



# Request for Proposals

PROJECT 24T03

## TRAFFIC SIGNAL INFRASTRUCTURE ASSESSMENT (TSIA) PILOT PROGRAM

ISSUE DATE

**September 5, 2024**

DUE DATE

**October 17, 2024 (2:00 PM)**

**Submit Questions and Proposals (by email only) to:**

Staff Name: [kkucharek@baltometro.org](mailto:kkucharek@baltometro.org)

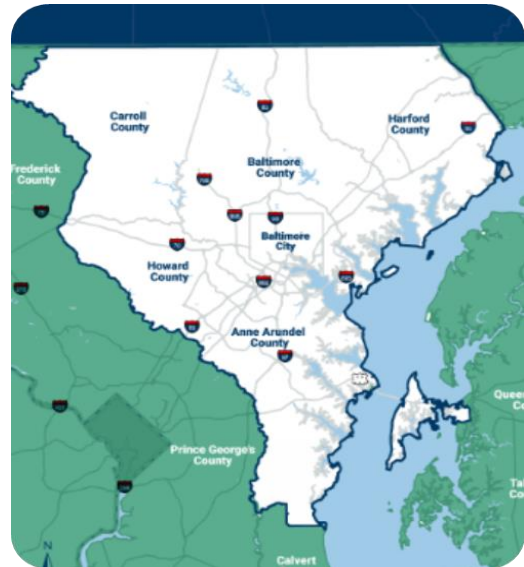
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# Introduction

The Baltimore Metropolitan Council (BMC) is a 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 federally designated Metropolitan Planning Organization (MPO) for the Baltimore region. Approximately 2.8 million residents live in the Baltimore region, the 20th most populated Metropolitan Statistical Area in the United States, according to the U.S. Census Bureau. The Baltimore region includes the jurisdictions of Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, and Queen Anne's County. The BRTB 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 (MDOT), the Maryland Department of the Environment, the Maryland Department of Planning, the MDOT Maryland Transit Administration, and the Regional Transit Agency of Central Maryland. BMC staff provide technical support to the BRTB, including 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

Preventive maintenance of traffic signals is a key component of a traffic signal management plan, helping to meet an agency's goal of providing safe and efficient movement of people and goods. Routine inspections of traffic signal equipment should be performed on a regular cycle (for example once every two to three years). Recent inspections conducted elsewhere in Maryland showed significant deterioration in signal equipment over the course of a 5-year period.

The Baltimore Metropolitan Council (BMC) is soliciting proposals from qualified firm(s) to develop a Traffic Signal Infrastructure Assessment (TSIA) program for the Baltimore region. This pilot program will assess current inspection programs in the region (state and local), best practices from around the US, and perform field inspections of a subset of signalized intersections to determine baseline conditions (pilot program). The TSIA program is intended to help local jurisdictions with a process and methodology to identify, rate and prioritize maintenance needs and develop cost estimates to program future funding. This project includes assessment of fully signalized intersections (red/amber/green) and the supporting infrastructure.

Based on the results of this pilot program and future funding availability, similar assessments will be conducted on a recommended cycle.

A steering committee comprised of select members of the Baltimore Region Traffic Signal Subcommittee of the Baltimore Regional Transportation Board (BRTB) will direct and oversee the development and implementation of the TSIA program. While this program is intended to benefit all jurisdictions in the region, due to budget and time limitations, the pilot will focus on the City of Annapolis, Anne Arundel County, and Baltimore County. It will be expanded to include the remaining jurisdictions in subsequent years, pending funding availability.

The BRTB has approved this work item as part of an approved Unified Planning Work Program (UPWP).

# Scope of Work

The proposed Scope of Services shall include sufficient detail to determine how each task will be accomplished; it will 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.

The proposed Scope of Work shall address the following components:

## **Task 1: Project Initiation and Project Management**

This project will be managed by BMC staff and include a (public sector) decision-making Steering Committee, which includes stakeholders from local, state, and federal agencies and the private sector. The Consultant shall coordinate with the BMC project manager to schedule and facilitate a project kickoff meeting for BMC staff to launch the work program for the project and clarify roles, project schedule and scope. The emphasis of this meeting will be on the Consultant's planned management, administrative, and technical approach. The kickoff meeting will provide the Consultant with a forum to introduce the Consultant project manager and proposed project team members and solicit input from BMC, if included, on the individual elements of the project approach. The Consultant shall present their project approach regarding scope and schedule and propose how to share files between BMC staff and the Consultant.

The Consultant shall communicate progress of the work regularly with the BMC Project Manager, through short (i.e., 30 minute) phone calls or virtual meetings that are scheduled approximately every two weeks throughout the project; coordinate reviews of deliverables with the project Steering Committee; and provide updates to the Steering Committee at key milestones (at meetings or through e-mail correspondence).

