



Request for Qualifications

PROJECT 25T09

TECHNICAL ASSISTANCE FOR THE TRANSPORTATION AND LAND USE CONNECTIONS GRANT PROGRAM

ISSUE DATE

April 17, 2025

DUE DATE

June 3, 2025 (2:00 PM)

Submit Qualifications (by email only) to:

Name: Keith Kucharek, kkucharek@baltometro.org

Contact for More Information: Keith Kucharek at kkucharek@baltometro.org

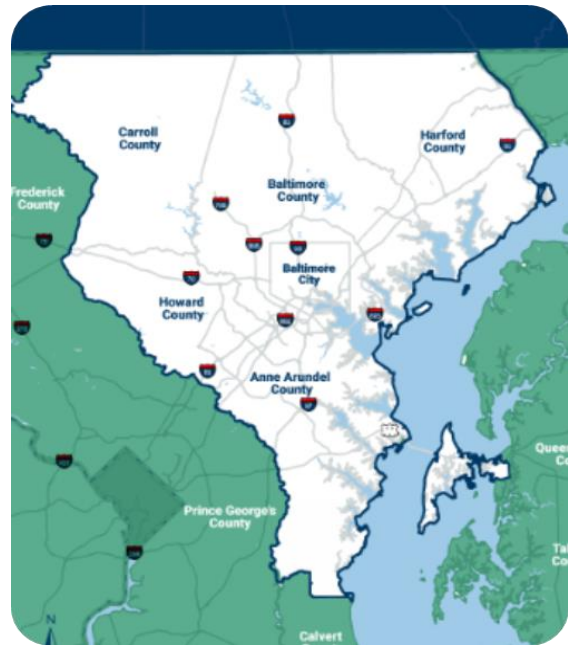
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Introduction

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, and 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 MDOT Maryland Transit Administration, and RTA of Central Maryland. 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, multimodal planning, cooperative purchasing, workforce development, housing and rideshare coordination and project management.

Background

The Baltimore Regional Transportation Board (BRTB) funds certain small planning and preliminary design projects (up to 30%) at the community level through the Transportation and Land Use Connections (TLC) Grant Program.

The TLC program provides short-term technical assistance in the form of consultant services to local governments in the Baltimore region to help them implement changes to the built environment that reduce traffic on roads and enable more people to easily walk, bike, and use transit. This approach is consistent with goals and strategies adopted by the BRTB in developing, *Resilience 2050: Adapting to the Challenges of Tomorrow*.

The TLC program supports local governments in their planning and preliminary design efforts to improve quality of life for residents in the region through enhanced transportation access and mobility, better air quality, and improved economic opportunities. The goals of the program include:

- Supporting the revitalization of communities, development of activity centers or the movement of goods and services.
- Improving access to opportunities for people of all ages and abilities.
- Providing more travel choices to optimize mobility.
- Assisting communities in providing increased access to opportunities to live, work, and play.

Local jurisdictions that are voting members of the BRTB are eligible and encouraged to apply. Applications from eligible members are being solicited for planning or preliminary design projects and may include: multimodal transportation opportunities; bicycle and pedestrian safety and access; transit oriented development; small area or transit station area or transit focused planning; regional trail connections; housing and economic development; streetscape improvements; Safe Routes to School; transit demand and feasibility; improving transportation choice; trail connections; or freight mobility related activities.

Purpose

The Baltimore Metropolitan Council (BMC) is soliciting Statements of Qualifications from skilled firm(s), joint ventures, and/or partnerships (hereinafter referred to as “Consultant”) to support the TLC program by providing professional services to local jurisdictions in the Baltimore region for planning and preliminary design projects related to transportation and land use connections.

Awarded projects will address one or more of these regional land-use/transportation priorities at the community level. Examples included below each priority listed.

