

Baltimore City Department of Transportation

REQUEST FOR PROPOSAL – PROJECT NO. 1428
BALTIMORE GREENWAY TRAIL – DRUID HILL PARK TO LAKE MONTEBELLO (PHASE II)

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 complete the final design of the Baltimore Greenway Trail - Druid Hill Park to Lake Montebello segment. This segment is a 2.8-mile multi-use trail that begins in Druid Hill Park and ends at the intersection of East 33rd Street at Hillen Road. The minimum width of the trail will be 14 ft (at least 10' wide trail with two 2' shoulders on each side). This project includes advancing the existing 30% designs - created using available GIS data and aerial imagery - and developing final, bid-ready design plans. This project includes acquiring surveys, performing a complete 30% design, resubmitting a revised 30% submission, completing final design activities, developing public engagement materials, and preparing a final advertisement package that will allow BCDOT to construct this project. BCDOT completed the initial design for this segment in May 2023. The existing 30% designs and more information about this trail segment can be found on the following website: streetsofbaltimore.com/greenwaydruidtomontebello.

The Consultant Firms shall be proficient in the services listed in this RFP and shall bring an experienced and expert staff to the contracts as required. Firms interested in being considered must submit a complete Standard Form (SF) 330 concurrent with the technical proposal.

BCDOT anticipates awarding one project-specific contract for these services. The duration of the Contract will not exceed 30 months. The total funding authority for this contract shall not exceed \$3,560,600. 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 Transportation Alternatives Program (TAP) award administered by the Maryland State Highway Administration (SHA) and have federal and State requirements.

An Offeror, either directly or through its subcontractor(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 Contract performance regardless of subcontractor participation in the work. Firms interested in being considered for work on this Contracts must submit a Technical Proposal for the Contract as set forth herein.

The procurement of engineering and design related services funded by TAP funds shall be conducted in with competitive negotiation (qualifications-based selection) procedures in accordance with the Brooks Act codified under 40 U.S.C. 1101-1104. The Contract resulting from this solicitation shall be structured as project-specific and payment methods shall include cost plus fixed fee and unit cost rates.

Additional information regarding payment methods will be provided to the selected firm in the Request for Price Proposal. To standardize the method of proposal submission, and to facilitate distribution of proposal materials, it shall be necessary that all firms observe the following procedures.

Submittal Process

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.

The submittal will consist of the complete Technical Proposal and Presentation (no interviews will be held). All Technical Proposals and Presentations shall be submitted to the Office of Boards and Commissions, 4 South Frederick Street, Baltimore, Maryland 21202. 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 July 10 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. 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 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. 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 is timely and successful, a contract 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.

BCDOT will host a pre-proposal meeting on Tuesday, May 26th, 2026 at 1:30 pm. Applicants can attend this meeting virtually at the following Microsoft Teams link:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/293835028933208?p=03BLvIAxIotT19JJK4>

Meeting ID: 293 835 028 933 208

Passcode: 7Qo7iU7x

Dial in by phone

[+1 667-228-6519,,20981259#](tel:+1667228651920981259) United States, Aberdeen

[Find a local number](#)

Phone conference ID: 209 812 59#

Written questions from prospective Offerors will be accepted by the Procurement Officer through the Question & Answer tab on eMMA only. **The Q&A period will begin after the pre-submittal meeting. All questions concerning submissions and procedures must be submitted via emma.maryland.gov no later than May 28, 2026 at 1:30pm. All questions and answers will be posted on emma.maryland.gov by June 5, 2026. 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 contract 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.

Each Offeror is requested to indicate its eMMA vendor number in the Transmittal Letter (cover letter) submitted at the time of its Proposal submission to this RFP.

Before a business entity can do business in the State of Maryland, it must be registered and in good standing 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 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 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 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> and selecting *Standard Request for Proposals* link).

BCDOT hereby notifies all bidders/offerors that regarding any contract entered into pursuant to this RFP, the contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor 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 contractor from future bidding as non-responsible.

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.

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.

Baltimore City Department of Transportation (BCDOT)
LPA Contract Title: Greenway Trails Network Phase II
LPA Contract Number: 1428

1. **Project Description**

BCDOT is seeking consultant assistance to perform final design of the Baltimore Greenway Trail - Druid Hill Park to Lake Montebello segment. This segment is a 2.8-mile multi-use trail that begins in Druid Hill Park and ends at the intersection of East 33rd Street at Hillen Road. The minimum width of the trail will be 14 ft (at least 10' wide trail with two 2' shoulders on each side). This project includes advancing the existing 30% designs - created using available GIS data and aerial imagery - and developing final, bid-ready design plans.

The project's scope of work includes finishing the Preliminary Design and completing Final Design services. Specifically, acquiring surveys, performing a complete 30% design, resubmitting a revised 30% submission, completing final design activities, developing public engagement materials, and preparing a final advertisement package that will allow BCDOT to construct this project. BCDOT completed the initial design for this segment in May 2023. The existing 30% designs and more information about this trail segment can be found on the following website: streetsofbaltimore.com/greenwaydruidtomontebello.

