

**CERTIFICATION OF PUBLICATION
CITY OF BALTIMORE
OFFICE OF BOARDS AND COMMISSIONS
PUBLIC NOTICE**

**REQUEST FOR PROPOSAL FOR PROJECT #1411
PLANNING/DESIGN STUDY – RESTORIN CONNECTIONS TO DRUID HILL PARK**

The Baltimore City Department of Transportation (BCDOT) is issuing this Request for Proposals (RFP) for an engineering and design consulting firm and their subconsultants to advance concept plans to 30 percent design along the Druid Park Lake Drive corridor from Greenspring Avenue to I-83. Work will include two significant public outreach campaigns, including a hybrid (in-person and virtual) Open House, pop-ups, and presentations at standing community meetings; review the 2022 Feasibility Study and confirm if there have been any substantial changes to the existing conditions and/or analytical basis for the original analysis; perform field views and analysis to address any changes or required analysis to narrow the selected options; present the selected alternative and collect information regarding community priorities impacting design. This project envisions a reimagined Druid Park Lake Drive that is safe, built for the human scale and accessible for all ages, abilities, and modes of transportation. The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contracts as required. Firms interested in being considered must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

BCDOT anticipates awarding one project-specific contract for these services. The duration of the Contract will not exceed 18 months. The total funding authority for this contract shall not exceed \$6,000,000. BCDOT reserves the right to modify the total funding authority. No minimum amount of work or funds is guaranteed under this Contract. The Contract will be funded with Neighborhood Access and Equity (NAE) grant funds administered by the Federal Highway Administration.

An Offeror, either directly or through its subconsultant(s), must be able to provide all services and meet all the requirements requested in this solicitation and the successful Offeror (the Consultant) shall remain responsible for Contract performance regardless of subconsultant participation in the work. Firms interested in being considered for work on these contracts must submit a Technical Proposal for the contract as set forth herein.

The procurement of engineering and design related services funded by NAE funds shall be conducted in with competitive negotiation (qualifications-based selection) procedures in accordance with the Brooks Act codified under 40 U.S.C. 1101-1104. The Contract resulting from this solicitation shall be structured as project-specific and payment methods shall include cost plus fixed fee and unit cost rates. Additional information regarding payment methods will be provided to the selected firm in the Request for Price Proposal. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures.

All firms listed in the specific proposal for the Project **must** be prequalified by the Office of Boards and Commissions for **each** applicable discipline at time of submittal for this Project. Any firm listed in this specific proposal to perform work must also be prequalified. *A copy of the prime and subconsultant's current Prequalification Certificate should be included in the bid submittal package.* Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.

Submittal Process

BCDOT will have a pre-submittal meeting on **September 24th at 3pm.** Applicants can attend this meeting virtually at the following Microsoft Teams link:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 255 657 472 851

Passcode: uj6YT9Dk

Dial in by phone

[+1 667-228-6519,,112292203#](#) United States, Aberdeen

[Find a local number](#)

Phone conference ID: 112 292 203#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Written questions from prospective Offerors will be accepted by BCDOT through the Question and Answer Board on emma.maryland.gov no later than September 26th, 2025, at 12pm (Noon). All questions and answers will be posted on emma.maryland.gov by October 3rd, 2025. The Q & A period will begin after the pre-submittal meeting.

The original Standard Federal Form 330, plus five (5) additional copies of the Standard Federal Form 330 and response to the detailed technical proposal must be submitted on or before 12:00 P.M. (Noon) on Wednesday, October 24, 2025, to the Office of Boards and Commissions, 4 South Frederick Street, Baltimore, Maryland 21202. (NOTE: DO NOT PROVIDE A COST PROPOSAL)

Submissions should not be bound; simply stapled in the upper left-hand corner. Cover sheets should not be included. Inclusion and/or submittal of additional material may result in the applicant being disqualified from consideration for this project. Firms interested in submitting a proposal for this Project, shall address a “Letter of Interest” to the Office of Boards and Commissions, or you may email: OBC.consultants@baltimorecity.gov. Letters of Interest will be utilized to assist small minority and women business enterprises in identifying potential teaming partners and should be submitted within five (5) days of the date of the project’s advertisement. The Letter of Interest must provide the name and number of your firms contact person. Failure to submit a “Letter of Interest” will not disqualify a firm submitting a proposal for the project.

Only individual firms (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or Joint Venture (**JV**) may apply.

If a Joint Venture (JV) responds to this RFP, City of Baltimore, Department of Transportation will not accept separate Proposals from the JV constituents. A firm will not be permitted to submit on more than one (1) JV for this RFP. Also, a firm that responds to this RFP as a prime or a prime JV constituent may not be included as a designated subcontractor to another firm that responds as a prime to this RFP. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm that has not submitted as a prime from being set forth as a designated subcontractor to more than one (1) prime responding to this RFP.

All proposals received for this contract will be reviewed on a competitive basis. The Firm that submits the highest rated Technical Proposal will be requested to submit a Price Proposal to BCDOT.

