

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

**REQUEST FOR PROPOSAL FOR PROJECT # 1389R2  
PLANNING/FEASIBILITY STUDY WEST BALTIMORE UNITED RECONNECTING  
COMMUNITIES**

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The Baltimore City Department of Transportation (BCDOT) is issuing this Request for Proposals (RFP) for a federally funded planning/feasibility study for the 1.4-mile, US-40 expressway corridor in West Baltimore. In February 2023, Baltimore City was awarded a Reconnecting Communities Planning Grant for West Baltimore United. This grant will advance significant improvements in West Baltimore where communities have suffered impacts from the construction of the US-40 Franklin and Mulberry expressway. This divided highway built in the 1970s removed 14 contiguous blocks of a predominantly middle-class, African American community, causing the demolition of 971 homes, 62 businesses, and displacing over 1,500 people. The highway project was intended to extend another 3-1/2 miles west to I-70, but it was never completed. Today, the short section of expressway is commonly known as “The Highway to Nowhere,” and communities of West Baltimore have struggled to recover ever since. The 1.4-mile, depressed roadway has limited value to the transportation network, causes safety concerns with high-speed traffic and is an eyesore to the surrounding landscape. The study will build upon previous planning studies and position Baltimore City to advance major capital investments for long-overdue improvements. The grant application and prior work is documented on the following website: <https://streetsofbaltimore.com/reconnecting-communities-in-west-baltimore>

The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contract 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 two years. The total funding authority for this contract shall not exceed \$2,500,000. 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 Federal Aid Highway Program (FAHP) grant funds administered by the Federal Highway Administration, with assistance from the Maryland State 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) 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 FAHP funds shall be conducted 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 Project 1389R2 **must** be prequalified by the Office of Boards and Commissions for **each** applicable discipline at the 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 Technical Proposal 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 10<sup>th</sup>, 2025 at 3pm**. Applicants can attend this meeting virtually at the following Microsoft Teams link:

**Microsoft Teams** [Need help?](#)

[Join the meeting now](#)

Meeting ID: 265 266 434 209 6

Passcode: Ff3kP6W9

Written questions from prospective Offerors will be accepted by BCDOT through the Question and Answer Board on [emma.maryland.gov](http://emma.maryland.gov) no later than September 19<sup>th</sup>, 2025, at 12pm (Noon). All questions and answers will be posted on [emma.maryland.gov](http://emma.maryland.gov) by September 25<sup>th</sup>, 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 8<sup>th</sup>, 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](mailto: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 firm's 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 issuing this Request for Proposals (RFP) for a federally funded planning/feasibility study for the 1.4-mile, US-40 expressway corridor in West Baltimore. BCDOT. In February 2023, Baltimore City was awarded the Reconnecting Communities Planning Grant for West Baltimore United. This grant will advance significant improvements in West Baltimore where communities have suffered impacts from the construction of the US-40 Franklin and Mulberry expressway. This divided highway built in the 1970s still scars the landscape of West Baltimore today. Construction of the highway removed 14 contiguous blocks of a predominantly middle-class, African-American community, causing the demolition of 971 homes, 62 businesses, and displacing over 1,500 people. The highway project was intended to extend another 3-1/2 miles west to I-70, but it was never completed. Today, the short section of expressway is commonly known as "The Highway to Nowhere," and communities of West Baltimore have struggled to recover ever since. The 1.4-mile, depressed roadway has limited value to the transportation network, causes safety concerns with high-speed traffic and is an eyesore to the surrounding landscape. The study will build upon previous planning studies and position Baltimore City to advance major capital investments for long-overdue improvements. The grant application and prior work is documented on the following website: <https://streetsofbaltimore.com/reconnecting-communities-in-west-baltimore>

The project's scope of work includes Planning services. BCDOT may award one project-specific contract for these services. The duration of the contract will not exceed two years. The total funding authority for this contract shall not exceed \$2,500,000. 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 provide a federally funded planning/feasibility study for the 1.4-mile, US-40 expressway corridor in West Baltimore. The current 1.4-mile, depressed roadway has limited value to the transportation network, causes safety concerns with high-speed traffic and is an eyesore to the surrounding landscape. The study will build upon previous planning studies and position Baltimore City to advance major capital

investments for long-overdue improvements. 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.