SHA may award one project-specific contract for these services. The duration of the contract will not exceed 30 months. The total funding authority for this contract shall not exceed \$3,560,600. 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 final design of the Baltimore Greenway: Druid Hill Park to Lake Montebello segment. This segment is a 2.8-mile multi-use trail that begins in Druid Hill Park and ends at the intersection of East 33rd Street at Hillen Road. The minimum width of the trail will be 14 ft (at least 10' wide trail with two 2' shoulders on each side). This project will advance the existing 30% designs, created using available GIS data and aerial imagery, and develop final, bid-ready design plans. 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:

Task 1: Project Management

The consultant will prepare for and facilitate a kick-off meeting with the BCDOT project team. The agenda for the kickoff meeting should include the following: project objectives, roles, and responsibilities; project schedule; data needs; preferred communication channels and files sharing; and invoicing and reporting protocols.

The consultant will prepare for and facilitate regular coordination meetings. The consultant will work with BCDOT's project manager to develop each meeting's agenda, prepare the agenda, maintain action item lists, and prepare meeting minutes.

The consultant will attend each milestone review meeting, prepare minutes, provide point-by-point responses, and address comments in the subsequent submission. The consultant will attend miscellaneous design or stakeholder coordination meetings.

The consultant will manage the electronic project files and design files for the team, organizing and updating files to ensure the latest files are posted for BCDOT and the project team to access/review throughout the design process.

The consultant will prepare monthly progress reports and invoices.

Expected deliverables:

- Kickoff meeting agenda and minutes
- Project schedule, updated as needed
- Biweekly project manager meetings (assume 95% are virtual)
- Meeting documentation, including agenda, minutes, and materials to be distributed prior to and/or following each meeting
- Review meetings for each milestone, and point by point responses summary documents
- Shared project folder where deliverables and relevant files are organized and accessible to BCDOT
- Monthly invoices and progress reports

Task 2: Topographic Survey and ROW Coordination

The consultant will perform field surveys and prepare base mapping plans along the corridor. The width of the surveys will be from right-of-way to right-of way on both sides of the street, 150-feet down each side street, 50-feet from the back of curb at Wyman Park, 30 feet from the back of curb on the Boy Scouts of American and Johns Hopkins property, and 150-feet from the back of curb into each Johns Hopkins entrance/exit. The survey work will be in accordance with Baltimore City's vertical and horizontal datum. Additionally, the survey work will also include locating the public right-of-way, easements, and adjacent property corners if markers are available in the field and if not, GIS information will be used in developing a right-of-way mosaic.

If right-of-way markers are not found, the consultant will utilize GIS topography to supplement the field surveys and measurements recorded in the field. The GIS information will be used to approximate the public right-of-way considering there will not be any geometry modifications beyond the existing curb lines and knowing sidewalks and driveways will be replaced in-kind up to the existing right-of-way. The consultant will collect supplemental data and update the base mapping required for the development of the design documents.

The consultant will develop a list of properties that will require Minor Adjustment Agreements or Landscaping Impact letters. The consultant will coordinate the list with BCDOT's project manager and develop Minor Adjustment Agreement letters exhibits for BCDOT's Right-of-Way Services Division to distribute. Minor Adjustment Agreements are anticipated to be developed for Johns Hopkins and Baltimore Museum of Art property.

Expected deliverables:

- Field survey

- Base mapping
- List of properties requiring Minor Adjustment Agreements or Landscaping Impact letters

Task 3: Field Investigations and ADA Improvements

At the preliminary stage, the consultant will walk and inspect the project and identify the required ADA improvements. The consultant will use SHA's ADA checklist to conduct the field assessments of the sidewalks, driveways and pedestrian ramps. The consultant will inspect the following: pedestrian ramps, driveway entrances, concrete curb and gutter, sidewalk, utility impacts (guy wires, manholes/valves, potential vaults) and drainage conflicts. The consultant will provide appropriate documentation to verify their findings. Any ramp within the project limits that does not have a DWS or a level landing area will need to be replaced.

The consultant will work with BCDOT and DPW to collect existing roadway as-built information, including existing utility or storm drain information. The consultant will update the field run topo file based on any pertinent information gathered.

Expected deliverables:

- Field investigation and corresponding documentation to verify findings
- Updated field run topo file

Task 4: Roadway and Trail Design

The consultant will develop trail typical sections, roadway plans, profiles, cross sections, intersection stakeouts, pedestrian ramp details, bus stop details, driveway details, and miscellaneous construction details for the proposed trail. The trail will be designed using survey data, existing features, and existing right-of-way. All proposed facilities will be identified, including trail layout, grading limits, buffers, retaining walls, guardrail and identified impacts to drainage facilities, environmental features, utility, and adjacent properties which may include proposed right-of-way, permanent or temporary construction easements. The trail design may require modifications to the existing city streets or intersections which will require the installation of medians, shifting crown points, profiling, restriping and roadway resurfacing. The consultant will coordinate the design among the project team to address project needs and to ensure conformance with applicable criteria including the latest versions of the City of Baltimore Specifications book (a.k.a. Green Book), Baltimore City Complete Streets Design Manual, Maryland Manual on Uniform Traffic Control Devices, AASHTO Bicycle Guidelines, NACTO Urban Bikeway Guidelines, SHA Bicycle and Accessibility Guidelines, and City of Baltimore Design Standards.

