



REQUEST FOR QUALIFICATIONS

Project

Union Bridge Truck Study Carroll County

Due Date:

March 2, 2010

Submit Qualifications to:

Baltimore Metropolitan Council
ATTN: Bala Akundi
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224

Contact for More Information:

Bala Akundi
E-mail: bakundi@baltometro.org

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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 purpose of this study is to collect and document detailed data on truck movements at several key locations.

Carroll County and the Town of Union Bridge have identified the need for a truck study to determine viable options to safely and efficiently move truck traffic generated by the Lehigh Cement Plant in and around the County and the town. This study is listed in the 2009-2010 Board of Carroll County Commissioners priority project list to MDOT.

The Union Bridge Community Comprehensive Plan (2007) refers to regular use of the main streets of town by heavy tractor-trailer trucks as a factor affecting the health, safety, and quality of life of the town residents. Presently, Lehigh utilizes two primary modes of transportation to receive materials in its plant and move products to its many customers throughout the Mid-Atlantic region – heavy trucks over the local roadway network and Maryland Midland Railway.

Data collected in the late 90's show approximately 105 heavy trucks on MD 75 and Main Street in Union Bridge to enter and exit Lehigh daily. It was estimated at that time that this

number would increase by 25 percent (42,000 truck trips annually) once Lehigh completed a \$260 million expansion.

The addition of other commercial trucking and equipment operations at the north end of Main Street continues to modify truck patterns throughout the community and the adjacent counties of Frederick and Howard.

A request was made by Carroll County DPW, Town of Union Bridge, MDOT and SHA to the Freight Movement Task Force (FMTF), a committee of the Baltimore Regional Transportation Board (BRTB), to initiate this study to determine current truck movement patterns and their impact on the regional network.

III. SCOPE OF WORK

The following types of data would help provide a basis for informed decision making surrounding truck movements in the Union Bridge area:

1. Automated Classification Counts
2. Manual Classification Counts
3. Manual Turning Movement Counts
4. License Plate Matching

Automated Classification Counts – the study oversight committee anticipates the need for 48-hour automated truck classification counts at about 10 locations in the study area. These counts are to be performed as per the FHWA classification scheme.

Manual Classification Counts – at locations where it is not feasible to collect truck classification counts using automated recorders, the study team would like to collect manual truck classification counts over a 12-hour period. It is anticipated that there will be no more than five (5) manual truck count locations.

Manual Turning Movement Counts – at key intersections within the study area, the oversight committee will identify no more than five (5) locations where 12-hour manual turning movement counts will be needed.

License Plate Matching – if necessary, the study team would like to conduct license plate matches of trucks at a few (no more than 3) key locations. License plate matches can be conducted using either manual or video techniques and will be conducted over a 12-hour period.

Task 1 – Identify Key Locations within the Study Area - the selected consultant firm will attend one scoping meeting with the oversight committee to identify and scope key locations where data needs to be collected and the type of data applicable for those locations.

Task 2 – Submit Cost Proposal & Schedule – the consultant will submit a detailed cost proposal identifying the unit costs proposed and schedule based on the number of locations and the type of data collection activity proposed for those locations.

Task 3 – Collect Data – the consultant will collect the data as per the proposed schedule.

Task 4 - Compile Data Summaries/Draft Report – the consultant will submit draft data summaries and key observations in a draft report/presentation.

Task 5 - Submit Final Report – the study oversight committee will review the draft report and provide feedback to the consultant. The consultant will submit a final report before June 30, 2010. It is anticipated that the consultant will assist the FMTF and the oversight committee at no more than 2 meetings.

Consultant Qualifications

On behalf of the BRTB and the FMTF, BMC is seeking a full service traffic engineering firm with the ability to collect and analyze the broad range of truck counts required for this study as described above.

IV. PROPOSAL CONTENT

The proposal should consist of two separate parts: (1) a Technical proposal that **should not exceed five pages**; 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:

- 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 QUALIFICATIONS

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

Baltimore Metropolitan Council
Attn: Bala Akundi
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 Tuesday, March 2, 2010. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Bala Akundi by fax (410) 732-8248 or e-mail: bakundi@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:	February 18, 2010
Proposals Due:	Tuesday, March 2, 2010, 2:00 p.m.
Consultant Selection:	mid-March, 2010
Start of Work:	April, 2010
Completion of Work:	June 30, 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 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 (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.)

(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)