#### Task 1: Project Management

BCDOT has established a Key Stakeholder Workgroup / Stakeholder Advisory Committee of neighborhood representatives, local organizations, and local businesses to provide valuable input in the development of the planning study.

The Consultant shall coordinate with BCDOT Project Managers to schedule and facilitate a kickoff meeting to launch a work program for the project and clarify roles, project schedule, scope of work, deliverables, and project approach.

The Consultant shall communicate progress of the work regularly with BCDOT Project Managers, prepare and submit monthly invoicing by the 7th day of each month following the invoice period, and present updates to the Stakeholder Workgroup at key milestones.

This project will include a robust public engagement process, which the Consultant will be required to organize, facilitate, and provide meeting materials for. A list of potential meetings is listed below.

#### Anticipated Meetings (organized by the Consultant with support from BCDOT):

- One (1) full-day, project kickoff, in-person with BCDOT and the Consultant's Key Staff, including site visit.
- Up to four (4) three-hour community workshops and/or up to two (2) multi-day charrettes, lasting five to seven days each.
- Up to ten (10) "Pop Up" sessions (defined as a table with project information staffed by consultant team members) to keep public informed at key junctures during the project.
- Up to three (3) "open-house" meetings at venues in or near the study area to keep public informed at key junctures during the project.
- One (1) job opportunities forum partnering with the DC/Baltimore Trade Union.
- Up to two (2) other special community events TBD.
- Bi-weekly project manager meetings (Assume approximately 80% virtual meetings) The Consultant will also participate in bi-weekly Red Line coordination meetings with BCDOT and the Maryland Transit Administration (MTA) as warranted.

#### Deliverables:

- Preparation and maintenance of project schedule.
- Monthly invoices.
- Meeting documentation, including agenda, minutes, and materials to be distributed during each meeting.
- Public input materials (online as well as for in-person meetings).

## Task 2: Review Existing Materials

TBD (This task will be performed by others prior to the project starting. The Consultant will only need to review this report).

## Task 3: Stakeholder Engagement/Public Outreach

The Consultant will utilize a community-first strategy to conduct a series of in-person, interactive, stakeholder engagement meetings. The Consultant will provide display/presentation materials for each public meeting. BCDOT will advertise the public outreach events. BCDOT staff will serve as host for meetings and Consultant will moderate workshops and charrettes with support facilitation from BCDOT and other city staff.

The Consultant will also establish in conjunction with BCDOT an online presence including development/maintenance of a project website. The website shall be maintained to include up-to-date project status, upcoming activities, creative opportunities for public engagement, outreach to residents who were displaced by the construction of the highway and a summary of that outreach, summaries of stakeholder meetings, summaries of public meetings from previous phases and links to ongoing planning studies. The project website shall be interactive and contain elements including, but not limited to, the following: surveys, public comment forms, web maps with comment capability, and virtual open-house meetings. BCDOT has a robust social media presence. The Consultant will assist the BCDOT in creating coordinated messages that will provide periodic project updates, featured stories about this planning effort.

### Deliverables:

- Fliers to advertise listening sessions, workshops/charrettes, and public meetings.
- Display boards including maps of existing/proposed conditions.
- Project FAQ Sheet.
- Presentations and responses to technical comments.
- Project website and maintenance.
- Guest blog.
- A summary of outreach to residents who were displaced by the construction of the Highway to Nowhere.

## Task 4: Field Surveys

The preliminary design will be based on a topographic survey and utility designation along a corridor approximately 1.4 miles long. The topographic (surface) survey and utility designation will be taken along westbound US-40 (West Franklin Street) from MD-295 (to the east) to North Warwick Avenue (to the west) where West Franklin Street and West Mulberry Street merge and along eastbound US-40 (West Mulberry Street) from MD-295 to North Warwick Avenue. Survey should be taken at a variable width to accommodate adjacent terrain, buildings, and environmental features.

