



BALTIMORE METROPOLITAN COUNCIL

REQUEST FOR PROPOSALS

Project T30E2001

DEVELOPMENT OF A STRATEGY FOR A CONGESTION MANAGEMENT PROCESS FOR THE BALTIMORE REGION

Issue Date:

May 30, 2019

Due Date:

June 28, 2019

2:00 PM EST

Submit Qualifications to:

Baltimore Metropolitan Council

ATTN: Regina Aris

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Baltimore, MD 21230

Contact for More Information:

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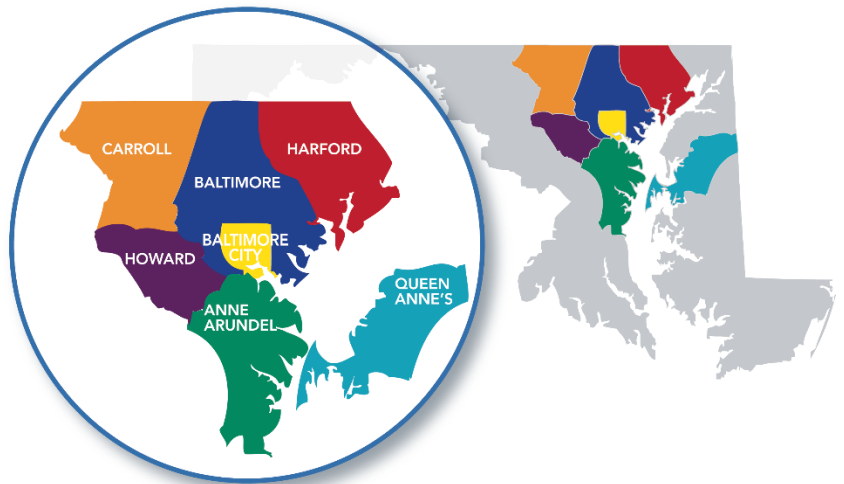
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I. INTRODUCTION

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. BMC’s Board of Directors includes the Mayor of Baltimore City, Executives of Anne Arundel, Baltimore, Harford and Howard counties, a Carroll County Commissioner, a Queen Anne’s County Commissioner, a Delegate and Senator from the State of Maryland, and a gubernatorial appointee.

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, Howard County, Queen Anne’s County, the City of Annapolis, plus the Maryland



Department of Transportation, the Maryland Department of the Environment, the Maryland Department of Planning, the Maryland Transit Administration, and Harford Transit. The Baltimore Metropolitan Council (BMC) staff provides technical support to the BRTB.

The work of BMC staff includes transportation forecasting and analysis, economic and demographic research, computer mapping applications, air and water quality programs, cooperative purchasing, workforce development, housing and rideshare coordination.

II. PURPOSE

The Baltimore Metropolitan Council (BMC) is soliciting proposals from qualified firm(s) or organization(s) to provide professional services to 1) develop a strategy for a Congestion Management Process (CMP) and 2) develop a template for corridor studies. This Request for Proposals (RFP) seeks to identify potential providers for this work.

The Baltimore region is federally mandated by the Federal Highway Administration to have a Congestion Management Process (CMP) to identify recurring and non-recurring congestion and propose strategies to improve travel safety and reliability for people and goods. The region's CMP currently meets federal requirements through various staff activities; however, the BMC is looking to hire a consultant to work with BMC staff, as well as local, state, and federal partners, to create a cohesive CMP for the region. This procurement also includes a task to develop a template that BMC staff can use to prepare corridor studies.

The U.S. DOT has developed a process and guidelines to assist with the development of a regional CMP. The eight-step process for preparing a CMP includes:

1. Form a CMP Steering Committee
2. Develop a list of regional objectives
3. Define the CMP network
4. Develop multi-modal performance measures
5. Collect data and monitor system performance
6. Analyze areas of congestion
7. Identify and apply strategies that implement regional objectives
8. Evaluate effectiveness of the CMP strategies

The CMP should enable the Baltimore region to address the six elements as specified in 23 CFR 450.322:

The congestion management process shall be developed, established, and implemented as part of the metropolitan transportation planning process that includes coordination with transportation system management and operations activities. The congestion management process shall include:

