



Request for Proposals

PROJECT 23A01

PATAPSCO REGIONAL GREENWAY: ELKRIDGE TO GUINNESS PLANS, SPECIFICATIONS & ESTIMATE

ISSUE DATE

July 19, 2022

DUE DATE

August 26, 2022 (2:00 PM)

Submit Qualifications (by email only) to:

Keith Kucharek: kkucharek@baltometro.org

Contact for More Information: Keith Kucharek

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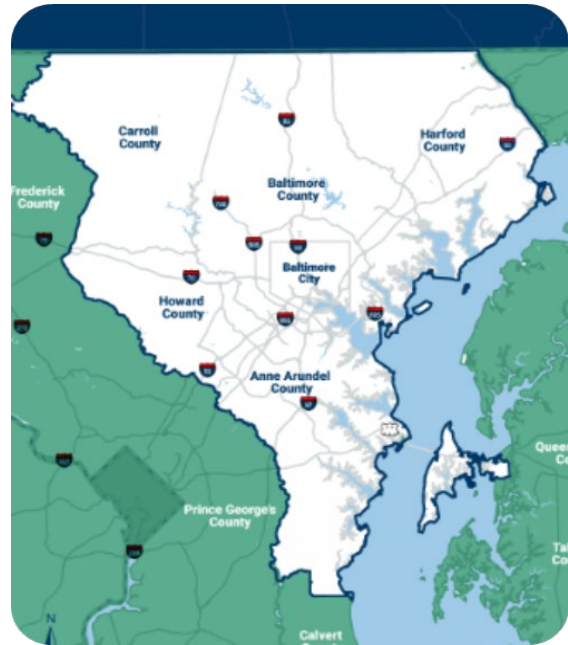
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Introduction

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, rideshare coordination and project management.

Purpose

The Baltimore Metropolitan Council (BMC) is soliciting proposals from qualified firms, joint ventures, and/or partnerships (hereinafter referred to as “Consultant”) to provide civil engineering, surveying and permitting/approval services to develop and prepare final design documents for the construction of the segment of the Patapsco Regional Greenway: Elkridge to Guinness.

Background

In 2016, the Bicycle and Pedestrian Advisory Group of the BRTB established a goal to identify a continuous greenway through the Patapsco Valley. This goal was realized in The [Patapsco Regional Greenway Plan](#). The limits of this greenway extend from the Inner Harbor of Baltimore City to Sykesville in Carroll County.

Preliminary 30% design drawings for a 1.5 mile segment of the Patapsco Regional Greenway between Elkridge and the Guinness Open Gate Brewery (Guinness) were completed in February 2021. This segment includes a 10-12 foot wide hard-surface trail beginning at the Guinness Open Gate Brewery and continues under the I-895 underpass. The trail parallels the Patapsco River, utilizing a boardwalk through forested floodplain and wetlands before crossing the Patapsco River via a 290-foot bicycle and pedestrian bridge. The trail would continue onto Main Street using sharrows to direct bicycles and pedestrians to Levering Avenue in historic downtown Elkridge. These plans and accompanying Technical Memorandum will be used as the basis for developing final design plans. The Plans, Specifications & Estimates and all associated activities must conform to the requirements of the Transportation Alternatives Program and other MDOT administered grant programs.

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.

Additionally, firms should base their approach on the AASHTO Green Book, AASHTO Bike Guide (note that the upcoming guide calls for 11" wide facilities), the MUTCD, MDOT SHA Bike Design Guide, and MDOT SHA Book of Standards, MDOT SHA Category Code Book, MDOT SHA Schedule of Prices and Howard County Complete Streets Design Manual.

Any work the Consultant does utilizing computer aided drafting and design (CADD) shall meet the requirements of the MDOT SHA CADD Standards, found here:

<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PagelId=29>

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

All data collected should be provided to BMC in its native format when possible, including shapefiles/geodatabases, digital photographs, and/or spreadsheets.

The proposed Scope of Work performed by the consultant shall address the following components:

Task 1: Project Management

The project will be managed by BMC. A steering committee including representatives of project sponsors from Baltimore County and Howard County, as well as the Department of Natural Resources, will convene throughout the project.

A key stakeholder group of property owners will also include Baltimore Gas & Electric, Maryland Transportation Authority, Maryland Department of Transportation's State Highway Administration, The Secretary's Office, Diageo and other property owners. It is anticipated a Memorandum of Understanding and/or Letter of Intent among the property owners will be developed during this design phase, to be supported by BMC and the Project Sponsors.

The Consultant shall coordinate with the BMC Project Manager to schedule and facilitate a 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 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.

Meetings:*

- Project kickoff meeting
- Attend one (1) site visit with the project team
- Facilitation of up to three (3) steering committee meetings
- Facilitation of up to three (3) property owners/stakeholder meetings
- 30% design review meeting
- Up to four (4) agency permitting/approval meetings
- Semi-final Review (60% design completion - optional depending on need)
- Final Review (90% design completion)

- Bi-weekly project manager meetings

*Please assume 75% of meetings will be held virtually and up to 25% potentially held in person.