BCDOT shall comply with procurement requirements established in State and local laws, regulations, policies and procedures that are not addressed by or are not in conflict with applicable Federal regulations, as specified in 2CFR Part 1201. When state and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, a contracting agency shall comply with Federal requirements to be eligible for Federal-Aid reimbursement, as specified in 2CFR200.102.

Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror's failure to complete registration with SDAT will disqualify an otherwise successful Offeror from final consideration and recommendation for contract award.

Technical Proposals must be submitted in the format outlined within the SHA Standard Request for Proposals guidelines. The SHA Standard Request for Proposals guidelines can be found on the SHA Web Page at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767> by navigating to the *Standard Request for Proposals* link.

The BCDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this RFP, Disadvantaged Business Enterprises (DBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, in consideration for an award.

Consultants interested in submitting a Technical Proposal must comply with the SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA OF 1991, MAP 21 OF 2012, FAST ACT 2015, AND INFRASTRUCTURE INVESTMENT AND JOBS ACT OF 2021 located at <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>

BCDOT hereby notifies all bidders/offerors that regarding any contract entered into pursuant to this RFP, the consultant, sub recipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the consultant from future bidding as non-responsible.

It is the goal of BCDOT that disadvantaged business enterprises (DBE) participate in all federal-aid contracts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis. MDOT certified DBE firms are encouraged to respond to this solicitation. The MDOT MBE website is <https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91>.

Technical Proposals received after the due date of submittal will not be accepted and will be returned unopened to the Consultant.

BCDOT reserves the right to reject any and all Proposals received in response to this request at BCDOT's discretion and is not liable for any cost incurred by any Firm in connection with the preparation and presentation of Proposals.

Failure to follow directions of this advertisement or the application may cause disqualification of the submittal.

1. Project Description

BCDOT is seeking consultant assistance to perform 30 percent design along the Druid Park Lake Drive corridor from Greenspring Avenue to I-83. Work will include two significant public outreach campaigns, including a hybrid (in-person and virtual) Open House, pop-ups, and presentations at standing community meetings; review the 2022 Feasibility Study (located at BCDOT's [Streets of Baltimore Website](#)) and confirm if there have been any substantial changes to the existing conditions and/or analytical basis for the original analysis; perform field views and analysis to address any changes or required analysis to narrow the selected options; present the selected alternative and collect information regarding community priorities impacting design. This project envisions a reimagined Druid Park Lake Drive that is safe, built for the human scale and accessible for all ages, abilities, and modes of transportation. The project's scope of work includes Planning/Preliminary Design services. BCDOT may award one project-specific contract for these services. The duration of the contract will not exceed 18 months. The total funding authority for this contract shall not exceed \$6,000,000. No minimum amount of work or funds is guaranteed under this contract. All work performed under this contract must be for services as outlined in the contract scope of work and in conformance with all contract terms and conditions and payment provisions.

2. Consultant Services Required

The services to be performed under this contract will advance concept plans to 30 percent design along the Druid Park Lake Drive corridor from Greenspring Avenue to I-83. The firm may be authorized to subcontract for specialty services with prior approval of BCDOT. The firm shall be proficient in the services and shall bring an experienced and expert staff to the project.

Listed below is the Scope of Services and Examples of Work, Certifications and Engineering Standards and Guidelines.

Scope of Services and Examples of Work:

Services to be provided will include:

- 1. Develop the locally preferred alternative (LPA) street design and final conceptual plan for the DPLD Corridor.*
 - a. The project team will conduct a rigorous review of the 2022 Feasibility Study and confirm if there have been any substantial changes to the existing conditions and/or analytical basis for the original analysis. Supplemental field reviews and analysis will

be conducted to address any changes or required analysis to narrow the selected options.

- b. Develop and evaluate appropriate planning-level traffic model/simulations to evaluate the impacts of each of the three alternatives recommended by the 2022 Feasibility Study.
- c. Together with tasks 1.A and 1.B, and in conjunction with the community outreach tasks listed in Task 4, evaluate and select a preferred alternative to carry forward into design. Consultant will use the [Baltimore City Complete Streets Manual](#) to the greatest extent possible when developing and selecting the preferred alternative.
- d. Consultant will make the following recommendations and analysis concerning transit accessibility:
 - i. Coordinate with MDOT MTA's Office of Service Development (OSD) on the evaluation of bus stop locations and potential new transit service to the area.
 - ii. Complete a detailed assessment of the proposed Dedicated Bus Lanes (DBLs) to determine the timing and connectivity of the proposed DBL extensions along Reisterstown Road with MDOT MTA's larger corridor priority program.
- e. Develop recommendations and analysis concerning landscape architecture enhancements for the selected alternative as follows:
 - i. Develop a Corridor Open Space Plan to study the use of miscellaneous small open spaces along and abutting the corridor. These open spaces are located primarily in the southern and western portions of the corridor and should be considered neighborhood parks or parklets that residents may directly access without crossing DPLD. They can further enhance the streetscape and "parkway" experience of the corridor.
 - ii. Develop a comprehensive set of landscape design strategies with the following goals:
 - 1. Provide the traveler with opportunities to experience, explore and appreciate the historic, architectural, landscape and ecological heritage of the corridor and surrounding area.
 - 2. Establish a cohesive image and a stronger sense of place/identify on the corridor to complement the transportation and traffic improvements.
 - 3. Consolidate the incremental landscape conceptual ideas currently recommended for the corridor, intersections and green spaces.
 - iii. Prepare a plan that addresses the systemic integration of green infrastructure and environmental site design into the streetscape. This can be a component of the Corridor Open Space Plan or the Comprehensive Landscape Design Strategies.
Conduct a photometric assessment of the corridor lighting to confirm proper coverage from a safety perspective, especially associated with the park side shared use path.
- f. Identify Opportunities for Economic Development

