



Request for Proposals

PROJECT 25A12

West Baltimore Transit Oriented Development (TOD)

ISSUE DATE

February 13, 2025

DUE DATE

March 27, 2025 (2:00 PM)

Submit Questions and Proposals (by email only) to:

Staff Name: tbriggs@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

The Baltimore Metropolitan Council (BMC) is soliciting proposals from qualified firm(s) to create a Transit Oriented Development (TOD) Implementation Plan for the West Baltimore Red Line Station. The station is planned to become a critical regional hub with the addition of the planned Red Line Station to the existing MARC station and local bus lines. BMC is seeking land-use planning support, informed by and coordinated with multiple ongoing investments, which will attract more density, community-serving land uses, and vibrant public spaces to the station area, and ultimately increase ridership, access to jobs, and multimodal connectivity. The selected firm will create a Plan that recognizes community priorities, supports affordable housing, identifies pedestrian and bike connections, and recruits private investment.

The Project will coordinate with the redesign of the West Baltimore MARC Station included in Amtrak's Frederick Douglass Tunnel project, as well as the West Baltimore United project supported by Reconnecting Communities and Neighborhoods grant funds, and the MARC Penn Line TOD Framework Plan. The project should also coordinate with the broader TOD programs being led by MDOT's Office of Real Estate and Economic Development. A link to a one page description of the grant is provided on the BMC RFP webpage.

This project is funded by the recent grant award to the Maryland Transit Administration's (MTA) through the Federal Transit Administration (FTA) Pilot Program for Transit-Oriented Development Planning. This solicitation is being led by BMC with review from MTA. The plan will be managed jointly by BMC and MTA.

Scope of Work

The selected firm will produce a TOD Implementation Plan for the area around the West Baltimore Transit Hub; this hub includes the future Red Line Station, the MTA bus transfer loop, and the MARC Station. The effort will culminate in a final plan document

18 months from project kickoff. The selected firm should have the skills and experience to work with BMC, MDOT and MTA staff to complete the following tasks:

Task 1 - Project Management

Manage the project in a way that will deliver an on-time and on-budget planning process and plan document. This task should consist of regular check-in meetings and status updates with the BMC and MTA project managers, as well as a project schedule with deliverables and notable milestones that is maintained accurately as the project progresses.

Deliverables:

- Agenda and meeting minutes for kick off and bi-weekly progress check-ins
- Project schedule to be updated at each bi-weekly progress check-ins

Task 2 - Community and Stakeholder Engagement

The TOD Implementation Plan is an opportunity to better include community, stakeholder, and partner priorities concerns to help produce a planning document that can sensitively guide the development of an area poised for significant investment. The selected firm will create and execute a stakeholder and community engagement strategy to include a schedule of planned engagement activities and tools structured around major project decision points. Stakeholders to engage will include neighborhood association leaders, community stakeholders, developers, and other business community partners. This strategy should also include coordination with elected officials and partners from city and state planning, transportation, economic development agencies, and existing stakeholder workgroups. Partner coordination should include coordination with adjacent projects mentioned in the project purpose. As part of Task 2 the firm will work with community stakeholders, business community, and public agency partners to guide the creation of stakeholder-driven aspirations and goals, as well as quantifiable performance measures for what constitutes successful TOD development in this context.

Deliverables:

- Community/stakeholder engagement strategy plan

- Materials to support community/stakeholder meetings and briefings (including social media)
- Website materials to be hosted on MTA website
- Community/stakeholder meeting staffing and minutes

Task 3 - Existing Conditions, Previous Plans, TOD Incentives and Legislation and Related Project Review

The selected firm will review existing conditions, previous plans and studies, relevant TOD incentives and legislation, and related efforts including but not limited to the Frederick Douglass Tunnel and West Baltimore MARC Station, Red Line, and West Baltimore United projects. The selected firm should also review previous TOD related plans and studies as well as the results of past large scale developments in the area (examples: Heritage Crossing and Poppleton) to understand the lessons learned.