- Multimodal Transportation Options
 - Projects may include bicycle and pedestrian facilities; transit alternatives; facilities for people with disabilities; micro-mobility; Safe Routes to School enhancements, freight mobility improvements, and transit stop/station or service improvements.
- Transit Oriented Development (TOD)
 - Feasibility, market analysis or site assessments to determine the viability of mixed use transit-oriented development projects or first/last mile strategies; outdoor public amenities; and improved bicycle and pedestrian facilities to and within TODs as alternatives to automobile travel. Projects that enhance economic and community development, respect the area’s cultural history, and strengthen connections between transit and surrounding neighborhoods are strongly encouraged.
- Land Use Enhancements in Activity Centers
 - Planning and preliminary design projects that support balanced development in the region’s established communities and generators of economic activity (activity hubs and freight corridors). Such efforts are encouraged to align uses and as appropriate, increase employment or housing (especially affordable housing), support improved access to

essential destinations, or identify improvements in multi-modal and freight mobility.

- Access to Transit
 - Projects that improve access to transit. Such access improvements may include small area or station area planning, pedestrian, bicycle and micro-mobility connections, and other first-mile/last mile strategies.
- Regional Trail Connections
 - Projects that advance the development of regional trails including the Patapsco Regional Greenway and other local trail connections to activity centers. Such projects may include connection feasibility studies or preliminary design tasks.

Grant recipients will receive short-term consultant services for awarded planning and preliminary design projects, generally up to 6-8 months in duration.

Based on this solicitation, BMC will qualify two (2) consulting firms to perform TLC planning and preliminary design projects. Each of the selected firms will be awarded master contracts on an “indefinite delivery/indefinite quantity” (IDIQ) basis.

The IDIQ contracts will be valid for two fiscal years. The firms that are awarded these contracts will later have the opportunity to submit technical and cost proposals on TLC projects that will be assigned through task orders.

Scope of Services

Through this Request for Qualifications (RFQ), BMC is seeking up to two awards for IDIQ contracts to teams with varying skillsets to conduct an array of different types of projects. TLC projects typically fall within one or more of the project categories listed below, although this list is not intended to be exhaustive of the types of projects that are funded through the program:

Planning Projects

- Development and adoption of local visions and plans related to the transportation/land use connection nexus.
- Activities that help to implement previously-adopted plans, ordinances or regulations that improve transportation outcomes: e.g. advance transit access or bike and pedestrian connections, revisions to zoning and subdivision ordinances, building codes, parking requirements or other land use regulations.
- Assistance with public participation related to developing or implementing local plans that support improved transportation outcomes. This could include but is not limited to such items as developing advertising materials (fliers), preparing presentation boards, preparing PowerPoint presentations, attending public open house meetings.
- Feasibility, market analysis or site assessments to determine the viability of transit-oriented development projects or first/last mile strategies.
- Plans for implementing or promoting adaptation strategies to improve reliability of access to established communities, regional generators of economic activities, critical transit routes, and making more resilient transportation operations.
- Studies or site-specific plans related to important local issues related to transportation/land use connections.

Preliminary Design Projects (up to 30% completion)

- Preliminary or schematic site plans and elevations
- Engineering cost estimates
- Engineering systems description and analysis
- Rendering of site massing, elevation, or facility interior/exterior spaces
- Site survey

Firms selected through this RFQ will be awarded master contracts that will provide them the opportunity to be awarded task orders for individual TLC projects. As individual TLC projects become available, which is anticipated to occur on an annual cycle, BMC will

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provide the two pre-qualified firms with detailed specifications and request proposals to perform the required services for each task.

When issued a task order for the technical services requested under this RFQ, the consultant will submit a technical and cost proposal to complete the planning or preliminary design work within five (5) business days of the request. At a minimum, this detail will include:

- designation of a Project Manager and the responsibilities of the manager and key personnel, including proposed subconsultants
- work plan
- quality control procedures
- mobilization time and project schedule
- person-hours and costs

BMC will either accept the proposal, negotiate the proposal terms with the consultant, or reject the proposal if a consensus cannot be reached. The projects will be managed by BMC, in close coordination with the local project lead.

