



**REQUEST FOR PROPOSALS (RFP)  
CONSULTING SERVICES  
Bicycle and Pedestrian Shared Use Trail**

**RFP Title:** The Baybrook Connector :  
A Shared Use Trail from North Linthicum Lightrail to Medstar Harbor Hospital

**Date Issued:** January 15th, 2021

**Proposal Due Date:** Friday, February 12th, 2021 at 12pm

**Contact information:** Sarah Hope, [sarah@greaterbaybrookalliance.org](mailto:sarah@greaterbaybrookalliance.org)

**Deadline for Questions\*:** Friday, January 29th, 2021

**Project Budget Range:** \$300,000.00 - \$450,000.00

**Period of Performance:** Date of Award - June 15th, 2022

**I. PROJECT BACKGROUND, FUNDING & PARTNERS:**

Medstar Harbor Hospital is a not-for-profit public health provider dedicated to caring for people in South Baltimore. As part of the Medstar Health System, the hospital strives to advance the practice of medicine through education, innovation and research. The neighborhoods surrounding MedStar Harbor Hospital experience health disparities and outcomes largely driven by the social determinants of health including limited access to transportation, jobs, education, affordable housing and preventative health care. By partnering with community non-profits Greater Baybrook Alliance and South Baltimore Gateway Partnership this project is designed to spur economic and community development that would improve the health of the hospital's community-benefit service area by providing safe, accessible routes to a wider range of regional services.

Through the Maryland Department of Housing and Community Development, MedStar Harbor Hospital received funding from the Anchor Institution / SEED Baltimore Regional Neighborhood Initiatives (BRNI) Program. Currently, the Gwynns Falls Trail runs from west Baltimore through the Inner Harbor and south to Middle Branch Park and Cherry Hill Park, ending abruptly just beyond Medstar Harbor Hospital's parking lot. These design funds would extend the trail southward through Brooklyn and Brooklyn Park providing the missing link between Gwynn Falls Trail in South Baltimore City and the BWI and B & A Trails in Anne Arundel County. Greater Baybrook Alliance will manage the consultant team.

## II. PROJECT DESCRIPTION/ SUMMARY

GBA seeks a qualified Consultant Team to provide Preliminary Engineering (30%) Design of a shared use path between North Linthicum Light Rail Station and Medstar Harbor Hospital. The goals of the project are fourfold:

- to connect the Gwynns Falls Trail in Baltimore City to the BWI connector trail (currently in design) in Anne Arundel County creating a system of low stress routes which prioritize a separated facility.
- to connect Baybrook residents to additional systems of transportation which increases access to needed economic, health, and quality of life amenities including Medstar Harbor Hospital.
- to attract area residents to Brooklyn's commercial corridor, increasing foot traffic and improving the Baybrook retail market.
- to develop a package of materials that meets the 30% (or more) level of design required by the Maryland Department of Transportation Bikeways Grant, (recommendations here: [https://mdot.maryland.gov/OPCP/Bikeways\\_Application\\_Recommendations\\_Project\\_Deliverables.pdf](https://mdot.maryland.gov/OPCP/Bikeways_Application_Recommendations_Project_Deliverables.pdf)) as well as other state and federal funding opportunities.

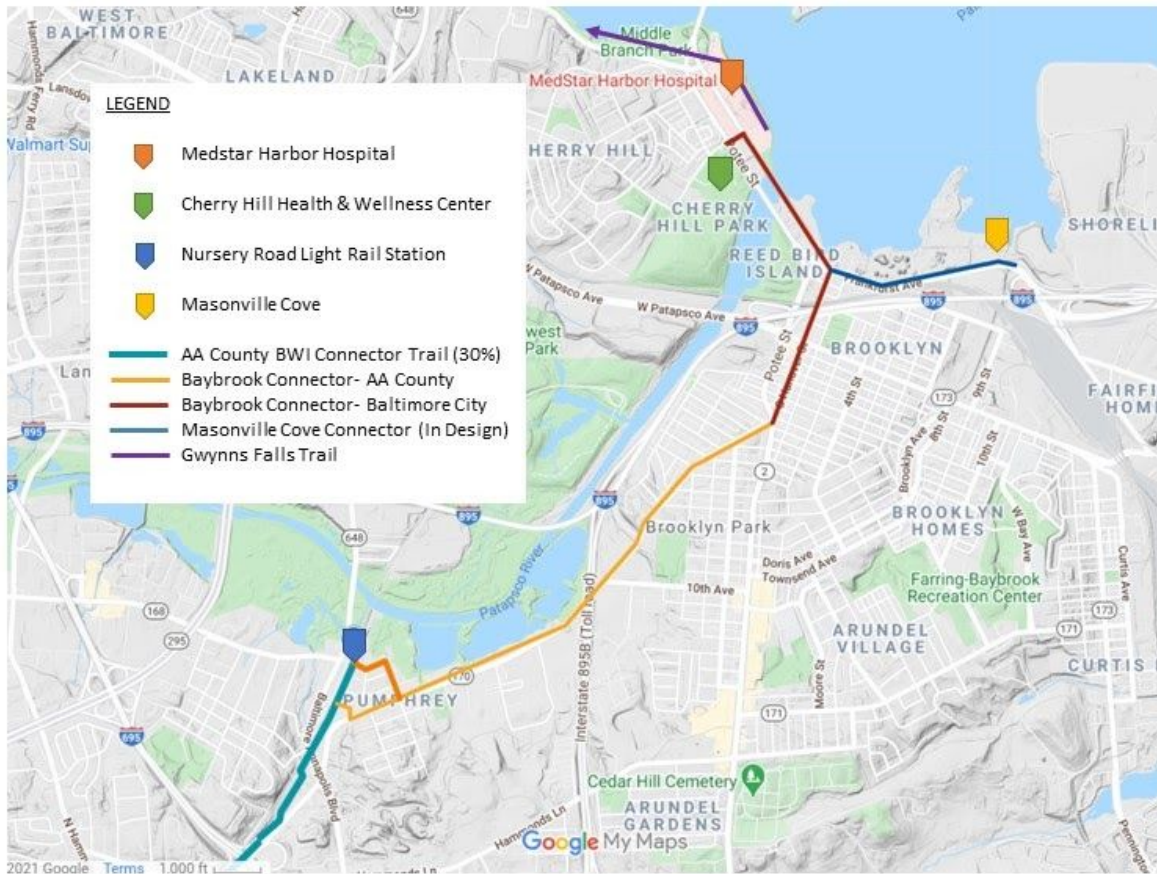
The proposed route alignment will be determined through the course of the project, however the anticipated alignment will begin at the Nursery Road Lightrail Station, and likely follow Maryland Route 170 (Belle Grove Road) northward to South Hanover Street through Brooklyn's main commercial corridor and continue to Medstar Harbor Hospital over the Potee or Hanover Street Bridge.

