



Timothy Hayden, Director  
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY  
DEPARTMENT OF FINANCE & BUDGET  
PROCUREMENT OFFICE**

150 Main Street, Suite 107  
Prince Frederick, Maryland 20678  
410-535-1600 • 301-855-1243  
www.calvertcountymd.gov

*Board of Commissioners*

Earl F. Hance  
Mike Hart  
Thomas E. Hutchins  
Kelly D. McConkey  
Steven R. Weems

February 11, 2019

Mr. Douglas H. Simmons, PE  
Vice President  
Johnson, Mirmiran & Thompson, Inc.  
40 Wight Avenue  
Hunt Valley, Maryland 21030

Re: Contract 2019-068  
Naval Base Commuter Multi-Modal Mobility Planning Study  
**NOTICE TO PROCEED**

Dear Mr. Simmons:

I am pleased to present you with your notice to proceed for the referenced contract. Attached are the fully executed contract and purchase order. A kick-off meeting or phone conference shall be held at which time the actual contract start date shall be determined.

Ms. Kathleen Easley, Deputy Director, St. Mary's County Government Department of Land Use & Growth Development, will be the Calvert-St. Mary's Metropolitan Commission Organization's (C-SMMPO) Project Manager for this contract. She can be reached at 301-475-4200, extension \*1541 or by email at [Kathleen.Easley@stmarysmd.com](mailto:Kathleen.Easley@stmarysmd.com).

Thank you for providing the C-SMMPO with your services. We look forward to a successful contractual relationship. If you have any questions or require additional information, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Charlotte M. DeStephano".

Charlotte M. DeStephano  
Procurement Specialist II

/cmd

Attachments

cc: Kathleen Easley

**BILL TO:**  
**CALVERT COUNTY DEPT. OF FINANCE & BUDGET**

**PURCHASE ORDER NO. 20193669**

COURTHOUSE, 175 MAIN STREET  
 PRINCE FREDERICK, MARYLAND 20678  
 PHONE: (410)535-1600 TAX EXEMPT #30001128

PAGE NO. 1

VENDOR 00278273 FAX: 410-472-0127  
 JOHNSON, MIRMIRAN, & THOMPSON, INC.  
 40 WIGHT AVENUE  
 HUNT VALLEY MD 21030

SHIP TO PLANNING & ZONING  
 COUNTY SERVICES PLAZA  
 150 MAIN STREET, SUITE 304  
 PRINCE FREDERICK, MD 20678  
 ATTN: MARK WILLIS

ORDER DATE: 01/31/19	BUYER: DESTEPHANO	REQ. NO.: 0	REQ. DATE:
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TERMS:	F.O.B.:	DESC.: CONTRACT 2019-068
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ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
IN ACCORDANCE WITH CONTRACT 2019-068					
01	1.00	JOB	PROVIDE FOR NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY	61000.0000	61,000.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	61,000.00
01	0819313K 27515	61,000.00		<b>TOTAL \$</b>	<b>61,000.00</b>

**APPROVED BY**



AUTHORIZED SIGNATURE (BLUE INK ONLY)

**REQUEST FOR PROPOSAL**

**BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY  
PRINCE FREDERICK, MARYLAND 20678**

**ON BEHALF OF**

**CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION (C-SMMPO)**



**RFP 2019-068  
NAVAL BASE COMMUTER MULTI-MODAL  
MOBILITY PLANNING STUDY**

CALVERT COUNTY GOVERNMENT  
PROCUREMENT OFFICE  
COUNTY SERVICES PLAZA  
150 MAIN STREET, SUITE 107  
PRINCE FREDERICK, MARYLAND 20678  
[Charlotte.DeStephano@calvertcounty.md.gov](mailto:Charlotte.DeStephano@calvertcounty.md.gov)  
410-535-1600/301-855-1243, Extension 2322

**DUE DATE:** Thursday, November 1, 2018 by 2:30 p.m. (Local Prevailing Time)

**PRE-PROPOSAL MEETING:** None

**WRITTEN QUESTIONS ARE DUE ON OR BEFORE WEDNESDAY, OCTOBER 24, 2018 BY 2:00 P.M. (LOCAL PREVAILING TIME). QUESTIONS SHALL BE SUBMITTED TO THE CALVERT COUNTY GOVERNMENT PROCUREMENT OFFICE AT [Charlotte.DeStephano@calvertcountymd.gov](mailto:Charlotte.DeStephano@calvertcountymd.gov).**

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## **NOTICE TO CONSULTANTS**

Sealed proposals are due on or before Thursday, November 1, 2018 by 2:30 p.m. (Local Prevailing Time) for acknowledgement of receipt only for:

<p style="text-align: center;"><b>RFP 2019-068</b> <b>NAVAL BASE COMMUTER MULTI-MODAL</b> <b>MOBILITY PLANNING STUDY</b></p>
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A pre-proposal meeting shall not be held.

Responses to this Request for Proposal (hereinafter, "RFP") shall be submitted in **two (2) SEALED ENVELOPES**: one envelope shall contain one (1) original and four (4) copies of the Consultant's technical (Qualifications and Experience [Q&E]) proposal marked TECHNICAL PROPOSAL. The second envelope shall contain one (1) original and four (4) copies of the Consultant's price proposal marked PRICE PROPOSAL. The technical proposal shall be accompanied by a brief transmittal letter, signed by an officer of the company authorized to bind the Consultant to their proposal, with required affidavit(s) attached. The yellow labels provided with this RFP shall be affixed to the front of each envelope and marked according to the above. Each label shall be fully filled out and clearly marked as to which envelope contains the technical proposal and which one contains price information. The Board of County Commissioners of Calvert County, Maryland on behalf of the CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION (hereinafter, "C-SMMPO") (or the officially authorized official), reserve the right to reject proposals improperly labeled. The envelopes shall also show the Consultant's company name and address. (ANY TECHNICAL PROPOSAL WITH PRICE INFORMATION MAY BE CONSIDERED NON-RESPONSIVE.)

Sealed proposal(s) may be shipped UPS, FedEx, or hand delivered. Proposals shall be submitted so they will be received in the office designated below no later than the exact time set for receipt of proposals:

CALVERT COUNTY GOVERNMENT  
PROCUREMENT OFFICE  
150 MAIN STREET, SUITE 107  
PRINCE FREDERICK, MARYLAND 20678

Acceptance of proposals by Calvert County Government employees other than employees of the Procurement Office shall not be deemed proper delivery. Where proposals are sent by mail to Calvert County Government's Procurement Office, the Consultant shall be responsible for their delivery before the date and time set for the closing of proposal acceptance. If the delivery is delayed beyond the due date and hour set for receipt of proposals, proposals shall not be accepted. NOTE: The United States Postal Service does not deliver to the above address.

If an emergency or unanticipated event interrupts normal Calvert County Government processes so bids cannot be received at the Calvert County Government Procurement Office by the exact time specified in the RFP and urgent Calvert County Government requirements preclude amendment of the bid opening date, the time specified for receipt of proposals shall be deemed to be extended to the same time of day specified in the RFP on the first work day on which normal governmental processes resume.

All proposals received before the time set for receipt of proposals shall be kept secure. The proposals shall not be opened or viewed, and shall remain in a locked box or a safe. If a RFP is cancelled, proposals shall be returned to the Consultants. Necessary precautions shall be taken to ensure the security of the bid box or safe. Before technical proposal opening, information concerning the identity and number of proposals received shall only be made available to the appropriate members of the C-SMMPO. Such disclosure shall be only on a "need to know" basis. If proposal samples are submitted, they shall be handled with sufficient care to prevent disclosure of characteristics before proposal opening.

Proposals made on any form(s) other than the required form(s) included in this RFP shall not be considered. Changes in the phraseology of the proposal, additional or limiting provisions shall render the proposal invalid and shall cause its rejection.

Consultants shall be responsible for obtaining all documentation, including but not limited to any addenda issued, by going to eMaryland Marketplace at <https://emaryland.buyspeed.com/bs/> prior to submitting their bid.

Changes to the RFP shall only be made in writing. C-SMMPO assumes no responsibility for verbal instructions or interpretations.

Unless otherwise specified, all proposals shall be binding for 120 calendar days following the date and hour set for receipt of proposals, unless extended by mutual consent of all parties.

C-SMMPO is tax exempt and all prices quoted shall be exclusive of any Federal or Maryland State Taxes. This includes Federal Excise Tax and any other Excise Tax applicable to any other equipment or accessories. However, taxes are required to be paid by the Consultant on all materials to be utilized during the project. The Consultant shall be prohibited from using tax exempt numbers for any purchases.

Consultants are warned against unbalancing their proposals as this shall render them liable to rejection.

The right is hereby reserved to reject any or all proposals, and to waive informalities, as the interest of C-SMMPO may require.

If the Consultant to whom an award is made shall fail to execute the Contract hereto attached, and as herein provided, the award may be annulled and the Contract awarded to the next most responsible Consultant, and such Consultant shall fulfill every stipulation embraced herein, as if they were the original party to whom the award was made; or C-SMMPO may reject all proposals as their interests may require.