- i. Project team will examine potential redevelopment, infill, transit-oriented development, public space, placemaking, urban design, landscape, and associated land use scenarios that could occur in conjunction with the transportation concepts and improvements.
- ii. Address high vacancy and underutilized land along corridor.
 - i. Explore opportunities for commercial, residential, and mixed-use infill development.
 - ii. In conjunction with the Department of Planning and the Department of Housing and Community Development, identify and develop strategies that address the health of local microeconomies and neighborhood and community development.
 - iii. Recommend context-specific strategies for addressing potential displacement of existing residents.

2. Develop 30% Design for DPLD.

- a. The project team will enter 30% design on the selected alternative and include the following design elements:
 - i. Topographic survey (at least 100 feet from all potential job limits)
 - ii. Preliminary utility designation
 - iii. Stormwater management concept
 - iv. Preliminary drainage layout
 - v. Preliminary landscape plan
 - vi. Soil borings
 - vii. Traffic Analysis
 - viii. Pavement marking plan
 - ix. Preliminary signing concept and 30% signal plans
 - x. Develop Test Hole Plan, work with BCDOT to obtain Maintenance of Traffic permit, and Test Holes
 - xi. Prepare design report
- b. The 30% Plan set will adhere to all City of Baltimore and applicable SHA checklists. The Consultant team will create base plan sheets, title sheet, geometric sheets, typical sections, ramp details, signal locations including pedestrian push button, tree pits, drainage work, curb changes, etc. Identify areas of reconstruction, rehabilitations, or to remain as-is and all right-of-way impacts
- c. Consultant will perform Traffic Operations analysis along the project corridor.
 - i. Perform an origin-destination analysis for traffic on the corridor. This will allow BCDOT to identify where vehicles are traveling and identify improvements to alternate routes to complement the improvements on DPLD.
 - ii. Use detailed traffic simulation to better evaluate impact of proposed concepts on traffic conditions on local roads in adjacent neighborhoods and within Druid Hill Park.
 - iii. Consider using SIDRA microsimulation software to properly model roundabout traffic operations.

- iv. Determine active and passive controls and final locations for mid-block crossings.
- d. Consultant will include the following design considerations:
 - i. Evaluate end-to-end lane configuration and intersection designs based on traffic modeling results.
 - ii. Perform topographic, hazardous materials and utility surveys.
 - iii. Conduct detailed right-of-way assessment.
 - iv. Identify potential micro-mobility and bike corral or locker options along the corridor.
 - v. Continue to evaluate impacts of one-way to two-way road conversions.

3. *Perform Environmental Analysis and Documentation to Support NEPA*

- a. The 2022 Feasibility Study included a desktop environmental screening analysis and preliminary agency coordination, which identified existing environmental and historic resources, potential impacts to those resources and federal, state, and local requirements associated with permitting any resulting impacts. This analysis anticipated that the project will qualify for a Categorical Exclusion (CE) NEPA determination.
- b. The Project Team will enter into NEPA with the following anticipated analysis (resulting in an expected draft Categorical Exclusion):
 - i. Agency coordination
 - ii. Environmental/social resources impact assessments
 - iii. Environmental resources inventory / fieldwork
 - iv. cultural resources inventory
 - v. Section 106 consultation

4. *Public Outreach*

Public outreach will be an integral part of each task during the life of the project and will be conducted in three phases:

- a. Phase 1 outreach: Project kick off and feedback on concepts. During this phase, activities will include reviewing concepts developed in the 2022 Feasibility Study, summarize outcomes from prior survey, and gather public input. Provide an overview of BCDOT's plan to evaluate the concepts and select an alternative to advance to 30% design.
- b. Phase 2 outreach: Developing preferred alternative. The Project Team will help BCDOT share the results of analyses of alternatives and public engagement. This phase will involve presenting the selected alternative and collect information regarding community priorities impacting design.
- c. Phase 3 outreach: 30% Design and NEPA activities Throughout the 30% design process, the Project Team, alongside BCDOT, will continue an iterative outreach process with the public, sharing design updates and gathering public input.
- 5. At each of the three outreach phases, the Project Team will assist BCDOT in hosting hybrid (in-person and virtual) open houses at local venues, staging pop-ups in communities around the Corridor and in Druid Hill Park, and delivering presentations at standing community meetings.

Expected Deliverables

Based on the culmination of the planning and design study, the consultant will prepare an initial draft and final report which will be advertised for public review and comment. The report will document the tasks enumerated above including describing public outreach efforts, summary of land use and market analysis, transportation concepts, and traffic analysis. The report will also include the Planning and Environmental Linkages document and an action plan that identifies potential phasing and next steps.