- Horizontal and vertical controls as needed.
- Right-of-way (ROW) / metes and bounds survey.

- Geotechnical investigation.
- Environmental survey of wetlands, floodplains, and Waters of the United States (WOUS).
- Level B subterranean utility exploration.

Deliverables:

- Topographic survey.
- Environmental survey.
- Metes and bounds survey data:
  - Existing ROW mapping.
  - Metes and bounds plats.
- CADD files with topographical survey data.
- Utility designation CADD Files.
- Geotechnical investigation / soil borings and boring logs and report.

Task 5: Infrastructure Asset Inventory and Existing Conditions Assessment

Provide an assessment of existing conditions including collection and review of as-built data, typical sections, roadway geometry, sidewalk and pathway network, bridges (particularly the crossroad bridges over US-40), retaining walls and critical constraints. BCDOT will supply existing conditions documents.

Deliverables:

- Comprehensive list of infrastructure assets owned by Baltimore City.
- Identification of assets nearing the end of their lifespan that design concepts would not use or upgrade.
- Retaining wall inspections utilized in the Retaining Wall Inventory and Condition Assessment Program (WIP) by the National Parks Service (will need to be performed by the selected consultant for the length of the project).
- Review bridge inspections for crossroad bridges over US-40.

Below is a summary of the most recent bridge inspections for the corridor that will be provided to the Consultant after award.

BC-1001 Carrollton Avenue Pedestrian Bridge over I-170 (to be inspected during summer 2023)  
 BC-1002 Stricker Street Pedestrian Bridge over I-170 (to be inspected during summer 2023)  
 BC-1211 Fulton Avenue over I-170 (6/7/22) BC-1212 Monroe Street over I-170 (6/6/22)  
 BC-1407 Carey Street over I-170 (6/9/22)  
 BC-1408 Gilmore Street over I-170 (6/10/22) BC-1503 Calhoun Street over I-170 (6/10/22)  
 BC-1504 Mount Street over I-170 (6/10/22) BC-1508 Schroeder Street over I-170 (6/8/22)  
 BC-1509 Arlington Avenue over I-170 (6/8/22)

Task 6: Environmental Inventory and PEL Documentation

The Consultant will be required to complete a desktop inventory of environmental resources within the study area. Items the desktop inventory should include, at a minimum, are listed below.

- Socio-economic information
- Natural environmental inventory information
- Hazardous materials inventory
- Cultural resources including historic structures listed or eligible for the National Register of Historic Places, existing archeological resources, an assessment of archeological potential and Section 106 coordination.

In addition, the Consultant will prepare a Planning and Environmental Linkages (PEL) document utilizing Federal Highway Administration (FHWA) guidance. PEL represents a collaborative approach to transportation decision-making that considers environmental, community and economic goals early in the planning process.

Deliverables:

- Draft environmental inventory report (with two rounds of comments).
- Final environmental inventory report.
- Impact matrix for land use, communities, parks, recreation areas, visual resources, historic properties, Section 4(f)/6(f), hazardous waste sites, air quality, noise, ROW / property impacts and other environmental resources.
- Convert GIS mapping of inventoried items to MicroStation.
- PEL Document.

Task 7: Existing Traffic and Transit Analysis

Prepare existing traffic and transit analysis. The study area of the traffic analysis must include at least one major intersection beyond each end of the study limits. If existing data are not available from Baltimore City, the Consultant will provide the following:

- Peak-hour, turning movement traffic counts at all intersections including truck and pedestrian counts.
- Vehicular and pedestrian crash data for the five most recent years available (excluding 2020).
- Inventory of pedestrian and bicycle facilities including level-of-comfort analysis.
- Signal phasing and timing data.
- VISSIM microsimulation model for the study area.
- Identify existing transit routes, stop locations, boardings, and alighting points.

Deliverables:

- Map depicting locations of all anticipated traffic count locations.
- Traffic analysis report.
- Transit analysis report.
- VISSIM microsimulation model to analyze existing traffic operations.

