



# Request for Proposals

PROJECT 25A08

## WEBSITE REDESIGN WWW.BALTOMETRO.ORG

ISSUE DATE

**October 18, 2024**

DUE DATE

**November 22, 2024 (2:00 PM)**

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

Candice Ifill: [cifill@baltometro.org](mailto:cifill@baltometro.org)

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# Introduction

The Baltimore Metropolitan Council (BMC) and the Baltimore Regional Transportation Board (BRTB) are trusted experts who help guide the future of the Baltimore region by evaluating needs and trends, listening to communities, and developing and implementing programs and projects. We help forge a vibrant economy and improve quality of life by building a better region together.

BMC, the regional Council of Governments and BRTB, as the federally required Metropolitan Planning Organization each play a unique role in convening top elected leaders and state and local agency specialists in the Baltimore region and advancing shared priorities in transportation, forecasting and analysis, mapping applications, air and water quality programs, multimodal planning, cooperative purchasing, workforce development, housing and rideshare coordination.

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.

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, the Maryland Department of the Environment, the Maryland Department of Planning, the MDOT Maryland Transit Administration, and Central Maryland RTA. BMC staff provides technical support to the BRTB.



# Purpose

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The Baltimore Metropolitan Council (BMC) is seeking a firm to redesign its website with the goal of improving site usability and creating a modern, attractive web presence for the organization.

This website promotes activities of the BMC and the Baltimore Regional Transportation Board (BRTB). It also provides the general public with a greater level of participation in regional planning activities. Other significant audiences for the site include members of partner organizations, peers in the planning community and related fields, and vendors.

Goals for BMC's new website include:

- Raising awareness of and communicating the value of BMC's activities;
- Supporting public outreach initiatives of the BMC and the BRTB, including several campaigns which have branded domain names pointing back to the main website;
- Distributing BMC/BRTB publications, information and meeting materials;
- Increasing accessibility and providing a mobile-friendly interface that can be browsed conveniently across a wide range of devices and browsers;
- Easing website administration through intuitive organization of backend documents;
- Increasing customization of website design and components by in-house staff; and
- Promoting dialogue with stakeholders through integrated social media and other discussion tools or platforms.

# Scope of Work

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Website update and migration from Drupal to WordPress. The update will include a new menu and sitemaps, updates to page layouts, improved search function and increased accessibility. The selected firm should have the skills and experience to work with BMC staff to complete the following tasks:

## Task 1

In order to determine the technical specifications of the new website, BMC will rely on the expertise and guidance of the selected firm to inform final design. The selected firm will meet with BMC to review and refine:

- The “Requirements” and “Desired Features” outlined on Pages 6 through 11 herein;
- The BMC-developed wireframes (Exhibit A) and Sitemap (Exhibit B); and
- A project schedule.

### Deliverables:

- A Findings Report outlining recommendations on “Requirements,” “Desired Features,” wireframes and IA, including:
  - preliminary minimum and recommended hosting platform specifications,
  - recommended security measures,
  - recommended external management and file transfer tools,
  - the cost-benefits of various hosting platforms , as well as
  - both free and paid versions of CMS-specific modules and components (for use in the development of the website)
- Detailed project schedule.

## Task 2

### Design Phase

Develop design mockups of the new website, prior to technical development. With direction from BMC, the selected firm will work from the BMC-developed wireframes and content IA to design a new look and feel for the website, including color schemes and graphic elements to unify the website with BMC's recently-updated organizational branding.

The following is an inclusive but not necessarily exhaustive list of the requirements, desired features, and deliverables for the Design Phase. BMC's current website has many of the features using third party services, which may be incorporated in the final design of the updated website.

### Requirements:

- Redesign Baltometro.org to modernize the design and user experience design (UX);
- Ensure the new IA and UX aligns with search engine optimization best practices;
- Be designed for WordPress 6.6;
- Be designed for HTML5 (or newer), CSS3 (or newer), and PHP 8.1 (or newer);
- Design should support a framework, such as bootstrap, to provide a flexible viewer experience;
- Website design and associated elements should comply with WCAG 2.0 and Section 508 of the Rehabilitation Act;
- Preserve existing search engine optimization (SEO) from current website;
- Include translation capability comparable with Google Translation;
- Render properly at varying screen resolutions in all major browsers, including: Internet Explorer, Microsoft Edge, Firefox, Chrome, and Safari;
- Feature a responsive/mobile-friendly design that renders efficiently on smart phones and tablets;

- The design process will include review and revision cycles as needed to achieve approval and final design.