Invoices should be prepared and submitted to the BMC Project Manager at the conclusion of each task or subtask identified in the project schedule.

**Task 1 Deliverables:**

- Finalized work plan including project schedule with proposed Steering Committee meeting dates and list of deliverables
- Check-in status calls with BMC Project Manager and Consultant Project Manager (and key team members as needed)
- Documentation of project meetings and check-in calls
- Submittal of invoices upon completion of each task or subtask

**Task 2: Steering Committee Meeting Support**

The Steering Committee will help guide the project and provide input on the development of the project deliverables. The Steering Committee will be engaged in the project, i.e., meetings, interviews, draft deliverable reviews, surveys, etc.

Three Steering Committee meetings could be in-person or virtual meetings, or a mix of both. BMC has the capability to conduct hybrid meetings. Particularly for meetings that have all or some attendees participating remotely, the Consultant should ensure that methods or tools are used to enable active participation and solicit input from all attendees. (Note: BMC uses PublicInput.com for outreach/engagement, and this application could be used as an engagement tool to support project meetings).

All engagement materials (agendas, handouts, surveys, etc.) shall be submitted to the BMC Project Manager at least four working days prior to use in order to provide sufficient time for feedback.

**Task 2 Deliverables:**

- Draft and final Steering Committee engagement materials (i.e., agendas, presentations, handouts, meeting minutes, etc.).

**Task 3: Current Inspection and Maintenance Programs in the Region/State**

The consultant will be asked to gather information on how local jurisdictions in the region (Baltimore City, six surrounding counties, and the City of Annapolis) and MDOT SHA conduct traffic signal infrastructure assessments and address routine/preventive maintenance. This task will include:

- developing a questionnaire that is sent to a contact at each of the nine signal operating agencies (contacts will be provided by the BMC project manager), and
- conducting a follow up interview as needed (in person or remotely) with each agency to discuss the answers/gather additional information.

**Task 3 Deliverables:**

- Draft and final questionnaire, and
- Draft (with one round of comments) and final report (with one round of comments) on current inspection and maintenance practices in the region/state.

**Task 4: Infrastructure Assessment Best Practices**

The consultant will be tasked with conducting a limited study on best practices in other states and MPOs or local jurisdictions. A minimum of two (2) state DOT's and four (4) similar sized MPO's or local jurisdictions shall be studied. Information may be gathered through, but is not limited to, phone interviews, virtual meetings, emails, or survey questions.

**Task 4 Deliverables:**

- Agreed upon list of two state DOTs and four MPOs/local jurisdictions to study
- Draft and final list of questions for DOT's and MPO's/local jurisdictions
- Draft (with one round of comments) and final report (with one round of comments) on best practices.
- Hold Steering Committee #1 to present results of Task 3 and Task 4.

**Task 5: Pilot Program: Develop and Apply Traffic Signal Infrastructure Assessment (TSIA) Methodology**

Develop a regional methodology/framework, in consultation with the Steering Committee, to create a pilot program that can help local jurisdictions identify, rate and prioritize maintenance needs and develop cost estimates to program future funding.

For the pilot program supported by this project, the TSIA methodology will be applied to the signals owned by Anne Arundel County, Baltimore County, and the City of Annapolis.

\* See the last bullet on page 11 under Cost Proposal for further direction.

The following are examples of general categories to be included for inspection and/or assessment:

- General condition
- Controller and Cabinet Condition
- Signal Indications
- Detectors and Loops
- Pedestrian Amenities
- Signal Structures
- Wiring and conduit
- Battery back up system (if applicable)

Consultants can propose specific items for these categories as a starting point or additional categories; the list will be refined and finalized with input from the Steering Committee.

**Task 5 Deliverables:**

- Draft and final list of specific inspection items for each category.
- Develop a rating system using the final inspection list as a baseline
- For each pilot jurisdiction, provide rating of signalized intersections by specific inspection categories (such as General Condition, Controller and Cabinet Condition, Signal Indications, etc.) as outlined above
- Overall rating of signalized intersection based upon combined scores of individual ratings
- Photos of each signalized intersection. Photos should include at a minimum:
  - All vehicle approaches
  - Outside of controller cabinet
  - Inside of controller cabinet
  - Each pole, base plate, foundation, mast-arm, signal head
- Draft and final report clearly outlining deficiencies for each intersection and steps that local jurisdictions can take to address signal infrastructure needs



- GIS Database that includes data from the pilot that can be used for future inspections of these and other jurisdictions in the region
- Identify any damage or deficiencies in need of urgent repair
- Steering Committee #2 to present and take comments on the proposed methodology

### **Task 6: Development of Cost Estimates**

Utilizing the ratings from Task 5, Consultant will prepare itemized individual cost estimates to address deficiencies identified in the three (3) overall lowest rated intersections in each pilot jurisdiction.