Deliverables:

- Preparation and maintenance of project schedule
- Monthly invoices
- Meeting materials
- Meeting documentation

Task 2: Review Existing Materials

As previously stated, 30% concept plans and cost estimates have been completed. The consultant shall be responsible for reviewing existing plans, estimates and project comments to ensure consistency with completed plans and commitments. No specific deliverables are required with this task.

- Review three (3) technical memoranda
- Review geotechnical engineering report
- Review existing 30% concept plans
- Review existing 30% cost estimates
- Review comments from 30% design

Task 3: Updated Preliminary Investigation Plans

To meet the requirements of the development review process and necessary approvals, revised 30% erosion and sediment control and stormwater management concept plans will be prepared, along with a Sediment and Stormwater Management Concept Report.

Deliverables:

- Updated preliminary ESC and SWM design
- Sediment and Stormwater Management Concept Report

Task 4: Field Surveys

Topographic survey, utility designation and geotechnical investigation were completed during concept development. Supplemental survey and investigation may be required to provide any missing data or additional data as required.

- Wetland Delineation
- Forest Stand Delineation
- Right of Way/Metes and Bounds Survey
- Horizontal and Vertical Site Controls as needed (based on 30% plans)
- Quality Level B subterranean utility exploration as needed (based on 30% plans)
- Supplemental Geotechnical Investigation as needed (based on 30% plans)

Deliverables:

- Metes and Bounds survey data
 - Existing Right of Way mapping
 - Metes and Bounds Plats
- Wetland Delineation and report
- Forest Stand Delineation and report
- Updated CADD files with topo survey data (as needed)
- Updated utility designation CADD Files (as needed)
- Supplemental boring logs and report (as needed)

Task 5: Development of Semi-Final Construction Plans (60%)

60% Construction plans should consist of, but are not limited to the following plan sheets:

- Title Sheet (including location map, legend, scale, signature blocks, etc.)
- Notes and Abbreviations
- Typical Sections
- Geometry
- Detailed Trail/roadway plans (include existing and proposed Right of Way lines)
- Profile Sheets
- Drainage Details and Drainage profiles
- Maintenance of Traffic (Sequence of construction)
- Signing and Pavement Marking
- Lighting Plans
- Erosion and Sediment Control
- Forest Conservation Plan
- Stormwater Management
 - Site Development Stormwater Management Report
- Structure Plans and Details
- Landscape Plans
- Grading Table
- Cross sections

Deliverables:

- 60% Design Plans
- Invitation for Bids (IFB) documents
- Preliminary engineers estimate

Task 6: Development of Construction Plans (90%)

90% Final Review Construction plans should consist of, but are not limited to the following plan sheets:

- Title Sheet (including location map, legend, scale, signature blocks, etc.)
- Notes and Abbreviations
- Typical Sections
- Geometry
- Preliminary Trail/roadway plans
- Profile Sheets
- Preliminary Drainage Details and Drainage profiles
- Maintenance of Traffic (Final sequence of construction)
- Signing and Pavement Marking
- Lighting Plans
- Erosion and Sediment Control
- Forest Conservation Plans
- Stormwater Management
 - Final Stormwater Management Report

- Structure Plans and Details
- Landscape Plans
- Grading Table

Cross sections

Deliverables:

- 90% Design Plans
- Invitation for Bids (IFB) documents
- Preliminary engineers estimate with 0% contingency

Task 7: Plans, Specifications & Estimates (PS&E)

Develop all necessary items to prepare project for advertisement.

Deliverables:

- 100% complete construction plans
- Final Detailed Engineers Estimate (0% Contingency)
- Invitation for Bids Book (100% complete)
- Specifications
- Completed PS&E Checklist

Task 8: Permits and Approvals

Develop necessary documentation and applications. Permits and approvals will include but may not necessarily be limited to:

- Baltimore County development review process
- Howard County development review process
- MD Department of Natural Resources development review process

- NEPA / Section 106 (with assistance from MDOT SHA)
- Section 4(f) (with assistance from MDOT SHA)
- Joint Permit Application (JPA)
- Critical Area Commission
- MDOT SHA/MdTA access management/permit process

Deliverables:

- All necessary approvals and permits and/or permit applications

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. (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)

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 August 26, 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 Keith Kucharek at kkucharek@baltometro.org no later than August 2, 2022. All questions will be collected and answers will be posted to BMC's website by August 9, 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	July 19, 2022
Proposal Questions Due	August 2, 2022
Answers to Questions Posted	August 9, 2022
Proposals Due	Friday, August 26, 2022 at 2:00 p.m.
Consultant Selection	September 2022
Start of Work	September 2022
Completion of Work	September 2023

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. 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.

No formal budget has been proposed task. The estimate for this scope of work are approximately \$375,000, but proposals will be considered outside of this range if the proposed work program will provide a greatly superior product. 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://baltometro.org/sites/default/files/bmc_documents/RFP/sample-rfp-contract_fy2022.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 Metropolitan Council (BMC). 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

**Patapsco Regional Greenway: Elkridge to Guinness
Plans, Specifications & Estimate**

Request for Proposals

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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)