- 1) Methods to monitor and evaluate the performance of the multimodal transportation system, identify the causes of recurring and non-recurring congestion, identify and evaluate alternative strategies, provide information supporting the implementation of actions, and evaluate the effectiveness of implemented actions;*
- 2) Definition of congestion management objectives and appropriate performance measures to assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of people and goods. Since levels of acceptable system performance may vary among local communities, performance measures should be tailored to the specific needs of the area and established cooperatively by the State(s), affected MPO(s) , and local officials in consultation with the operators of major modes of transportation in the coverage area;*
- 3) Establishment of a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, to contribute in determining the causes of congestion, and evaluate the efficiency and effectiveness of implemented actions. To the extent possible, this data collection program should be coordinated with existing data sources (including archived operational/ITS data) and coordinated with operations managers in the metropolitan area;*
- 4) Identification and evaluation of the anticipated performance and expected benefits of appropriate congestion management strategies that will contribute to the more effective use and improved safety of existing and future transportation systems based on the established performance measures. The following categories of strategies, or combinations of strategies, are some examples of what should be appropriately considered for each area:*

- a. *Demand management measures, including growth management and congestion pricing;*
 - b. *Traffic operational improvements;*
 - c. *Public transportation improvements;*
 - d. *ITS technologies as related to the regional ITS architecture; and*
 - e. *Where necessary, additional system capacity;*
- 5) *Identification of an implementation schedule, implementation responsibilities, and possible funding sources for each strategy (or combination of strategies) proposed for implementation; and*
- 6) *Implementation of a process for periodic assessment of the effectiveness of implemented strategies, in terms of the area's established performance measures. The results of the evaluation shall be provided to decision makers and the public to provide guidance on selection of effective strategies for future implementation.*

To assist with developing the CMP, the following table shows how the eight steps for developing the CMP map to the six CMP elements, as defined in 23 CFR 450.322:

<div style="text-align: right;">Steps in CMP</div> <div style="text-align: left;">Element of CMP</div>	1 Steering committee	2 Objectives	3 Define Network	4 Develop PMs	5 Collect Data / Monitor Performance	6 Analyze areas of congestion	7 Identify / apply strategies	8 Evaluate strategies
Monitor and evaluate performance; identify causes of congestion; identify/evaluate strategies; evaluate strategies			✓	✓	✓	✓	✓	✓
Define objectives and performance measures; evaluate strategies		✓		✓	✓			✓
Establish program for data collection and system performance to identify congestion locations, causes, and effectiveness of strategies	✓				✓	✓		✓
Identify and evaluate performance and benefits of strategies							✓	✓
Identify an implementation schedule and responsibilities, and possible funding sources for each strategy	✓						✓	
Implement a process for assessment of implemented strategies	✓							✓

Baltimore’s current congestion management process activities address these items; however, there is a need for a more comprehensive and coordinated approach to congestion management in the region. Congestion management activities in the region include:

- [Congestion Management Process section of BMC webpage](#)
- [Congestion Analysis Bottleneck Report](#)

- [Presentation describing the congestion analysis bottleneck reports](#)
- *Maximize2045* Appendix D, CMP Requirements and Strategies (to be approved July 2019)
- Annual Congestion Management Report (in development)
- Annual Congestion Management Report ESRI Story Map (in development)

Other relevant resources:

- [Interactive Traffic Count Database Application](#)
- [2016 MPO Recertification recommendations related to CMP](#) (starting on page 27)
- [MD 295 Congestion Brochure](#)
- [FY2010 Congestion Management Technical Report presentation](#)
- [Guidelines for the Congestion Management System in the Baltimore Region, November 1997](#)

In addition to meeting federal requirements, the BMC strongly desires to create a useful and meaningful CMP that can serve as a reference and guide as the region moves forward with short- and long-range transportation planning efforts. Moreover, the Region supports the statement of the Maryland State Highway Administration in the TSMO Strategic Plan [October 2018], "Implementing a planning process with a strong TSMO component is best accomplished by a new way of thinking about management and operations in transportation planning – one that is objectives-driven and performance-based." This statement aligns well with the statement in 23 CFR 450.322 that the CMP "...includes coordination with transportation system management and operations activities." The Region and state concur in wanting to fix what we have, identify areas where we can improve, expand multimodal transportation options, and add capacity as a last option.

