

Baltimore Metropolitan Council



2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224-4774

Telephone: (410) 732-0500
Fax: (410) 732-8248
www.baltometro.org

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Questions and Answers on Request for Quotations: Technical Support for the INDEX ESRI extension GIS Decision Support Tool (as of 2/16/2010)

1. Is the BMC's version of INDEX laptop based or web-based (computers connected via web)?
INDEX software (PlanBuilder 9.3) is installed on PCs.
2. We assume there will be maximum up to six tables in a workshop. Please clarify if this is correct.
That is our current thinking on potential breakout sessions at the workshops. At this point we do not expect to request staffing from the selected consultant from this contract to attend the workshops. More detail will become available once the public involvement consultant is brought on-board.
3. Assuming six tables in a workshop, how many INDEX licenses and ArcGIS licenses does BMC have for use during the workshops.
BMC will work through the two vendors to obtain all the necessary license agreements.
4. How many BMC staff were trained in INDEX (*Paint the Region* is the assumed tool, correct?) and how many of them will be able to help as laptop operators during workshops?
BMC anticipates staffing the operator position(s) during the workshops.
5. Do you expect that laptops will need to be networked for presentation and overlays of results during the workshops?
BMC would be responsible for software and hardware requirements at workshops. More detail will become available once the public involvement consultant is brought on-board.
6. Will BMC have ongoing access to Criterion via a separate contract or are they a potential bidder? Since the code is proprietary, no other consultant can modify their indicators or software. What is the perceived role of Criterion in this process and their expected/contracted level of participation/support to consultant?
The RFQ is open to all qualified consultants. BMC is a license holder of the Criterion INDEX software. It is our understanding that Criterion has actively supported the enhancement and development of the INDEX software.

7. Does BMC have the necessary hardware (e.g. 6-8 laptops) and compatible OS to service the workshops? If networking is needed, Ethernet cabling and switch required.

BMC will be responsible for ensuring that the operating software and hardware are available at the workshops.

8. Page 4 of the RFP under Scope of Work talks of “developing a GIS-based decision making tool...and analyzing and scoring transportation scenarios in preparation for the selection of a preferred scenario” and is not specific about a commitment to INDEX; under consultant duties, however, it implies a specific commitment to using INDEX. This raises several questions: Is BMC interested in alternative or supplementary software approaches? We assume no tool *development* in this project, merely the application of INDEX (note question 5 below however)-is this correct? Since INDEX does not directly have the capability to score transportation scenarios (other than through gross indicators like VMT/capita) and since BMC will run its travel model, it is not clear what is meant in this sentence. Please clarify.

BMC plans to use the INDEX software during the public workshops to educate the public about the relationship between transportation and land use. Our goal through the public education process is to have a handful of alternatives to investigate thoroughly using existing tools.

9. The bullets at the top of p5 present a very wide range of potential consultant tasks, each of which could absorb the budget of \$40K if done in depth. Can BMC give us any better idea of the most likely tasks, depth of investigation or priorities? For example (bullet 1), can we assume that all the data inputs for INDEX will be provided by BMC staff and the consultants work will be only related to model output mining? Since INDEX's code is proprietary, what is meant by the *development* of indicators as opposed to the selection of appropriate indicators (bullet 2)? INDEX's Paint the Region provides a set range of indicators depending on data available. INDEX produces some land use/transportation interactions (bullet 3) but their interaction is implicit; does BMC expect additional work be done by the consultant beyond helping to interpret the outputs provided by INDEX? Since Paint the Region does not constitute a support tool for the public's selection of a Preferred Scenario we interpret this to mean additional creative work by the consultant to move in this direction. Is this your intent?

BMC staff has been trained in the use of INDEX and will perform a majority of the implementation tasks. This contract is designed as a support vehicle for as needed review of methodology and software support from qualified experts. Depending upon available budget and potential task budgets, the selected consultant may be requested to perform some modeling or may be asked to assist in the translation of INDEX results for use in public workshops.

10. Is it the responsibility of the consultant to do all software installations (ArcGIS, INDEX, possibly OS) and data testing on the laptops?

BMC will be responsible for setting up the software and hardware.

11. What firm has the public involvement contract?
The public involvement consultant has not been selected at this time.
12. Can we have a copy of that firm's SOW and schedule, including dates of the public workshops to be held during March-June 2010?
The public involvement consultant's schedule can be shared upon execution of a contract.
13. What type of hardware/software/network arrangement does BMC envision using at public workshops?
BMC will be responsible for setting up the software and hardware. Exact configuration will not be known until the public involvement consultant is retained.
14. Does BMC have anything particular in mind for new indicators?
No specific indicators in mind at this time. Indicators will be based upon the first phase of the public outreach process, the collection of Values.
15. Does starting "in early March" mean March 1, 8, or 15?
BMC intends to have an INDEX expert under contract in early March. Initial task orders would most likely occur around mid to late March.
16. How many public workshops should the tool consultant plan on attending? (an estimate, not a commitment)
BMC intends to provide the technical/operator staffing at the workshops. Task orders would be initiated in the support in the development of the tool used at the workshops.
17. How many regional scenarios are likely to be created by June 30, 2010, including how many at each workshop?
BMC intends to educate the public on the transportation and land use interaction through the use of a large number of potential scenarios that can be explored at the workshops. Outcomes of scenarios at the workshops may be more generic in nature.
18. Does support for these scenarios include synthesis and conflict/consensus evaluation, or will that be done by BMC?
At this time, we have not finalized the details of the workshops. BMC anticipates that the INDEX expert will not be needed at the workshops.
19. Is it correct that the one-year extension from July 2010 to June 2011 would be devoted to supporting the Preferred Scenario selection?

The BMC funding cycle runs from July 1 to June 30. Any work completed beyond June 30, 2010 will have to be completed under an extension of the contract or through a separate contract mechanism

20. We are aware that the consultant qualifications demand having an expertise in the INDEX software tool. Do you have more information on what exactly that software is? We have tried researching it and have had no luck. Also, is there another software program that would substitute for knowledge of the INDEX tool?

Information on the INDEX ESRI extension can be found at www.crit.com. BMC is aware of other software programs that are similar. However, BMC is an INDEX license holder, the BRTB and planning directors participated in a 3 day workshop using INDEX, and BMC staff has been trained in the use of INDEX.

21. Also, just for clarification, in the Experience and Qualification section of the Technical Proposal, you are interested in a summary of our selection criteria for choosing potential candidates? General selection criteria or specific guidelines for this particular position? or both?

Proposer should identify projects that are similar in nature to our needs.