The consultant will coordinate closely with Johns Hopkins and consider Hopkin's master plan for redevelopment of their campus as it pertains to the installation of the trail and reconfiguration of Wyman Park Drive.

Expected deliverables:

- Design of typical sections, roadway plans, profiles, cross sections, intersection stakeouts, pedestrian ramp details, bus stop details, driveway details, and miscellaneous construction details for the proposed trail

Task 5: Drainage Design, Stormwater Management, and Erosion and Sediment Control

Task 5.1 30% Preliminary

The consultant will conduct a field investigation of site conditions and existing drainage patterns. For drainage design, the consultant will perform drainage inlet spread computations and high-level storm drain assessment. Where needed, add and/or redistribute drainage inlets, as a result of curb lines shifting throughout the corridor. The consultant will prepare drainage pipe layout for where drainage inlets to be

added and/or re-distributed, and SWM facility connections and outfalls. Estimated 31 drainage plan sheets at 1"=20' scale to be prepared. Drainage plans will be separate from roadway plans.

For stormwater management (SWM) design the consultant will perform hydrologic analysis, including identifying points of investigation (POIs), and analyzing each POI for existing and proposed conditions. The consultant will compute SWM/ESD requirement for each POI. The consultant will determine potential locations and types of ESD facilities and prepare design computations for sizing the facilities. Types and sizes of the proposed SWM facilities may be used to evaluate the fee-in-lieu amount. BCDOT prefers additional trees or impervious removal. The consultant will prepare a Concept SWM Report, as well as a prepare a SWM (and E&SC) package, that they will submit to City DPW for review. Address DPW comments to obtain concept approval. Assume where it is suitable, permeable pavement may be proposed and accepted. The consultant will prepare test pit requests for utility crossings by proposed drainage and SWM facilities.

Task 5.2 65% Semi-Final

For the 65% Drainage Design, the consultant will update drainage inlet design and storm drains to accommodate design changes and address DPW review comments. The consultant will update drainage pipe layout to accommodate design changes and address DPW review comments. The consultant will prepare drainage pipe profiles. The consultant will perform drainage pipe computations. The consultant will prepare drainage report, including drainage area maps, inlet spread, pipe capacity and HGL computations, and summary/narratives.

For the 65% Stormwater Management Design, the consultant will finalize hydrologic analysis. The consultant will prepare SWM Site Development report, SWM Site Development package, and submit to DPW. The consultant will address DPW comments to obtain Site Development approval. The consultant will prepare SWM boring/infiltration test request.

For the 65% Erosion and Sediment Control, the consultant will prepare an E&SC submittal package that will be submitted to DPW. The consultant will prepare sequence of construction and construction notes, ensuring consistency with the MOT plans, and Erosion and Sediment Control plan sheets. The consultant will prepare Design Waivers for anything among the above mentioned drainage and SWM design items not to meet the design manual.

Task 5.3 95% Final

Consultant will address 65% review comments and prepare 95% deliverables including drainage plans, profiles, and report; stormwater management plans and report; and E&SC plans. Consultant will prepare SWM Final package, submit to DPW, and address DPW comments to obtain final approval.

Task 5.3 100% PS&E

Consultant will address 95% review comments and prepare 100% drainage plans, profiles and report; stormwater management plans and report; and E&SC plans.

Deliverables:

- Field investigation of site conditions and existing drainage patterns
- 15% drainage plan sheets
- 15% Concept SWM Report and SWM (and E&SC) package
- 15% Test pit requests
- 65% Drainage report, including drainage area maps, inlet spread, pipe capacity and HGL computations, and summary/narratives.
- 65% SWM Site Development report and SWM Site Development package

- 65% SWM boring/infiltration test request
- 65% E&SC submittal package
- 65% Design waivers as needed
- 95% deliverables including drainage plans, profiles, and report; stormwater management plans and report; and E&SC plans
- 100% SWM package
- 100% drainage plans, profiles and report; stormwater management plans and report; and E&SC plans

Task 6: Natural Resources

The project is adjacent to FEMA mapped 100-year and 500-year floodplains associated with Jones Falls and Stony Run; however, no mapped waterways or wetlands are within the Baltimore Greenway corridor, and the project area is outside the Critical Area boundary. The proposed trail will be on existing structures over the Jones Falls and Stony Run, so no inventory or impacts are expected in the vicinity of those resources.

6.1 Existing Conditions

The consultant will conduct a desktop review of available natural resources geographical information systems (GIS) data for the project limits prior to conducting a field visit, including Baltimore City GIS street tree inventory data; aerial photography; U.S. Geological Survey (USGS) topographic mapping; National Wetland Inventory (NWI) mapping; Maryland Department of Natural Resources (MDNR) wetlands mapping; Federal Emergency Management Agency (FEMA) floodplain mapping; and soil survey data.