The BMC will convene a CMP Steering Committee for this project to provide guidance, input, and reviews of deliverables. The CMP Steering Committee will continue to meet after the work of this contract is complete to guide the development and implementation of the CMP. The BMC will work with the selected contractor team to finalize details of the CMP Steering

Committee, including members, meeting frequency, and specific activities. In addition to BMC staff, we propose the following agencies be represented on the CMP Steering Committee:

Local Planning and Public Works		State	
	<ul style="list-style-type: none"> • Annapolis • Anne Arundel County • Baltimore City • Baltimore County • Carroll County • Harford County • Howard County • Queen Anne’s County 		<ul style="list-style-type: none"> • Maryland Department of Transportation (MDOT) Secretary’s Office • MDOT State Highway Administration (SHA) <ul style="list-style-type: none"> ▪ Office of Planning and Preliminary Engineering ▪ Office of CHART and ITS Development ▪ Districts 4, 5, and 7 • MDOT Maryland Transit Administration • The Maryland Transportation Authority • Maryland State Police • Maryland Department of Planning
Federal		Other	
	Federal Highway Administration		Baltimore Metropolitan Council

III. SCOPE OF WORK

The primary product of this contract is a strategy for our congestion management process that the region can use to address congestion in a systematic, coordinated way and that supports other planning products such as the region’s *Maximize2045* and Transportation Improvement Program (TIP) and the MDOT’s Consolidated Transportation Program. Work for this contract will also include development of a corridor study template that can be used by BMC staff to develop a corridor study report.

The proposed Scope of Services shall include sufficient detail to determine how each task shall be accomplished; it shall include, but not be limited to, descriptions of the anticipated deliverables and a project timeline in Gantt chart format. It will describe how the consultant proposes to complete the project, including the allocation of resources to accomplish each task. The Scope of Services must be sufficiently detailed for the BMC to determine the

effectiveness of the proposal and should spell out how this work can be performed in a cost-efficient and timely manner.

The proposed Scope of Services should make clear how the CMP developed using the proposed strategy will comply with 23 CFR 450.322. The respondent may also want to consider how it may utilize other guidance, such as the FHWA Congestion Management Process: a Guidebook, 2011.

The following is not intended to be a comprehensive checklist of topics to be included in the strategy for CMP development. Rather it should form the basis and background to shape the components of the consultant's proposed Scope of Services. It is anticipated (and highly desired) for the consultant to have other suggestions to include in the CMP development. While the focus of this procurement is the development of a strategy for a CMP, this Scope of Work also includes the development of a template to be used by staff to conduct corridor studies.

The proposed Scope of Work shall address the following components:

Task 1: Project Initiation

The Consultant shall coordinate with the BMC staff to schedule and facilitate a kickoff meeting, organized by BMC Staff, to launch a work program for the CMP project and clarify roles, project schedule, and scope. The emphasis of this meeting will be on the Consultant's planned management, administrative, and technical approach. The kickoff meeting will provide the consultant with a forum to introduce the consultant project management and proposed project team members and solicit input from BMC and other key stakeholders on the individual elements of the project approach.

The consultant shall present their project approach regarding scope and schedule and propose a detailed flow of data and analysis between BMC staff and the consultant.

The consultant shall present the following items at the kickoff meeting:

- Project Purpose
- Project Goals and Objectives
- Consultant Team Members and Organizational Chart
- Project Participants
 - Proposed Members for the CMP Steering Committee
 - Recommendations for separate stakeholder working groups (e.g., smaller executive oversight work group, etc.)
- Meetings Schedule
 - Project Management and Team Meetings
 - CMP Steering Committee Meetings
- Roles/Responsibilities of Participants
- Overview of Consultant's Proposed Approach
- Strategies for Execution of Work
- Potential issues that could impact completion on schedule and on budget
- Potential opportunities for this project to enhance other related work by BMC or other stakeholders
- Overall Project Schedule
 - Overview of Tasks
 - Identification of Project milestones and interim deliverables
 - Process to address schedule changes
- Data Needs, Availability, and Resources
- Budget Breakdown
- Project Coordination
 - Communication Protocols
 - Data Sharing
- Deliverables
 - Material distribution (internal and external) and format

