



REQUEST FOR PROPOSALS

Project

A REGIONAL ECONOMIC/DEMOGRAPHIC OUTLOOK FOR 2060

Due Date:

DECEMBER 23, 2009

Submit Qualifications to:

Baltimore Metropolitan Council
ATTN: Jamie Bridges
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224

Contact for More Information:

Jamie Bridges
E-mail: Jbridges@baltometro.org

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I. INTRODUCTION

The Baltimore Metropolitan Council (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. In addition, BMC staff provides technical support to the Baltimore Regional Transportation Board (BRTB).

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



On October 27, 2009 the BRTB unanimously agreed on a scope of work to complete a long-range transportation vision plan for the Baltimore region. This vision should improve accessibility for all and promote livable and sustainable communities throughout the metropolitan area through coordinated, inter-jurisdictional transportation planning.

The foundation of the recommended approach is “scenario planning” — an inclusive, collaborative effort to consider various plausible future conditions in order to develop consensus, or a preferred scenario.

II. PURPOSE

In order to inform the scenario planning process, the BRTB desires a Regional Economic/Demographic “Outlook” to provide a plausible estimate — not an endorsed forecast — of total employment, population and households in the Baltimore region in 2060.

A consultant will develop the Outlook at a regional level — not to the jurisdiction or Transportation Analysis Zone (TAZ) levels. The BRTB will use the estimates as regional control totals in scenario development. The Consultant will not be required to participate

in scenario development or evaluation. However, the anticipated framework for scenario development and evaluation has been included below for general information:

Upon receipt of the *Outlook*, the BRTB will allocate the regional estimates to a sub-regional level in spatial manner consistent with each scenario. Then based on the scenario-specific allocations of the estimates, the BRTB will perform a technical evaluation for each scenario. The evaluation will provide indicators with which the scenarios will be compared. The BRTB will utilize the technical evaluations and comparisons to inform the creation of the preferred scenario.

On behalf of the BRTB, the BMC is seeking the services of a qualified consultant or consultant team to provide the Regional Economic/Demographic Outlook for 2060.

III. SCOPE OF WORK

Task 1: Outlook Initiation. The Consultant will present to the BRTB the planning assumptions and the technical tools to be applied to develop the Outlook. At this time, the Consultant will hear presentations from a BRTB-assembled panel on possible prime future economic drivers at the state, regional and local levels to be considered to finalize said planning assumptions.

Task 2: Draft Deliverable. The Consultant will provide the draft Outlook deliverable to the BRTB for a review of general reasonableness. The deliverable will include the following estimates for 2060, with a base year of 2000:

- I. Employment by North American Industry Classification System (NAICS) industry. For general guidance, please see Attachment 1 for a list of sample employment industries;*
- II. Population by age cohort, (by household and group quarters if possible);*
- III. Labor Force (by gender if possible) and*
- IV. Households (by type: single family/multi-family, if possible.)*

Also included will be documentation of the process, planning assumptions and technical tools used, as well as all intermediate economic and demographic inputs and outputs utilized, to generate the Outlook.

Task 3: Draft Outlook Refinement. The Consultant will respond to BRTB comments on the draft Outlook in an effective and efficient manner in order to finalize the Outlook.

Task 4: Final Outlook Deliverable. The Consultant will provide the final Outlook deliverable to the BTRB. The deliverable will include the following estimates for 2060, with a base year of 2000:

- I. Employment by NAICS industry. For general guidance, please see Attachment 1 for a list of sample employment industries;*
- II. Population by age cohort, (by household and group quarters if possible);*

- III. Labor Force (by gender if possible) and
IV. Households (by type: single family/multi-family, if possible.)*

Also included will be documentation of the process, planning assumptions and technical tools used, as well as all intermediate economic and demographic inputs and outputs utilized, to generate the Outlook.

The final deliverable will include summation of the process, planning assumptions and technical tools used to generate the Outlook; and will be utilized in an informational publication, to be produced and printed by the BRTB, to describe the overall approach used to develop long-range transportation vision plan for the Baltimore region.

Task 5: Possible Additional Outlooks. If additional, scenario-specific regional Outlooks, or control totals, are determined to be needed to support additional scenario development; the consultant could be asked to determine the planning assumptions associated with each scenario. The consultant would then repeat the process described above, or perform an appropriate process to deliver a regional Outlook associated with the alternative scenario(s.)

Task 5 would be performed in a future fiscal year, and thus would require an additional contract.

IV. CONSULTANT QUALIFICATIONS

The BMC is seeking expertise and experience in the development and application of the planning assumptions and the technical tools needed to generate a macroeconomic forecast for an extended planning horizon. Other experience considered relevant includes:

- Production of economic forecasts for state agencies, MPOs, local Governments and/or non-profit organizations.
- Disaggregation of economic forecasts/output to smaller-scale areas.
- Conversion of economic forecasts/output to demographic information.
- Participation in vision/scenario planning work activities.

V. PROPOSAL CONTENT

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

- *Work Program* – A discussion of each task, to be undertaken, how it will be performed and the products to be produced. Include consideration of the additional level of effort needed, if any, to disaggregate the Outlook as identified in parenthesis as *if possible* in Section III. Also include an approach to providing one additional Outlook as described in Task 5. Proposers may add or subdivide the tasks as necessary to fully describe their approach to the work. An overall schedule of work should be included.
- *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 should 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: (1) a Project Budget and (2) Affidavits and Certifications.

Project Budget: When submitting your cost proposal, please follow the instructions 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. Include a price quote for the additional level of effort needed, if any, to disaggregate the Outlook as identified in parenthesis as *if possible* in Section III. Also include a price quote for one additional Outlook as described in Task 5. 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.

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.

VI. SUBMISSION OF PROPOSALS

All respondents shall submit **4 copies** of their proposal to:

Baltimore Metropolitan Council
Attn: Jamie Bridges
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 December 23, 2009. Please allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Jamie Bridges at jbridges@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.

VII. TENTATIVE SCHEDULE

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|---------------------|----------------------------------|
| RFP Issued: | December 9, 2009 |
| Proposals Due: | December 23, 2009, 2:00 p.m. EST |
| Start of Work: | January 7, 2010 |
| Completion of Work: | March 4, 2010 |

VIII. 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 all 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.

IX. 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 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

X. 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)

XI. ATTACHMENT 1: *Sample/Possible* Employment Industries

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| agriculture and mining |
| construction |
| non-durables manufacturing |
| durables manufacturing |
| transport and utilities |
| wholesale |
| retail |
| finance insurance and real estate services |
| business and repair services |
| entertainment and recreation |
| professional scientific and tech services |
| personal and other services |
| health in hospitals |
| health in office space |
| higher education |
| other education |
| government (public administration) |
| scrap and inventories |