Deliverables:

- Facilitated site visit with major stakeholder agencies
- Existing conditions, previous plans and related project summary memo, including synthesis graphics/figures to support community and stakeholder understanding of existing site and area condition and context

Task 4 - TOD Assessment, Transportation and Infrastructure Analysis, Market Assessment, and Fiscal Assessment

The selected firm will identify considerations for transit-oriented development, including infrastructure needs such as parking, site ownership, site constraints, real estate factors, local economic and demographic trends, along with financial constraints. These assessments based on analysis of the existing conditions and economic environment, and projected conditions based on the planned build year of the Red Line. These analyses should account for real estate market strength and trends, as well as economic development options and opportunities based on expected demographics and employment growth. This analysis should focus on lessons learned from previous TOD efforts and propose a solution unique to the characteristics of the transit hub and lack of previous TOD success following planning efforts.

The transportation and infrastructure analysis should focus on bridging the gap between the existing publicly-owned parcels and adjacent privately-owned real estate so that transit facilities and new development are integrated into the existing community. The selected firm should propose public right-of-way improvements to create a better built environment that connects existing and future residents to new development and existing resources.

This analysis should focus on the needs of the existing local communities and communicate benefits of development for existing communities.

Deliverables:

- TOD Assessment, Transportation and Infrastructure Analysis, Market Assessment, and Fiscal Assessment memorandum

Task 5 - Recommendations and Final Plan

The selected firm will produce three to five land-use concepts options for TOD scenarios and recommendations for infrastructure upgrades, needed zoning and regulatory changes, and finance mechanisms and incentives; including potential value capture strategies.

The recommendations should include strategies for “shifting the conversation” about TOD at West Baltimore from attempting to implement a single master plan to how the State and City can jointly uplift the community and developers at small and large scales while increasing ridership at West Baltimore through TOD, as well as specifics on policy changes that could be implemented to incentivize small and large scale TOD off-site. The strategy should also consider policy provisions for renters and owners to ensure that existing residents are not displaced by future development.

A final Implementation Plan report with refined visualizations to include renderings of potential future TOD investment around the station, and specific chapters dedicated to the previous tasks should be submitted as a public facing document.

Deliverables:

- Draft plan with multiple scenarios
- Final plan with selected scenario(s)

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)
- *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 the qualifications of the prime and subconsultants, as applicable, with regard to the selection criteria identified in this RFP. The summary should contain 5 example projects of a similar nature that offeror has completed or is substantially underway, 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. (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. Key staff resumes should include personnel who will lead the Real Estate Analysis, Public Engagement, and Infrastructure Assessment. Note that the resulting contract will require commitment of the specified personnel. (10 pages maximum)
- *DBE Participation* – The offeror shall present the program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs). See the section of MANDATORY STATEMENTS for statement of DBE participation goals.

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 is anticipated monthly.
- *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 12, these should be noted here.

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 tbriggs@baltometro.org.

The proposal must be received by BMC no later than 2:00 PM on March 27, 2025. 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 Tim Briggs at tbriggs@baltometro.org no later than March 13, 2025. All questions will be collected and answers will be posted to BMC's website by March 18, 2025. Questions arriving after March 13, 2025 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	February 13, 2025
Proposal Questions Due	March 13, 2025
Answers to Questions Posted	March 18, 2025
Proposals Due	March 27, 2025 (2:00 P.M.)
Consultant Selection	April 2025
Start of Work	May 2025
Completion of Work	November 2026

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	15 pts
Experience and Qualifications	Firm Experience with Similar Projects; Staff Experience	35 pts
Work Program	Understanding of Issues/Objectives; Technical Approach; Clarity of Deliverables	35 pts

Proposal Quality	Cover Letter; Adherence to Proposal Requirements; Proposal Presentation	15 pts
Available Technical Score		100 pts

This is not a low-bid procurement. This project is funded by a \$500,000 grant award for the consultant part of this task but proposals will be considered outside of this range if the proposed work program will provide a greatly superior product.

BMC 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://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

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 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 29 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)