**Desired Features:**

## System Functionality:

- Provide both front (inline) and back-end content “what you see is what you get” (WYSIWYG)-editing capability;
- Provide the ability to mass-upload and tag (while uploading) individual documents;
- Provide activity reporting for CMS contributors and public-user login history; and
- Allow for the creation of user-friendly URL’s.

**System Administration:**

- Broken Link Review – An administrative center for quality assurance review, including detailing broken links on the website with the referring page location so that links can be corrected;
- Website Analytics – An administrative center for reviewing, filtering and exporting overall website statistics, including the ability to view statistics by page or section; and
- Document Review – An administrative center for reviewing, filtering, and exporting, user-download statistics for documents, including the ability to view statistics by parent category or tag.

## System Features:

- Advanced Site Search – Provide an internal site search that searches through various types of content, including but not limited to: content metadata, content types, content categories, events, and content contents of files (PDFs, Word Documents, etc.);

- Blogging – System should allow for the creation of blog posts. Blogging functionality should include the ability to tag and categorize posts, as well as the ability for users to comment;
- Calendar – Content Editors should have quick and easy access to add, import, export and update calendar listings, with editing capabilities through a direct, front-end interface or a back-end interface. Calendar must also integrate with google calendar and provide iCal links for users to add events to desktop calendars, such as Outlook;
- Contact Us Form – Include a “contact us” form to allow the public to reach staff via the site - preferably one form for each program area/department;
- Third Party Application Display –Provide separate layout for display of Third Party Applications that do not utilize the website’s technologies (ie: Microsoft Access Database, ArcGIS, & Tableau);
- Developer Site – Be accompanied by a functional developer site for in-house manipulation;
- Document Archive – A document archive for specified categories of documents with built-in filtering abilities and advanced search capabilities;
- E-Notifications – A tool that provides a sign-up box allowing users to add their email addresses to receive important notices. Users should be able to set their preferences and should have their sign-up validated via a confirmation email. Functionality should be integrated with calendar/events, job postings, news, Press Releases, and RFP postings. Sign-up submissions should auto-populate existing email software (Mailchimp);
- Event Calendar – Include an event calendar application that allows an unlimited number of calendar categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category. The following features should also be included:
  - Capability to set up calendar events as single or recurring events, with options for daily, weekly, monthly or annual recurrences;



- Calendar events shall provide space for full descriptions including the ability to post related documentation (PDF's), images and tables within the description;
  - The site visitor shall be able to view calendars by a list of events, a week view or a month view;
  - Calendars shall be filterable by category, a start date and an end date, with the ability to search for keywords; and
  - Ability for site visitors to subscribe to updates from individual calendar categories through e-mail (HTML or plain-text);
- Event Registration – Capability for the public to easily register for events, retreats, or meetings via the website. Functionality should include:
    - Secure registration so that registrant information is not publicly available;
    - The ability to pay online for paid events;
    - Email template creation to send customized notifications to registrants; and
    - Personalized login accounts;
  - Secure Forum – The system should have the capability to deliver a password protected area of the website available only to those users approved to access the secure content (sensitive documents) via a separate login page. This protected area must also provide the approved users the ability to comment, read, and review other member's comments made on various topics.
  - Form Creator – Solution should have an online form development tool for the staff to create interactive forms, with:
    - Ability to create unlimited categories of forms, with an unlimited number of forms in each category;
    - Ability for users to complete and submit forms electronically; and

- Method by which form data is stored in a database and can be exported in a usable format from the CMS (i.e. xlsx, csv, PDF);
- Google Mapping Display with Marker View – The system should have the ability to add specific locations that are displayed as markers on a single, interactive map through the use of Google API's.
- Image Management – Image management tools for the addition of images to on-site content through webpages and modular elements associated with the CMS.
  - Capacity to upload multiple images at one time and associate images with specific pages;
  - Ability to preview images prior to association with on-site content; and
  - Ability to alter image properties, including image width, image height, capability to associate or disassociate width and height, border color, border width, image alignment, margins and application of CSS classes from overall website styles;
- Language Translation – System should include translation capability comparable with or utilizing Google Translation;
- Meetings Manager – The system should have a module that allows staff to efficiently manage the council and committee meeting process including the ability to submit meeting agenda, minutes, resolutions, and presentations. Functionality should include the ability to upload different types of meetings and items and have customizable approval workflows;
- Membership Directory – System should include a committee membership directory that can be tagged for display by applicable category. The directory should be an interactive index including name, address, link, photo, etc. Such information should be able to be entered by our staff or imported from another source (i.e. CSV file) (Note: BMC currently utilizes Insightly for contact management and Mailchimp for email marketing. The selected vendor will be asked to provide advice about the integration of these existing software with the website.);