Deliverables:

- Draft planning and design study report.
- Final planning and design study report.

The Firm selected for contract award may be required to develop a knowledge and project transition plan that outlines a step-by-step process to reach a smooth transition from the current project delivery and support team to new Firms. The transition plan may include a combination of a series of meetings, documents, checklists, or other means to gather the information and project history and background to move forward effectively and efficiently without delay.

The Firms must use Bentley ProjectWise for data storage and management for all project files or propose an alternative system for BCDOT consideration and approval.

The Consultants shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP. These applications and platforms may need to be compatible with BCDOT systems and may include, but are not limited to: CADD, GIS, Microsoft Office Suite, Storage and File Sharing Systems Compatible with BCDOT.

Periodically, new guidelines, processes, laws, and mandates may require additional activities not clearly cited in the RFP. All activities required to deliver a project or program, whether new or existing, unless otherwise controlled by regulation or statute, will be completed under this contract. If special skills or services are identified that are beyond the expertise of the consultant, then new subconsultants may be required to be added to the contract to support project delivery.

This is not an all-inclusive list as this contract may include other professional services related to the scope outlined above.

3. Certifications

This project requires a Professional Engineer registered in the State of Maryland as Principal. Other certifications are to the discretion of prospective firms pursuant to the completion of the work described in this RFP.

4. Safety Items

There are no specific safety items required for this project. Consultant personnel are encouraged to use appropriate safety equipment as necessary when performing field work.

5. Equipment

The Consultants shall, at their own cost, provide industry-standard software applications and platforms to perform all services required in this RFP. These applications and platforms may need to be compatible with BCDOT systems and may include, but are not limited to: CADD, GIS, Microsoft Office Suite, Storage and File Sharing Systems Compatible with BCDOT.

6. Engineering Standards and Guidelines

The Consultants shall perform all contract engineering services in accordance with good industry practice, all applicable laws and regulations, and the current editions of the following references, their interim specifications, their successor replacement references, and all other pertinent guidelines and memoranda as released by FHWA, AASHTO, and SHA including, but not limited to the following publications:

- a. MDOT “General Conditions for Consulting Services” dated January 1989;
- b. SHA “Specifications for Consulting Engineers’ Services” dated April, 1986;
- c. SHA “Request for Proposal” dated April, 2002;
- d. SHA Transportation Alternatives Program Manual
- e. SHA Development Guide for Local Public Agencies and Other Sub-Recipients of Federal Funds
- f. Baltimore Complete Streets Manual, March 2021;
- g. NACTO Urban Bikeway Design, Third Edition.

7. General Requirements

The Consultants shall not enter onto private property for any purpose until authorized by BCDOT. The Consultants must notify BCDOT immediately if damage occurs to property and shall be responsible for any such damage. The Consultants may also be authorized to subcontract for specialties with prior approval of SHA as direct expenses that shall be discussed during the price proposal negotiations for selected awardees.

No payment for overtime work shall be made without authorization from BCDOT. When overtime is required and authorized, and when payment therefore may involve premium costs, there shall be no payroll additive.

Premium overtime costs are reimbursable as a direct cost when an employee works more than forty (40) hours per week on BCDOT projects based upon the Consultant’s work week. Regularly scheduled paid company holidays may be included in the calculation of “hours worked”, but time off for any other leave (e.g. vacation, personal, compensatory or sick leave) is to be excluded from “hours worked” when calculating premium time reimbursement. The fact that an employee works more than eight (8) hours in a single day does not necessarily mean that premium overtime costs are allowable as a direct cost since reimbursement is determined on a weekly basis. Any premium overtime paid to employees, but not directly billable under this policy, may be allowed as an indirect cost.

8. Special Requirements – Disadvantaged Business Enterprise (DBE) Provisions:

It is the policy of the City of Baltimore to promote equal business opportunities in the City's contracting process. Disadvantaged Business Enterprise (DBE) participation goals apply to this contract. This project is federally funded and is required to comply with 49 CFR, Part 23, as amended. The DBE goal for this project is 30%.

The proposed DBE firms must be named and identified as DBEs within Item 6 of the Standard Form (SF) 330 in the spaces provided for identifying outside key consultants/ associates anticipated for utilization for this project.

Any submittal that does not include proper DBE participation may be rejected as not reasonably susceptible to being selected for award. Payment to DBE Subconsultants Pursuant to 49 CFR 26.29, a provision must be placed in every USDOT-assisted contract requiring the prime consultant to promptly pay subconsultants for satisfactory performance on their contracts no later than 30 days from receipt of each payment that BCDOT makes to the prime consultant.

To the extent that it is not inconsistent with federal law, all prime consultants shall also comply with all Maryland and Baltimore City laws and regulations regarding prompt payment to subconsultants.

The MDOT hereby notifies all proposers that with regard to any contract entered pursuant to this solicitation, Disadvantaged Business Enterprise (DBE) firms will be afforded full opportunity to participate in response to this solicitation. DBE is a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it (49 CFR 26.5).

