

Issue Date: February 20, 2026

Amended: March 25, 2026

PUBLIC NOTICE FOR
Baltimore City Department of Transportation

BCDOT 1429

REVITALIZE HANOVER STREET – FEDERAL AID BRIDGE AND ROADWAY REVITALIZATION
PROJECT

NOTICE TO ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

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 undertake a planning/feasibility study for the redesign of a 2.4-mile corridor of Hanover Street in South Baltimore. The project limits will be from I-95 (northern boundary) to Belle Grove Road at the Baltimore City-Anne Arundel County line (southern boundary). Work will include producing 15% concept and 30% preliminary design plans for non-structural roadway and civil engineering infrastructure; engineering survey and subsurface utility engineering; completing public engagement including open houses, pop-ups, and presentations at standing community meetings; assisting with completion of environmental analysis and other related documentation to support completion of the National Environmental and Policy Act (NEPA) process for the selected 30% design alternative; completion of a study to identify opportunities for economic development; and completion of a financial and workforce development plan for implementation of improvements. The project envisions a reimaged Hanover Street corridor that incorporates Complete Streets design and is safe, built for the human scale, and accessible for all ages, abilities, and modes of transportation. The resulting plan will also improve freight infrastructure in a manner benefitting port-related businesses critical to the regional economy and establish transportation infrastructure linking together various major projects near the corridor. The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the Project 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 Project will not exceed 48 months. The total funding authority for this Project shall not exceed \$7,500,000. BCDOT reserves the right to modify the total funding authority. No minimum amount of work or funds is guaranteed under this project. The Project will be funded with Building American Infrastructure to Leverage Development (BUILD) (formerly Rebuilding American Infrastructure for Sustainability and Equity (RAISE)) grant funds administered by the Federal Highway Administration, with assistance from the Maryland State Highway Administration.

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

The procurement of engineering and design related services funded by BUILD funds shall be conducted in accordance with competitive negotiation (qualifications-based selection) procedures in accordance with

the Brooks Act codified under 40 U.S.C. 1101-1104. The Project 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 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 host a pre-submittal meeting on March 3, 2026, at 3 pm. Applicants can attend this meeting virtually at the following Microsoft Teams link:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 247 916 141 312 43

Passcode: pN97Uw6o

Written questions from prospective Offerors will be accepted by BCDOT through the Question and Answer Board on emma.maryland.gov no later than March 6, 2026, at 12pm (Noon). All questions and answers will be posted on emma.maryland.gov by March 13, 2026. The Q&A period will begin after the pre-submittal meeting. No other contact to MDOT employees or personal visits will be accepted after the end of the Q&A period.

The original Standard Federal Form 330, plus five (5) additional hard 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 April 17, 2026, 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, BCDOT 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

Consultant 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 Consultant to more than one (1) prime responding to this RFP.

All proposals meeting the criteria for this Project will be reviewed. Based on the criteria and Technical Proposal submitted, BCDOT will rate and rank all proposals. Only the highest-ranking firms will be interviewed. The Firm that submits the highest rated Technical Proposal will be requested to submit a Price Proposal to BCDOT.

Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per-hour salary rates as supported by Certified Payroll Rosters while Prime and Subconsultants' Payroll Burden and Overhead rates shall be supported by either a Maryland Department of Transportation Modes approval letter or by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT guidelines. The annual overhead audit shall identify separate rates for both home office overhead and field overhead. If negotiations with the Firm are timely and successful, an RFP may be awarded to the Firm.

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.

Written questions from prospective Offerors will be accepted by the BCDOT Procurement Officer through eMMA only. **All questions concerning submissions and procedures must be submitted via emma.maryland.gov no later than March 6, 2026, at 12pm (Noon). All questions must be posed under the specific solicitations Discussion Q&A tab.**

All addenda to this solicitation will be posted **only** on eMaryland Marketplace Advantage (eMMA) and on the Consultant Services Center page of SHA's Webpage (<https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767>). No other contact to MDOT employees or personal visits will be accepted.

eMMA is an electronic commerce system administered by the Maryland Department of General Services. The solicitation, Offeror questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA. To receive a copy of the RFP for Project 1429 award, a firm must be registered on eMMA. Registration is free. Go to <https://emma.maryland.gov>, click on "New Vendor? Register Now" to begin the process, and then follow the prompts.