- News Posting – The system should have the ability for use to post press releases, featured stories and “what’s new” content on the site. News content should have an auto archiving functionality to archive posts after a certain time frame. The News should also have RSS feeds automatically available if desired by website visitors;
- Online Payments – The system should have an integrated online payment functionality where transaction information can be directly transmitted securely to a third-part vendor who would then process the credit card or e-check, and remit the funds into a specific bank account. Transactions should be logged into a local database for reconciliation and reporting purposes. For security purposes, credit card and confidential financial information should not be stored on the system;
- Online Polling/Surveying – The system should have the ability to create and provide a poll or survey on the website. Depending on the widget’s settings, the poll or survey will appear on the public website inside a widget as a modal. The functionality should include the ability to add, edit, import, export and copy the poll/survey. The website administrator should be able to define categories and capture/display poll/survey results;
- Photo Slideshows – Creation of slideshows using multiple images and common tools found in the image management portion of the website CMS. This includes the ability to alter the order, speed, transition type, duration and layout of on- site slideshows;
- SEO Support – The system should allow for keyword optimization with improved SEO, title & metadata descriptions, integrate microdata, and include implementation of Google analytics;
- Single Sign-on – Should have a component where registered users can log in, view and update their information from a personalized dashboard. The system should have the capability to add registered members through the CMS, import from a spreadsheet, or self-add via the front-end user interface;
- Social Media Integration – Integrate Twitter feeds directly on site;
- Social Network Sharing – Users should be able to share website content directly to their individual social networking page;

- Staff Directory – Should have a staff directory with options for expanded staff biographies and images. E-mail addresses associated with directory listings shall be automatically obscured from automated methods e-mail collection; and
- Tagging – Ability to tag any content and search, sort or view based on tags.

**Additional Guidance:**

While BMC has outlined specifications herein, it is also seeking guidance from the selected vendor as to the approach of redesigning BMC's website. BMC encourages respondents to consider and propose alternative recommendations and solutions. BMC is particularly interested in specific web functionality that vendors may have already developed and deployed for other customers.

**Deliverables:**

- Provide a minimum of three (3) design mockups (of the overall look and feel) of the proposed website that adhere to the branding style and standards (to be provided by BMC);
- Provide detailed design layouts for all unique page layouts and feature templates, including but not limited to: blog, contact page, committees, programs, planning area, plans, publications, search, staff list, user login, user profile, forms, comments and calendar pages; and
- Provide detailed functional specifications.

## **Task 3**

### **Technical Development – Phase 1**

Once the design layout has been approved by BMC, the selected firm will develop the site architecture with placeholder (filler) text and images.

**Deliverables:**

- Code skeletal layout of website for review by BMC;

- Present skeletal layout for review and comment; and
- Adjust design features based on feedback from BMC
- Finalize minimum and required hosting specifications

## Task 4

### Technical Development – Phase 2

Once Phase 1 is approved by BMC, the selected firm will populate the site with content. BMC will manage and provide web content for the new website, including copy (narrative), Metadata, Metatags, keywords, and images.

#### Deliverables:

- Create redirects from all (applicable) current website pages to all new pages;
- Populate a hierarchical tag list (to be developed by BMC) in the administrative interface; and
- Populate the webpages with provided web content, imagery, Metadata, Metatags, and keywords.

## Task 5

### Migrate Files from Existing Document Management System to New Document Management System

Many documents are posted on BMC's website, such as meeting agendas and notes, presentation files, and planning documents. These files are currently maintained using PhocaDownload.

The selected firm will migrate existing documents from one site to the other utilizing a new information architecture (folder hierarchy) developed by BMC. The new hierarchy will allow BMC to easily organize documents and

automatically display them on specific pages on the site based on their various attributes.

Deliverables:

- Migrate existing documents from one site to the other utilizing a new information architecture (folder hierarchy) developed by BMC.

## **Task 6**

### **Test New Website**

The selected firm will test the website and ensure that it functions to the satisfaction of BMC.

This will include the provision of a temporary hosting environment to allow BMC to evaluate and test the redesigned website before final launch.

Deliverables:

- Test new website;
- Provide temporary hosting environment to allow BMC to test website; and
- Address any functionality or layout issues prior to launch.

## **Task 7**

### **Provide Training and Direction on New Website**

The selected firm will provide BMC staff with training in the use of the new website.

