



Pre-Proposal Meeting

Baltimore Region Transit Governance and Funding RFP

September 10, 2020





The Baltimore region includes the cities of Annapolis and Baltimore, as well as the counties of Anne Arundel, Baltimore, Carroll, Harford, Howard, and Queen Anne's.

About Baltimore Regional Transportation Board (BRTB)

- **Metropolitan Planning Organization**
 - Representing 2.8 Million Population
- **Planning & Programming for the Region's Federal Surface Transportation Funds**
- **11 Subcommittees**
 - Bike/Ped.
 - Safety
 - Public Advisory
 - Demographic/Employment Forecasting
 - Traffic Signals
 - Freight
 - Technical
 - Incident Mgmt.
 - Air Quality
 - Trans/Public Works
 - Disaster Debris

Transit Regional Governance & Funding



This study started from conversations among the Commissioners of the Regional Transit Plan for Central Maryland, many of whom are BRTB representatives and in response to a bill in the General Assembly.

These resulted in a request from the Maryland Department of Transportation – Maryland Transit Administration to the Baltimore Regional Transportation Board to undertake a study in the region on transit governance and funding.

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The purpose of this study is to analyze and develop potential transit governance and funding structure scenarios for the Baltimore Region, including scenarios to enhance and balance local jurisdiction engagement and contributions to achieve regional and local public transit performance goals.

These scenarios will be developed and considered in the context of public transit funding structures in the State of Maryland.

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- **BMC proposes that the consultant (or consultant team) take the lead in researching, writing and presenting information on the topics provided in the solicitation.**
- **Consultants can choose to address each of these topics as they are written in this outline or propose to alter/add or modify as part of their proposal.**
- **The consultant (team) will be supported by BMC, MDOT and BRTB jurisdictional staff.**
- **The consultant should build in time for review of each section by staff of BMC and BRTB members prior to presentation and/or publication and include meetings with BMC and BRTB staff and presentations.**

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- All publications and presentations should be digital and ready for web publishing.
- The proposed outline of the study consists of seven sections, which should be written in a Chapter format and presented to the Baltimore Regional Transportation Board at each of their monthly meetings starting in December 2020 and ending with the June 2021 meeting.
- The consultant should also propose unique online (due to COVID restrictions) public involvement opportunities spread throughout the development of the study. These opportunities could take the form of surveys, online public comment periods or any other items deemed appropriate. There will be opportunities for public comment at each of the regularly scheduled BRTB meetings.

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Proposed Study Topics/Chapters

- Background on Study Purpose
- MTA/LOTs Brief History and Statistics
- Current Structure – State/Federal Law, Funding, Decision Making Process
- Financials – MTA/LOTs, Operating & Capital, Capital Needs Inventory, Regional Transit Plan
- Peer Agencies/Regions – State/Local, LOTs Oversight
- Review Recent Transit Funding Measures
- Options for Governance & Funding – At least four, potential roles, roadmap to implementation

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The proposal must be received by BMC no later than **2:00 PM Eastern Standard Time on September 29, 2020**. Proposals arriving after the deadline will not be accepted.

Proposal Content & Requirements:

Two (2) Parts:

1. Technical Proposal
2. Cost Proposal

Submittals must be made by email and include a digital copy of their technical proposal and cost proposal saved in separate pdf files.

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

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Technical Proposal:

1. Cover Letter (1 page maximum)
2. Work Program (12 page maximum)
3. Experience and Qualification (8 pages maximum)
4. Project Management (5 pages maximum)
5. DBE Participation
6. 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.

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Cost Proposal (composed of two parts):

1. Project Budget; and
2. Affidavits and Certifications.

All documents will be formatted with a 12-point font size

The contract type is anticipated as fixed price with partial payments paid based on task completion.

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Proposal Schedule:

- **Proposal Question Due September 18, 2020 4:00 PM**
(by email to dhalligan@baltometro.org)
- **Answer to Questions Posted September 23, 2020** (on the BMC website)
- **Proposals Due Tuesday, September 29, 2020, 2:00 PM**
(by email to dhalligan@baltometro.org)
- **Consultant Selection October 2020**
- **Start of Work October 2020**
- **Completion of Work June 30, 2021**

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Proposed 7 Month Project Schedule:

- Consultant Start: October 2020
- Seven Months of monthly reports at BRTB Meetings
- Final Report provided to the BRTB in June 2021

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UPWP Consultant Task Budget: \$300,000

Proposals will be considered outside of this range if the proposed work program will provide a greatly superior product.

UPWP funds made available for Local member participation -

- City of Annapolis: \$15,000,
- Baltimore City: \$15,000
- Anne Arundel County: \$15,000
- Baltimore County: \$15,000
- Harford County: \$15,000
- Howard County: \$15,000

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- **Disadvantaged Business Enterprise Subcontract Participation Goal: 31.7%**
- **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.**
- **MDOT DBE Certification accepted. If the DBE has not been certified by MDOT but has been certified by other state or transportation agencies receiving federal funding, the agency name should be included in the proposal. BMC reserves the option to accept this certification in lieu of MDOT certification.**

For More Information

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