The consultant will support BCDOT as needed with RTE or fisheries resources agency coordination, site searches, and/or inventories; as well as cultural resource investigations and/or inventories.

6.3 Natural Resources Inventory & Forest Stand Delineation

If required, the consultant will conduct a Natural Resources Inventory (NRI) including a Forest Stand Delineation (FSD) within the project study area (LOD and 50 ft beyond). The NRI will include forest stand delineation, tree inventory, and wetland/waterway presence/absence survey to meet Baltimore City, Maryland Department of the Environment (MDE), and U.S. Army Corps of Engineers (USACE) requirements.

The consultant will conduct a full forest stand delineation with plot points to describe forested areas within the project study area in accordance with the requirements of the State Forest Conservation Technical manual and the Baltimore City Supplement to the State Forest Conservation manual. The consultant will verify and update the Baltimore City GIS Street tree data to accurately reflect current field conditions. Trees not identified within the City's Street tree data will be inventoried, and species, size of tree (diameter at breast height (DBH)), and condition of all specimen trees (>20-inch DBH and 75% of the state champion of that species in Baltimore City) and all stand-alone trees regardless of size will be recorded. Data collected during the NRI will be field located using a tablet with GPS capabilities for follow-up field location using traditional survey methods and included within the NRI memo and plan. This task assumes that no wetlands, wetland buffers, waterways, or floodplains are within the project study area. The NRI and the FSD should be completed at the 30% resubmittal stage.

The consultant will prepare an NRI memo and plan to summarize the resources observed during the NRI fieldwork in accordance with the requirements of the State Forest Conservation Manual and the Baltimore City Supplement to the State Forest Conservation Manual. The NRI plan will be prepared by a Qualified Professional (QP), and the NRI memo will include a general narrative describing site conditions based on

field observations. The NRI Plan will be prepared in CADD and show the elements required by the City's FSD Checklist including the following features: vicinity map; mapped resources; limits of floodplains; forest canopy cover; topographic contours and intervals; hydric and highly erodible soils; surveyed trees; steep slopes; tree summary table; statement noting the presence/absence of RTE species; and a statement noting the presence/absence of cultural and/or historic resources. The consultant will incorporate comments from BCDOT, and Baltimore City Planning Department and Forestry Division.

The consultant will use the NRI/FSD memo and plan as part of the technical documentation to support the NEPA review and for Forest Conservation Act (FCA) approval from Baltimore City Department of Planning. The consultant can assume that the proposed project will not require review from MDNR Forest Service.

6.4 Natural Resources NEPA Support

The consultant will prepare a summary of the NRI to support the NEPA document. A list of potential permits required for project impacts to street trees and forest will also be incorporated into the NEPA document.

6.5 Forest Conservation Plan

The consultant will develop a Forest Conservation Plan (FCP) at the 65% Design stage. A final FCP will be submitted for City review at the 90% Final Design stage. The submittal will include all required elements per the Baltimore City Supplement to the State Forest Conservation Manual and the State Forest Conservation Manual, including tree removal and protection areas; tree protection fencing and root pruning locations; any required supplemental tree care measures; tree impact calculations; tree protection details; and tree mitigation locations (landscape design is not included in this subtask). The consultant will submit a cost estimate for tree protection measures at the 65% and 95% design phases, and specifications will be provided at the 95% design phase. The consultant can assume that mitigation will be met onsite or through the City's in-lieu fee program.

Expected deliverables:

- GIS map summarizing existing conditions
- Updated GIS map after field visit
- Natural Resources Inventory (NRI) memo
- Natural Resources Inventory (NRI) plan
- Natural Resources Inventory (NRI) summary for NEPA
- Full Forest Stand Delineation (FSD)
- 65% Forest Conservation Plan (FCP)
- 95% Forest Conservation Plan (FCP)
- Cost estimate for tree protection measures at the 65% and 95% design phases, and specifications will be provided at the 95% design phase

Task 7: NEPA

The consultant will analyze and summarize socioeconomic data along the corridor. The consultant will coordinate with the design team and with agencies concerning findings from the environmental investigations (as needed). In preparation for BCDOT developing a Programmatic CE (PCE), the consultant will provide project context, details about the proposed action, and environmental information.

Expected Deliverables:

- Summary of socioeconomic data along corridor
- Project context, details about the proposed action, and environmental information to be used for PCE

Task 8: Maintenance of Traffic

The consultant will develop site specific maintenance of traffic plans for each milestone. The consultant will coordinate the construction phasing for the project, perform constructability reviews, and develop a CPM schedule to determine construction duration.

Expected Deliverables:

- Site specific maintenance of traffic plans for each milestone
- Construction phasing for the project
- Constructability reviews
- CPM schedule to determine construction duration.