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 may disqualify an otherwise successful Offeror from final consideration and recommendation for RFP 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 SHA, 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 Project 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> and selecting *Standard Request for Proposals* link).

BCDOT hereby notifies all bidders/offerors that regarding any Project entered into pursuant to this RFP, the recipient or consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Project. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted projects. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this Project 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 contractor from future bidding as non-responsible.

It is the goal of MDOT that disadvantaged business enterprises (DBE) participate in all federal-aid projects. Each project will be evaluated for the placement of a goal for DBE participation on a project-by-project 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 deadline time will not be accepted and will be returned unopened to the Consultant.

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

All firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions, including each discipline prior to submission for this Project. Any firm listed in this proposal to perform work in any existing or related category must also be prequalified. It is the responsibility of the Firm submitting the SF330 verify and *include a copy of each of Consultant's current Prequalification Certificate in the submission package*. Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.

The Procurement Officer and sole point of contact for this solicitation, unless directed otherwise within this solicitation or by SHA, is:

Contact Name: Ethan McLeod
Contact Address:
Baltimore City Department of Transportation
417 E. Fayette Street, 7th Floor
Baltimore, MD 21202

Each Firm responding to this Request for Proposal (RFP) Project #1429 is required to complete and submit an original Standard Federal Form (SF) 330 unless otherwise specified in this RFP. Provide one (1) original submittal, along with five (5) additional hard copies to the Office of Boards and Commissions at 4 South Frederick Street, Baltimore, Maryland 21202 on or prior to the due date by NOON Friday April, 17, 2026. Submittals will not be accepted after the due date (NOON). The City Of Baltimore *has not adopted SF330*, it may not be used, unless specified in the RFP. Submittals *are not* accepted by email. There should be no electronic submittals to BCDOT prior to the Office of Boards and Commissions approving the firms.

The Federal Standard Form (SF) 330 cannot be supplemented with additional pages, or additional information such as graphs, photographs, organization chart, etc. All such information should be incorporated into the appropriate pages. Applications 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 formal Joint Venture (JV) may apply. Two firms may not apply jointly unless they have formed a joint venture.

COSTS OF RFP RESPONSE

There will be no payment or compensation provided to firms’ who desire to participate in any part of the submittal. All related expenses to the preparation of a response, including additional requested information, interviews, and any other necessary information, will be the sole responsibility of the firm. The City, its staff, or its representatives will not be responsible for reimbursing any costs or expenses incurred resulting in providing a submission to this RFP.

Baltimore City reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. Baltimore City reserves the right to cancel this RFP, prior to closing date.

Verifying Certification

Each firm submitting a SF 330 for consideration for a project is responsible to verify that all MBEs and WBEs to be utilized on the project are certified by the SMBA&D prior to submitting the proposal. A directory of certified MBEs and WBEs is available from SMBA&D. Since changes to the directory occur

daily, firms submitting SF 330s should call SMBA&D at (410) 396-3818 to verify certification, expiration dates and services that the MBE or WBE is certified to provide.

Non-Affiliation

A firm submitting a proposal may not use an MBE or WBE to meet a Project goal if:

The firm has a financial interest in the MBE or WBE.

The firm has an interest in the ownership or control of the MBE or WBE.

The firm is significantly involved in the operation of the MBE or WBE (Article 5, Subtitle 28-41).

Insurance Requirements

The consultant selected for the award of this project shall provide professional liability, auto liability, and general liability and workers' compensation insurances as required by the City of Baltimore.