A socially and economically disadvantaged individual is one who is a citizen (or lawfully admitted permanent resident) of the United States and who has been subjected to racial or ethnic prejudice or cultural bias within American society because of his or her identity as a member of groups and without regard to his or her individual qualities. The social disadvantage must stem from circumstances beyond the individual's control. (49 CFR 26.5)

The MDOT hereby notifies all eligible proposers that with regard to any contract entered pursuant to this solicitation, Disadvantaged Business Enterprise (DBE) firms will be afforded full opportunity to participate in response to this solicitation and will not be subject to discrimination on the basis of race, color, national origin, age, sex or disability in consideration for an award (23 CFR § 200, 49 CFR § 21 and 26, and 49 CFR 27.19 and Section 504 of the Rehabilitation Act of 1973).

It is the goal of MDOT that certified DBE businesses participate in all federal-aid contracts. Each contract may contain a goal for DBE participation, on a contract-by-contract basis. Consultants interested in submitting a Technical Proposal in response to this solicitation must comply with the SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA 1991, MAP 21 OF 2012, FAST Act 2015, AND INFRASTRUCTURE INVESTMENT AND JOBS ACT OF 2021.

Verifying Certification:

Each firm submitting a SF 330 for consideration for a project is responsible for verifying that all DBEs to be utilized on the project are certified by the Office of Minority Business Enterprise, Maryland Department of Transportation prior to submitting the proposal. A directory of certified DBEs is available from Office of Minority Business Enterprise at 410-865-1269. You may also access the directory at www.mdot.state.md.us/mbe/directory.html. A firm submitting as a prime consultant that fails to comply with the requirements of 49 CFR Part 23 when executing a contract is subject to the following penalties: suspension of a contract; withholding of funds; rescission of contract based on material breach; disqualification from eligibility to provide services to the City for a period not to exceed two years; and payment for damages incurred by the City.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Technical Proposals must clearly set forth the DBE Prime firm(s) ***and*** DBE subconsultant(s) proposed for goal attainment indicating:

- a. Firm's name and address,
- b. The proposed work,
- c. Percentage of total work,
- d. MDOT certification number, and
- e. Applicable NAICS Codes

NOTE #1: DBE firms must be certified for the specific work to be performed to count their participation towards meeting the DBE participation goal. Only include the applicable NAICS Code(s) for the services/work the DBE firm is proposed to perform in support of the contract.

NOTE #2: DBE firms must be certified by MDOT in those NAICS code(s) at the time of the Technical Proposal submission and remain certified through contract award by MDOT to participate on federally funded contracts.

NOTE #3: Guidelines Regarding DBE Prime Self-Performance. Please note that when a certified DBE firm participates as a prime consultant (including a prime participating as a JV) on a contract, a procurement agency may count the distinct, clearly defined portion of the work of the contract that the certified DBE firm performs with its own forces.

A current directory of certified DBE firms is available through the MDOT Office of Minority Business Enterprise, 7201 Corporate Center Drive, Hanover, MD 21076. The phone numbers are (410) 865-1269, 1-800-544-6056, or TTY (410) 865-1342. The directory is also available on the MDOT website at <https://marylandmdbe.mdbecert.com/>. The most current and up-to-date information on DBE firms is available via this website. **Only MDOT-certified DBEs may be used to meet the DBE goals.**

The Consultant's failure to submit all the required DBE information, in the specified areas, will result in the Consultant being disqualified from further consideration on these contracts, unless it is in the best interest of the State to seek clarification or additional information from the Consultant Firm.

- a. Contract Goals

An overall goal has been established for DBE participation for this Contract located in Section 10 G of this RFP. DBE proposers must meet the established DBE goal by either their own forces or approved DBE Subconsultant(s). When an DBE performs as a participant in a JV (as described in 49 CFR Part 26.5), they may count a portion of the total dollar value of the contract equal to the distinct and clearly defined portion of the work that the DBE performs with its own forces, toward the DBE goals and the proposed participation must be listed in Section C 11 of SF 330.

In addition to listing the DBEs, Consultants must also list each non-DBE firm proposed in Section C of the SF 330 including the proposed work and percentage of work in Section C 11 of SF 330.

The Consultant is encouraged to use a diverse group of subconsultants from any/all of the various DBE classifications to meet the overall DBE participation goal.

b. The following DBE participation instructions, and forms are provided on SHA’s website at <https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=767> to assist Bidders/Offerors:

- MDOT Federal DBE Form A – DBE Utilization and Fair Solicitation Affidavit (**must submit with Technical Proposal**)
- MDOT Federal DBE Form B DBE Participation Schedule (**must submit with Technical Proposal**)
- MDOT Federal DBE Form C – Outreach Efforts Compliance Statement
- MDOT Federal DBE Form D – DBE Subconsultant Contract Participation Affidavit
- MDOT Federal DBE Form E – Good Faith Efforts Guidance and Documentation

By submitting a response to this solicitation, the Bidder acknowledges the overall DBE subconsultant participation goal and commits to achieving the goal by utilizing MDOT certified disadvantaged business enterprises. A Bidder/Offeror must make Good Faith Efforts to meet the DBE goal set for this procurement. If a Bidder/Offeror is unable to achieve the goal, the MDOT DBE Form E – Good Faith Efforts Guidance and Documentation must be completed within ten (10) Working Days from notification that it is the recommended awardee or from the date of the actual award, whichever is earlier, as required in COMAR 21.11.03.11.

