



REQUEST FOR PROPOSALS

Project

Access to Rail Stations in the Baltimore Region

Access 2000 Update

Due Date:

August 27, 2010
2:00 p.m.

Submit Qualifications to:

Baltimore Metropolitan Council
ATTN: Stephanie Yanovitz
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224

Contact for More Information:

Stephanie Yanovitz
E-mail: syarovitz@baltometro.org

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I. INTRODUCTION

The Baltimore Regional Transportation Board (BRTB) is the designated Metropolitan Planning Organization (MPO) for the Baltimore region. The members consist of designated representatives from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, and Howard County, the City of Annapolis, plus the Maryland Department of Transportation, the Maryland Department of the Environment, and the Maryland Department of Planning.

The Baltimore Metropolitan Council (BMC) staff provides technical support to the BRTB. BMC is a private nonprofit organization committed to identifying regional interests and developing collaborative strategies through plans and programs which will improve the quality of life and economic vitality throughout the region. Our Board of Directors includes the Mayor of Baltimore City, the County Executives of Anne Arundel, Baltimore, Harford and Howard counties, and a Carroll County Commissioner.



The work of BMC staff includes transportation forecasting and analysis, economic and demographic research, computer mapping applications, air and water quality programs, cooperative purchasing, and rideshare coordination.

II. PURPOSE

The BRTB is interested in access to transit and connectivity across the Baltimore region as it directly pertains to the livability and economic vitality of the citizens who live, work, play and learn throughout the Baltimore region.

In 1995, the Maryland General Assembly passed legislation that included the requirement for an inventory of conditions at and around rail transit stations in Maryland to determine improvements needed to accommodate pedestrian and bicycle access. The Maryland Transit Administration (MTA) assumed the responsibility for fulfilling the mandates of the legislation.

State and local advisory groups were created to determine the methodology, guidelines, and routes selected for the inventory. The inventory of existing and planned stations at the time totaled 114 stations including 29 stations in Baltimore City and 2 in Washington DC. Currently, there are sixty-five (65) stations within the Baltimore region. The original Access 2000 document provided the results of the station inventory.

The four rail transit lines inventoried were:

- Baltimore Metro operated by MTA
- Baltimore Central Light Rail Line operated by MTA
- MARC (Maryland Rail Commuter Service) operated by MTA
- Washington METRO (Maryland Stations) operated by the Washington Metropolitan Area Transit Authority (WMATA)

In an effort to update the access/pedestrian and bicycle networks/connections at the 65 stations to date, the Access 2000 document will need to be revisited.

III. SCOPE OF WORK

The access to transit boundaries previously identified will remain the same for pedestrians (within 0.6 miles) but is increasing to 3.0 miles for bicyclists. It is anticipated that the selected consultant firm will have the skills and experience with the ability to revisit the Access 2000 Document and station inventories and update the following features in a digital format.

Preliminary Assessment, Data Collection, and Review

- Review information in the Access 2000 document
- Perform field reviews to confirm/update information
- Coordination through identification of partnerships
- Complete data research and prepare mapping
- Provide recommendations/feasibility
- Provide cost estimate(s) per jurisdiction
- Summarize findings and provide a digital report

The following tasks are included:

Task 1 - Preliminary Assessment

The consultant will review the Access 2000 document and identify all stations in the region as valid for study in terms of walking and bicycling. The following information shall be updated:

- City/County Overview
 - Vicinity Population
- Report with updated Conditions
 - Average weekday passengers/parking spaces/capacity
 - Carpool/Vanpool/Rideshare Parking
 - Bicycle parking
 - Charging stations
 - Weekend use

Task 2 - Field Review

The consultant will conduct field reviews to confirm the existing inventory and provide updated information. For observations, weekday peak hour / dawn or dusk / and weekend observations are suggested. Pictures are not required.

All **State** and **local** paths should be noted for ADA compliance as well as bicycle accommodations per the latest state and local policies and guidelines.