Deliverables:

- Provide onsite training to staff in the use and navigation of the WordPress CMS used for the development of the site and explanation of all modules, extensions and plugins.
- Provide written descriptive lists of all modules, extensions and plugins the site utilizes and any known instructions for use and maintenance of the same.
- Provide BMC with documentation of all customized extensions, including CSS, PHP, Javascript and HTML files, as applicable for the particular customization.
- Prior to project completion, provide all source files used to create pages, templates, images, or other elements associated with this project shall be delivered prior to project completion. This includes, but is not limited to, the following types of files: HTML, PHP, Javascript, CSS, Microsoft Word, PDF, Photoshop, TIFF, JPEG, and Flash.
- Document processes for creating and assigning user credentials, and connecting to the site using external file transfer tools (if any)
- Document any CMS management procedures,
- Document operational procedures, such as content freezes, backups, and updates to the hosting platform, CMS, modules, and components.

## Task 8

### Final Deployment and Developer Site

The selected firm will work with the current web hosting company to transfer the website to the “live” host environment. The selected firm will also provide BMC with a developer site mirroring the final website, for use by BMC staff in ongoing website maintenance.

#### Deliverables:

- Transfer the new website to a “live” hosting environment; and

- Provide BMC with a developer site.

## **Task 9**

### Annual Update for Four Year Term

The selected firm will facilitate updates of WordPress CMS and site modules and components on an annual basis for four years (ie: 2025 – 2029).

Deliverables:

- Provide four (4) annual updates to Wordpress CMS and site modules and components.

### **Consultant Qualifications**

BMC is seeking a firm, or team, that will work with BMC staff to redesign and launch its website in WordPress CMS. The selected firm or team shall have demonstrated experience in development of WordPress websites with adherence to 508 compliance guidelines.



# 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)
- Project Experience - for each relevant/similar project, at minimum, include:
  - a. Description of work tasks performed.
  - b. Roles and responsibilities of the project manager and key team members.
  - c. Client name and contact information for reference.
  - d. Examples of website(s) produced.
  - e. (Project Experience should be limited to ten (10) pages; single sided.)
- Individual Qualifications - include resumes for the proposed project manager and key team members. (Individual Qualifications should be limited to nine pages; single sided.)
- Project Approach and work tasks with project milestones/timeline that at a minimum will include:

- a. Kickoff meeting with BMC staff;
  - b. Process to develop website templates;
  - c. Roles and responsibilities of the project manager and key team members; and
  - d. Expected process for key products within the Scope of Work.
  - e. (Project Approach should be limited to twenty (20) pages; single sided.)
- - *Work Program* – Offerors shall provide a discussion of each task to be undertaken, how it will be performed, and the products/deliverables to be provided. An overall schedule of work in Gantt chart or similar format should be included. Offerors may include but are not limited to the tasks identified in the Scope of Work, and are encouraged to suggest modifications that would facilitate a successful work program. (12 page maximum)
  - *Experience and Qualification* – The offeror shall list the 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. In the project descriptions, identify the roles of the identified project manager and key personnel. Please include links to relevant work if possible. (7 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; include a breakdown of key staff hours by task in this section. (6 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 – The price quote shall be per accepted count by BMC for each of the count types listed from 1 through 5 under Task 3 of the Scope of Work and shall include all labor and fixed costs including administration 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 is anticipated at completion of task.
- 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

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All offerors shall submit by email two (2) separate digital pdf files – one (1) for each of the Technical and Cost Proposals to Candice Ifill at: [cifill@baltometro.org](mailto:cifill@baltometro.org).

The proposal must be received by BMC no later than 2:00 PM Eastern Standard Time on Friday November 22, 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 Candice Ifill at [cifill@@baltometro.org](mailto:cifill@@baltometro.org) no later than 5:00pm on November 5, 2024. All questions will be collected and answers will be posted to BMC's website by Friday November 8, 2024. Questions arriving after November 5, 2024 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

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RFP Issued	October 18, 2024
Proposal Questions Due	November 5, 2024
Answers to Questions Posted	November 8, 2024
Proposals Due	November 22, 2024
Consultant Selection	December 2024
Start of Work	December 2024
Completion of Work	June 2025

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# 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:

<b>Topic</b>	<b>Considerations</b>	<b>Maximum Points</b>
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>

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. Proposals will be considered if the proposed work program will provide a greatly superior product.

BMC staff and/or appropriate project partners will conduct the evaluation of proposals. 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://baltometro.org/sites/default/files/bmc\\_documents/RFP/sample-rfp-contract\\_fy2022.pdf](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

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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>



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)