Local Hiring Law

Article 5, Subtitle 27 of the Baltimore City Code, as amended (the "Local Hiring Law") and its rules and regulations apply to projects and agreements executed by the City on or after the Local Hiring Law's effective date of December 23, 2013, which is applicable to all vendors. The Local Hiring Law applies to every project for more than \$300,000 made by the City, or on its behalf, with any person. It also applies to every agreement authorizing assistance valued at more than \$5,000,000 to a City-subsidized project. Please visit www.oedworks.com for details on the requirements of the law.

Additional Information

Any firm submitting a SF330 in response to the RFP that fails to comply with the requirements of Article 5, Subtitle 28 of Baltimore City Code when executing a contract is subject to the following penalties: suspension of a project; withholding of funds; nullification of project based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

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, a partner of a partnership, a 5% or more shareholder of a sub-chapter 'S' Corporation, or an individual owner.

Out-of-State Corporations must identify their corporate resident agent within the application.

Deena Joyce, Executive Secretary

Chief, Office of Boards and Commissions

Issue of: 2/20/2026

The Afro-American
The Baltimore Sun
The Baltimore Times

The Daily Record
eMaryland Marketplace
DDJ:

BCDOT
Revitalize Hanover Street-Civil/Roadway
Project #1429

1. **Project Description**

BCDOT is seeking consultant assistance from an engineering and design consulting firm and their subconsultants to undertake a planning/feasibility study for the redesign of a 2.4-mile corridor of Hanover Street in South Baltimore. Work will include producing 15% concept and 30% preliminary design plans for non-structural roadway and civil engineering infrastructure; engineering survey and subsurface utility engineering; completing public engagement including open houses, pop-ups, and presentations at standing community meetings; assisting with completion of environmental analysis and other related documentation to support completion of the National Environmental and Policy Act (NEPA) process for the selected 30% design alternative; completion of a study to identify opportunities for economic development; and completion of a financial and workforce development plan for implementation of improvements. The project envisions a reimaged Hanover Street corridor that incorporates Complete Streets design and is safe, built for the human scale, and accessible for all ages, abilities, and modes of transportation. The resulting plan will also improve freight infrastructure in a manner benefitting port-related businesses critical to the regional economy and establish transportation infrastructure linking together various major projects near the corridor. The project's scope of work includes Planning/Preliminary Design services. SHA may award one project-specific contract for these services. The duration of the Project will not exceed 48 months. The total funding authority for this Project shall not exceed \$7,500,000. No minimum amount of work or funds is guaranteed under this RFP. All work performed under this Project must be for services as outlined in the RFP scope of work and in conformance with all project terms and conditions and payment provisions.

2. **Consultant Services Required**

The services to be performed under this Project will create 30% design plans for all non-structural elements of the 2.4-mile Hanover Street Corridor from I-95 (northern boundary) to Belle Grove Road at the Baltimore City-Anne Arundel County line (southern boundary). 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. Completion of engineering survey and subsurface utility engineering steps for all civil/roadway (non-bridge structure) facilities.
 - a. The project team will conduct research and prepare property and right-of-way surveys, including baseline control surveys, topographic surveys (including surface features and utilities) and boundary survey plats. Field reviews and analysis will be

