and understandable documentation of the Safe System Approach concepts, its role in the National Roadway Safety Strategy and federal legislation, and how it benefits local agencies. This will address multiple disciplines: planning, design, engineering, law enforcement, education/outreach, and emergency response.
- A matrix of potential steps to integrate the Safe System Approach on a local level, with considerations for rural/urban jurisdictions with the availability of no, small, and significant funding.
- Appendices to include ideal scenarios of jurisdictions implementing the Safe System Approach fully, to include one rural and one urban environment.

- A presentation that includes high points of the summary of local practices (Task 2) and the guideline recommendations (Task 3). The Consultant will give this presentation to the steering committee and it will be a resource for the BMC Project Manager to give to the BRTB, Technical Committee, Safety Subcommittee, local stakeholders, and other appropriate partners.

All documents should be provided in PDF format and in another format (Microsoft Word, Power Point, Adobe InDesign, etc.), which is editable by BMC.

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 12 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 the 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. (8 pages maximum)
- *Project Management* – Designation of a project manager and the responsibilities of the manager and key personnel. Provide a summary of the qualifications of the project manager and key staff for each firm. Note that the resulting contract will require the 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 the 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 a fixed price with partial payments paid based on task completion. Respondents proposing third-party hosting services and/or subscription services must identify all start-up costs and annual costs.
- **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: cburch@baltometro.org.

The proposal must be received by BMC no later than 2:00 PM Eastern Standard Time on Thursday, July 28, 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 Cynthia Burch at cburch@baltometro.org no later than July 6, 2022. All questions will be collected and answers will be posted to BMC's website by July 8, 2022.

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	June 22, 2022
Proposal Questions Due	July 6, 2022
Answers to Questions Posted	July 8, 2022
Proposals Due	Thursday, July 28, 2022, 2:00 p.m.
Consultant Selection	August, 2022
Start of Work	September, 2022
Completion of Work	June 30, 2023

Consultant Selection Criteria

All proposals will be evaluated based on 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 2023 UPWP budgeted **\$100,000** 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 evaluate 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 based on 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 the 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 26.2 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)