Consultants shall carefully examine all documentation. In case doubt shall arise as to the meaning or intent of anything comprised in the specifications, inquiry shall be made to the Calvert County Government Procurement Office before a proposal is submitted. Written questions and inquiries shall be accepted from all Consultants. The Calvert County Government Procurement Office shall be the sole point of contact for this solicitation on behalf of the C-SMMPO unless otherwise instructed herein. Written requests for information related to this RFP shall be directed to the Calvert County Government Procurement Office, Charlotte DeStephano, Procurement Specialist, by E-Mail: [Charlotte.DeStephano@calvertcountygovernment.gov](mailto:Charlotte.DeStephano@calvertcountygovernment.gov) or Fax 410-414-3672. Unauthorized contact with other Calvert County Government, St. Mary's County Government staff, or C-SMMPO members regarding this RFP may result in the disqualification of the Consultant. Inquiries pertaining to this RFP shall give the RFP number, title, due date, and time. ***Written questions shall be due on or before Wednesday, October 24, 2018 by 2:00 p.m. (Local Prevailing Time).*** It shall be the responsibility of all Consultants to ensure they have received any addenda and other documents issued. Any addenda issued shall become a part of the Contract Documents and shall be fully considered by all Consultants during formation of proposals. The submission of a proposal shall indicate the Consultant thoroughly understands all the terms and conditions of all Contract Documents.

The submission of a proposal on this work and service shall be considered as a representation that the Consultant has carefully investigated all conditions which affect or may, at some future date, affect the performance of the work or services covered by the proposal, the entire area to be serviced as described in the specifications and other Contract Documents, and that the Consultant is fully informed concerning the conditions to be encountered, character, quality and quantity of work to be performed, and materials to be furnished; also, that the Consultant is familiar with all Federal, State and County laws, all codes and ordinances which affect the prosecution of the work and persons engaged or employed in the work.

Consultant's shall execute the following, including required form(s), and include them as part of their proposal. Failure to do so may be cause for rejection of the proposal as nonresponsive.

- a. Price Proposal
- b. Technical (Q&E) Proposal Submittal which includes these required forms or documents:

- Consultant's Technical Proposal
- Non-Collusion Certificate
- Anti-Bribery Affirmation Affidavit of Qualification to Respond
- Addenda Issued
- Questions and Answers/Clarification Issued

Acknowledgement of receipt only for this Request for Proposal shall be posted on Calvert County Government's website on behalf of the C-SMPPPO.

**RFP 2019-068  
NAVAL BASE COMMUTER MULTI-MODAL  
MOBILITY PLANNING STUDY**

**PRICE PROPOSAL**

TO THE BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY ON BEHALF OF THE CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION: The undersigned agrees to furnish all labor, material, supervision, and equipment necessary to provide consulting services for the NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY as specified in this Request for Proposal to the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization in accordance with ATTACHED SPECIFICATIONS and other documents herein and at the following bid price:

<b>TOTAL LUMP SUM BID</b>	<b>\$ 61,000.00</b>
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**In accordance with specification section, the Consultant shall also provide a comprehensive budget and detailed description of all line items to substantiate the lump sum bid with their price proposal.**

No additional compensation shall be provided for expenses incurred by the Consultant in performing duties for this service under this Contract.

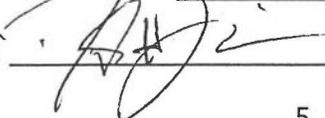
It is further agreed by the Undersigned that upon receipt of written advice of the acceptance of proposal, the necessary contract shall be executed within ten (10) business days after such notice.

The undersigned has caused this proposal to be executed as of the day and year indicated on each proposal page and hereby agrees to provide aforementioned services necessary for compliance with this specification and agrees to provide these for the rates indicated in this proposal form. By signing each proposal page, the Consultant does hereby attest that they have fully read the Request for Proposal and understands it.

*The time for performance of this Contract shall begin from the date of the Notice to Proceed or otherwise noted.*

***By signing and submitting a bid, you acknowledge and agree you have read and understand the Request for Proposal documents and agree to the Contract Terms and Conditions as contained herein.***

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.

AUTHORIZED SIGNATURE:  DATE: 11/8/18

Task ID	TASK	Principal in Charge	Project Manager	Transportation Engineer	Traffic Engineer	Design Engineer	Transportation Planner	Public Involvement Specialist	Graphic Designer	TOTAL
<b>A1</b>	<b>Post-Award Meeting and Site Visit</b>	0	9	9	8	20	32	0	2	80
A1.1	Pre-Meeting Activities	0	1	1	0	4	8	0	2	16
A1.2	Meeting and Site Visit	0	8	0	0	0	8	0	0	16
A1.3	Site Visit for Analysis (3)	0	0	8	8	16	16	0	0	48
<b>A2</b>	<b>Public Meeting</b>	0	8	0	0	0	12	12	4	36
A2.1	Preparation for Public Meeting	0	2	0	0	0	4	8	4	18
A2.2	Attendance at Public Meeting	0	6	0	0	0	6	0	0	12
A2.3	Meeting Summation and Review of Comments	0	0	0	0	0	2	4	0	6
<b>A3</b>	<b>Community Survey Results</b>	0	5	4	0	0	12	12	0	33
A3.1	Development of Survey	0	2	2	0	0	4	6	0	14
A3.2	Revision to Survey	0	1	0	0	0	2	4	0	7
A3.3	Review of Survey Results	0	2	2	0	0	6	2	0	12
<b>A4</b>	<b>Coordination Meetings</b>	0	13	0	0	0	13	0	0	26
A4.1	Bi-Weekly Progress Conference Calls (9)	0	5	0	0	0	5	0	0	10
A4.2	In-Person Progress Meetings (2)	0	8	0	0	0	8	0	0	16
<b>A5</b>	<b>Develop Fixed Route Options</b>	0	2	6	4	4	20	0	0	36
A5.1	Map survey results	0	0	0	0	0	4	0	0	4
A5.2	Develop Two Fixed-Route Options	0	2	4	4	4	12	0	0	26
A5.3	Revise Options Based on Coordination	0	0	2	0	0	4	0	0	6
<b>A6</b>	<b>Develop ADA Compliance Recommendations</b>	0	0	8	0	14	14	0	0	36
A6.1	Complete ADA Field Work (8 shuttle locations, 4 intersections)	0	0	4	0	8	8	0	0	20
A6.2	Develop recommendations for locations	0	0	4	0	6	6	0	0	16
<b>A7</b>	<b>Develop Pedestrian Connectivity Options</b>	0	0	4	2	8	8	0	0	22
A7.1	Review existing conditions	0	0	0	0	2	2	0	0	4
A7.2	Develop one option for improvements	0	0	2	2	4	4	0	0	12
A7.3	Revise Options Based on Coordination	0	0	2	0	2	2	0	0	6
<b>A8</b>	<b>Evaluate Pedestrian Crossing of MD 235</b>	0	2	2	6	18	10	0	0	38
A8.1	Identify proposed pedestrian crossings	0	0	0	0	0	6	0	0	6
A8.2	Review existing signal timing	0	0	0	2	4	0	0	0	6
A8.3	Develop three proposed pedestrian crossings	0	2	0	2	12	4	0	0	20
A8.4	Revise Options Based on Coordination	0	0	2	2	2	0	0	0	6
<b>A9</b>	<b>Develop Geometric Changes</b>	0	2	12	12	24	24	0	0	74
A9.1	Identify five locations for geometric improvements	0	0	2	2	4	4	0	0	12
A9.2	Develop five geometric improvements	0	2	8	8	16	16	0	0	50
A9.3	Revise Options Based on Coordination	0	0	2	2	4	4	0	0	12
<b>A10</b>	<b>Develop Report for Transit Access to NAS PAX</b>	0	8	0	0	0	16	0	0	24
A10.1	NAS PAX Coordination	0	4	0	0	0	4	0	0	8
A10.2	Develop Draft Recommendations	0	2	0	0	0	8	0	0	10
A10.3	Revise Recommendations based on Coordination	0	2	0	0	0	4	0	0	6
<b>A11</b>	<b>Develop Concept-Level Cost Estimates</b>	0	2	10	2	18	8	0	0	40
A11.1	Develop Complete List of Infrastructure Recommendations	0	0	2	0	2	4	0	0	8
A11.2	Develop Cost Estimates	0	2	8	2	16	4	0	0	32
<b>A12</b>	<b>Deliverable Development</b>	4	19	10	6	20	72	0	12	143
A12.1	Documentation of Findings #1	0	1	0	0	4	6	0	0	11
A12.2	Documentation of Findings #2	0	1	4	4	4	6	0	0	19
A12.3	Documentation of Findings #3	0	1	4	0	4	6	0	0	15
A12.4	Draft Final Report, First Submission	2	6	2	2	4	20	0	8	44
A12.5	Draft Final Report, Second Submission	0	2	0	0	4	16	0	0	22
A12.6	Draft Final Report, Third Submission	0	2	0	0	0	6	0	0	8
A12.7	Draft County Commissioners PowerPoint Presentation	0	2	0	0	0	4	0	4	10
A12.8	Final Report	2	4	0	0	0	8	0	0	14
										0
										0
	<b>TOTAL PROJECT HOURS</b>	4	70	65	40	126	241	24	18	850

**TOTAL**

**COST SUMMARY FORMAT**

**PART I - GENERAL**

<b>1. PROJECT TITLE: C-SMMPO Mobility Planning Study</b>		<b>2. Task</b>	001
<b>3. NAME OF CONSULTANT: Johnson, Mirmiran and Thompson</b>		<b>4. PROPOSAL DATE</b>	11/8/2018
40 Wight Avenue, Hunt Valley, MD 21030			