#### **Task 6 Deliverables:**

- Nine itemized cost estimates
- Steering Committee #3 to present and take comments on the proposed cost estimates

#### **Consultant Qualifications**

BMC is seeking a traffic engineering firm, or team, with requisite technical capability and professional expertise to provide the type of services required and outlined in this Scope of Work. A qualified offeror's firm or team should have knowledge of the Baltimore region and the local and state agencies involved as well as very specific experience working on traffic signal design, operations, and maintenance.

# Proposal Content and Requirements

The proposal shall consist of two separate parts: (1) a Technical Proposal, and (2) a Cost Proposal. Each offeror shall provide their technical proposal and cost proposal in separate .pdf files. Proposals shall meet, at a minimum, the following requirements.

## Technical Proposal

The Technical Qualifications shall contain the following:

- *Cover Letter* – summarizing the offeror’s expertise and availability to do the work, all firms on the team and DBE commitment. Letter must be signed by an executive with authority to commit the offeror and stating the period for which the proposal is valid. (1 page maximum)
- *Experience and Qualification* – The offeror shall list the organizational qualifications of the prime and subconsultants, as applicable, with regard to the selection criteria identified in this RFP. The summary should contain information on projects of a similar nature that offeror has completed, including brief descriptions, dates, and names of contact persons. Please note any involvement by the project manager and key staff should be included in the next section Please include links to relevant work if possible. (10 pages maximum)
- *Project Management* – Designation of a project manager and the responsibilities of the manager and key staff. Resumes of the project manager and key staff from any firm involved, should be included in this section. Note that the resulting contract will require commitment of the specified personnel. (9 pages maximum)
- *DBE Participation* – The offeror shall present the program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC’s goals. 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, table of contents, 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, including the prime firm and all subconsultants. Direct costs shall be itemized by category (e.g., travel, per diem, printing and reproduction, /etc.) for the entire project. The invoice submission schedule shall be based on completion of each task or subtask.
- Affidavits and Certifications – An electronic signature should be included on the Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.
- Additionally, if there are any proposed exceptions to the “sample” form contract located on page 14, these should be noted in the Cost Proposal.
- The budget for the overall task is set at \$200,000. All tasks are desired. For Task 5, the Consultant should identify an average cost and how many intersections could be assessed based on that average cost.

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 pdf files – one (1) for each of the Technical and Cost Proposals to [kkucharek@baltometro.org](mailto:kkucharek@baltometro.org).

The proposal must be received by BMC no later than 2:00 PM on October 17, 2024. 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 like Google Drive or Dropbox and email the link to the files.

Please direct any questions to Keith Kucharek at [kkucharek@baltometro.org](mailto:kkucharek@baltometro.org) no later than September 30, 2024. All questions will be collected and answers will be posted to BMC's website by October 3. Questions arriving after September 30 will not be answered.

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	September 5, 2024
Proposal Questions Due	September 30, 2024, 2 PM
Answers to Questions Posted	October 3, 2024
Proposals Due	October 17, 2024, 2 PM
Consultant Selection	November 2024
Start of Work	November 2024
Completion of Work	June 2025

# Consultant Selection Criteria

BMC staff and/or appropriate project partners will conduct an evaluation of proposals. All proposals will be evaluated on the basis of technical merit and proposed cost. Teaming is permissible but the offeror will be with a single prime contractor. Technical merit will be evaluated as follows:

Topic	Considerations	Maximum Points
Project Management	Staff Roles and Responsibilities; Subconsultant/DBE Integration; Staff Availability and Commitment	25 pts
Experience and Qualifications	Firm Experience with Similar Projects; Staff Experience	30 pts
Work Program	Understanding of Issues/Objectives; Technical Approach; Clarity of Deliverables	30 pts
Proposal Quality	Cover Letter; Adherence to Proposal Requirements; Proposal Presentation	15 pts
<b>Available Technical Score</b>		<b>100 pts</b>

This is not a low-bid procurement. The FY 2024 UPWP budgeted \$200,000 for the consultant part of this task but proposals will be considered if they are 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 based on the initial technical merit and proposed cost. Offerors may be asked to make personal appearances or to provide additional information regarding their 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\\_fy2022.pdf](https://www.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. Any exceptions should be noted at the end of the Cost 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

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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

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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>

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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

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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.)

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(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.

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**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.**

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(Date)

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(Affidavit)

