



**QUESTIONS & ANSWERS**  
**REQUEST FOR PROPOSALS**

**Project**  
**TRANSIT GOVERNANCE & FUNDING STUDY**  
**21T03**

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.

**Q1. With an electronic submission available, is it correct that cover letters, DBE forms, affidavits or certificates of insurance, etc will allow for a PDF signature?**

*A1. Yes.*

**Q2. May we include additional resumes in the Appendix, or elsewhere in the proposal, that would not count against the maximum page limits? (see also question #6 below)**

*A2. No.*

**Q3. Do subconsultants need to complete the affidavit?**

*A3. No, not necessary. The contract will be with the prime consultant only, so the prime will be the sole signatory.*

**Q4. Can you tell us the members of the selection committee?**

*A4. The selection committee will be comprised of specific member jurisdictions and BMC staff.*

**Q5. We will likely have a subconsultant that is in the process of getting certified as an MBE in Maryland with MDOT. Currently they are in the Pennsylvania Unified Certification Program so if the detail of them being in that program is included in the proposal, all would be in order?**



*A5. As per the RFP: "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."*

**Q6. Do resumes count toward the 8-page limit of the Experience and Qualifications section? Or may full resumes be added as an appendix to the proposal? (See question #2 above)**

*A6. Yes resumes will count toward the page limit. Appendices are not requested or desired.*

**Q7. Please confirm that the Proposal Affidavit is required from the prime firm only.**

*A7. It is anticipated that there will be one award and contract with a prime firm and only the prime will be required to sign the proposal affidavit.*

**Q8. Given the highly complex and uncertain future for a regional transit entity and the study's relatively short timeline, what degree of public involvement is expected or envisioned beyond opening report sections up for public comment? For example, does BRTB expect multiple, highly engaging opportunities (e.g., workshops, surveys, and open houses) throughout the study to get valid data from a broad and representative sample? Or should public involvement be mostly geared toward fact-finding and discussion generation to ensure the BRTB collects some public feedback but perhaps from a self-selecting group of interested individuals who are already relatively engaged and informed? (See also questions from Pre Proposal Conference #9 & #13 below)**

*A8. We have not predetermined the type or scope of public involvement. We hope to determine what level of support a proposer feels is necessary and capable of delivering based upon the all the work tasks and task budget in the RFP.*

**Q9. What will be the next steps that may take place after the study is completed? That is, are there any planned activities after the final report is issued?**

*A9. No, there are no further activities determined at this point.*

**Q10. There is a high degree of uncertainty in whether or not MDOT funding (from the state TTF) will be available for transit services provided by a Baltimore regional transit entity. Should the consultant team assume, when creating governance and funding options, that state funding is no longer part of a regional entity's sources of revenue, or, should the consultant assume that the state will continue its financial support of a regional transit entity at least at current (post-COVID levels)?**



*A10. We have not predetermined the revenue sources, fund amounts or level of funding. We hope to gain insight and understanding and develop reasonable and rational options on what an appropriate mix should be from this effort.*

**Q11. How much historical data on Baltimore region transit services (by jurisdiction) and funding sources will BMC and/or BRTB be able to provide the consultant to reduce the burden of trying to find mode-specific trends in services provided by jurisdiction using archived transit schedules or GTFS files (for Section 2)?**

*A11. The BMC and BRTB members will provide what is available and we have a staff level commitment from MDOT-MTA (as BRTB member) to help support data requests. This said, the amount of support for obtaining "historical data" will likely have limits. Any proposal that requires extensive historic data should adequately justify the rationale for the requests within the proposal.*

**Q12. Does BMC have a rubric (or other method) to evaluate the individual sections of the proposal (i.e. technical proposal, cost, DBE goal percentage met, etc.)? If yes, can this be shared with the consulting team?**

*A12. No. We anticipate that this will be determined by the review team that has not been formed as of yet.*

## Q & A from the 9/10/20 Pre Proposal Conference

**Q1. Will the selection process include oral interviews?**

*A1. It wasn't expected originally, however a smaller set of proposals may become short listed and these "short listed" candidates may be asked to do short oral interviews.*

**Q2. Does the 12 point font apply throughout the proposals (i.e. for titles, headers, etc.)?**

*A2. No, the 12 point font is required for the document narrative. Other fonts may apply to titles, headers, etc.*

**Q3. Does the page requirement include the cover of the document?**

*A3. No. Separate covers for the both Technical and Cost proposal documents are permitted, the cover letter is separate and limited to one page.*



**Q4. Can the anticipated project timeline/schedule be shorter than the seven month anticipated schedule (i.e. reduced or compressed)?**

*A4. Yes, if the proposal adequately describes and rationalizes a shorter schedule it will be considered.*

**Q5. Will a record of attendees for today's conference be made available?**

*A5. Yes, a list has been placed on the webpage of attendee's name and email addresses (if they provided them).*

**Q6. My firm is certified by another State (California) for DBE, will that be sufficient to fulfill DBE requirements on this task?**

*A6. Several questions have been asked regarding meeting DBE goals and of non-Maryland DBE certification. If a proposer is not currently Maryland DBE certified but intends to use their participation to address DBE goals they must include sufficient evidence that they have been certified by another State or Federal transportation grant recipient. BMC has not set up a "pre-approval" status for DBE requirements for this or other UPWP tasks, however if a prospective proposer desires to forward evidence of their firm's up-to-date DBE certification from another State or Federal Transportation Fund recipient and any other relevant information to be used as part of a proposal the BMC is willing to try and accommodate such requests.*

**Q7. Does the Transit Governance and Funding Study follow on from prior work conducted by BMC or others on this topic?**

*A7. No. As mentioned, this study results from conversations at the Regional Transit Plan for Central Maryland Commission meetings, a process run by the Maryland Department of Transportation, Maryland Transit Administration (MDOT-MTA). The MDOT-MTA specifically requested that the Baltimore Regional Transportation Board (BRTB) undertake this study, and the BRTB included it in their Unified Planning Work Program.*

**Q8. Are federally audited rates (FAR) required for participants in this task?**

*A8. No. This is anticipated to be a fixed price contract based upon products with fees broken down by task requested and delivered.*



**Q9. How involved in the study does the BRTB expect the local governments in the region to be?**

*A9. Very involved. Most BRTB members are from local governments across the region and presentations will be made to BRTB members each month at their regular meetings. Additionally, it is expected that ongoing discussions will occur between staff, consultant and local members throughout the process.*

**Q10. Will BMC be open to use of International examples when considering peers and evaluating options?**

*A10. If relevant examples exist, yes.*

**Q11. Does that cost proposal need to have actual staff names and titles?**

*A11. Yes. We would like to see who will be working on each task and to what extent.*

**Q12. Should examples of experience used in experience and qualifications need to include completed efforts or can they also be ongoing efforts?**

*A12. They may include ongoing efforts if relevant and developed enough to be germane.*

**Q13. Given local government involvement, will seven months be enough time to complete the exercise and have the necessary conversations.**

*A13. The timeline is thought to be enough to get thru the process as envisioned by both the BRTB and the BMC staff.*

**Q14. What degree of certainty is expected for the feasibility of any option for revenue or estimate to fill financial gaps?**

*A14. BRTB and BMC expect this issue to evolve with the effort and plan to be as realistic to the feasibility of each option examined.*

**Q15. Once a technical team is selected will there be an opportunity to negotiate fees and rates?**

*A15. The cost proposal must include a fixed price for each task based upon rates and fees for each task to be delivered. If a superior product is offered, cost options may be presented for additional tasks that will contribute to that superior product.*