- conducted to address any changes or required analysis to narrow the selected options/alternatives.
- b. The project team will complete Quality Level B (QL-B) investigation of subsurface utilities (utility designations) and their laterals to existing buildings, with QL-B determining the existence and approximate horizontal position of subsurface utilities,
 - c. Develop and evaluate appropriate planning-level traffic model/simulations to evaluate the impacts of each of the three alternatives recommended by the 2019 Feasibility Study.
 - d. Develop recommendations and analysis concerning roadway and pedestrian infrastructure enhancements for the selected alternative as follows:
 - a. These include introducing intersection designs that reduce conflict points and shorten crossing distances, reducing stopped delay for vehicular traffic throughout the majority of the day, and replacing the acceleration-and-braking pattern that characterizes the corridor now. The project team should prioritize designs that welcome pedestrians, bicycles, and transit riders.
 - b. Develop a comprehensive set of landscape design strategies with the following goals:
 - i. Provide the traveler with opportunities to experience, explore and appreciate the historic, architectural, landscape and ecological heritage of the corridor and surrounding area.
 - ii. Establish a cohesive image and a stronger sense of place/identity on the corridor to complement the transportation and traffic improvements.
 - iii. Consolidate the incremental landscape conceptual ideas currently recommended for the corridor
 - c. Prepare a plan that addresses the systemic integration of green infrastructure and environmental site design into the streetscape.
 - d. 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.
 - e. Identify Opportunities for Economic Development
 - a. 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.
 - b. Address high vacancy and underutilized land along corridor.
 - i. Explore opportunities for commercial, residential, and mixed-use infill development.
 - ii. In conjunction with DOP and DHCD, 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
 - c. Produce written report summarizing findings related to the above economic development policy areas, land use topics, and other strategies.
2. Perform Environmental Analysis and Documentation to Support NEPA
- a. The Project Team will support the Hanover Street Corridor NEPA study 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
 - b. The project team will coordinate team meetings with NEPA staff, who will complete NEPA analysis for the entire corridor following a separate procurement for structural design, and will coordinate as needed with Baltimore City, Maryland State Highway Administration (SHA) and FHWA.
- 3. Development of 30% design options and preliminary engineering for all civil/roadway (non-bridge structure) facilities.
 - a. The project team will prepare 30% design for 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 and erosion and sediment control improvement concepts, including preliminary drainage layout inspection of the existing storm drain system to determine the extent of repair, replacement, and cleaning necessary for existing inlets, pipes, and bridge scuppers in the project corridor. Preparation of E&SC and SWM Concept plans and report while adhere to the Maryland Sediment and Stormwater Guidelines and Procedures.
 - iv. Preliminary landscape plan
 - v. Soil borings
 - vi. Traffic Analysis
 - vii. Pavement marking plan
 - viii. Preliminary signing concept and 30% signal plans
 - ix. Develop Test Hole Plan, obtain MOT permit, and Test Holes
 - x. Prepare design report
 - b. The 30% Plan set will include a preliminary cost estimate and the following elements:
 - i. Designs for continuous connected sidewalks throughout the corridor and provide full ADA access, including curb ramps, sidewalk bump-outs, and sidewalk clearances.
 - ii. Designs for traffic improvements, including upgrading traffic signals/mast arms and pedestrian and, where appropriate, bike signals that do not meet current standards, enhancing crosswalks through the corridor, and providing pedestrian signals at all signalized intersections. Signal removals will also be considered.
 - iii. Designs for a protected bike facility along the corridor that provide connections to existing and planned bike facilities (including those identified in the 2015 Bike Master Plan and 2017 Separated Bike Lane Network Addendum)
 - iv. Proposed lighting improvements to add pedestrian lighting throughout the corridor.
 - c. 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; and identify and prepare a right-of-way (ROW) impact list, including types of ROW agreements needed.
 - d. 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 improvements.
 - ii. Use detailed traffic simulation to better evaluate impact of proposed concepts on traffic conditions on local roads in adjacent neighborhoods to the Hanover Street Corridor.
 - 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.
 - e. 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.
- 4. Consultant will make recommendations based on an analysis concerning transit accessibility:
 - a. Coordinate with MDOT MTA's Office of Service Development (OSD) on the evaluation of bus stop locations and potential transit service changes to the corridor, including dedicated bus lanes.
- 5. Consultant will evaluate options to preserve and enhance a dedicated truck path through the corridor's roadway network to ensure reliable and efficient truck access to the Port of Baltimore and a predictable route to and from Anne Arundel County (southbound) and downtown City (northbound).
- 6. Consultant will complete a supplemental study of historic resources:
 - a. The project team will complete a supplemental study of historic resources along the corridor and make recommendations for preservation, restoration, or other steps that will advance the cultural preservation of resources in a manner that complements planned improvements to be undertaken as part of this project.
- 7. Consultant will complete a financial plan and workforce development plan for implementation of improvements
 - a. The project team will complete an implementable financial plan that identifies sources of funding for future design phases (30% to 100%), pre-construction activities, and construction of the planned improvements to be undertaken as part of this project. Potential sources to be considered will include local (Baltimore City), State of Maryland, federal, and outside philanthropic funds.
 - b. The project team will complete an implementable workforce development plan that prioritizes education and job training for unemployed or underemployed residents along the project corridor, fulfilling this project's alignment with the BUILD program's intent to support the creation of good-paying jobs with the choice to join a union and the incorporation of strong labor standards and training, apprenticeship, and placement programs.
- 8. Consultant will assist with community engagement activities, prioritizing:
 - a. Public outreach will be an integral part of each task during the life of the project and will be conducted in three phases:
 - i. Project kick off and feedback on concepts
 - ii. Developing preferred alternative
 - iii. 30% Design and NEPA