- Status Reports
- Consultant Quality Assurance
- Review Process of Final Documents (draft, final draft, final)
- Project Compliance – Guidance, Regulations, Standards
- Invoicing

Deliverables:

- Finalized work plan with timeline, benchmarks, and deliverables
- Proposed members of the CMP Steering Committee and other project oversight committees, as recommended
- Proposed schedule of CMP Steering Committee meeting dates, to be held quarterly, or more frequently as necessary
- Schedule of regular (weekly or bi-weekly) check-in conference calls

Task 2: Meeting Facilitation

Through this process, the consultant shall be responsible for participating in and facilitating the project work group meetings (including but not limited to the CMP Steering Committee). The Consultant shall provide the work groups with presentations on the purpose of the project, the proposed project approach and other information for detailing accomplishments and milestones reached, soliciting input and identifying next steps, upon request. The consultant shall also make presentations on draft deliverables, data, and other relevant information during the development of the CMP.

The CMP Steering Committee will help guide and provide input on the development of the Baltimore Region CMP. For meetings of the CMP Steering Committee and other stakeholders, the Consultant will be responsible for meeting facilitation, preparing meeting materials, and other tasks as discussed with the project team. All meeting materials shall be submitted to the BMC Project Manager at least one week prior to the meeting date in order to provide sufficient time for feedback.

Deliverables:

- Facilitate project work group meetings (including CMP Steering Committee and other work groups as needed) and prepare meeting materials and minutes
- Prepare presentation materials (presentations, handouts, illustrations, and maps, etc.)

Task 3: Document Current Activities

The Consultant shall review relevant existing plans, studies, and datasets that the BMC possesses or has access to from state and local partners, document existing regional CMP activities, interview CMP partners, and survey other regions to identify good practices that could be adopted in the Baltimore region. This review shall be used by the Consultant to identify any data gaps.

Existing resources include, but are not limited to:

Existing Plans and Studies

Plan/Study	Date
<i>Maximize2040</i>	2015
<i>Maximize2045</i>	Scheduled to be approved July 2019
Transportation Improvement Program	2019
Unified Planning Work Program	2020
Quarterly Bottleneck Analysis Report	2011 to Present
2016 Federal MPO Recertification recommendations for CMP	2016
MD 295 Corridor Congestion Flyer	2014
MDOT Consolidated Transportation Program (CTP)	2019
2040 Maryland Transportation Plan	2018

Existing Data Sets

The following datasets are available and used by the region:

Dataset Name	Owner	How to Access Dataset
INRIX speed data	INRIX Analytics	RITIS
HERE speed data	HERE Technologies	RITIS
Traffic Count Database	Maryland DOT State Highway Administration	http://maps.roads.maryland.gov/itms_public/
NPMRDS	Federal Highway Administration	RITIS

This task also includes identifying good CMP practices that could be adopted in the Baltimore region from three to five other regions throughout the nation.

Deliverables:

- List of data sources necessary to support CMP that the region does not currently collect or have access to.
- Survey questions for Baltimore Region CMP stakeholders.
- Memorandum summarizing interviews with CMP stakeholders.
- Memorandum summarizing good CMP practices in three to five other regions and suggestions how these practices could be implemented in the Baltimore Region.

Task 4: Develop Customized Strategy for a CMP for the Baltimore Region

The desired strategy for a CMP will be systematic and implementable for the region, based on the federal guidelines and customized based on current regional processes and procedures which includes how it supports the long-range transportation plan, TIP, and regional performance monitoring, including project-specific before/after monitoring. The CMP should follow the eight steps established by FHWA, as noted previously, and expand on them as deemed necessary.

Task 4.1: Setting the Stage for the CMP

This task encompasses the first three steps of the eight-step CMP process:

1. Form a CMP Steering Committee
2. Develop a list of regional objectives
3. Define the CMP network

Form a CMP Steering Committee

The Consultant shall work with the BMC Project Manager to finalize the members of the CMP Steering Committee to ensure all stakeholders have the opportunity to be engaged in the project. The consultant shall also provide recommendations on other committees that should be convened to support this project, for example an Executive Oversight Group. The consultant shall also provide recommendations on the committee structure for an ongoing cohesive and coordinated regional CMP.

