



QUESTIONS & ANSWERS

REQUEST FOR PROPOSALS

**Project
Traffic Impact Study Guidelines
T30FB**

UPDATED ON AUGUST 9, 2019

The Baltimore Metropolitan Council (BMC) provides written responses to questions regarding requests for proposals (RFPs). The following are questions and answers concerning the above-referenced RFP.

Any questions regarding BMC's standard contract will be answered individually on a case-by-case basis. Please note that the RFP requires all questions regarding the contract to be submitted as part of the proposal.

Q1. The link to the sample contract provided on page 10 of the RFP is broken. Would you be able to provide a copy of a sample contract or a new link?

A1. *The broken link has been fixed and is now working correctly.*

Q2. The RFP requests we print double-sided. Do the page limits in each section pertain to a single side of each page or both sides of single page?

A2. *The page limit pertains to a single side of each page.*

Q3. Page 5 of the RFP references, "Presentations to regional TIS steering committee, BRTB, Technical Committee" – would that be a single presentation to all three committee listed, individual presentation for each, or multiple presentations for each?

A3. *We anticipate four (4) meetings as follows: at least two presentations to the TIS steering committee and one each to the BRTB and Technical Committee.*

Q4. Do resumes need to be in the 12-point font as well?

A4. *Yes, please use 12-point font throughout.*



Q5. Should the DBE participation item listed on page 7 be included as a stand-alone section in our proposal or should it be otherwise integrated into the other proposal sections? If it is a standalone section, does it have a page limit?

A5. *Generally, the information should be integrated, however the DBE response should be clearly outlined in the cost proposal for both the type of work and the percent of the budget.*

Q6. Please clarify if the resumes for the Project Manager and Key personnel are to be included in the 8-page Experience and Qualifications Section or the 5-page Project Management Section.

A6. *The resumes will be part of the 5-page Project Management section.*

Q7. Please clarify the price role and the weight of price vs. technical in selection decision.

A7. *The review team all discuss and submit technical scores which will result in a ranking before opening the cost proposal. Cost will then be considered in relation to technical ranking, including percent DBE participation. Normally the weight of the cost score is less than that of the technical score.*

Q8. The evaluation criteria on page 9 of the RFP states, “All proposals will be evaluated on the basis of technical merit and proposed cost.” Are there any other explicit guidelines on evaluation criteria?

A8. *No. The technical scoring normally follows the outline of the required sections in the technical proposal (experience, technical approach, etc.).*

Q9. Did this proposed project originate with one or more jurisdictions requesting the work, or will the region be taking this to its jurisdictions?

A9. *This project was developed with input from the local jurisdictions and state agencies of the BRTB during the UPWP development process.*