As set forth in COMAR 21.11.03.12-1, once the contract work begins, the work performed by a certified DBE firm, including a DBE prime, can only be counted towards the DBE participation goal(s) if the DBE firm is performing a commercially useful function on the contract.

9. **Evaluation Criteria**

The major factors/criteria and their relative weight of importance to be used in evaluating Technical Proposals are:

Item	Score
Technical Questions	35%
Key Staff	35%
Work Plan	30%

The following items will be rated as either one of the following:

- (A) Acceptable-Response demonstrates they meet requirements
 - (U) Unacceptable-Response fails to demonstrate they meet requirements
 - (N) Neutral-Lacks prior SHA experience. Not a barrier to award.
- a. Scope of Services;
 - b. Example Projects;
 - c. Compatibility of the size of the firm with the size of the proposed project;
 - d. Past Performance working on BCDOT task orders when prior work history is available, including Quality and Timeliness. (Lack of prior experience with BCDOT is in no way considered a barrier to receiving an award);
 - e. Capacity to accomplish the proposed work in required time;
 - f. Insurance;
 - g. Financial Responsibility; and
 - h. Measures of protection for the State against errors and omissions.

*Please Note: If an offeror receives a rating of "unacceptable" on three (3) of the rating criteria above, the offeror will not be further considered. The offerors' proposal will be rejected as "not susceptible of being selected for award." COMAR 21.06.02.03(2)

10. Technical Proposal Required Information

U.S. Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 330.

With the exception of Government forms and the Organizational Chart, all pages included with your Technical Proposal submission are required to be standard 8½ x 11 size paper with a minimum of a one-inch margin on all sides and no smaller than 10-point Times New Roman font. Attachments to the Proposal are unacceptable.

Any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted must be noted in eMMA.

A. Cover Letter

Cover letters should be addressed to BCDOT (Brendan Latimer – brendan.latimer@baltimorecity.gov; Sean Burnett – sean.burnett@baltimorecity.gov; OBC -- obc.consultants@baltimorecity.gov) and included in the Technical Proposal. Cover Letter on the Firm's/JV's letterhead – limited to two (2) pages, which must contain:

- i. The names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

- ii. The e-mail address of the contact person for this contract. Future correspondence related to this contract, prior to award of a contract, may be transmitted via e-mail.
- iii. The information that the Firm/JV have the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
- iv. Certification that the Firm/JV have read and fully understand the requirements set forth to be provided for this RFP.
- v. Certification that the Firm/JV and proposed team possesses the expertise, resources, knowledge, and technical ability to perform all elements of the contract's scope and deliver all the requirements set forth through its own forces and those of its subconsultants.
- vi. Certification that Key Staff individuals meet the education, experience, certification/registration and expertise requirements set forth in this RFP.
- vii. This letter shall be signed by the person or persons able to legally bind the Firm to the proposal.
- viii. Corporate Resolutions shall be included if signed by anyone other than the President of the Firm or Executive for the JV.

B. Scope

The Consultant must submit a maximum of five (5) page document certifying the contract's Scope can be performed in its entirety through its own forces and those of its subconsultants. This section of the proposal should provide information to confirm the Offeror has a reasonable probability of success in meeting the project's quantity, quality and schedule requirements .

C. Work Plan

The Consultant must submit a maximum of ten (10) page work plan detailing their ability to perform the consultant services required, scope of work, etc. to make up their Work Plan submission. Work Plan shall include, at a minimum, the following information:

- i. Has read and fully understands the requirements set forth to be provided for this contract;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this contract;
- iii. Acknowledges this is a project-specific contract and understands the requirements for schedules and/or deadlines to provide deliverables, services, etc.;
- iv. Has a detailed work plan in place to ensure schedules and/or deadlines will be met as well as achieving the DBE goal;
- v. The work plan includes comprehensive quality assurance and quality control program; and
- vi. Other statements are at the discretion of the Consultant as this is not an all-inclusive list.

D. Standard Form 330 Parts I and Parts II

Completed US Government Standard Forms (SF) 330 Parts I and Parts II for the Prime and for each proposed subconsultant. The SF 330 forms must be completed in their entirety paying special attention to the following:

- i. Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Section 8 within “Special Requirements – DBE Provisions” to complete Section C 11 for MDOT certified DBE firms.
- ii. The Organizational Chart required for Part I, Section D of SF 330 shall be placed within the *Standard Form 330 Parts I and Parts II* of the Technical Proposal and must contain, at a minimum, the Key Personnel and defining team organization with supplemental support personnel. In addition, for every individual proposed for this contract and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location. The Organization Chart shall be limited to an 11 x 17-inch page with Times New Roman Font size 10-point or larger.