Develop a List of Regional Objectives

The Consultant shall, in collaboration with the CMP Steering Committee, define a list of goals and objectives that the CMP will accomplish within the Baltimore region. The goals and objectives should be aligned with *Maximize2045*, the current long-range transportation plan, and will serve to further the goals and objectives of *Maximize2045*, in developing a safe and effective integrated multimodal transportation system. Through the process of developing objectives for congestion management, the following questions should be addressed:

- What are the causes of congestion in the Baltimore region?
- What do we want to achieve?

Congestion management objectives will:

- define what the Baltimore region wants to achieve in congestion management
- define what is considered “unacceptable” congestion; and

- set appropriate objectives for congestion management that support the region's transportation goals.

Congestion management objectives should focus on outcomes where meaningful performance measures can be derived from objectives, such as hours of delay, system reliability, access to traveler information, incident clearance time, and number of traffic signals retimed annually. Objectives should also be "SMART":

- Specific: to guide the formation of viable approach without dictating the approach
- Measurable: quantitative evaluation, tracking progress
- Agreed upon: consensus on common objective
- Realistic: can be accomplished
- Time-bound: identifies a timeframe within which it is achieved

Define the CMP Network

The Consultant shall work with the CMP Steering Committee to identify and define the CMP network that will be under evaluation as part of the CMP. Defining the CMP network involves defining two aspects of the system that will be examined as part of the process – 1) the geographic boundaries or area of application and 2) the system components/network of surface transportation facilities. The Travel Demand Model (TDM) represents a primary tool in transportation planning and may provide the baseline for establishing a CMP roadway network. The CMP should also consider the freight network as well as the transit systems in the region and bicycle and pedestrian facilities; the consultant shall provide guidance on how to analyze how these modes interact.

Deliverables:

- Final list of member agencies on the CMP Steering Committee and other advisory groups, as needed
- CMP Goals and objectives aligned with *Maximize2045* goals and objectives
- GIS shapefile delineating CMP network, including geographic boundaries

- Narrative summary of the system components/network of surface transportation facilities

Task 4.2: Develop multi-modal performance measures

This task addresses step four of the eight-step CMP process: 4) Develop multi-modal performance measures. The Consultant shall work with the CMP Steering Committee to develop CMP performance measures that meet the Region's needs and state and federal requirements as well as support performance measures in *Maximize2045* and the region's congestion performance measures. The Consultant shall identify potential CMP performance measures, criteria, and thresholds for the region's consideration at the outset of the project.

The region has performance measures as part of *Maximize2045* as well as to support federal performance measures requirements. The Consultant shall review these performance measures in order to determine which are relevant to the CMP and to ensure all of the region's performance measures are aligned.

The Consultant shall identify measures that support the Region's needs and for meeting regional performance targets and state and federal requirements. The consultant shall advise the region on performance measures, criteria, thresholds, associated data needs, and feasibility. Measures shall include, but are not limited to, sources of congestion, congestion intensity, and congestion extent measures (e.g., vehicle hours of delay, travel speed, travel time reliability, etc.) on various roadway functional classifications and transit systems.

The Consultant, in coordination with the CMP Steering Committee, shall consider the following types of performance measures:

- Volume to capacity based measures

- Travel time measures – focus on time needed to travel along a selected portion of the transportation system. Common variations of metrics include:
 - Average travel speed – the length of a segment divided by the travel time,
 - Spot speed – the speed of a vehicle over a given time interval passing a point along a roadway,
 - Delay – the difference between travel time and acceptable or free flow travel time,
 - Travel time index – ratio of peak-period to non-peak period travel time
- Variability of Congestion/Reliability – the variability or change in congestion on a day-to-day basis provides a measure of reliability
- Measures addressing multimodal (transit, bicycle, pedestrian) availability
- Freight performance measures
- Land use measure – looks at the interconnection between land use in a given area and how supportive it is of transit, bicycle, and pedestrian mobility

The Consultant shall consider the following when developing performance measures:

- Using multiple performance measures to reflect the needs of the corridor
- Focus on persons and goods rather than vehicles – focus on the experience of the individual
- Use screening measures, with additional measures for identified congested locations. (Develop a tiered structure for performance measures. Identified congested corridors should have a more in-depth set of measures.)
- Define different levels of performance that are acceptable in different circumstances (Identify different thresholds based on location, facility type, and/or timeframe)
- Consider how the performance measures are communicated to stakeholders, including decision-makers and the public, to ensure information can easily be understood.