Task 9: Traffic Design

The consultant will coordinate with BCDOT Traffic Signals & ITS Section to obtain available existing information for traffic signal plans, phasing, and signal timing schedules. The consultant will provide recommendations on the kind of signal improvements needed for the project. Field work will be performed to verify existing traffic signal, lighting, and ITS infrastructure along the corridors. It's anticipated that the traffic signal design will include reconstruction or new construction of seven (7) and modification of ten (10) traffic signals to properly accommodate and address impacts from the cycle track. The intersections are:

1. Wyman Park Dr at Keswick Rd / Sisson St – Signal Modification
2. Wyman Park Dr at Remington Ave – Signal Modification
3. Wyman Park Dr at Art Museum Dr – Signal Modification
4. N. Charles St at Art Museum Dr – Partial Signal Reconstruction
5. N. Charles St at E. 32nd St – Signal Modification
6. E. 33rd St at N. Charles St – Signal Modification
7. E. 33rd St at St. Paul St – Signal Modification
8. E. 33rd St at N. Calvert St – Reconstruction
9. E. 33rd St at University Pkwy / Barclay St – Signal Modification
10. E. 33rd St at Greenmount Ave – Signal Modification
11. E. 33rd St at Frisby St – Signal Modification
12. E. 33rd St at Ellerslie Ave – Reconstruction
13. E. 33rd St at Memorial Stadium / JHU – Signal Modification
14. E. 33rd St at Ednor Rd / JHU – New Signal Construction
15. E. 33rd St at Loch Raven Blvd – Partial Signal Reconstruction
16. E. 33rd St at The Alameda – Reconstruction
17. E. 33rd St at Hillen Rd / Lake Dr – Reconstruction

The consultant will prepare traffic plans for the revised 30% design submission, which will include existing traffic signal equipment locations and identify impacts and needs. The consultant will hold a field investigation meeting with BCDOT Traffic representatives to discuss existing operating conditions; review conceptual traffic signal and bikeway design layouts; and identify site constraints and equipment placement. The consultant will inspect traffic signal controller cabinets to confirm existing phasing and interconnect.

Traffic signal design will be progressed for the 65% submission to include proposed traffic signal structure locations and layout, curb and ramp layouts, and pushbutton post locations using existing base mapping. Following review, the consultant will address 65% design comments and prepare 95% design plans. All necessary general notes, detail drawings, wiring, phasing charts, construction details, callouts, and quantity tabulations will be provided on the plan set. The consultant will develop special provisions

for all traffic related items not covered in the 2024 SHA Standards and Specifications for Construction and Materials. All plans will be at 1" = 20' scale.

It is anticipated that up to six (6) locations will require development of temporary traffic signal plans for a single phase of maintenance of traffic (MOT) to safely accommodate road users during construction activities. The consultant will develop temporary traffic signal plans providing all relevant construction details and general notes and materials needed for the temporary phase.

It is assumed that interconnect communication design will be limited. Diagrams of each intersection will indicate the path of the existing and proposed communication cable. These drawing will show conduit raceways to proposed traffic signal cabinets and other network hubs as required. Designing fiber optic network splice diagrams are excluded from this scope of work.

The consultant will subsequently prepare PS&E and Advertisement submissions. The consultant will compile and provide responses for design plan, cost estimate, and IFB document comments. Plans will be updated to incorporate design comments as needed. Electrical service applications will be coordinated through BCDOT and submitted to BGE for lighting. It is anticipated that electrical service applications for traffic signals will be the responsibility of BCDOT Signals & ITS Section.

The consultant will prepare lighting plans for the revised 30% design submission, which will include existing streetlighting equipment and identify impacts and potential needs. The consultant will coordinate with BCDOT and BGE to determine the appropriate fixtures and structures to be used for streetlighting along the subject corridor. A photometric analysis of the proposed corridor will be prepared for 65% design submission, once geometric features are better established. Photometric evaluation will include the roadway and sidewalk zones, analyzed based on BCDOT Lighting Guidelines and IES. Sidewalk and roadway zones will be limited to those directly along the greenway alignment and associated intersections. Streetlighting design criteria will be coordinated TEC Streetlighting. Lighting improvements will include as-needed infill lighting and pedestrian-scale lighting for the greenway alignment. It is anticipated that the existing roadway light poles and leased lights on utility poles will remain and be upgraded to LED if currently HID. The consultant will submit a photometric roll map to Baltimore City for approval.

Lighting design will be based on the approved photometrics layout. The consultant will progress streetlighting design for the 95% design submission. All necessary general notes, detail drawings, conduit and handbox layouts, electrical services, and quantity tabulations will be provided on the plans. It is assumed that wiring will be installed from the fixture to DPW handbox, with branch circuit cabling designed and implemented by BGE. The consultant will subsequently prepared PS&E and Advertisement submissions for streetlight design including comment responses, cost estimate, design plans, and specifications as needed.

Final design plans for traffic signals and streetlighting should include the following:

- Traffic signal plans (17 sheets)
- Traffic signal general information (17 sheets)
- Temporary traffic signal plans (6 sheets)
- Interconnect communication plans (8 sheets)
- Streetlighting plans (31 sheets) Should not be part of the signal items unless lighting is installed on a mast arm pole, or strain pole.