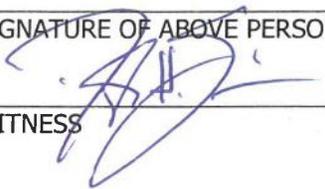
**PART II - COST SUMMARY**

<b>6. DIRECT LABOR (Specify labor categories)</b>	<b>HOURS</b>	<b>HOURLY RATE</b>	<b>ESTIMATED COST</b>	<b>TOTALS</b>
Principal in Charge	4	\$200.00	\$ 800.00	
Project Manager	70	\$155.00	\$ 10,850.00	
Transportation Engineer	65	\$112.00	\$ 7,280.00	
Traffic Engineer	40	\$112.00	\$ 4,480.00	
Design Engineer	126	\$93.00	\$ 11,718.00	
Transportation Planner	241	\$90.00	\$ 21,690.00	
Public Involvement Specialist	24	\$65.00	\$ 1,560.00	
Graphic Designer	18	\$85.00	\$ 1,530.00	
<b>Total Hours</b>	588		\$ 59,908.00	
<b>ESCALATION</b>	<b>RATE</b>	<b>X DIRECT LABOR TOTAL =</b>	<b>ESTIMATED COST</b>	
Escalation	0.00%	\$ 59,908.00	\$ -	
<b>DIRECT LABOR SUBTOTAL:</b>				\$ 59,908.00
<b>7. INDIRECT COSTS (Specify)</b>	<b>RATE</b>	<b>X DIRECT LABOR TOTAL =</b>	<b>ESTIMATED</b>	
<b>OVERHEAD AND PAYROLL BURDEN</b>				
<b>INDIRECT COSTS SUBTOTAL</b>			\$ -	
<b>8. TOTAL OF DIRECT LABOR &amp; INDIRECT COSTS (Combined Sum of Items 6&amp;7)</b>				\$ 59,908.00
<b>9. PROFIT</b>				\$ -
<b>10. TOTAL PROFESSIONAL FEE (Combined Sum of Items 8 and 9)</b>				\$ 59,908.00
<b>11. OTHER DIRECT COSTS (refer to attached itemization)</b>				
<b>a. DIRECT COSTS</b>	<b>QTY.</b>	<b>COST</b>	<b>ESTIMATED COST</b>	
Local Travel	1,760	\$0.545	\$ 959.20	
Printing	1,000	\$0.100	\$ 100.00	
<b>DIRECT COSTS SUBTOTAL</b>			\$ 1,059.20	
<b>b. TASK PRICING (UNIT-BASED)</b>	<b>QTY.</b>	<b>COST</b>	<b>ESTIMATED COST</b>	
<b>TASK PRICING SUBTOTAL</b>			\$ -	
<b>c. SUBCONSULTANT(S)</b>			<b>ESTIMATED COST</b>	
<b>SUBCONSULTANT(S) - SUBTOTAL:</b>			\$ -	
<b>d. OTHER DIRECT COSTS TOTAL: (Combined Sum of Items a,b,c)</b>				\$ 1,059.20
<b>12. TOTAL PRICE (Combined Sum of Items 10 &amp; 11g)</b>				\$ 60,967.20

**NAME AND SIGNATURE REQUIREMENTS FOR BID AND CONTRACTS**

***The legal business name and principal office AS RECORDED WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION (SDAT) for Maryland shall be used on all forms submitted.*** A trade name (i.e., a shortened or different name under which the company does business) shall not be used when the legal name is different. Corporations shall have names that comply with State law. The bidder's signature shall conform to the following:

All signatures shall be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation and certification by the person signing that the person signing is authorized to do so on behalf of the offeror or consultant.

CONSULTANT'S LEGAL BUSINESS NAME Johnson, Mirmiran & Thompson, Inc.	TELEPHONE NUMBER 410-329-3100
PRINCIPAL OFFICE ADDRESS 40 Wight Avenue, Hunt Valley, MD 21030	FAX NUMBER 410-472-2200
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)	EMAIL ADDRESS DougSimmons@jmt.com
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT) Douglas H. Simmons, PE, Vice President	
SIGNATURE OF ABOVE PERSON 	DATE 11/8/18
WITNESS	DATE 11/8/18

## **GENERAL TERMS AND CONDITIONS**

DEFINITIONS. Wherever the words defined in this section or pronouns used in their stead, occur in the specifications, proposal, contract or bond, they shall have the meanings herein given and as defined:

BIDDER/OFFEROR/CONSULTANT shall mean a firm that responds to this RFP with a bid.

BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND on behalf of CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION shall mean the officials of the Calvert-St. Mary's Metropolitan Planning Organization and noted hereinafter as C-SMMPO (or the officially authorized officials).

CALVERT COUNTY shall mean Calvert County, Maryland.

ST. MARY'S COUNTY shall mean St. Mary's, Maryland.

CONTRACT DOCUMENTS shall mean those written documents that define the roles, responsibilities, and work under the Contract, and are legally binding on the parties (C-SMMPO and the Consultant). The individual documents constituting the Contract Documents are as outlined herein under Contract Interpretation by the Project Manager.

CONTRACTING OFFICERS shall mean the Calvert County Government Procurement Officer or their designated representative on behalf of the C-SMMPO entrusted with the authority to enter into, administer, renew, or terminate the Contract, along with related determinations and findings.

DIRECTOR shall mean the Director, Calvert County Government's Department of Planning & Zoning and the Director, St. Mary's County Government's Department of Land Use & Growth Management and shall mean the principals or their duly authorized representatives; said agents acting severally within the scope of the particular duties entrusted to them.

PROJECT MANAGERS shall mean those persons whom the Directors have designated to supervise performance of this Contract on behalf of C-SMMPO within the scope of duties entrusted under such delegation of authority.

Whenever the Contract Documents or upon any drawings the words DIRECTED, REQUIRED, PERMITTED, ORDERED, DESIGNATED, PRESCRIBED, or words of like import are used, it shall be understood that the direction, requirement, permission, order, designation, or prescription of the Project Managers are intended, and similarly the words APPROVED, ACCEPTABLE, SATISFACTORY, or, words of like import, shall mean approved by, acceptable or satisfactory to, the Project Managers, unless otherwise expressly stated.

CONTRACT INTERPRETATION BY THE PROJECT MANAGERS. Any inconsistencies or ambiguities in the Contract Documents shall be immediately reported, in writing, to the Project Managers. Questions regarding the meaning and intent of the Contract Documents shall be referred in writing by the Consultant to the Project Managers with a Request for Information. The Project Managers shall respond to the Consultant in writing with a decision within fifteen (15) calendar days of receipt of the request, or if it is necessary to extend this period, the Project Managers shall notify the Consultant in writing as to when a decision will be provided.

Work done by the Consultant after its discovery of such inconsistencies or ambiguities without such notice and prior to response from the Project Managers shall be done at the Consultant's risk.

In resolving conflict, error, or discrepancies within the Contract Documents, the Contract Documents shall be given precedence in the following order (Change Orders, highest precedence and Notice to Consultants, lowest precedence):

- Change Orders
- Addenda
- Federal, State, County, and/or C-SMMPO Requirements
- General Conditions of Bid and Contract
- Specifications
- Proposal
- Contract
- Notice to Consultants

In the event that conflicts, errors, or discrepancies are not resolved by the Contract Documents' order of precedence, the more restrictive provision shall govern.

#### PROPOSAL FORMS AND AFFIDAVITS

All proposals shall be submitted on forms provided in this RFP, properly signed in ink by a principal duly authorized to make contracts, and submitted in sealed envelope as required under Instruction to Consultants. **No modifications, including but not limited to headers and footers, shall be made to any form contained herein.**

All required forms shall be submitted with technical proposals except for the price proposal which shall be in a separate sealed envelope. Failure to comply may be cause for rejection of proposals.

#### ALTERNATE PROPOSALS

Alternate proposals shall only be considered when they are submitted separately and clearly marked and labeled ALTERNATE PROPOSAL. The alternate proposal shall only be considered if the Consultant's primary proposal is the most responsive responsible proposal.

BRAND NAME OR EQUAL ITEMS (SECTION DELETED)

FORMAL SOLICITATION (SECTION DELETED)

NEW GOODS, FRESH STOCK (SECTION DELETED)

DEVIATIONS TO SPECIFICATIONS

Any deviations from the specifications shall be noted in detail by the Consultant, in writing, and submitted with the formal technical proposal. C-SMMPO reserves the right to accept or reject any exception.

PROHIBITION AGAINST UNIFORM PRICING

C-SMMPO shall encourage open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market transaction methods of procurement. In submitting a proposal, each Consultant shall, by virtue of submitting a proposal, guarantee that the Consultant has not been a party with other Consultants to an agreement to propose a fixed or uniform price. Violation of this implied guarantee shall render void the proposal of such Consultants. Any disclosure to or acquisition by a competitive Consultant, in advance of the receipt of the proposals, of the terms or conditions of the proposal submitted by another competitor shall render the entire proceedings void and shall require re-advertising the RFP.

AWARD OR REJECTION OF BIDS

The Board of County Commissioners of Calvert County, Maryland on behalf of the C-SMMPO shall award the Contract to the most responsible bidder, subject to its right to reject any or all bids, C-SMMPO reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, and to waive any informality in bids received whenever such rejection or waiver is in the best interest of C-SMMPO. C-SMMPO reserves the right to reject all bids and make purchases based on state, county, or municipal contracts that are established by a legal competitive process whenever it is in the best interest of C-SMMPO to do so. C-SMMPO also reserves the right to reject the bid of a Consultant who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Consultant who investigation shows is not in position to perform the Contract.