Deliverables:

- Performance measures, criteria, and thresholds in Excel Spreadsheet Format, or other mutually agreed-upon format.
- Maintenance plan and process for collecting and analyzing data related to performance measures.

Task 4.3: Develop a Process to Analyze Congestion Problems and Needs

This task addresses steps five and six of the eight-step CMP process: 5) collect data and monitor system performance and 6) analyze areas of congestion.

Collect Data and Monitor System Performance

The Consultant shall develop a data collection and management plan with recommendations to support the performance measures that addresses:

- what data is needed
- how and where data will be collected and stored
- what data is desired but not available
- how often it will be collected and by whom
- accuracy levels and data formats
- how data should be analyzed for reporting and monitoring purposes

Analyze Areas of Congestion

The Consultant shall develop a process to analyze areas of congestion. The congestion analysis plan shall detail how to identify performance deficiencies in the CMP network utilizing the available data and performance measures and taking into account the following items:

- Location of major trip generators
- Seasonal traffic variations
- Time-of-day traffic variations

- Work trips vs. non-work trips
- Transit trips
- How performance in the Baltimore region interacts/is impacted by performance of neighboring regions
- Use of origin-destination evaluations to identify movements rather than corridors of interest

The Consultant shall provide a process to identify both recurring and non-recurring congestion problems. Through the BMC bottleneck-tracking program, staff identifies the top congested roadway segments. The Consultant may use these studies, as well as the work of MDOT SHA, as a starting point; however, the methodology will need to be reviewed and possibly adjusted as part of the congestion management analysis.

The process shall detail how to apply the definition of unacceptable congestion considered in Task 4.1 to individual sections of the transportation system to enable the CMP Steering Committee to identify, at minimum, the following:

- A set of corridors defined as “congested” based on performance measures identified
 - these corridors may be used to denote areas where activities to address congestion are necessary
- A ranking of corridors in the region (which may be ranked separately in categories based on functional classification) to determine which corridors rank the highest in terms of congestion relief needs
- How to identify and rank transit bottlenecks
- How to identify and rank freight bottlenecks
- An analysis of how well the region is meeting established congestion management objectives

Deliverables:

- Data Collection and Management Plan that provides a process for collecting and analyzing data related to performance measures
- Congestion Analysis Plan that provides a process for identifying congestion problems and ranking congested corridors

Task 4.4: Develop a Process to Identify and Apply Strategies that Implement Regional Objectives

This task addresses step seven of the eight-step CMP process: 7) Identify and apply strategies that implement regional objectives. The Consultant shall develop a process that can be used to identify and assess congestion management strategies that address the congestion problems identified in the region. The Consultant shall provide examples of a full range of strategies to address deficiencies, including the following types of strategies:

- Demand management strategies
- Traffic operations/Transportation Systems Management Operations strategies
- Public transportation strategies
- Multimodal transportation strategies
- Road capacity strategies

The Consultant shall develop and/or make recommendations on tools and techniques for evaluating and selecting strategies that will best fit the region's needs. These tools and techniques may include but are not limited to:

- Travel demand model
- Sketch planning tools
- Traffic signal optimization tools
- Simulation models from macro level, to meso, to micro
- Dynamic traffic assignment tools

The development of the strategies shall also consider:

- Shared mobility planning
- Emerging technologies (i.e., Mobility as a Service/ride-hailing, automated vehicles, etc.)

The Consultant shall also review projects in the FY2021 TIP and *Maximize2045* that do and/or should include congestion management solutions and provide suggestions for better ways to capture and track this information.

Deliverables:

- Document that effectively illustrates congestion management strategy options
- Process to evaluate congestion management strategies that address the specific congestion problems that will be identified by the region
- List of FY2021 TIP and *Maximize2045* projects that do and/or should include congestion management solutions

Task 4.5: Develop a Process to Evaluate Effectiveness of CMP Strategies

This task addresses step eight of the eight-step CMP process: 8) Evaluate effectiveness of the CMP strategies. The Consultant shall develop an approach that can be used by BMC staff and the CMP Steering Committee to evaluate the effectiveness of CMP strategies that are implemented in the Region.