In addition, a two (2) page matrix style of support personnel shall be included in *Standard Form 330, Parts I and Parts II* of the Technical Proposal. Matrix style is defined as names listed on the vertical axis and Relative Experience identified on the horizontal axis. The support personnel descriptions are limited to ten (10) lines per individual. The support personnel Matrix shall be limited to an 11 x 17-inch page with no smaller than 10-point Times New Roman Font size and one-inch margins.

- iii. Part I, Section E of the SF 330, Key Staff. A separate Section E form should be completed for each Key Staff individual proposed. Provide a resume for each of the Key Staff individuals outlined below, limited to one (1) Key Staff per page, not to exceed five (5) pages total. **The experience for each individual Key Staff as described below shall be recent experience performed within the last five (5) years.** Years of experience and applicable licenses and certifications, such as a professional Engineer license or Designated Design-Build Professional (DBIA) certification, shall be clearly documented on each resume.

It is anticipated that the Key Staff individuals may be required to provide services on-site at BCDOT facilities or designated offices by BCDOT.

The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

1. **Key Staff 1:** A professional engineer (PE) registered in the State of Maryland with a minimum of five (5) years of experience performing traffic engineering studies and analysis and employed by the Prime/JV who will serve as the Principal.
2. **Key Staff 2:** A planner or engineer with a minimum of three (3) years expertise in planning employed by the Prime/JV OR employed by the

Prime/JV or any of the Subconsultants who will serve as the Project Manager.

3. **Key Staff 3:** Example: A Senior Engineer (PE) registered in the State of Maryland with a minimum of eight (8) years of experience performing traffic control; expertise in traffic design and engineering employed by the Prime/JV who will serve as the Senior Engineer.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in Part I Section E 17 of the SF 330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Where a Firm proposes an out of state professional engineer or architect, the Firm shall include in Part I Section E 17 of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of contract Notice to Proceed. Failure of the Firm to properly document Key Personnel requirements in writing will result in the firm being precluded from further consideration for the contract.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications: Limited to three (3) example projects, two (2) pages per example project for a total not to exceed six (6) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent relevant experience performed within the past five (5) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).
- v. SF 330 Section H – This section shall be limited to two (2) pages and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in this advertisement. Please exclude any confidential personal information.

Additional Information regarding Key Staff replacements after Final Selection:

Key Staff changes may only be requested after final selection if the Key Staff is no longer available to perform on the contract or at the request/agreement of BCDOT. A letter outlining the reason for the change and the names of the Key Staff involved in the replacement request must be in writing on the firm’s/JV’s letterhead along with a one (1) page resume per the requirements outlined in this RFP.

Substitutions will be evaluated using the same qualifications-based technical rating criteria and the Key Staff replacement’s score must be equal or higher than the original Key Staff’s score in order to be accepted/approved by SHA. All scores will remain confidential by SHA. Instructions for completing a resume are included in Section 9 D – *Standard Forms Part I and II* of this RFP.

E. Technical Questions:

Technical question responses shall not exceed a total of one (1) page per question.

Reference the question number at the top of each page and use the remainder of the page for the response to the question (for example, “Question #1:”):

- a) What innovative techniques and best practices would your firm bring to develop a transformative land use and transportation plan and design study?
- b) What is the consultant team’s collective experience and performance within the past 5 years, in developing similarly complex, multi-disciplinary plans involving transformative change, extensive stakeholder engagement, and consensus building in urban communities?
- c) What is the consultant team's local experience working with the community and stakeholders? If none, describe how the team would build relationships with specific corridor stakeholders, and why.

F. Subconsultants Commitment – no page limits as this section may vary:

The Technical Proposals are to be explicit with respect to the work to be performed by all subconsultants proposed. A Letter of Commitment is required for each proposed Sub-Consultant. While the format and overall content is at the firm’s discretion, a Letter of Commitment must at a minimum:

- Be on the Sub-Consultant’s letterhead;
- List the services proposed to be provided;
- Certify the firm is able to provide the required resources, services, etc.;
- List the applicable NAICS Codes for the services/work to be performed in support of the contract, and overall percentage of work to be performed for the contract;
- NAICS Codes must be the same as those listed in Section C 11 of the SF 330 for each subconsultant;
- Be signed and dated by the Principal/President of the firm; and
- If a firm is a MDOT Certified DBE, include the MDOT Certification number and applicable NAICS codes consistent with the work to be performed.

G. DBE Compliance – the Consultant shall include the executed “MDOT DBE Forms (A&B)” – no page limits as this section may vary:

There is a **thirty percent [30%]** DBE goal established for this contract. DBE proposers must meet the established DBE goal by either their own forces or approved DBE subconsultant(s).

This section must include an introduction letter listing all the proposed MDOT Certified DBE firms, associated MDOT Certification Numbers, proposed work and percentages, NAICS codes applicable to the work to be performed, and the name and contact information of the DBE Consultant Liaison Officer for Minority Affairs. The introduction letter is not required to be on the firm’s/JV’s letterhead or signed and dated. The format is at the firm’s discretion.