### Task 8: Market Analysis

The Consultant will prepare a market analysis to inform land use concept planning and final analysis to determine the feasibility of delivering the mix of uses proposed in the conceptual scenario planning. The analysis will include the following:

- Market conditions.
- Market trend projections / needs assessment.
- Economic performance projections.
- Project financing strategy.
- Analysis of existing housing market, including:
  - Affordability of existing residents including construction and rehab costs.
  - Analysis of gap financing needed.

The housing market analysis should also include a summary regional analysis including Washington MSA (due to the proximity of the West Baltimore MARC station).

### Deliverables:

- A comprehensive, market analysis report including the above factors and answering the questions:
  - Does the scale, mix and/or format of proposed uses in each scenario is feasible based on market conditions?
  - Which scenario presents the strongest near-term and long-term development opportunity?

### Task 9: Concept Development

The Consultant will develop at least three (3) preliminary transportation concepts to deconstruct or reconfigure the US-40 roadway with a focus on reconnecting the communities that were divided as part of the original project. Each concept should also 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. The concept elements should focus on strengthening the community based upon the feedback provided during the public involvement and from the local stakeholder groups. Through an iterative process, working with stakeholders, and synthesis through feedback and technical analysis, the Consultant will evaluate the preliminary concepts and work towards identifying a subset of the most compelling or promising concepts for further vetting and feasibility testing during the project. BCDOT reserves the right to retain one or more concepts during the project to be carried forward for further refinement and analysis in a future design stage beyond this scope of work.

Coordination with MTA should be included regarding the Red Line planning, the RAISE Priority Transit Improvement project, the Frederick Douglass Tunnel project, and other transit elements. Concepts should identify preliminary limits of disturbance for each alternative developed as well as preliminary cost estimates. Concepts should consider

existing ROW and utility locations as well as the market analysis developed in Task 8.

Deliverables:

- At least three (3) design concept packages that include the following elements:
  - Adherence to design criteria set forth in the 2018 AASHTO and the BCDOT Complete Streets Manual (2021).
  - Base mapping using information obtained through surveys from Task 4 and supplemented with available GIS data, if necessary.
  - Incorporation of data from previous studies in the area.
  - Preliminary typical sections.
  - Preliminary horizontal alignments.
  - Preliminary limits of disturbance and ROW impacts.
  - Preliminary cross sections.
  - Sufficient numbers and types of plan-view diagrams for use as educational and analytical tools during workshops, charrettes, and in final plan report.
  - Up to nine (9) color perspective renderings (combination of birds-eye and ground level) illustrating the concepts.
  - Preliminary cost estimates for each concept.
  - Phasing strategies to minimize community impacts.
  - An equitable development framework to guide development along the corridor.

Task 10: Build and No-Build Scenario Forecasts and Operational Analysis

The Consultant will use the current Baltimore Metropolitan Council (Baltimore City) travel demand model and the VISSIM model developed in Task 7 to develop opening year and design year, peak period, and daily traffic volume forecasts for the evaluation network for the no-build and up to two (2) build scenarios.

Deliverables:

- A technical memorandum applying techniques outlined in NCHRP Report 765 and documenting:
  - The proposed forecasting methodology.
  - Traffic forecasting procedures.
  - VISSIM existing conditions model calibration.

Task 11: Develop Purpose and Need Statement

Develop, in conjunction with BCDOT, a Purpose and Need Statement that is concise and understandable focusing on the primary transportation challenges to be addressed by the study. Information obtained from prior studies should be the basis in the development of the Purpose and Need statement. The Purpose and Need statement should gather and utilize information, including, but not limited to:

- Current planning documents.
- Existing and future demographic data.
- Existing and future land use.

- Existing and forecasted traffic data.
- Agency coordination and public input.

Deliverables:

- One (1) complete Purpose and Need Statement.
- A presentation of the Purpose and Need at up to two (2) agency review meetings.