The study area is approximately four (4) miles in length, and the project proposal should include a more detailed analysis of at least three (3) important intersections to be identified by the proposal, including; a) the intersection of Belle Grove Road/Ritchie Highway/Potee St. and South Hanover Street, and b) the intersection of South Hanover Street and Frankfurst Ave. c. a third intersection, TBD. Connections to the proposed Fitness and Wellness Center in Reedbird Park, plans developed for the Middle Branch Waterfront, Anne Arundel County separated trail design terminating at the Nursery Rd. Lightrail station, as well as the proposed Maryland Port Authority Bike trail to Masonville Cove should also be considered. A google drive folder will be shared via email with plans developed thus far. See attached Area Map-Attachment 1- for proposed project locations. (Should include a map of all areas/proposals.)

The proposed analysis and design should be in accordance with the Anne Arundel County Design Manual, the City of Baltimore Book of Standards, the Maryland State Highway Administration standards and specifications, the Maryland Manual on Uniform Traffic Control Devices, the American Association of State Highway Transportation Officials (AASHTO) Guide to the Development of Bicycle Facilities, the Baltimore City Complete Streets Manual, the National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide, the Americans with Disabilities Act and other guidelines, standards, and specifications as appropriate.

# Proposed Shared Use Paths

## Baltimore City and Anne Arundel County



### Reference Plans:

Greater Baybrook Consolidated Plans:

<https://drive.google.com/drive/folders/10fvkTTDdaqz3J3IMxIHVqchEq04AhIIS?usp=sharing>

Greater Baybrook Area Transportation Plans:

<https://drive.google.com/drive/folders/1mQWfKCD06aUeFMqo0nYVvIOe0Ywv9uGJ?usp=sharing>

Middle Branch Waterfront Planning Resources: <https://reimagineb.com/#resources>

Baltimore City Green Network Plan:

<https://drive.google.com/file/d/133qQXT87-RSh4rYDZYI4BAU4XGRNFP96/view?usp=sharing>

Baltimore City Bike Master Plan (2015)

<https://drive.google.com/file/d/1nC7ECPGci-8z2KhnnelQI07VZe26GFNV/view?usp=sharing>

Maryland 2040- Bike and Ped Master Plan (2019)

<https://drive.google.com/file/d/17oQjgqJ5uGDsmBCTm2p9IYGUKAgU6J8/view?usp=sharing>

Anne Arundel County Bike and Ped Plan (2013)

<https://drive.google.com/file/d/1v70xsxXmdVbh8RMAsPCdwrSsSN0xP7F6/view?usp=sharing>

Presentation- The East Coast Greenway-(2019)

[https://drive.google.com/file/d/13X3tMr5JMeLA2\\_Z5x6tixRkuHUc5RQn5/view?usp=sharing](https://drive.google.com/file/d/13X3tMr5JMeLA2_Z5x6tixRkuHUc5RQn5/view?usp=sharing)

Baltimore Greenway Loop:

<https://www.railstotrails.org/our-work/trailnation/baltimore-greenway-trails-coalition/>

### III PROPOSAL REQUIREMENTS

Scope of Services: For the following categories please provide a description of anticipated work/tasks, list of deliverables, assumptions, and exclusions.