- b. At each of these stages, Consultant will assist BCDOT in developing materials for open houses, pop-ups, and presentations for community meetings. BCDOT, in conjunction with its Community Engagement team, will handle leading and facilitating these public meetings; consultant presence is not required.
- c. Project coordination relative to team meetings with Baltimore City, Maryland State Highway Administration (MSHA) and FHWA, adjacent property owners and major community stakeholder groups engagement tactics to be developed through the PIP may include:
 - i. BCDOT will convene a Project Steering Committee of key City, State, and Federal agency representatives, institutional and private property owners, major community coalitions, and industry groups to help guide the Project.
 - ii. BCDOT will convene a Community Advisory Committee to provide input and advise on wider community engagement
 - iii. BCDOT will hold public information sessions and “idea charettes” to assist in the development of alternatives
 - iv. BCDOT will maintain a dedicated project website and produce social media content.
 - v. BCDOT will participate in and present to community association meetings of all affected communities within the study area and a wider radius affected by the project
- d. While BCDOT will handle the recruiting and organization of any committees related to community engagement, the Consultant will, as needed, print meeting materials, attend meetings and take meeting notes, and design social media posts

Anticipated Schedule

The Firm selected for RFP 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, the following functions:

- a. Microsoft Office Suite
- b. CADD
- c. GIS
- d. 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 Project. 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 Project to support project delivery.

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

There may be instances when BCDOT requires the consultant to provide emergency response times for a given project. Therefore, the consultant may be required to provide those services within six (6) hours of notification or as otherwise directed by BCDOT.

3. Certifications

None; no on-site support requiring certifications anticipated.

4. Equipment

The consultant shall supply all tools and equipment in order to perform the scope of work referenced in the solicitation.

5. Engineering Standards and Guidelines

The Consultants shall perform all project 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, the American Association of State Highway and Transportation Officials (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. Urban Bikeway Design, Third Edition, January 2025;
- h. MDOT-SHA’s Standard and Specifications for Construction and Materials, amended July 2025;
- i. MDOT-SHA’s Book of Standards – For Highway and Incidental structures, amended July 2025;
- j. City of Baltimore Standard Specifications 2006 and all Supplemental specifications, dated 2006;
- k. City of Baltimore DOT Book of Standards, amended 2025;
- l. DOT-SHA Highway Drainage Manual, dated September 2023;
- m. City of Baltimore Design Manual, Chapter 4, amended March 2019

All firms, primes and all consultants participating in this RFP must be prequalified prior to Bid submittal. If any Prime or additional Consultant is not prequalified, the entire team will be removed and will not be able to participate in this RFP.

6. 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.

a. Project Goals

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 project 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 Contractor is encouraged to use a diverse group of consultants 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
- MDOT Federal DBE Form B DBE Participation Schedule
- MDOT Federal DBE Form C – Outreach Efforts Compliance Statement
- MDOT Federal DBE Form D – DBE Subcontractor 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 consultant 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 project 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 project.

7. Evaluation Criteria

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

Item	Score
Technical Questions	40%
Key Staff	30%
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)

8. 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.

SHA must be notified in writing, by email to BCDOT, of any deletions, additions, and/or substitutions of proposed Subconsultants after Technical Proposals have been submitted.

A. Scope

The Consultant must submit a maximum of five (5) page document certifying the project'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 .

