



REQUEST FOR PROPOSALS

Project

FACILITATION FOR ENVIRONMENTAL COORDINATION

Due Date:

Tuesday, December 14, 2010, 2:00 p.m.

Submit Qualifications to:

Baltimore Metropolitan Council
ATTN: Sara Tomlinson
Offices @ McHenry Row
1500 Whetstone Way, Suite 300
Baltimore, MD 21230

Contact for More Information:

Sara Tomlinson
E-mail: stomlinson@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 Baltimore Regional Transportation Board (BRTB), as the Metropolitan Planning Organization for the Baltimore region, is required to consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the long range transportation plan (23 C.F.R. § 450.322(g)). This consultation involves comparisons of transportation plans with conservation plans and natural/historical resource inventories. The BRTB has already developed overlay maps for the current long range transportation plan, Transportation Outlook 2035, but expects to update these maps for *Plan It 2035*. [Overlay maps for Transportation Outlook 2035](#) are available on the BMC web site.

The long range transportation plan must include “a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this

consultation...” Consultation held for *Transportation Outlook 2035* involved many agencies including: the Maryland Department of Natural Resources, Fish and Wildlife Service, Maryland Department of Planning, Army Corps of Engineers, the Maryland Department of the Environment, Environmental Protection Agency Region 3, Maryland Historical Trust, Maryland State Highway Administration, and the Federal Highway Administration, in addition to the BRTB. We intend to include additional partners in the consultation process for the upcoming plan.

To meet these requirements during the development of the region’s next long range transportation plan, *Plan It 2035*, the BRTB will consult with a wide range of natural and historic resource agencies and other partners. The BRTB seeks a facilitated exercise for coordinating discussion between resource agencies, potential project sponsors, and staff, to develop shared knowledge and improved methods for coordinating avoidance, minimization of impact, and mitigation on a regional basis.

This Request for Proposals (RFP) solicits proposals from qualified consultants (or consultant teams) to facilitate a resource coordination summit between agencies responsible for environmental and cultural resources with project sponsors, in development of a long range transportation plan for the Baltimore region. The following sections provide the scope of work for this project:

III. SCOPE OF WORK

There are multiple goals for the facilitated event. The proposal will need to describe how the facilitation approach will address the following goals:

- Determining potential mitigation areas and types (primarily focused at the regional and eco-system level, rather than at the transportation project level.)
- Identifying opportunities for linking transportation planning and the NEPA process
- Educating resource agencies about the long range transportation planning process and planning products
- Educating local project sponsors about the NEPA process for transportation projects as well as conservation and mitigation methods when planning transportation projects.

The services to be provided by the Consultant under this contract include, at a minimum, the following:

Task 1 – Conduct Preliminary Research

In preparation for the resource coordination summit, the Consultant shall perform interviews with a defined set of stakeholders, not to include more than 17 separate organizations. BMC staff will provide the Consultant with the list of stakeholders to interview. The consultant shall secure current documentation of methods for integrating transportation and environmental planning, and use this information in developing materials for the facilitated event. The consultant shall use this preliminary research to produce a summary report on

existing efforts for integrating environmental resource and transportation planning.

Task 2 – Develop Event Materials

The Consultant shall develop most of the materials for the event. The consultant-developed materials shall include, but are not limited to:

1. Education materials on methods (possibly case studies) for integrating transportation and environmental planning at the systems level.
2. Educational materials on (1) key aspects of the NEPA process for transportation projects as well as (2) fundamental concepts about conservation and mitigation when planning transportation projects. Information on the NEPA process should be presented at a manager-level scale, rather than a practitioner-level scale.
3. Educational materials on key steps and fundamentals regarding factors for consideration in the regional transportation planning process.
4. Materials as needed to aid facilitated decision making.

Task 3 – Perform Event Logistics Planning

The Consultant shall perform logistics planning for the event. The proposal will need to include the venue type for the event (web-based vs. in-person) based upon the Consultant's expertise, needs described in this document, and budget.

- For an in-person event: If this option is chosen, BMC can provide meeting space. The Consultant will need to provide event materials and invitations. BMC will send out the invitations.
- For a web-based event: BMC does not have the capacity to host a web-based event. The proposal will need to include details of how web-event hosting capabilities will be provided, if this option is chosen.

Task 4 – Event Facilitation

The Consultant shall facilitate the event. Opportunities for audience engagement and interaction are critical and should be considered. The duration of the event is not expected to be more than one day.

Task 5 – Report Findings and Recommendations from the Event

The Consultant shall prepare a report based upon findings from the event, to detail the following:

- (1) Recommendations for how the region can move forward to further integrate environmental resource planning and transportation planning.
- (2) Potential barriers and solutions to this integration.
- (3) Level of understanding of stakeholders regarding the need and methods for integrating environmental resource and transportation planning.

Consultant Qualifications

The BMC is seeking a firm, or team, who have experience and familiarity with the following:

- Event logistics coordination and meeting facilitation, including web-based events.
- Regulations and methods for metropolitan transportation planning.
- Resource conservation and pollution mitigation planning.

- Methods for integrating transportation planning and the NEPA processes.
- U.S. EPA's Draft Chesapeake Bay Total Maximum Daily Load (TMDL).

Each proposal will be evaluated based on the quality of a comprehensive methodology for facilitating a resource coordination summit for the Baltimore region.

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 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:
 - The maximum amount of funding available is \$40,000.
 - 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 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 PROPOSAL

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

Baltimore Metropolitan Council
Attn: Sara Tomlinson
Offices @ McHenry Row
1500 Whetstone Way, Suite 300
Baltimore, MD 21230

The proposal must be received by BMC no later than 2:00 p.m. Eastern Standard Time on Tuesday, December 14, 2010. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Sara Tomlinson by fax at (410) 732-8248 or e-mail: stomlinson@baltometro.org. The deadline for submitting questions is December 7, 2010. Answers to submitted questions will be posted online at www.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

RFP Issued:	November 10, 2010
Submit Questions by:	December 7, 2010
Proposals Due:	Tuesday, December 14, 2010, 2:00 p.m.
Consultant Selection:	Tuesday, December 21, 2010
Start of Work:	January 3, 2011
Completion of Work:	June 30, 2011

Task Schedule

- Kickoff meeting – Consultant meets with BMC staff to initiate project and to propose methods for facilitation. (January 2011).
- Interviews – The consultant performs stakeholder interviews, in preparation for the facilitated event. (February/March 2011).
- Progress meeting – Consultant meets with BMC staff to provide a progress report on materials assembled for the meeting. (March/April 2011).
- Facilitated Exercise – Consultant facilitates a meeting of approximately 30 to 40 people minimum. If a web-based event is chosen, presumably more people could attend. (May 2011)
- Draft Report – Consultant provides draft report of findings and recommendations resulting from the event and proceeding research (late May 2011).
- Report Presentation at Technical Committee and/or BRTB meeting (June 2011).
- Final Report – Consultant provides final report of findings and recommendations from the event, and proceeding research (early June 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. The contract executed shall not exceed \$40,000 in value. 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 point five (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)