Task 9.1 Signing and Pavement Marking

Consultant will perform field inventory of all existing ground mounted signs (regulatory, warning, guidance) and pavement markings within the project limits. The inventory will include confirmation of

the sizes, messages, locations, and condition of existing signs. Existing ground mounted signing data will be compiled into an existing MicroStation signing model. DGNs will be prepared at 20-scale and follow MDOT SHA's typical CAD standards and practices. Consultant will label on the plans any designations for existing signs to remain, to be relocated, or to be removed. Proposed ground mounted signs including structure, message and numbering will be located using the project baseline stationing. Existing pavement markings to be removed and replaced will be labeled including crosswalks, stop lines, lane lines, edge lines, channelized lanes, auxiliary lanes, symbols, turning paths, bicycle markings consistent with the pavement marking legend. Locations for tie-ins to existing markings will be provided as well as dimensions for lane widths and taper lengths. The signing and pavement marking design will be performed in accordance with the OOTS TEDD Traffic Control Devices Design Manual, Maryland Manual on Uniform Traffic Control Devices and applicable standard signs from the SHA Sign Standard Book. Consultant will develop an index of quantities that will be itemized by sheet number, sign number, sign designation, size and number of supports including pavement marking totals. The consultant will perform oversight and quality assurance for signing and pavement marking plans to ensure all proposed features and design elements align with the project goals, Baltimore City Complete Streets Design Manual, the MUTCD, and relevant industry best practices.

Expected Deliverables:

- Revised 30% traffic plans
- 65% traffic plans
- 95% traffic plans
- Temporary traffic signal plans
- PS&E and Advertisement traffic plans
- Revised 30% lighting plans
- 65% lighting plans
- 95% lighting plans
- PS&E and Advertisement lighting plans
- Existing ground mounted signs and pavement markings inventory
- Revised 30% signing and pavement marking plans
- 65% signing and pavement marking plans
- 95% signing and pavement marking plans
- PS&E and Advertisement signing and pavement marking plans

Task 10: Structure No. BC 3501

The proposed Baltimore Greenway travels across the bridge (Structure No. BC 3501) carrying Wyman Park Drive over the Jones Falls Expressway, Light Rail tracks, Jones Falls, and Falls Road. The 437'-0" long bridge is a combination of a two-span, multi-girder bridge and a three-span steel slant leg rigid frame structure (fracture critical). There is a perpendicular ramp bridge that meets the Wyman Park Drive bridge at the interface of the multi girder bridge and the rigid frame structure. This perpendicular bridge is unaffected by this project.

The current typical section, moving from left to right looking east, contains a raised 5'-6" sidewalk with a pedestrian barrier (MD STD BR-SS(6.21)-80-106) and safety fence (MD STD BR-SS(3.01)-75-21), two 11'-0" travel lanes, and another pedestrian pathway that measures 7'-10.75" separated by a raised curb. This edge of the bridge contains a Maryland State standard traffic barrier (MD STD BR-SS(6.02)-75-27) and a safety fence (MD STD BR-SS(3.03)-75-23). The 7'-10.75" walkway and raised curb were added after the original construction in 1961. The section of bridge over the railroad contains a railroad safety fence.

The consultant will study the existing condition and present a design recommendation for the bridge (Structure No. BC 3501) that will not involve replacement, major reconstruction, or rehabilitation while still meeting the minimum width of the trail: 14 ft (at least 10' wide trail with two 2' shoulders on each side).

Following review and approval from BCDOT on the design recommendation. The consultant will complete the following.

- Revised Preliminary Investigation and Type Size and Location Submittal: The consultant will develop plan sheets for Structure No. 3501. Consultant will develop quantities and a TS&L Level Cost Estimate.
- Semi-Final Review: The consultant will provide a response to all review comments, and update documents appropriately. Plans sheets at the Semi-Final review will be considered 90% complete. Quantities and the Cost Estimate will be refined. Special provisions will be developed and submitted as necessary.
- Final Review/PSE/Advertisement Submittal: The consultant will provide a response to all review comments, and update documents appropriately.

Expected Deliverables:

- Structure No. BC 3501 existing conditions
- Structure No. BC 3501 design recommendations
- Structure No. BC 3501 Revised Preliminary Investigation and Type Size and Location Submittal
- Structure No. BC 3501 Semi-Final Review
- Structure No. BC 3501 Final Review/PSE/Advertisement Submittal

Task 11: Utility Designation, Coordination & Composite Plans

The consultant will work with the project team to identify any potential utility impacts associated with elements of the project, and will develop design alternatives to avoid utility impacts.

The consultant will perform utility designation along the corridor and include these in the design plans.

The utility coordination will include the following:

- Identify the existing Utility Owners, request record documents, and perform utility designation within the project limits.
- Review the available record drawings and field survey and conduct field reconnaissance to verify existing utility services within the project limits.
- Catalogue the information and utilize the record drawings and designation information and prepare comprehensive utility base file for use by the project design team and stakeholder coordination.
- Coordinate with the project design team and utility stakeholders to avoid and minimize impacts to existing utilities to the extent possible.

The investigative effort is an impact prevention-oriented task. For unavoidable utility conflicts, the consultant will coordinate with the impacted utility owner(s) to develop plans to protect, modify, or relocate the impacted utilities. The consultant will develop conceptual impact resolutions and coordinate with the project design team and the respective utility owner(s) to initiate the relocation design process.