1. Project Management and Meetings- discuss the project team, required meetings and input, method of communicating and recording information, etc.
2. Existing Conditions Analysis-Outline the means and methods used to develop the preliminary design recommendations including:
  - a. Review of existing and proposed plans including Anne Arundel County Bicycle and Pedestrian Plan (2013), Baltimore City's Bike Master Plan (2015), the Maryland Department of Transportation Bicycle and Pedestrian Master Plan (2019), Patapsco Greenway Trail and others. Please describe.
  - b. Site visit/ walk through and observations.
  - c. Consolidated base information including GIS, existing utilities, traffic data, etc.
  - d. Public Input
3. Conceptual Development- Describe how the plans will develop, as well as the project deliverables, including:
  - a. Preliminary report of findings and recommendations on proposed and alternative routes
  - b. Preliminary assessment of intersections
  - c. Number of route options to be considered (minimum of 2 routes)
  - d. Plan development and stakeholder review. Stakeholders will include representation from city, county and state agencies as appropriate.
  - e. Details to be included in the preliminary plans
  - f. Environmental Resource and Hazardous Materials Assessment
  - g. Review and documentation of natural resources including wetlands, streams, and Forest Stand Delineations, etc.
  - h. Public Engagement- method, frequency, feedback, presentation materials, etc.
4. Schematic Design- Once the concept location and alignment options have been determined, describe the additional information and deliverables anticipated, including:
  - a. Site Survey- include the level of detail to be provided.
  - b. Phase One Environmental Site Assessment, Joint Permit Application to the Maryland Department of the Environment, NEPA Review
  - c. Geotechnical Studies, including estimated number of borings, depths, test methods, and traffic controls required, etc.
  - d. Stormwater Management Feasibility Study
  - e. Intersection and Traffic Evaluation and Design
  - f. 30% Design Plans- Including a list of anticipated drawings, details, and specifications.
  - g. A Preliminary Cost Estimate for construction
  - h. Public Engagement/Feedback- method, frequency, feedback, presentation materials, etc.

Additional requirements for the Project Proposal:

5. Schedule and Budget for Design
6. Team Description and Responsibilities- Including subconsultants
7. MBE/ WBE Participation- How will the goal be met.

**IV. SUPPLEMENTAL INFORMATION**

MBE/WBE: The state requires minimum participation goals of MBE- 29% and WBE- 15% Please outline your proposed MBE or WBE participation anticipated.

Qualifications:

Firm Size and Fiscal Health

Experience- 3 Sample Projects- Similar Size and Scope in the last 2 years

Interest in the project

References

**V. PROPOSAL FORMAT AND EVALUATION CRITERIA**

Evaluation by a selection committee will be based on the criteria listed below. The proposal should be prepared per the following Sections, and include a one page letter of transmittal signed by an owner, officer or authorized agent of the firm(s), acknowledging and accepting the terms and conditions of this RFP. The RFP response should be limited to 20 pages maximum.

- Personnel Qualifications- Evaluation of the list of personnel specifically assigned to the proposed Project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed Project. Please identify the project lead who will be solely responsible for the performance of the design services for the duration of the Project. Also provide each personnel existing commitments, their role on those commitments, and percentage of time to be spent on this Project. **(20 points)**
- Experience/ Performance- Review of past performance, how recent, and on projects of similar nature and complexity as proposed by the Project (include a minimum of 3 examples, or up to 5); experience in the jurisdictions mentioned above, evaluation of client references, overall response to clients' needs and any experience working in collaboration with a non-profit, or with grant funds. **(20 points)**
- Approach/Proposal- Evaluation of the overall understanding of the project scope, completeness of the proposals, adequacy of deliverables, and responsiveness to the required information of the requested proposal. This should include a preliminary project schedule with tasks and milestones that will be used to administer the Project. **(25 points)**

- Availability and Location- Evaluation of the workload of the proposing firm and the staffing to be assigned to the proposed Project. Provide a time schedule of the proposer in relation to that of the proposed Project Schedule. Explain location of offices or facilities from which the services are to be provided to the Client. Describe how those services are to be performed if direct interaction is limited or impossible. **(10 points)**
- Financial Stability- Overall Financial position of the firm as determined from financial information required by the RFP or from other independent sources. Provide a copy of the firm's Liability Insurance Certificate. **(10 points)**
- Proposed Fee and Schedule- Evaluation of fee proposed by responding team, by tasks and including subcontractors as well as a proposed timeline for design work to be completed. **(15 points)**

**Firms submitting shall have experience on projects of equal size, equal cost, and equal complexity.**

Submittal Summary checklist:

- Proposal-labeled "Baybrook Shared Use Path RFP- FirmName", including timeline, project team (subs), and fee proposal..
- Personnel Qualifications of individuals working on project
- Firm Experience and References - Including Minimum of 3 sample projects.
- Description of Availability, Timeline and Location/Interaction requirements
- Financial Statements
- Liability Insurance Certificate
- Cover Letter acknowledging terms and conditions of the RFP. (see attached service agreement.)

\*To be added to a correspondence list regarding updates to the RFP, please send a brief email stating your firm's interest to:

Sarah Hope  
 Director of Revitalization Programs  
[Sarah@greaterbaybrookalliance.org](mailto:Sarah@greaterbaybrookalliance.org)