Deliverables:

- Memorandum that provides recommended steps for BMC staff to use to evaluate the effectiveness of implemented CMP strategies.

Task 4.6: Recommendations for CMP Implementation

The Consultant shall provide recommendations for implementing the CMP in the region, including:

- description of the roles that each stakeholder agency plays in addressing congestion
- framework for how to integrate the CMP into the region's planning efforts, including the long-range transportation plan and Transportation Improvement Program
- recommendations for sources of funding for congestion management strategies
- recommendation for how often to update the CMP

Deliverables:

- Memorandum that documents recommendations for implementing the CMP.
- Presentation to the Baltimore Regional Transportation Board on the strategy for development of a CMP and its implementation.

Task 5: Template for Corridor Studies

BMC is looking to study the operation of various corridors in the region. To support this effort, consultant support will also include development of a template to be used by staff to conduct corridor studies. The corridor studies should be able to be completed within a year, and BMC will aim to complete about two to three per year.

The template will include sections on:

- goals for the corridor
- documenting existing conditions and trends
- identifying potential low-cost congestion management strategies to address identified conditions and trends, especially TDM and TSMO
- recommendations on what data to use and where to get it and how to develop potential congestion management strategies

Deliverable:

- Template for corridor studies

Consultant Qualifications

BMC is seeking a firm, or team, with requisite technical capability and professional expertise to provide the type of services required and outlined in this Scope of Work. A qualified offeror's firm or team should have knowledge of the Baltimore region and the local and state agencies involved in the study as well as experience working on CMP plans/documents in other metropolitan areas.

IV. PROPOSAL CONTENT AND REQUIREMENTS

The proposal should consist of two separate parts: (1) a Technical Proposal; and, (2) a Cost Proposal. Each offeror shall provide 5 paper copies of their technical proposal and cost proposal in a sealed envelope. Each offeror shall also submit a digital copy of their technical proposal and cost proposal saved in separate files to a flash drive or CD-ROM. Proposals 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 offeror and stating the period for which the proposal is valid. (1 page maximum)
- *Work Program* – Offerors shall provide a discussion of each task to be undertaken, how it will be performed, and the products to be provided. An overall schedule of work should be developed. Offerors may include but are not limited to the identified tasks. Offerors are encouraged to suggest modifications that would facilitate a successful work program. (20 page maximum)
- *Experience and Qualification* – The offeror shall list its qualifications with regard to the selection criteria identified in this RFP. The summary should contain: (a) the information on projects of similar nature that offeror has completed, including brief

descriptions, dates, and names of contact persons. In project descriptions, identify the roles of the identified project manager and key personnel. Please include links to relevant work if possible, and (b) the resumes of proposed project manager and key team personnel. (8 pages maximum)

- *Project Management* – Designation of a project manager and the responsibilities of the manager and key personnel. Provide a summary of qualifications of the project manager and key staff for each firm. Note that the resulting contract will require commitment of the specified personnel. (5 pages maximum)
- *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 offeror wishes to provide. Please limit to relevant information. (4 pages maximum)

All documents will be formatted with a 12-point font size and printed double-sided, if possible.

Cost Proposal

The Cost Proposal shall be composed of two parts: (1) Project Budget and (2) Affidavits and Certifications.

- *Project Budget* – Proposers shall provide a 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.
- *Affidavits and Certifications* – An original signed copy of the Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.

BMC reserves the right to reject proposals that do not meet the Technical and Cost Proposal

requirements.

V. SUBMISSION OF PROPOSALS

All offerors shall submit **five (5) paper copies and one (1) digital copy** (on CD or flash drive media) of their technical and cost proposals to:

Baltimore Metropolitan Council
Attn: Regina Aris
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 Friday, June 28, 2019. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Regina Aris fax (410) 732-8248 or e-mail: raris@baltometro.org.

BMC will not pay for the development and submission of proposals in response to this RFP. BMC reserves the right to reject any proposals without cost or detriment to BMC.