In determining the "most responsible bidder", in addition to considering price, C-SMMPO shall consider:

1. The ability, capacity, and skill of the bidder to perform the Contract or provide the services required;
2. Whether the bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;

3. The character, integrity, reliability, reputation, judgment, experience, and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and current compliance by the bidder with laws and ordinances relating to the Contract or service;
6. Whether the bidder is in arrears to C-SMMPO on any debt or Contract, is in default on any surety to C-SMMPO, or is delinquent as to any taxes or assessments; and
7. Any other information that may have a bearing on the decision to award the Contract.

#### INDEMNIFICATION

Nothing contained in the Contract shall be construed to constitute the Consultant an agent of C-SMMPO. The Consultant shall indemnify, keep, and save harmless C-SMMPO, its agents, officials, and employees, against all injuries, death, loss, damage, claims, patent claims, suits, liabilities, judgments, costs, and expenses which may or otherwise accrue against C-SMMPO in consequence of the granting of a Contract or which may or otherwise result therefrom. If it shall be determined that the act was caused through negligence or omission of the Consultant or his officers, directors, agents, or employees, of the subcontractor or his officers, directors, agents or employees, if any, and the Consultant shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgement shall be rendered against C-SMMPO in any such action, the Consultant shall at his own expense, satisfy and discharge the same. Consultant expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend C-SMMPO as herein provided.

#### NON-DISCRIMINATION IN EMPLOYMENT

During the performance of this Contract, the Consultant agrees as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, gender identity, sexual orientation, or disability (physical or mental), except where religion, sex, national origin, gender identity, sexual orientation, or disability (physical or mental), is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
2. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, shall state that such Consultant is an equal

opportunity employer. In addition to complying with the provision of Equal Opportunity, the Consultant shall, in good faith, cooperate with C-SMMPO in investigation of Equal Employment Opportunity (EEO) complaints, whether formal or informal.

3. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. The Consultant shall include the provisions above in every subcontract or purchase order so that the provisions shall be binding upon each subcontractor or vendor.

### INSURANCE

The Consultant shall not commence work under this Contract until it has obtained the insurance required under this section. All coverage shall be with insurance carriers licensed and authorized to do business in Maryland. Self-insured Consultants shall submit an affidavit attesting to their self-insured coverage.

1. Certificate Holder, Additional Insured, and Contract Information
  - a. The Board of County Commissioners of Calvert County, Maryland on behalf of the Calvert-St. Mary's Metropolitan Planning Organization shall be named as certificate holder and as additional insured for the duration of the Contract as follows:

Board of County Commissioners of Calvert County, Maryland  
on Behalf of the Calvert-St. Mary's Metropolitan Planning  
Organization  
Attention: Procurement Office  
Courthouse, 175 Main Street  
Prince Frederick, Maryland 20678
  - b. The certificate shall also indicate the contract name and number.
  - c. The additional insureds shall be as pertains to both general liability and automobile insurance.

2. Commercial General Liability Insurance

During the life of this Contract, the Consultant shall procure and maintain Commercial General Liability Insurance in an amount not less than \$1,000,000.00 (combined personal injury and/or property damage) per occurrence subject to \$2,000,000.00 aggregate.

3. Professional Liability

During the life of this Contract, the Contractor shall procure and maintain professional liability insurance coverage in the amount of one million (\$1,000,000.00) dollars, with a minimum coverage of one million (\$1,000,000.00) dollars per occurrence and one million (\$1,000,000.00) dollars aggregate.

4. Automobile Liability Insurance

During the life of this Contract, the Consultant shall procure and maintain Automobile Liability Insurance, including applicable No-Fault coverage, with limits of liability not less than \$1,000,000.00 per accident combined single limit Bodily Injury and Property Damage. Coverage shall include vehicles to be used during the course of the Contract on behalf of the Consultant in the performance of this Contract.

5. Workers Compensation

During the life of this Contract, the Consultant shall procure and maintain Workers Compensation insurance, including Employers Liability Coverage in accordance with the statutes of the State of Maryland, covering all employees engaged in performance of the contract. If a Consultant is a sole proprietor or is a company that is not required to maintain workers compensation insurance coverage under the laws of the state of Maryland, that Consultant shall show some alternative injury insurance coverage, either through health insurance or employer`s liability coverage.

6. Notice of Cancellation

Prior to starting performance of the Contract and for each extension of the Contract, a certificate of insurance shall be furnished to C-SMMPO. Insurance companies providing insurance shall be acceptable to C-SMMPO. Consultant agrees to provide C-SMMPO a Certificate of Insurance evidencing that all coverage, limits and endorsements required herein are maintained and in full force and effect. If the Consultant receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Consultant agrees to notify C-SMMPO within two (2) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. It shall be the Consultant`s responsibility to make immediate notification to C-SMMPO if any changes are made to the policy.

### SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS

It is mutually understood and agreed that the Consultant shall not assign, transfer, convey, sublet, or otherwise dispose of their contractual duties to any other person, company, or corporation without the previous written consent of the C-SMMPO.

If the Consultant desires to assign their right to payment of the Contract, the Consultant shall immediately notify the C-SMMPO, in writing, of such assignment of right to payment. In no case shall such assignment of the Contract relieve the Consultant from their obligations, or change the terms of the Contract.

### SUBCONTRACTING

Subcontractor(s), if any, shall be identified in the Consultant's technical proposal with a complete description of their role relative to the offeror. No services shall be subcontracted, either in whole or in part, except with the prior written consent of the C-SMMPO.

### TERMINATION OF CONTRACT

The C-SMMPO may terminate a Contract, in whole or in part, whenever the C-SMMPO determine that such termination is in the best interest of the C-SMMPO, without showing cause, upon giving written notice to the Consultant. The C-SMMPO shall pay all reasonable costs incurred by the Consultant up to the date of termination. However, in no event shall the Consultant be paid an amount which exceeds the price proposed for the work performed. The Consultant shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

When the Consultant has not performed or has unsatisfactorily performed the Contract, the C-SMMPO may terminate the Contract for default. Upon termination for default, payment may be withheld at the discretion of the C-SMMPO. Failure on the part of a Consultant to fulfill the contractual obligations shall be considered just cause for termination of the Contract. The Consultant shall be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the C-SMMPO in completing the Consultant's obligations under the Contract.

### AVAILABILITY OF FUNDS (SECTION DELETED)

### SERVICE DELIVERY FAILURES

Failures of a Consultant to provide the services required under this Contract within the time specified, or within reasonable time as interpreted by C-SMMPO shall constitute authority for C-SMMPO to procure the services required under this Contract in the open market.

On all such purchases, the Consultant shall reimburse C-SMMPO, within a reasonable time as specified C-SMMPO, for any expense incurred in excess of Contract prices. Such purchases shall be deducted from Contract quantities.

## DELIVERY AND POINT OF DESTINATION (SECTION DELETED)

### NON-LIABILITY

The Consultant shall not be liable in damages for delay in shipment or failure to deliver services when such delay or failure is the result of fire, flood, strike, the transportation carrier, act of God, act of Government, act of an alien enemy or by any other circumstances which, in C-SMMPO' opinion, is unforeseeable and beyond the control of the Consultant. Under such circumstances, however, the Procurement Office may at its discretion, cancel the Contract.

### BREACH OF CONTRACT

- A. In the event the Consultant shall fail to comply with any of the terms or conditions of the Contract Documents, the Project Managers shall notify the Consultant of such failure or default and demand that the same be remedied within five (5) business days. In the event of the failure of the Consultant to remedy the same within said period, the Project Managers shall authorize the services to be procured from any available source, with the difference between the actual cost paid and the defaulting Consultant to be deducted from any monies due the defaulting Consultant or their surety.
- B. In addition to those instances specifically referred to in other sections herein contained, C-SMMPO shall have the right at its option to terminate the Contract under any one or more of the following:
- 1) If the Consultant becomes insolvent.
  - 2) If the Consultant makes an assignment for the benefit of creditors pursuant to the statutes in such case made and provided without notification or approval from C-SMMPO.
  - 3) In the event a voluntary or involuntary petition in bankruptcy shall be filed by or against the Consultant.
  - 4) In the event the Consultant fails to commence work in accordance with the specifications of this RFP.
  - 5) In the event the Consultant shall abandon the work or any portion of the work to be performed under this contract before completion.
  - 6) If the Consultant shall fail to fully, properly, and in a good and workman-like manner perform any or all of the conditions, covenants, terms or conditions contained within the Contract Documents.

- 7) If the Consultant shall sublet, assign, convey, or otherwise dispose of his Contract or any portion thereof other than in accordance with the terms set forth within the Contract Documents.
- 8) If a receiver or receivers or any other person shall be appointed by court order to take charge or custody of the Consultant's property, financial affairs, or business.
- 9) If C-SMMPO shall be of the opinion that the Consultant is not or has not been performing the Contract in good faith and in accordance with the terms of the specifications.