H. Time Distribution – not to exceed one (1) page consisting of the following:

The Consultant shall include a one (1) page listing of those classifications proposed for services and the percentages of time estimated for each classification. Percentages shall total one hundred percent (100%). The Consultant *shall not* include man-hour estimates in the Technical Proposal. A column of percentages of time estimated for each classification are to be shown for the Prime Consultant, for each subconsultant proposed, and one (1) column showing totals which add up to 100%. When multiple firms are used, the total for each firm must add up to something less than 100%. These percentages are applicable to the total dollar amount of the Price Proposal to be developed separately by the selected firm(s). The percentages are not applicable to time estimates. The Consultant shall indicate the number of simultaneous project assignments the Consultant and each Subconsultant could handle individually.

The following classifications and estimated percentages of time to be used for the contract assignments are:

Job Classification	Total Field %	Total Office %	Total %
Principal	1.0%	2.0%	3%
Project manager	6.0%	10.0%	16%
Senior planner	3.0%	4.0%	7%
Planner/Analyst	4.0%	4.0%	8%
Senior Engineer	3.0%	6.0%	9%
Engineer	4.0%	8.0%	12%
Designer	8.0%	7.0%	15%
CADD Operator	0.0%	10.0%	10%
Senior Public Outreach Specialist	2.0%	2.0%	4%
Public Outreach Specialist	5%	5%	10%
Economist	1%	1%	2%
Graphics Technician	2%	2%	4%
Totals	39%	61%	100%

I. Financial Responsibility and Insurance Requirements:

1. The consultant shall include a letter addressed to SHA setting forth evidence that the consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
2. Insurance Requirements
 - a. Errors and Omissions: \$3,000,000

- b. Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - c. Worker's Compensation as required by law.
 - d. Commercial Automobile Liability: \$1,000,000
3. Liability
- a. The firm/consultant shall be and will remain liable, in accordance with applicable law, for all damages to the City of Baltimore caused by its acts or omissions related to any of the work furnished under this solicitation, to the extent such damage is caused by its acts or omissions within the scope of provision of goods and services under the contract, and to the extent it would be liable to the City for such damage under any applicable legal theory.
4. Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:
- a. "*Principal*" is any individual owning 5% or more of the outstanding stock of an entity, partner or a partnership, a 5% or more shareholder of a sub-chapter "S" Corporation, or an individual owner. All firms, both prime and subconsultants, must be in good standing with the Maryland State Department of Assessment and Taxation (SDAT) at the time of recommendation for award.
5. The firm/consultant shall be and will remain liable, in accordance with applicable law, for all damages to the City of Baltimore caused by its acts or omissions related to any of the work furnished under this solicitation, to the extent such damage is caused by its acts or omissions within the scope of provision of goods and services under the contract, and to the extent it would be liable to the City for such damage under any applicable legal theory.

J. Proposal Affidavits:

As per State Finance and Procurement Article 17-701 – 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities list is located at <http://www.bpw.state.md.us> of the Maryland Board of Public Works (BPW) website. As per the BPW Advisory No.: 2013-1, Date Issued January 1, 2013, an officer of the Firm shall provide a signed original certification as per language stated on the BPW Advisory page. If the Firm is a JV, officers from all companies forming the JV shall provide a signed original certification. NOTE – the Investment Activities in Iran certification is included in the bid/proposal affidavit.

In preparing its proposal on this contract, the Offeror has considered all proposals submitted from qualified, potential subconsultants and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subconsultant, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for proposals for this contract, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the proposal

submitted by the Offeror on this contract, and terminate any contract awarded based on the bid/proposal.

All offerors are required to submit the following completed affidavits with their technical proposal within the *Proposal Affidavits* section. Both documents are available on the SHA OPCM website at

<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>

- Bid / Proposal Affidavit
 - Form is located under “Affidavits” section of the website
- Certification Regarding Discriminatory Boycotts of Israel
 - Form is located under the “Certification Regarding Discriminatory Boycotts of Israel” section of the website

11. Records, Tasks and Notice to Proceed:

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Contract payment(s) to the Consultant for work completed will be made on this basis only.

The Consultant must be able to provide prompt consultant services within 14 working days of the contract’s Notice to Proceed.

No work shall be performed on contract by the Consultant until a written Notice to Proceed (NTP) is received by the Consultant from BCDOT.

The Consultant must provide the required services within five (5) working days of an NTP for an approved assignment.

12. Completion Date:

The contract will terminate on the expiration date.

13. Prompt Payment

Pursuant to 49 CFR §26.29, MDOT requires prime contractors to pay subcontractors, at any tier, for satisfactory performance of their contracts no later than 30 days from receipt of each payment that [Insert LPA Name] makes to the prime contractor. When [Insert LPA Name]. has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed. To the extent that it is not inconsistent with federal law, all prime contractors shall also comply with all Maryland laws and regulations regarding the prompt payment to subcontractors.

14. Due Date Deadline for Submissions

October 24, 2025, by 12:00 PM NOON EST.

Failure to follow any of the guidelines of this advertisement will cause disqualification of the submittal.

and will disqualify the entire team for further participation in the project.

Deena Joyce, Executive Secretary
Chief, Office of Boards and Commissions

Issue of: 9/12/2025

The Afro-American
The Baltimore Sun
The Baltimore Times
The Daily Record
eMaryland Marketplace