B. 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 project;
- ii. The Consultant team possess the experience, resources, knowledge and technical ability to perform and deliver all the requirements set forth in this project;
- iii. Acknowledges this is a project-specific RFP 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.

C. 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 consultant. 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 project 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 the *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 two 8.5 x 11-inch pages or one 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, shall be clearly documented on each resume.

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:** 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.
4. **Key Staff 4:** A planner or engineer with a minimum of five (5) years of experience completing visualizations of transportation infrastructure; expertise with using software tools such as CADD (Computer-Aided Design and Drafting) and GIS (Geographic Information Systems) to develop efficient and sustainable transportation solutions; and will be employed by the Prime/JV or any of the Subconsultants who will serve as the Design Engineer.
5. **Key Staff 5:** A Professional Land Surveyor registered in the State of Maryland with ten (10) years of experience completing expertise in

managing and coordinating a variety of surveys and data collection, including performing topographical surveys, data collection surveys, metes and bounds surveys, and right of way plat preparation, employed by the Prime/JV or any of the Subconsultants who will serve as the Registered Surveyor.

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 project 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 project.

- iv. SF 330 Section F – Example Projects Which Best Illustrate Proposed Team’s Qualifications: Limited to three (3) example projects, for a total not to exceed five (5) 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) page 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 project 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.

D. 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 South Baltimore communities and stakeholders? If none, describe how the team would build relationships with specific corridor stakeholders, and why.

E. Consultants 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 consultants 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 project, and overall percentage of work to be performed for the project;
- 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.

F. DBE Compliance – no page limits as this section may vary:

There is a 0% DBE goal established for this project. DBE proposers must meet the established DBE goal by either their own forces or approved DBE consultant(s).

This section must include an introduction letter listing all the proposed MDOT Certified DBE firms. 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.

G. 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 consultant 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 project assignments are:

Job Classification	Total Field %	Total Office %	Total %
Principal	1%	2%	3%
Project manager	5%	9%	14%
Senior planner	3%	4%	7%
Planner/Analyst	4%	4%	8%
Senior Engineer	3%	6%	9%
Engineer	4%	8%	12%
Designer	6%	6%	12%
CADD Operator	0%	9%	9%
Senior Public Outreach Specialist	2%	2%	4%
Public Outreach Specialist	4%	4%	8%
Economist	1%	1%	2%
Graphics Technician	2%	2%	4%
Land Surveyor	2%	2%	4%
Environmental Manager/Specialist	2%	2%	4%
Totals	39%	61%	100%

H. Financial Responsibility and Insurance Requirements:

1. The consultant shall include a letter addressed to BCDOT 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
 - i. Errors and Omissions: \$3,000,000
 - ii. Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - iii. Worker’s Compensation as required by law.
 - iv. 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 project, 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.

I. 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 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 RFP, the Offeror has considered all proposals submitted from qualified, potential consultants and suppliers, and has not, in the solicitation, selection, or commercial treatment of any consultant, 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 RFP, 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 RFP, and terminate any project 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

J. Services/Materials to be provided by BCDOT:

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. This is not an all-inclusive list. BCDOT may provide additional services/materials as appropriate.

K. Progress Reports:

The Consultant must submit monthly progress reports including a detailed account of work performed that is being billed, outstanding issues, summary of additional work requests, percent completed, any anticipated delays, etc.. This report must be submitted with the monthly invoice. BCDOT will schedule monthly project progress update meetings to cover each of these reports.

L. Records, Tasks and Notice to Proceed:

The Consultant shall keep accurate records documenting the time, material, and transportation utilized, etc. Project 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 seven (7) working days of the project's Notice to Proceed.

No work shall be performed on the project 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.

M. Completion Date:

The project will be terminated on the expiration date.

N. Prompt Payment

Pursuant to 49 CFR §26.29, MDOT requires prime contractors to pay consultants, at any tier, for satisfactory performance of their projects no later than 30 days from receipt of each payment that BCDOT makes to the prime contractor. When BCDOT has made an incremental acceptance of a portion of a prime project, the work of a consultant 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 consultants.