



## REQUEST FOR PROPOSALS

Project

### REGIONAL TRAFFIC MONITORING PROGRAM SPRING 2010 DATA COLLECTION 48 HOUR CLASSIFIED TRAFFIC COUNTS

**Due Date:**

March 22, 2010

**Submit Proposals to:**

Baltimore Metropolitan Council  
ATTN: Ed Stylc  
2700 Lighthouse Point East, Suite 310  
Baltimore, MD 21224

**Contact for More Information:**

Edward Stylc  
E-mail: [estylc@baltometro.org](mailto:estylc@baltometro.org)

## TABLE OF CONTENTS

<b>I. INTRODUCTION.....</b>	<b>3</b>
<b>II. PURPOSE.....</b>	<b>3</b>
<b>III. SCOPE OF WORK .....</b>	<b>3</b>
<b>CONSULTANT QUALIFICATIONS .....</b>	<b>4</b>
<b>CONSULTANT DUTIES .....</b>	<b>4</b>
<b>IV. PROPOSAL CONTENT .....</b>	<b>4</b>
<b>TECHNICAL PROPOSAL .....</b>	<b>5</b>
<b>COST PROPOSAL.....</b>	<b>5</b>
<b>V. SUBMISSION OF PROPOSALS .....</b>	<b>6</b>
<b>VI. TENTATIVE SCHEDULE .....</b>	<b>6</b>
<b>VII. CONSULTANT SELECTION CRITERIA .....</b>	<b>6</b>
<b>VIII. MANDATORY STATEMENTS.....</b>	<b>7</b>
<b>PUBLIC INFORMATION ACT NOTICE.....</b>	<b>7</b>
<b>DISADVANTAGED BUSINESS ENTERPRISE NOTICE .....</b>	<b>7</b>
<b>DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACT PARTICIPATION GOAL .....</b>	<b>7</b>
<b>REQUIRED TERMS AND CONDITIONS .....</b>	<b>8</b>

## **I. INTRODUCTION**

The 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 Baltimore Regional Transportation Board (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 Baltimore Metropolitan Council (BMC) has collected and maintained traffic count data since 1990. The primary use of this data is in support of the Travel Demand Model with other uses including air quality analysis, policy planning, ITS, and trend analysis. BMC recently developed a list of 95 48 hour classified count locations we need this spring for the region's Commercial Vehicle Study. The purpose is to obtain data on the percentage of commercial vehicles on various road types throughout the Baltimore Metropolitan area.

## **III. SCOPE OF WORK**

The contractor will collect traffic classification data for a 48 hour period using portable traffic counters in each direction at up to 95 locations throughout the Baltimore Metropolitan Area. The project will take place from early April until early June 2010. The end product is to be delivered as individual traffic count records in the ".prn file" format mandated by Maryland State Highway Administration and an Excel spreadsheet

including all locations completed including BMC ID numbers. A template and description can be found at the following URL:

<http://www.sha.state.md.us/SHAServices/mapsBrochures/maps/oppe/trafficvolumemaps/templates.asp>

### **Consultant Duties**

The services to be performed by the selected Consultant(s) under this contract include, at a minimum, the following:

Subject to its approval and agreement, the Contractor shall do, perform, and carry out in a satisfactory and proper manner all of the tasks set forth as follows:

- (A) Conduct traffic classification data in Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County and Howard County, Maryland at up to 95 selected locations.
- (B) Review equipment integrity and calibration and traffic counts for quality control prior to delivery to the Council. Needed recounts will be at Contractor expense
- (C) Deliver all counts to the Council in Microsoft Excel format as well as the “.prn file” format mandated by Maryland State Highway Administration. The unique numeric ID code shall accompany the materials pertaining to each count location. All electronic files must be submitted via electronic mail and on electronic media (CD-ROM). Collect GPS points for **each** traffic-counting counter (box). GPS data in the form of X/Y coordinates in Maryland State Plane, NAD83 Feet HARN (sub meter accuracy preferred, three (3) meter accuracy acceptable) for each counter location.
- (D) Perform other tasks as deemed appropriate, but only by mutual agreement of the Council and the Contractor.

### **Consultant Qualifications**

BMC desires to engage the services of a consultant with knowledge of Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County and Howard County, Maryland, roadway systems in order to provide valid hourly traffic counts; and possesses the requisite technical capability and professional expertise to provide the type of services required.

## **IV. PROPOSAL CONTENT**

The proposal should consist of two separate parts: (1) Technical proposal; and, (2) Cost

Proposal (in a sealed envelope). They shall meet, at a minimum, the following requirements:

### Technical Proposal

The Technical Qualifications 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 be per accepted classification count by BMC and shall include all labor and fixed costs including administration.
  - The contract type is anticipated as fixed price with partial payments paid based on count completion and accepted delivery by BMC.
2. *Affidavits and Certifications* – An original signed copy of 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 PROPOSALS**

All respondents shall submit **2 copies** of their proposal to:

Baltimore Metropolitan Council  
Attn: Edward Stylc  
2700 Lighthouse Point, Suite 310  
Baltimore, MD 21224-4774

The proposal must be received by BMC no later than 2:00 p.m. Eastern Standard Time on **Monday, March, 22, 2010**. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Edward Stylc by fax (410) 732-8248 or e-mail: [estylc@baltometro.org](mailto:estylc@baltometro.org).

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**

RFQ Issued:	March 9, 2010
RFQ Questions Due:	Monday, March 15, 2010
Proposals Due:	Friday, March 22, 2010, 2:00 p.m.
Consultant Selection:	late March, 2010
Start of Work:	early April, 2010
Completion of Work:	early June, 2010

## **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 will staff a small team to 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 (20) 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.)

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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.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Affidavit)