Statement of Qualifications Content and Requirements

Statements of Qualifications shall include the following information:

- *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 - the cover page and table of contents will not be counted toward the page limit)
- *Experience and Qualifications* – The offeror shall list their qualifications with regard to the potential tasks identified in this RFQ. The summary should contain information on projects of similar nature that offeror has completed, including brief descriptions, dates, and names of contact persons and links to relevant work if possible (15 pages maximum)
- *Subconsultants* – Identify any subconsultants proposed to be utilized and the type of work for which they will be responsible. Include a profile of each subconsultant firm, including licensing and experience. (Up to 2-page profiles for each firm)
- *Key Personnel*– Include the resumes of the key personnel who will be assigned to respond to the assigned tasks. Include information to document the ability to perform services and tasks within tight deadlines. (10 page maximum)
- *Fee Schedule* – Firms shall submit applicable hourly rates for the labor categories listed below. Include any other applicable labor categories if not shown below. The rates for fiscal years 2026 and 2027 are fixed (BMC’s fiscal year runs from July 1 through June 30).
 - Principal in Charge
 - Project Manager
 - Project Engineer / Project Planner
 - Engineer / Designer / Planner

- GIS Analyst
- Drafter / Technician
- *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)

The body/narrative of all documents will be formatted to a 12-point font size. Headers and cover pages may utilize larger font sizes. Cover or divider pages without content will not be counted toward the page limits. Digital signatures are acceptable for all documents.

Submission Of Qualifications

All offerors shall submit their Statement of Qualifications by email in one (1) digital file to: kkucharek@baltometro.org.

Additionally, if there are any proposed exceptions to the “sample” form contract located on page 12, these should be noted.

The statement of qualifications must be received by BMC no later than **2:00 PM on Tuesday, June 3, 2025**. Qualifications arriving after the deadline will not be accepted. Note that BMC’s email will accept files up to 25MB. If your document exceeds 25MB, please upload the documents to a file sharing service and email the link to the files.

Please direct any questions to Keith Kucharek at kkucharek@baltometro.org no later than Monday, May 12, 2025. All questions will be collected and answers will be posted to BMC’s website by Thursday, May 15, 2025. Questions arriving after May 12, 2025 will not be answered.

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

The offeror shall not make changes in the specifics put forth in a Statement of Qualifications, 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 offeror 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 RFQ, in whole or in part, any time before the closing date.

Tentative Schedule

RFQ Issued	Thursday, April 17, 2025
Qualification Questions Due	Monday, May 12, 2025
Answers to Questions Posted	Thursday, May 15, 2025
Statements Qualifications Due	Tuesday, June 3, 2025 at 2:00 p.m.
Pre-Qualfied Consultant Selection	June 2025
IDIQ Contracts Awarded	July 2025
Start Work (Year 1)	August 2025
Completion of Term	June 2027

Consultant Selection Criteria

All Statements of Qualifications will be evaluated on the basis of technical merit. BMC staff and/or appropriate project partners will conduct the evaluation of qualifications. Technical

merit includes the offerer's experience with similar projects and key staff experience and qualifications. Teaming is permissible but the offeror will be with a single prime contractor.

Currently, \$400,000 in funding is available for the TLC program from. Individual tasks will be divided as evenly as practical between the two pre-qualified firms selected via this RFQ. After initial Statement of Qualifications review, BMC may request supplemental discussion, presentation, or clarification prior to selecting qualified firms to support the TLC program. It is anticipated that additional funding for this program will continue to be programmed in future Unified Planning Work Programs (UPWP).

“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-rfp-contract_fy2022.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 cost 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 that 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.

Confidentiality

Offerors must specifically identify any portions of their qualifications deemed to contain confidential information, proprietary information or trade secrets. Those portions must be readily separable from the balance of the statement. 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.

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>

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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.)

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 RFQ 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 26.2 percent** of the total contract amount has been established for this procurement. Prime contractors holding a DBE certification will be awarded full (100 percent) credit for the DBE goal. 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 RFQ must include a statement specifying the Maryland Department of

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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.

Statement of Qualifications 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:

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(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.)

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(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)