- Pedestrian Access/Sidewalks/Paths
 - Presence of any informal paths/surface should be identified
 - Desire lines
 - Curb Ramps / Accessibility
 - Type of surface
- Adjacent traffic controls
 - Signals / Signing / Markings
 - Ingress/Egress
 - Crosswalks (controlled/uncontrolled)
- Drainage Inlets/Structures
 - Environmental features/barriers
- Right-of-way
 - Maintenance requirements
- Bus stops/routes/schedules
 - Shelters/Kiosks
 - Headways/local/express
 - Public/Private transportation
- Bicycle Access/on-road/off-road
 - Bike access on MARC
 - Bike Storage/Racks/Lockers/covered/secure
 - Bicycle Level of Comfort (BLOC)
- Lighting
 - Pedestrian level / Station / lot
- Crash Data (2007-2009)
- Shuttle services/Senior Services/Disability service/Taxis

Task 3 - Prepare Mapping

The consultant will display the updated information/findings on a digital map with a legend. Station information is available online at www.mtmaryland.com. The consultant will prepare a diagram of each intersection/route with traffic controls, sidewalk, buffers, medians, signing, markings, lane use, land use, and widths within a 3-mile radius of the station.

The consultant will request crash data in the study area from SHA Office of Traffic and Safety (OOTS), utilize MAARS Data mining tool, or other means to identify the relevant crashes for the latest three-year period, 2007-2009. After receiving this information, the consultant will incorporate the appropriate content of this report/mapping.

The consultant will request right-of-way data for recommendations in the study area from SHA Office of Real Estate, or other means. After receiving this information, the consultant will incorporate the appropriate content of this report/mapping.

- Individual Station Maps (Digital/GIS) with Legend
 - Land Use: Existing/Proposed
 - Points of Interest/Public Facilities (i.e. libraries)/Schools
 - Road Names/Designations

Task 4 - Recommendations/Feasibility

The consultant will make any necessary recommendations that are feasible such as, marked bike lanes, additional crossings, or pedestrian lighting that would enhance the bicycle and pedestrian access to the station. In addition, the consultant will use sound engineering judgment when making recommendations pertaining to but not limited to the following:

- Bus priority opportunities
- Cross jurisdictional opportunities
- Regional opportunities – public/private
- Recommendations for Bike Parking/Sharing locations with large public/private facilities (employers/universities) or nearby parking garages
- Public Art/enhancements/beautification safety opportunities
- Public/Private restrooms
- Elderly/senior/disabled services
- Deficiencies in Multi-Modal Level of Service (MMLOS)
- Bus/car/transit travel time estimates
- Large Employer benefits/tax credits outreach
- MTA station representative initiatives/coordination
- MDOT TOD representative initiatives/coordination
- Green corridor TOD improvement strategies
- Riders/experts
- Link to news/surveys/opinions

- The consultant will prepare a diagram of each intersection with traffic control and lane use where recommended

Task 5 - Prepare Cost Estimates

The consultant will provide a cost estimate within each station area and jurisdiction that shall be formatted in a reasonable manner to seek implementation (i.e., route, block, intersection) of accessible pedestrian and bicycle access to the station. Costs shall reflect design and engineering, construction, right-of-way and construction.

Based on a ranking of 65 stations for existing and proposed access enhancements, determine estimated costs for state and local improvements inventoried and prepare an overall summary. A cost for the implementation of **State** and **local** pedestrian and bicycle accommodations will need to be estimated. The cost estimates should be broken down by location / jurisdiction.

- Prepare cost estimate(s) per location/ jurisdiction to complete access
- The consultant will identify if any stations fall completely within a local or state road system.

Task 6 - Findings/Presentations

The consultant will gather and collect all data in a reasonable timeframe and attend no more than one meeting necessary to kick-off the study and two meetings within an additional 3 months from the time all data is collected. It shall be anticipated that the consultant will be asked to attend two presentations and summarize findings once the study is completed.

Consultant Qualifications

The BMC is seeking a firm, or team, with the ability to take a comprehensive approach to providing a usable digital document with features that can be shared, updated, and implemented over time.

Each proposal will be evaluated based on the quality of a comprehensive methodology for the scope of work outlined above.