#### OWNERSHIP OF DOCUMENTS

Any reports, specifications, or other documents prepared by the Consultant in the performance of its obligations under the resulting contract shall be the exclusive property of C-SMMPO, and all such materials shall be surrendered to C-SMMPO upon completion, termination, or cancellation of this Contract. The Consultant shall not use, willingly allow, or cause such materials to be used for any other purpose than performance of all Consultant's obligations under the resulting Contract without the prior written consent of C-SMMPO. Documents and materials developed by the Consultant under the resulting contract shall be the property of C-SMMPO; however, the Consultant may retain file copies, which cannot be used without prior written consent of C-SMMPO. C-SMMPO agree that the Consultant shall not be liable for any damages, loss, or injury resulting from future use of the provided documents for other than the project specified, when the Consultant is not the company of record.

#### PAYMENT(S)

Payment(s) shall be made after satisfactory performance of work required during the course of the Contract, in accordance with all of the provisions thereof, and upon receipt of properly completed invoice. C-SMMPO reserves the right to withhold any or all payments or portions thereof for Consultant's failure to perform in accordance with the provisions of the Contract or any modifications thereto.

#### DISCLOSURE OF CONTENTS OF PROPOSALS AND BIDS

Subject to the exception for confidential information noted below, after an award, all proposals shall be open to public inspection, and at and after bid opening, the contents of a bid and any document submitted with the bid shall be open to public inspection. However, C-SMMPO shall deny inspection of any part of a proposal or bid that contains confidential commercial or financial information or other commercial information for which denial is required pursuant to Title 4 of the General Provisions Article of the Maryland Annotated Code. IT SHALL BE THE RESPONSIBILITY OF THE BIDDER, OFFEROR, OR CONSULTANT TO INVOKE THE PROTECTION OF THIS SECTION PRIOR TO OR UPON SUBMISSION OF THE DATA OR OTHER MATERIALS AND SHALL IDENTIFY THE DATA OR

OTHER MATERIALS TO BE PROTECTED AND STATE THE REASONS WHY PROTECTION IS NECESSARY. Otherwise, C-SMMPO disclaims responsibility for disclosure of any such material in the public record.

If a Contract is awarded to a bidder, offeror, or consultant as a result of the submission of restricted information, C-SMMPO shall have the right to duplicate, use or disclose the data to the extent consistent with C-SMMPO' needs in the procurement process.

A bidder, offeror, or consultant agrees to indemnify, protect and save harmless C-SMMPO, their officers, agents, and employees with respect to any claim, action, cost or judgment arising from exercising this disclosure restriction, including any reasonable attorney's fees and other costs incurred in defending the confidentiality of the material sought to be protected.

#### INCURRING COSTS

C-SMMPO shall not be liable for any costs incurred by the Consultant prior to the issuance of the Contract.

#### COMPLETENESS

All information required by this RFP shall be supplied to constitute a proper proposal. C-SMMPO shall not be responsible for the premature opening of proposals if not properly addressed or identified.

#### NOTICE OF POLITICAL CONTRIBUTIONS

The Consultant agrees, in accordance with the current Maryland Code, State Finance and Procurement Article, §17-402, to comply with the political contribution reporting requirements, as amended from time to time, to which the Consultant may be subject.

#### COOPERATIVE PURCHASES

1. Acceptance of this bid and submission of a proposal is an agreement to extend the same prices, terms, and conditions to other governmental agencies, and public or quasi-public agencies that receive government funds that require these commodities or services.
2. All purchase and payment transactions shall be made directly between the Consultant and the requesting entity. C-SMMPO assume no obligation on behalf of any other public entity.

#### ARITHMETICAL ERRORS

Any errors in computations shall be corrected when the proposals are canvassed.

### GENDER NEUTRAL CLAUSE

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

### SOVEREIGN IMMUNITY

By entering into this Contract, C-SMMPO and its "employees," as defined in the Local Government Tort Claims Act, §§5-301, *et seq.* of the *Courts and Judicial Proceedings Article*, do not waive sovereign immunity, do not waive: any defenses; any limitations of liability as may be provided for by law; or any provision of the Local Government Tort Claims Act.

### THIRD PARTY BENEFICIARY

It is specifically agreed between the parties executing this Contract that it is not intended by any of the provisions of this Contract to create in the public or any member thereof, third party beneficiary status in connection with the performance of the obligations herein without the written consent of C-SMMPO and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof in fulfilling the obligations of the Contract.

### NO INDIVIDUAL LIABILITY

No elected official, appointed official, employee, servant, agent, or law enforcement officer shall be held personally liable under this Contract and any extension or renewals thereof because of its enforcement or attempted enforcement provided they are acting within the course and scope of their employment or governmental duties and responsibilities.

### SUFFICIENT APPROPRIATIONS

C-SMMPO's financial obligations, if any, under this Contract are contingent upon sufficient appropriations and authorization being made by C-SMMPO for the performance of this Contract. C-SMMPO's decision as to whether sufficient appropriations are available shall be accepted by the other party or parties to this Contract, and shall be final.

### SEVERABILITY

In the event any portion of this Contract is found to be unconstitutional, illegal, null, or void, by a court of competent jurisdiction, it is the intent of C-SMMPO to sever only the invalid portion or provision, and that the remainder of the Contract shall be enforceable and valid, unless deletion of the invalid portion would defeat the clear purpose of the Contract, or unless deletion of the valid portion would produce a result inconsistent with the purpose and intent of C-SMMPO in entering into this Contract.

### ENTIRE AGREEMENT

The parties hereto agree that the above writing constitutes the entire Contract between them concerning this matter and that there are no understanding, promises, or arrangements binding either part hereto that have not been written herein. The parties further agree that this Contract can be amended only by written agreement signed by the parties hereto.

### CHOICE OF LAW

This Contract shall be governed by the internal laws of Maryland, without giving effect to its choice of law provisions, and any action brought by or between the parties shall vest jurisdiction and venue exclusively in the Courts located in Calvert County, Maryland or St. Mary's, Maryland.

### PUBLICITY

Except without the prior written approval of C-SMMPO, the Consultant shall not release for publication any report, specification, cost estimate, or other material of any nature for which services are performed under the terms of this Contract.

### DISADVANTAGED BUSINESS ENTERPRISES (DBE)

As required by 49 CFR 26.13, the C-SMMPO shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR 26. The C-SMMPO shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The C-SMMPO DBE program, as required by 49 CFR 26, is incorporated by reference in the Annual Planning Grant Agreement between the C-SMMPO and MDOT. An annual report of DBE awards or commitments and payments (Federal Dollars Only) is submitted to MDOT yearly by the C-SMMPO.

This project has no requirement to employ firms that are Disadvantaged Business Enterprises (DBE); however, DBE participation is strongly encouraged by C-SMMPO.

**RFP 2019-068**  
**NAVAL BASE COMMUTER MULTI-MODAL**  
**MOBILITY PLANNING STUDY**  
**SPECIFICATIONS**

**1. BACKGROUND AND PURPOSE**

The Naval Air Station Patuxent River's (hereinafter, "NAS PAX") Transportation Improvement Plan ("TIP") provides specific recommendations to improve NAS PAX's transportation network. A major TIP goal focuses on reducing vehicle congestion. The greatest concentrations of transit-dependent persons are in Lexington Park, California, Hollywood, and commuters from Calvert County, Maryland via the Thomas Johnson Bridge Route 2/4 to the NAS PAX. Access to NAS PAX is via Route 235 with entry at Gates 1, 2 and 3. The majority of traffic enters Gate 1 and 2. An analysis of existing conditions needs to address four (4) key transportation issues:

- Roadway operations;
- Parking occupancy;
- Pedestrian environment; and
- Analyzing the results from a transportation survey.

The Consultant shall conduct a mobility planning study to determine how a bi-county multi-modal system could be implemented to decrease the amount of automobile traffic on the major thoroughfares in Calvert and St. Mary's County's for access to NAS PAX to include the bus system, pedestrian, and bicycle connectivity improvements.

References available upon request upon award:

- 2013 St. Mary's County Transit Development Plan
- 2016 Calvert County Transit Development Plan
- Patuxent River Naval Air Station's Transportation Improvement Plan
- FHWA Guidebook for Meeting Multimodal Network Connective, February 2018

This RFP was developed in response to requirements and funding provided by the State of Maryland Department of Transportation for the Calvert-St. Mary's Metropolitan Planning Organization.

**2. SCOPE OF SERVICE**

The C-SMMPO is seeking professional consulting services to assist with the completion of this task. This work shall be focused on a corresponding transportation assessment mobility plan. It shall include a written narrative document to include an executive summary, body, and conclusion. The document shall identify key findings, a vision statement, design objectives, design philosophy, sustainability and carbon footprint, mobility and accessibility, to NAS PAX.

A. The Contractor shall:

- 1) Attend post-award meeting and site visit with C-SMMPO representatives after receipt of notice to proceed. Conduct a thorough site investigation of the site location along MD-235/Three Notch Road to determine existing conditions. An analysis of existing conditions shall address four (4) key transportation issues:
  - Roadway operations;
  - Parking occupancy;
  - Pedestrian environment; and
  - Including Gate entrances.
- 2) Prepare for one(1) public meeting at start of project to receive community feedback including but not limited to using comment cards, sign in sheets, etc.
- 3) Conduct transportation survey results from the public meeting feedback.
- 4) The post-award meeting and subsequent meetings with staff are separate and not part of the public meeting requirements.
- 5) Design and introduce fixed routes specifically for NAS PAX commuters. This shall include connectivity analysis of pedestrian, vehicular, and possible bus connectivity and bus system for access to and around the base.
- 6) Address ADA Accessibility Guidelines and evaluate walk paths, curb ramps, and intersections.
- 7) Design routes for pedestrian connectivity by providing better access to Tulagi Place Park and ride and a safe road crossing to Gate 2.
- 8) Examine and determine pedestrian actuated crossings of MD-235.
- 9) Examine possible geometric changes or added lanes to facilitate transit and bicycle usage on major commuting routes.
- 10) Create a report based on discussions with NAS PAX personnel describing recommended guidelines and procedures for transit vehicles to enter the Navy base.
- 11) Provide cost estimates and cost estimating methodology to achieve goals of this study.