The consultant will deliver utility composite plans that illustrate existing and proposed utilities.

Expected Deliverables:

- Utility designation CADD files
- Conceptual impact resolutions, as needed
- Utility composite plans that illustrate existing and proposed utilities.

Task 12: Landscape Architecture & Planting Plans

Landscape design elements for the corridor will address image, circulation, environmental quality, and human comfort. Plant species selection and placement will reflect the City's goals to be environmentally conscious, improve aesthetics, maintain visibility, and provide safe and secure neighborhood environments. As applicable, the planting plan will comply with stormwater management regulations outlined in the 2000 Maryland Stormwater Design Manual (2009 revisions), urban revitalization plans, neighborhood plans, and Baltimore Complete Streets Manual, Baltimore City Landscape Manual, and the Maryland State Highway Administration Landscape Design Guide. The consultant's landscape architect will coordinate with Department of Planning's Forest Conservation staff and Baltimore City Recreation and Park's Forestry Division to preserve existing tree species and select appropriate new species for the corridor. Plant placement will be coordinated with existing and future utilities, lighting, improvements, and multimodal circulation patterns to provide appropriate buffers, clearances, sightlines, Americans with Disabilities Act (ADA) requirements, and Crime Prevention through Environmental Design (CPTED) principles. Bioretention facilities (as applicable) will be woven into the design for aesthetic and placemaking value as well as stormwater conveyance and treatment. Plant materials will be selected to reflect a native plant palette and comply with state and local guidelines for preferred and prohibited species.

The consultant will submit design plans at each of the four (4) major milestones per the project schedule. All submissions will follow the requirements of the Baltimore City Landscape Manual for planting units, plan sheet requirements, and species selection. Bioretention facilities will be coordinated with stormwater management (SWM).

Landscape submissions are anticipated to include:

- 30% Planting palette, conceptual landscape plan, standard details
- 65% Landscape plan with plant location and species, master landscape schedule, landscape details, and special provisions as needed
- 90% Landscape plan with plant location and species, master landscape schedule, landscape details, and special provisions as needed
- 100% (PS&E) Landscape plan with plant location and species, master landscape schedule, landscape details, and special provisions as needed

The consultant's landscape designers and architects will attend design team meetings as needed to discuss tree impact avoidance and minimization, plant, proposed plant palettes, and landscape design review. The consultant will attend field meetings, review meetings, and coordination meetings with BCDOT and Department of Planning's Forest Conservation staff and Baltimore City Recreation and Park's Forestry Division as needed.

Expected Deliverables:

- 30% Planting palette, conceptual landscape plan, standard details
- 65% Landscape plan with plant location and species, master landscape schedule, landscape details, and special provisions as needed
- 90% Landscape plan with plant location and species, master landscape schedule, landscape details, and special provisions as needed
- 100% (PS&E) Landscape plan with plant location and species, master landscape schedule, landscape details, and special provisions as needed
- Field meetings, review meetings, and coordination meetings, as needed

Task 13: Quantities and Cost Estimate

The consultant will prepare an engineer's cost estimate that will include an itemized break-down of quantities and current unit prices for the project. The cost estimate will be prepared at each of the four

milestone submissions. A contingency percentage will be used following the latest guidelines in the SHA Highway Construction Cost Estimating Manual. The consultant will perform a QA/QC review of the cost estimates developed by any subconsultants and coordinate the various discipline estimates.

Expected Deliverables:

- Cost estimate will be prepared at each of the four milestone submissions

Task 14: Specifications

The consultant will prepare technical specifications for the project which will reference standard MDOT SHA latest Specifications & Special Provisions, City's modified SHA's Special Provisions for Federally funded projects, City of Baltimore details and the latest MDOT SHA Specification Inserts as applicable. The consultant will assemble a complete Contract Book for advertisement.

Expected Deliverables:

- Technical specifications
- Contract Book for advertisement

Task 15: Public Engagement

The consultant will develop a public engagement memo that will outline the schedule, materials, and graphics to be created during this project. At a minimum, consultant will develop the following materials:

- Project brand and logo
- Content for the project website (graphics, maps, and narrative) and updating at each design milestone
- Project one pager and updating it at each design milestone
- Social media graphics at each design milestone

Expected Deliverables:

- Engagement memo
- Project brand and logo
- Content for the project website (graphics, maps, and narrative) and updating at each design milestone
- Project one pager and updating it at each design milestone
- Social media graphics at each design milestone

Task 16: Preparation of Submittals

The consultant will prepare submittals for (4) major milestones: a Revised Preliminary (30%), Semi-Final (65%), Final Review (95%) and PS&E (100%) set of contract documents. The consultant will prepare one full size set of plans (22"x34" unless 24"x 36" is required), specifications, and engineer's estimate for each milestone review. The consultant will provide an electronic copy of all deliverables for each submission to the City via email or SharePoint download link. The consultant will also perform QA/QC reviews of the plans before submitting to the City.