IV. PROPOSAL CONTENT

The proposal should consist of two separate parts: (1) a Technical Proposal; and, (2) 1 Cost Proposal (in a sealed envelope). They shall meet, at a minimum, the following requirements:

Technical Proposal

The Technical Proposal should contain the following:

- *Cover Letter* – signed by an executive with authority to commit the proposing firm and stating the period for which the proposal is valid.
- *Experience and Qualification* – Please list your qualifications with regard to the selection criteria identified in this RFP. Your summary should contain: (a) the information on projects of similar nature that you or your firm has completed, including brief descriptions, dates, and names of contact persons. Please include links to relevant work if possible, and (b) the resumes of proposed project manager and key team personnel.
- *Project Management* – Designation of a project manager and the responsibilities of the manager. Note that the resulting contract will require commitment of the specified staff. An outline showing estimated hours by each staff member by task shall be provided.
- *DBE Participation* – The program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC's goals shall be presented. See the section of MANDATORY STATEMENTS for statement of DBE participation goals.
- *Other Information* – Any other material that the proposer wishes to provide.

Cost Proposal

The Cost Proposal should be composed of two parts: Project Budget and Affidavits and Certifications.

1. *Project Budget*: When submitting your cost proposal, please address the items below:
 - Provide your price quote as a fixed price in United States dollars.
 - The price quote shall include the number of labor hours and cost by staff member and total hours and cost estimated for each task.
 - Direct costs shall be itemized by category (e.g., travel, per diem, printing and reproduction, etc.) for the entire project.
 - The contract type is anticipated as fixed price with partial payments paid based on task completion.
2. *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.

Proposals not meeting the above requirements will be rejected.

V. SUBMISSION OF QUALIFICATIONS

All respondents shall submit **3 copies** of their proposal to:

Baltimore Metropolitan Council
Attn: Stephanie Yanovitz
2700 Lighthouse Point, Suite 310
Baltimore, MD 21224-4774

The proposal must be received by BMC no later than 2:00 p.m. Eastern Daylight Time on Friday, August 27, 2010. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Stephanie Yanovitz by e-mail: sysanovitz@baltometro.org or fax (410) 732-8248.

The BMC will not pay for the development and submission of proposals in response to this RFP. The BMC reserves the right to reject any proposals without cost or detriment to the BMC.

The Consultant shall not make changes in the specifics put forth in a proposal, including staff participation, without the prior written consent of the BMC.

VI. TENTATIVE SCHEDULE

RFP Issued:	July 20, 2010
Proposals Due:	Friday, August 27, 2010, 2:00 p.m.
Consultant Selection:	mid-September 2010
Start of Work:	mid-October 2010
Completion of Work:	June 30, 2011

VII. CONSULTANT SELECTION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. BMC staff will conduct the evaluation of proposals. Technical merit includes work program and approach, as well as staff experience and qualifications. Teaming is permissible but the contract will be with a single prime contractor.

The BMC reserves the right to negotiate with one or more respondents selected on the basis of the initial technical merit and proposed cost. Respondents may be asked to make personal appearances to provide additional information on proposals.

VIII. MANDATORY STATEMENTS

Public Information Act Notice

Respondents 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 the 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.

Disadvantaged Business Enterprise Subcontract Participation Goal

The Baltimore Metropolitan Council hereby notifies all respondents 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 the BMC that certified businesses participate in all federal-aid contracts. A DBE subcontract participation goal of twenty-four and one-half (24.5) percent of the total contract amount has been established for this procurement. Proposers must make a good faith effort to meet this goal. 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. The BMC reserves the option to accept this certification in lieu of MDOT certification.

Required Terms and Conditions

The following terms and conditions are required in contracts executed by the BMC.

- Parties to the Contract
- Scope of the Contract
- Compensation and Method of Payment
- Non-Hiring of Employees
- Disputes
- Maryland Law Prevails
- Non-Discrimination in Employment
- Contingent Fee Prohibition
- Multi-Year Contracts Contingent Upon Appropriations
- Termination for Default
- Termination for Convenience
- Delays and Extensions of Time
- Liquidated Damages
- Suspension of Work
- Retention of Records
- Compliance with Laws
- Truth in Negotiation Certification
- Contract Affidavit
- Insurance Coverage

PROPOSAL AFFIDAVIT

A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

(1) I am the (title) _____ and the duly authorized representative of (vendor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the vendor 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 vendor, 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 bidder or respondent 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 vendor 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)