- 12) Final report shall include a Final Illustrative Master Plan with narrative document addressing the four (4) key transportation issues and A1-11.
- 13) Final presentation to the County Commissioners of St. Mary's County to present a final draft plan.

B. Data Reporting

At regular intervals, as agreed upon in the approved project timeline, the Consultant shall update the C-SMMPO representative on its findings. The Consultant shall provide copies of the draft study to the C-SMMPO representative for review. Drafts shall coincide with payment schedule milestones as specified herein under purchase order/payment terms.

Milestones are completed for forty percent (40%), sixty percent (60%), ninety percent (90%), and one hundred percent (100%) completion.

C. Final Report

The Consultant shall provide the C-SMMPO with a report detailing all findings to be organized in the categories as outlined in the Scope of Services. The deliverables for this task shall include a final report. The final report shall be detailed uses the analysis of quantitative data to decide how to best invest resources in new and existing transport infrastructure. This document shall contain a corresponding written narrative including an executive summary, body, and conclusion document.

This document shall include a timeline, and a corresponding written narrative (executive summary, body and conclusion) document. Document shall include identify key findings, vision statement, design objectives, design philosophy, mobility and accessibility, four (4) key transportation issues encompassing Scope of Services A, 1) through A. 11), and a civil engineering summary.

The C-SMMPO anticipates funding for construction in the future. As part of the civil engineering summary in the final report document, the Consultant shall provide a preliminary cost estimate for the recommended treatments, i.e., design and cost estimates for construction

The Consultant shall identify and include:

- 1) key findings
- 2) a vision statement;
- 3) design objectives;
- 4) design philosophy, sustainability and carbon footprint;

- 5) mobility and accessibility;
- 6) timeline, cost estimate, maintenance; and
- 7) other applicable information for the proposed changes.

Four (4) hard copies and one (1) electronic copy in .pdf format of GIS maps and layers of the locations, where applicable, shall be provided to the C-SMMPO.

Included in the final document, the Consultant shall prepare the Final Illustrative Master Plan with narrative document. Provide four (4) color, bound copies of the master plan document (8.5 x 11.5 with 11 x 17 fold out exhibits, illustrations and master plan drawing). Provide the files for the plan in electronic format (both native and pdf versions) for future printing.

### **3. TERM**

The final product shall be complete within six (6) months of notice to proceed.

The C-SMMPO reserve the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted otherwise in the proposal submitted and confirmed in the Contract between C-SMMPO and the Consultant.

### **4. MINIMUM QUALIFICATIONS**

To be considered for award of this Contract, the Consultant shall be able to meet the following minimum requirements:

- A. Consultant shall have experience in transportation assessment and an understanding of current regulations. The Consultant shall be familiar with transportation mobility planning and have a minimum of five (5) years' experience in identifying and developing mobility plans with transportation planning experience as specified within the past five (5) years.
- B. Have staff sufficient in number meeting the minimum requirements as set forth in this RFP.
- C. Have three (3) references for similar size clients. References shall be complete with name, project, name and telephone number of the contact person, and dates of service.
- D. Meet all insurance requirements in regards to Workers' Compensation, Commercial General Liability, Automobile, and Professional Liability as set forth in this RFP.

## **5. PURCHASE ORDER/PAYMENT TERMS**

The Consultant shall be issued a Notice to Proceed and purchase order for work to be performed. Payment shall be made after satisfactory performance of work required under the Contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Satisfactory completion includes, but may not be limited to final approval by the Project Managers or duly authorized representatives. The C-SMMPO reserves the right to withhold any or all payments or portions thereof for the Consultant's failure to perform in accordance with the provisions of the Contract or any modifications thereto.

Partial payments may be made after milestones are completed for forty percent (40%), sixty percent (60%), ninety percent (90%) completion, and one hundred percent (100%) completion.

### **A. Forty Percent (40%) Milestone**

At thirty (30) calendar days from the Notice to Proceed, A. 1) through A. 3) under scope of service for the Naval Base Commuter Multi-Modal Mobility planning study including kick off meeting and one public meeting shall be completed and a draft document of findings shall be submitted to C-SMMPO for review and comment. C-SMMPO has fourteen-(14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period.

If accepted by the C-SMMPO, the Consultant may submit an invoice for forty percent (40%), of the total contract amount to C-SMMPO for review and approval.

### **B. Sixty Percent (60%) Milestone**

At sixty-(60) calendar days from the Notice to Proceed, A. 1) through A. 9) shall be completed and a draft document of findings for A. 1) through A. 9) shall be submitted to C-SMMPO for review and comment. C-SMMPO has fourteen-(14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period.

If accepted by the C-SMMPO, the Consultant may submit an invoice for sixty percent (60%) of the total contract amount to C-SMMPO for review and approval.

### **C. Ninety Percent (90%) Milestone**

By one hundred twenty (120) calendar days, the Consultant shall have fully completed items A. 1) through A. 11) under scope of service and shall submit a final draft document for C-SMMPO review and ready for presentation to the County Commissioners of St. Mary's County. C-SMMPO shall have twenty-one (21) calendar days from official submittal from

Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety (90%) milestone the C-SMMPO review period. The Consultant shall respond with corrections/additions/deletions within fourteen (14) calendar days.

There may be up to a total of three (3) rounds at the ninety percent (90%) milestone for C-SMMPO and Consultant review for the final report.

1) First Submittal of the 90% Final Report

C-SMMPO shall have twenty-one (21) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety percent (90%) milestone the C-SMMPO review period. The Consultant shall respond within fourteen (14) calendar days with corrections/additions/deletions. Final presentation to the County Commissioners of St. Mary's County to present a final draft plan at this stage.

2) Second Submittal (If Requested) of the Ninety Percent (90%) Final Report

C-SMMPO shall have fourteen (14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety (90%) milestone the C-SMMPO review period. The Consultant shall respond within fourteen (14) calendar days with corrections/additions/deletions.

3) Third Submittal (If Requested) of the Ninety Percent (90%) Final Report

C-SMMPO shall have fourteen (14) calendar days from official submittal from Consultant to C-SMMPO for review and comment period. Any corrections/additions/deletions requested from the C-SMMPO shall be made by the Consultant from the ninety percent (90%) milestone the C-SMMPO review period. The Consultant shall respond within fourteen (14) calendar days with corrections/additions/deletions.

If the ninety (90%) milestone is achieved and accepted by the C-SMMPO, the Consultant may submit an invoice for thirty percent (30%) of the total remainder of the contract amount to C-SMMPO for review and approval.

D. One Hundred Percent (100%) Milestone

By one hundred eighty (180) calendar days (six [6] months), the final report of the A. 1) through A. 11) scope of services which adds comments from the presentation of the County Commissioners of St. Mary's County. The final document shall be submitted to the C-SMMPO for final payment and deliverables as outlined above in Scope of Services, Final Report.

After final presentation to the County Commissioners of St. Mary's County, if any changes need to be done and/or comments to be added from the presentation, these shall be included in the final 100% submittal.

The Consultant shall submit a final invoice for services.

All invoices submitted shall be sent to:

Ms. Mary Layman  
Grants Coordinator  
Calvert County Government  
175 Main Street  
Prince Frederick, Maryland 20678

Each invoice shall include the following information:

- Purchase Order Number;
- Contract Number;
- Description of work performed;
- Dates work performed;
- Contract price;
- Payment terms; and
- Remit to address.

Payment to the Contractor shall be made within thirty-(30) calendar days of the approval of satisfactory completion of work. The Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than ten (10) calendar days from the receipt of each payment the Contractor receives from the Council. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval from the C-SMMPO. This clause applies to both DBE and non-DBE sub-contracts. The Contractor shall provide the C-SMMPO with documentation of all payments to sub-contractors within ten (10) calendar days of such payments.

"Satisfactory completion" includes final approval by the Project Manager.

Services **shall not begin** until receipt of the fully executed contract and purchase order or other notification by C-SMMPO or the Project Manager to proceed.

## **6. RECORDS**

Any reports, studies, records, or other documents prepared in the performance of this Contract shall be the exclusive property of C-SMMPO and all such materials shall be remitted to C-SMMPO upon completion, termination, or cancellation of this Contract.

## **7. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS**

All working papers and reports shall be retained and available for C-SMMPO to review or copy, at the Consultant's expense, for a minimum of three (3) years.

In addition, the Consultant shall respond to the reasonable inquiries of successor Consultants, and allow successor Consultants to review working papers relating to matters of continuing significance.

## **8. PROPOSAL SUBMITTALS – RESPONSE TO RFP**

Technical and price proposals shall be prepared simply and economically providing a straightforward, concise description of the Consultant's ability to satisfy the requirements of this RFP. Technical proposals shall be limited in length to twenty (20) with printing on both sides permitted. Promotional brochures containing general company information are not requested and shall not be included. Required forms and cover letter shall not be considered part of the twenty (20)-page limit. The Consultant shall not be penalized if the technical submittal is over the twenty (20)-page limit; however, C-SMMPO is seeking substance over quantity.