All plans will follow the latest City's Plan Review Checklist and milestone submittals will follow the latest Submission Package Checklist provided by the City.

Expected Deliverables:

- Revised Preliminary (30%) contract documents
- Semi-Final (65%) contract documents
- Final Review (95%) contract documents
- PS&E (100%) contract documents

Task 17: Bid Phase Services

The consultant will assist the City in the bid phase by providing services including responses to contractor's inquiries, one minor addendum, review of bid tabulations, bid evaluation and bid justification letter if needed. The consultant will attend the Pre-Bid meeting and will assist the City in preparing the meeting minutes.

Expected Deliverables:

- Responses to contractor's inquiries
- One minor addendum
- Review of bid tabulations
- Bid evaluation
- Bid justification letter
- Pre-bid meeting and meeting minutes

Anticipated Schedule

- NTP - 0 months
- Data Collection and Field Work - 2 months
- Revised 30% Design Submission- 4 months
- Revised 30% Design Review (BCDOT and SHA) - 6 months
- Engagement Update - 7 months
- 60% Design Submission - 9 months
- 60% Design Review (BCDOT and SHA) - 10 months
- Engagement Update - 11 months
- 90% Design - 13 months
- 90% Design Review (BCDOT and SHA) - 15 months
- Engagement Update - 16 months
- PS&E - 17 months
- PS&E Review (BCDOT) -18 months
- Final SHA Review - 20 months
- Advertisement Submittal -20.5 months
- Advertisement - 22.5 months
- Construction NTP - 30 months

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, the following functions:

- a. 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. 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)

9. 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.

A. Cover Letter

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

- i. The names, contact numbers and email addresses of the Primary Liaison, 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 subcontractors.
- 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 twelve (12) 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;
- 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 subcontractor. 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.
- 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 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 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 SHA facilities or designated offices by SHA.

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 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:** Landscape architect with a minimum of three (3); expertise in landscape architecture and trail design, employed by the Prime/JV or any of the Subconsultants.

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 one (1) example project per page for a total not to exceed three (3) 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 landscape architecture, engineering, and planning techniques and best practices would your consultant team bring to this project?
- b) What is the consultant team's collective experience and performance within the past 5 years, in developing trail projects in urban environments?
- 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 community and stakeholders, and why.

F. Subcontractors 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 subcontractors 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 overall percentage of work to be performed for the contract;
- Be signed and dated by the Principal/President of the firm.

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 subcontractor 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				
1 Project Manager	0	1,110	0.0%	7.0%	1,110	7%
2 Project Engineer	0	5,075	0.0%	32.0%	5,075	32%
3 Design Engineer	0	6,343	0.0%	40.0%	6,343	40%
4 Cadd/Draftsman	0	3,330	0.0%	21.0%	3,330	21%
5	0	0			0	0%
6	0	0			0	0%
7	0	0			0	0%
8	0	0			0	0%
9	0	0			0	0%
Totals	0	15,858	0%	100%	15,858	100%

H. 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. The Consultant shall include a copy of the firm’s current certification(s) of insurance, which should contain, at minimum, the following:
 - Carrier (name and address)
 - Type of insurance
 - Amount of coverage, which must include at a minimum of \$3,000,000 per occurrence of Professional Liability
 - Period covered by insurance; and
 - Any exclusions

Insurance coverage will be one (1) of the areas evaluated when Technical Proposals are reviewed. Failure of the Consultant to submit satisfactorily to these requirements may result in SHA rejecting the proposal(s).

SHA requires the following minimum levels of insurance coverage for this contract:

- a. Worker's Compensation and Employer's Liability

The Contractor shall, at all times, maintain and keep in force such insurance as will protect him from claims under the Worker's Compensation Act of the State of Maryland.

b. Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance in the amount of at least One Million Dollars (\$1,000,000) per occurrence, and Three Million Dollars (\$3,000,000) in the aggregate.

c. Commercial Automobile Liability Insurance

The Contractor shall maintain Commercial Automobile Liability Insurance in the amount of at least One Million Dollars (\$1,000,000) including Hired & Non-Owned Automobile Liability Insurance of at least One Million Dollars (\$1,000,000).

d. Professional Liability Insurance

The Contractor shall maintain Professional Liability Insurance in the amount of at least Three Million Dollars (\$3,000,000).

e. Environmental Liability Insurance

The Contractor shall maintain Environmental Liability Insurance in the amount of at least Three Million Dollars (\$3,000,000) per occurrence, and Three Million Dollars (\$3,000,000) in the aggregate.

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 contract, the Offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, 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

10. 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.

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 BCDOT makes to the prime contractor. When BCDOT 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

RESPOND BY JULY 10, 2026, prior to 12:00 PM NOON EST. Only All Technical Proposals and Presentations submitted to the Office of Boards and Commissions, 4 South Frederick Street, Baltimore, Maryland 21202 will be accepted as described above.

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

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

The Project Manager responsible for this project is:

Mae Hanzlik, mae.hanzlik@baltimorecity.gov
Baltimore City Department of Transportation
417 E. Fayette Street, 7th Floor
Baltimore, MD 21202

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