The offeror shall not make changes in the specifics put forth in a proposal, including staff participation, without the prior written consent of BMC.

The BMC staff member listed above shall be the sole point of contact for any offerer during the procurement process.

BMC reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. BMC reserves the right to cancel this RFP, in whole or in part, any time before the closing date.

VI. TENTATIVE SCHEDULE

RFP Issued:	Thursday, May 30, 2019
Questions Due:	Monday, June 17, 2019
Answers Posted Online:	Wednesday, June 19, 2019
Proposals Due:	Friday, June 28, 2019, 2:00 p.m.
Consultant Selection:	July 2019
Start of Work:	July 2019
Final Presentation to CMP Steering Committee and Baltimore Regional Transportation Board:	June 2020

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. The budget for this consultant task is not to exceed \$200,000. BMC staff and/or appropriate project partners 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 offeror will be with a single prime contractor.

BMC reserves the right to negotiate with one or more offerors selected on the basis of the initial technical merit and proposed cost. Offerors may be asked to make personal appearances to provide additional information on proposals.

VIII. "SAMPLE" FORM CONTRACT

BMC's form contract is available on BMC's website and is incorporated into this solicitation.

https://www.baltometro.org/sites/default/files/bmc_documents/RFP/SAMPLE_CONTRACT_UPDATE_FY2019.pdf

By the act of submitting a proposal, the offeror expressly acknowledges that he/she/it accepts the terms and conditions as stated in the form contract unless exceptions are submitted in writing with the proposal. BMC reserves the right to amend the terms of the form contract as it sees fit during contract negotiation.

The offeror's acceptance of, or deviations from, the form contract terms and conditions are considered during the evaluation and subsequent award.

If the offeror submits an exception, which alters BMC's risk, liability, exposure in, or the intent of this procurement, BMC reserves the right in its sole and absolute discretion to deem the offeror non-responsive.

IX. CONFIDENTIALITY

Offerors must specifically identify any portions of their proposals deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not be conclusive, and offerors may be required to justify why such material should not, upon written request, be disclosed by BMC under the Public Information Act, State Government Article, Title 10, Sub-Title 6, of the Annotated Code of Maryland, as amended. BMC may disclose such information if required by law, court order or subpoena.

X. MARYLAND REGISTRATION/QUALIFICATION REQUIREMENTS

BMC requires vendors to register or qualify to do business with Maryland Department of Assessments and Taxation (SDAT) in accordance with the Annotated Code of Maryland, Corporations and Associations Article: §2-102 Formation generally, §7-202 Registration to do interstate and foreign* business, and/or §7-203 Qualification to do intrastate business.

For information on registering or qualifying a corporation, LLC, LLP or LP call SDAT at 410-767-1340. Sole Proprietors and General Partnerships should call 410-767-4991 or you may download the SDAT forms at <http://www.dat.state.md.us/Pages/sdatforms.aspx>.

The successful offeror may be required to submit a Good Standing Certificate (also known as "Certificate of Status") issued by SDAT within 10 days of being notified of potential award.

*(*Note: "a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country," Md. Code Ann., Corporations & Associations, §1-101.)*

XI. MANDATORY STATEMENTS

Public Information Act Notice

Offerors 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 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.

All selected contractors will be required to abide by the DBE Program of the Baltimore Regional Transportation Board (BRTB). The DBE Program may be found on BMC's website.

Disadvantaged Business Enterprise Subcontract Participation Goal

The Baltimore Metropolitan Council hereby notifies all offerors 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 BMC that certified businesses participate in all competitively bid federal-aid contracts. A DBE subcontract participation goal of 31.7 percent of the total contract amount has been established for this procurement. Offerors must make a good faith effort to meet this goal in order to receive appropriate consideration. The offeror can demonstrate that it has made a good faith effort by meeting the goal or by documenting good faith efforts to do so in its proposal. Determination of good faith efforts will be made at the discretion of appropriate BMC staff. 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. BMC reserves the option to accept this certification in lieu of MDOT certification.

PROPOSAL AFFIDAVIT**A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT**

(1) I am the (title) _____ and the duly authorized representative of (offeror) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the offeror 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 offeror, 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 offeror 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 offeror 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)