### **A. TECHNICAL PROPOSAL**

#### **1) Purpose**

The purpose of the Technical Proposal shall be to demonstrate the qualifications, competence, and capacity of the Consultant seeking to undertake the services for C-SMMPO in conformity with the requirements of this RFP. As such, the substance of proposals shall carry more weight than their form or manner of presentation. The Technical Proposal shall demonstrate the qualifications of the Consultant and staff to be assigned to this Contract. No assumptions shall be made on the part of the Consultant as to the prior knowledge of a Consultant's abilities.

It shall also specify an approach that shall meet the RFP requirements.

In accordance with page 1, no price information shall be included with the Technical Proposal submittal.

The Technical Proposal shall address all the points outlined in the RFP, excluding any cost information, which shall only be included

with the Price Proposal submittal. The Technical Proposal shall be prepared simply and economically, providing a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects shall be included. They represent the criteria against which the proposal shall be evaluated.

Proposals shall concentrate on evidence of the Consultant's capacity and ability to plan, gather, input, and analyze data, complete written reports, and finish projects in a timely manner and be fiscally responsible.

2) Each proposal shall contain the following information and shall be divided by index tabs clearly marking each section:

(a) Transmittal Letter/Abstract  
(Not include in page total)

A brief transmittal letter/abstract, signed by an officer authorized to bind the Consultant to their proposal, which shall provide a summary overview of the Consultant's total proposal. This shall not exceed one (1) page.

(b) Name and Signature Requirements of Bids and Contracts Form  
(Not included in page total.)

All items shall be completed for the proposal to be considered.

(c) Table of Contents  
(Not included in page total.)

(d) Plan of Work

An outline of the proposed methodology justifying and describing how and when (timeline) the Consultant shall carry out the necessary requirements outlined in this RFP including provisions for work with each County. Consultant shall include experience in gathering, inputting, and reporting the type of data required. The timeline submitted shall be based on 40, 60, 90, and 100 percent submittals.

(e) Deliverables

Detailed account of Consultant's plan for preparing the Final Master Plan and Report Document presenting findings as

delineated in this RFP. Include format which deliverables shall be presented.

(f) Management Summary.

Statement of Consultant's experience in assessing and reporting on the services required.

(g) Projects

Contact information, including name of organization, contact, phone, address, and email of at least three (3) organizations/ agencies for whom the type of transportation and mobility master planning required in this RFP were completed. Indicate the scope of work, date, and contract partners.

(h) Personnel Expertise and Experience

Description of organization's personnel expertise, experience, and available manpower to meet the requirements for providing the services requested.

- (1) Specify the number of full-time employees.
- (2) Identify the personnel who shall handle services for C-SMMPO in accordance with the requirements herein. Shall include names, job titles, and brief description of the work experience of the technical personnel who will perform the work. More than one name may be submitted for each job title.
- (3) Submit biographies or resumes for all personnel who will be or may be assigned to the Contract too include key firm management and personnel who shall be directly involved with C-SMMPO staff.
- (4) If the Consultant wants to use other personnel for the classifications required under this Contract and after the Contract is executed, the Consultant shall submit their resumes for approval. **Only pre-qualified personnel shall be eligible to work on this Contract.**

(i) Subcontractors

If applicable, provide subcontractor's resumes and expertise as if they were the Consultant's own personnel.

(j) Collaboration.

Evidence of Consultant's experience in collaborating with similar agencies on a county, jurisdiction, or state level.

3) Each proposal shall contain the following items and placed in the Consultant's appendix and shall not be considered part of the page total.

(a) Independence

The Consultant shall provide an affirmative statement that it is independent of C-SMMPO as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The Consultant shall also provide an affirmative statement that it is independent of all of the component units of C-SMMPO and their departments as defined by those same standards.

The Consultant shall also list and describe their professional relationships involving C-SMMPO, their Departments, or any of their agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the Contract.

In addition, the Consultant shall give the C-SMMPO written notice of any professional relationships entered into during the period of this Contract.

(b) If the Consultant is a joint venture or consortium, the qualifications of each company comprising the joint venture or consortium shall be separately identified and the company that is to serve as the principal Consultant shall be noted.

(c) Fully executed Anti-Bribery Affirmation and Affidavit of Qualification to Bid, and Non-Collusion Certificate forms included in this RFP, any addenda or questions and answers for clarification issued, executed by the Consultant, or in

case the Consultant is a corporation, by a duly authorized representative of the corporation, on the forms provided.

- (d) Additional Information. This section, which is optional, shall include any additional information the Consultant deems relevant to this procurement as well as any information that meets the satisfaction of the RFP objectives.
- (e) If a corporation, certification that the Consultant is in good standing with the Maryland State Department of Assessments and Taxation and that corporate charter has not been revoked or forfeited.
- (f) Identification of Anticipated Potential Problems  
The proposal should identify and describe any potential problems, the Consultant's approach to resolving problems, and any special assistance that will be requested from C-SMMPO.

Consultants shall give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the C-SMMPO under Md. Ann. Code, General Provisions Article, Title 4.

**B. PRICE PROPOSAL**

- 1) The Consultant shall fill out the Price Proposal form contained herein.
- 2) The Consultant shall also provide a comprehensive budget and detailed description of all line items to substantiate the lump sum bid.
- 3) No additional allowances shall be provided for expenses incurred by the Consultant in performing the duties under this Contract. All pricing shall include labor, overhead, materials, contracted special services, travel, mileage, and vehicle fuel.
- 4) Cost for preparation of proposals shall be borne by those submitting proposals.

**C. PROPOSAL WITHDRAWAL**

Any proposal may be withdrawn up until the date and time set forth herein for the deadline for receipt of proposals. Any proposal not

withdrawn prior to this deadline shall constitute an irrevocable offer for a period of 120 calendar days to provide the C-SMMPO the services as set forth herein.

**D. PROPOSAL CONDITIONS**

- 1) Price proposals that accompany technical submittals shall be determined to be unacceptable to the C-SMMPO and shall be returned to the Consultant.
- 2) Proposals received prior to the deadline shall be treated as confidential. Proposals received after the deadline shall be considered nonresponsive and shall be returned unopened.
- 3) Proposals may not be altered or amended by the Consultant after they are opened.

**9. EVALUATION PROCEDURES**

**A. EVALUATION COMMITTEE**

Proposals submitted shall be evaluated by an Evaluation Committee composed members of the C-SMMPO. No member of the evaluation committee shall be from an agency or organization submitting a proposal. Membership on this committee is subject to change.

During the evaluation process, the Evaluation Committee and C-SMMPO reserve the right, where it may serve C-SMMPO' best interest, to request additional information or clarifications from Consultants. At the discretion of C-SMMPO or the Evaluation Committee, Consultants submitting proposals may be requested to make oral presentations as part of the evaluation process.

**B. EVALUATION CRITERIA**

Proposals shall be evaluated using four sets of criteria. Consultants meeting the mandatory criteria shall have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which shall be considered during the evaluation process.

- 1) Mandatory Elements
  - (a) The Consultant is in good standing with the State of Maryland, or has the ability to establish itself as such before any award.

- (b) The Consultant has no conflict of interest with regard to any other work performed by the Consultant for either County.
- (c) The Consultant adhered to the instructions in this RFP on preparing and submitting their proposal.
- (d) The Consultant has a record of high quality work.

2) Technical Qualifications

- (a) Expertise and Experience:
  - (1) The Consultant's past experience and performance on comparable contracts.
  - (2) The quality of the Consultant's professional personnel to be assigned to the Contract and the quality of the Consultant's management support personnel to be available. Resumes are acceptable.
- (b) Approach:
  - (1) Adequacy of proposed staffing plan for the Contract.

3) Price

- (a) The price submitted on the Price Proposal form is an integral part of the RFP and shall be considered during the selection process.

4. Interviews (if conducted)

**C. INTERVIEWS**

During the evaluation process, the Evaluation Committee may, at its discretion, request and conduct interviews if deemed necessary. Such presentations shall provide those companies with an opportunity to answer any questions the Evaluation Committee may have on the Consultant's proposal. This request does not commit C-SMMPO to award a Contract.

**D. RIGHT TO REJECT PROPOSALS**

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the Contract between C-SMMPO and the Consultant selected. C-SMMPO reserves the right to reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of C-SMMPO. C-SMMPO reserves the right to not hold discussion after award of the Contract.

If a Consultant has not paid all taxes owed to Calvert County Government, St. Mary's County Government, or a municipal corporation in either County, or the State of Maryland, or is not in compliance with filing requirements of the IRS, C-SMMPO may reject the Consultant's proposal.

C-SMMPO reserves the right without prejudice to reject any or all proposals.

**E. FINAL SELECTION**

The Board of County Commissioners of Calvert County, Maryland and the C\_SMMPO shall award the contract to the Consultant best satisfying the needs of C-SMMPO, unless all proposals are rejected.

**10. RESERVATIONS**

C-SMMPO reserves the right to request clarification of information submitted or to request additional information about any Consultant as it may reasonably require and may require interviews.

**11. WAIVERS**

The failure of the parties to enforce, at any time, the provisions of this Contract or to exercise any option which may be provided herein, shall in no way be construed to be a waiver of such provision nor in any way to affect the validity of this Contract or any part thereof or the right of the parties to enforce thereafter each and every provision.

