



QUESTIONS & ANSWERS

REQUEST FOR PROPOSALS

Project 20T07 BEST PRACTICES FOR LOCAL CAPITAL IMPROVEMENT PROGRAM (CIP) DEVELOPMENT & PROMOTING HEALTHY COMMUNITIES

UPDATED ON November 20, 2020

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. Will there be interviews and can you list the possible dates of the interview?

A1. There will not be interviews for this project.

Q2. Would BMC consider setting up payment for this project on a lump sum (fixed price) basis payable monthly for percentage of services completed?

A2. No. Please see Page 12 of the RFP. The contract type is anticipated as fixed price with partial payments paid based on task completion.

Q3. Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for-profit entities)?

A3. No.

Q4. Do rates need to be based on raw direct pay rate times overhead?

A4. For purposes of the cost proposal, please outline all anticipated hours for each task by personnel and rates that are not constrained by profit caps.

Q5. Can profit be applied to rate inclusive of overhead?



A5. For purposes of the cost proposal, please outline all anticipated hours for each task by personnel and rates that are not constrained by profit caps.

Q6. Can project manager and key personnel resumes be provided in an appendix and excluded from the 8-page maximum limit for Experience and Qualifications section where resumes are requested?

A6. No. The resumes should be part of the 8-page Experience and Qualifications section.

Q7. Will there be a pre-proposal meeting.

A7. No.

Q8. Per the RFP, “the resumes of proposed project manager and key team personnel” are to be included in the *Experience and Qualifications* section of the proposal. The *Project Management* section also asks for “a summary of qualifications of the project manager and key staff for each firm.” Can you please clarify the difference between the information requested in each section?

A8. The Experience and Qualifications section is intended to provide space for narrative about the firms offering services, while the Project Management section should focus as much as possible on the individuals that will manage this project. For instance, Offeror A may have completed a similar project that it wishes to highlight, while the team of individuals that worked on that prior project may not be the same as Offeror A is proposing to use in this current project. Please summarize the most relevant experience and qualifications of the management team in the Project Management section. We understand that there may be some overlapping narrative between these sections.