Task 12: Identify Permits and Approvals

Develop a list of necessary permits and approvals including detailing necessary documentation for each permits/approval. Permits and approvals will likely include but may not necessarily be limited to:

- Baltimore City Development Review process.
- NEPA/Section 106.
- Joint Permit Application (JPA).
- Section 4(f).
- Erosion and sediment control.
- Storm water management.

Deliverables:

- A listing of all necessary approvals and permits and/or permit applications.

Task 13: Financing Strategies and Alternative Delivery Methods

Design and construction of the future of US-40 could be eligible for several USDOT grant programs. The Consultant will identify competitive grant programs that align with the purpose and goals of the Project and assist in preparing grant applications to secure funding for design and construction of the selected alternative. The Consultant will also investigate and analyze other funding approaches such as Tax Increment Financing (TIF). In addition to identifying and analyzing various funding opportunities, the Consultant will also identify and analyze alternative or non-traditional funding opportunities such as Public Private Partnerships (PPP)

Deliverables:

- One (1) technical memorandum that includes:
  - Eligible grant programs.
  - Other funding opportunities.
  - Potential benefits of alternate funding opportunities.
- Assistance in preparation of grant applications (up to two)

Task 14: Planning Study Report

Based on the culmination of the planning study, the consultant will prepare an initial draft and final report which will be advertised for public review and comment. The report will document all of the previous tasks 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 study report.

Final planning 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](http://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:

| <b>Item</b>         | <b>Score</b> |
|---------------------|--------------|
| 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](mailto:brendan.latimer@baltimorecity.gov); Sean Burnett – [sean.burnett@baltimorecity.gov](mailto:sean.burnett@baltimorecity.gov); OBC -- [obc.consultants@baltimorecity.gov](mailto: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 in developing a transformative land use and transportation plan and/or feasibility 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) pages 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        |              | Total Field % | Total Office % | Total Hours   | Total %     |
|-----------------------------------|--------------|--------------|---------------|----------------|---------------|-------------|
|                                   | Field Hours  | Office Hours |               |                |               |             |
| Principal                         | 146          | 292          | 1.0%          | 2.0%           | 438           | 3%          |
| Project manager                   | 876          | 1,460        | 6.0%          | 10.0%          | 2,336         | 16%         |
| Senior planner                    | 584          | 584          | 4.0%          | 4.0%           | 1,168         | 8%          |
| Planner/Analyst                   | 1,752        | 2,190        | 12.0%         | 15.0%          | 3,942         | 27%         |
| Senior Engineer                   | 146          | 438          | 1.0%          | 3.0%           | 584           | 4%          |
| Engineer                          | 292          | 438          | 2.0%          | 3.0%           | 730           | 5%          |
| Designer                          | 584          | 1,022        | 4.0%          | 7.0%           | 1,606         | 11%         |
| CADD Operator                     | 0            | 292          | 0.0%          | 2.0%           | 292           | 2%          |
| Senior Public Outreach Specialist | 292          | 292          | 2.0%          | 2.0%           | 584           | 4%          |
| Public Outreach Specialist        | 730          | 730          | 5%            | 5%             | 1,460         | 10%         |
| Economist                         | 146          | 730          | 1%            | 5%             | 876           | 6%          |
| Graphics Technician               | 292          | 292          | 2%            | 2%             | 584           | 4%          |
| -----                             | -----        | -----        | -----         | -----          | -----         | -----       |
| -----                             | -----        | -----        | -----         | -----          | -----         | -----       |
| -----                             | -----        | -----        | -----         | -----          | -----         | -----       |
| <b>Totals</b>                     | <b>5,840</b> | <b>8,760</b> | <b>40%</b>    | <b>60%</b>     | <b>14,600</b> | <b>100%</b> |

**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**

**Submittals are due BY October 10, 2025, before 12:00 PM NOON EST. Provide one (1) original submittal, along with five (5) additional copies to the Office of Boards and Commissions at **4 South Frederick Street, Baltimore, Maryland 21202** on or before the due date by **NOON, Friday, October 10, 2025**.**

**NOTE: ALL FIRMS AND SUBS MUST BE PREQUALIFIED AT THE TIME OF SUBMISSION.**

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: August 29, 2025**

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