**12. AVAILABILITY OF DATA**

Each party hereto shall make available to the other party, without cost, all nonproprietary technical data under its control which is reasonably necessary to the performance of the services required under the Contract.

**13. DATA RELEASE**

The Consultant shall not release client information or any reports or other material pertaining to it without the prior express written consent of C-SMMPO except to comply with appropriate state and federal requirements; and in such instances shall consult with C-SMMPO prior to so doing.

**NON-COLLUSION CERTIFICATE**

I HEREBY CERTIFY I am the Vice President  
(Title)

and the duly authorized representative of the company of Johnson, Mirmiran & Thompson, Inc.

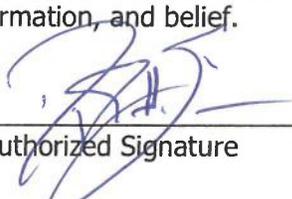
Whose address is 40 Wight Avenue, Hunt Valley, MD 21030 AND

THAT NEITHER I nor, to the best of my knowledge, information and belief, the above company nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or competitive bidding in connection with the Contract for which the within bid or offer is submitted; and that no member of the C-SMMPO administrative or supervisory personnel or other members of the of C-SMMPO any interest in the bidding company except as follows: (complete if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

  
\_\_\_\_\_  
Authorized Signature

Douglas H. Simmons, PE  
Printed or Typed Name

11/8/18  
Date

**ANTI-BRIBERY AFFIRMATION AND AFFIDAVIT OF QUALIFICATION TO BID**

I HEREBY AFFIRM THAT

1. I am the Vice President and the authorized representative of the company  
of Johnson, Mirmiran & Thompson, Inc.  
Title  
Name of Corporation

whose address is 40 Wight Avenue, Hunt Valley, MD 21030

and that I possess the legal authority to make this affidavit on behalf of myself and the company for which I am acting.

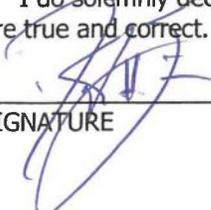
2. Except as described in paragraph 3 below, neither I nor, to the best of my knowledge, the above company, nor any of its officers, Administrators, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported).

3. State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; the individuals involved and their position with the company, and the sentence or disposition, if any.

None

4. I acknowledge that this affidavit is to be furnished to the C-SMMPO pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the C-SMMPO may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland, which provide that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

  
SIGNATURE

11/8/18

DATE



Timothy Hayden, Director  
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY  
DEPARTMENT OF FINANCE & BUDGET  
PROCUREMENT OFFICE**

150 Main Street, Suite 107  
Prince Frederick, Maryland 20678  
410-535-1600 • 301-855-1243

*Board of Commissioners*  
Mike Hart  
Tom Hejl  
Pat Nutter  
Evan K. Slaughenaupt Jr.  
Steven R. Weems

October 15, 2018

**ITB 2019-068  
NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY**

**QUESTIONS AND ANSWERS/CLARIFICATION NO. 1**

Following are questions and answers/clarification for the above-referenced Invitation to Bid. Acknowledge receipt of this document by executing the signature block provided on each page. **This completed and signed document should be included with your proposal.** Failure to do so may subject bidder to disqualification.

1. Is there a budget range for this project? **Funding for this project has been allocated in a budget line item which is being used for other projects.**

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.

AUTHORIZED SIGNATURE:  DATE: 11/8/18

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678  
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258



Timothy Hayden, Director  
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY  
DEPARTMENT OF FINANCE & BUDGET  
PROCUREMENT OFFICE**

150 Main Street, Suite 107  
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410-535-1600 • 301-855-1243

*Board of Commissioners*  
Mike Hart  
Tom Hejl  
Pat Nutter  
Evan K. Slaughenhoupt Jr.  
Steven R. Weems

October 16, 2018

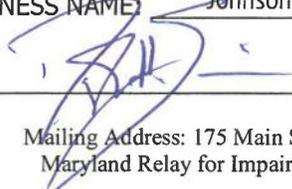
**RFP 2019-068  
NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY**

**QUESTIONS AND ANSWERS/CLARIFICATION NO. 2**

Following are questions and answers/clarification for the above-referenced Invitation to Bid. Acknowledge receipt of this document by executing the signature block provided on each page. **This completed and signed document should be included with your proposal.** Failure to do so may subject bidder to disqualification.

1. On page 20, A.3. requires that the Contractor shall "conduct transportation survey results from the public meeting feedback". Please clarify. For example, is the intent that a survey be developed and distributed at the meeting? And/or by other means. Should the first word be "complete" rather than "conduct"? **It is the intent that a survey be developed and distributed at the public meeting.**

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.

AUTHORIZED SIGNATURE:  DATE: 11/8/18

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678  
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258



Timothy Hayden, Director  
Roberta L. Baker, Procurement Officer

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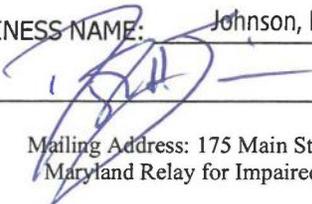
October 24, 2018

**RFP 2019-068  
NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY**

**QUESTIONS AND ANSWERS/CLARIFICATION NO. 3**

Following are questions and answers/clarification for the above-referenced Invitation to Bid. Acknowledge receipt of this document by executing the signature block provided on each page. **This completed and signed document should be included with your proposal.** Failure to do so may subject bidder to disqualification.

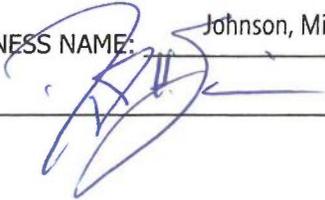
1. Will the study be based on third party information provided by the C-SMMPO or will raw data collection be required, e.g. traffic counts? **Raw data shall be provided by the Consultant. There may be some outdated data from NAS PAX; however, the Consultant shall be taking on this task.**
2. Please clarify that the study is focused on improving service to the base and reducing trips to the base and does not involve non-Navy work Centers? **This study shall focus on improving service to the Base reducing trips to the Base.**
3. In your request for technical proposals shall be limited in length to twenty (20), you also state "with printing on both sides permitted". Do you wish for the proposal to be less than 20 pages double-sided (40 actual pages), or 20 pages total (which is 10 pages printed double-sided)? **Twenty (20) pages double sided or forty pages single sided.**
4. Will the MPO consider a one-week extension for the due date of the proposal? **See Addendum No. 1.**

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.  
AUTHORIZED SIGNATURE:  DATE: 11/8/18

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678  
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258

5. For many years there had been a shuttle/taxi system operating within the Naval Base. Does this system still exist? Similarly, does the Naval Base still operate a shuttle to the Navy Yard and the Pentagon? **At this time, no shuttle system/taxi service is available inside the Base. In the near future, the Base may be re-implementing this service. There is no shuttle to the Washington Naval Yard or to the Pentagon**
  
6. The scope of work includes "parking occupancy" as a key issue for analysis. Does this refer to on-street parking? Private (commercial) off-street parking? Tulagi Place Park and Ride? On base parking? Please be more specific about the specific geographic area(s) of concern. If on base parking at issue, how will data be collected given security restrictions? **A parking issue exists inside the Base; however, this study shall focus on improving service to the Base reducing trips to the Base. The Consultant shall provide recommendations.**
  
7. The scope of work indicates that the consultant shall *prepare for* one public meeting. Is this meant to indicate that C-SMMPO staff will be responsible for advertisement, outreach and conducting the meeting? **The C-SMMPO shall advertise in local papers and secure the location for a public meeting. The Consultant shall be responsible for conducting the meeting and provide comments cards and presentation materials requirements needed for public participation, sign in sheets, etc.**

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.

AUTHORIZED SIGNATURE:  \_\_\_\_\_ DATE: 11/8/18



Timothy Hayden, Director  
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY  
DEPARTMENT OF FINANCE & BUDGET  
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150 Main Street, Suite 107  
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*Board of Commissioners*  
Mike Hart  
Tom Hejl  
Pat Nutter  
Evan K. Slaughenkopt Jr.  
Steven R. Weems

October 25, 2018

**RFP 2019-068  
NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY**

**QUESTIONS AND ANSWERS/CLARIFICATION NO. 4**

Following are questions and answers/clarification for the above-referenced Invitation to Bid. Acknowledge receipt of this document by executing the signature block provided on each page. **This completed and signed document should be included with your proposal.** Failure to do so may subject bidder to disqualification.

1. Other than the four references listed on page 19 of the RFP, will other trip data be made available to assist in route planning for NAS PAX commuters such as on base personnel home zip codes? **This data shall be collected by the Consultant as part of the study.**
2. With the 40% Milestone, including public meeting to be completed within 30 days of NTP, will the public meeting location be determined and invitation list be developed and distributed by C-SMMPO in advance of NTP? Or, will that be one of the initial consultant tasks? **This shall be discussed at the kick off meeting as an initial Consultant task. The date/time/location may have flexibility in the first thirty-(30) days depending on the issuance of notice to proceed and availability of staff.**
3. Please provide clarification on p. 20 Item #3 on p. 20. Will the consultant develop the transportation survey questions for distribution at the public meeting? Does C-SMMPO envision the surveys to be incorporated as part of the Comment Cards, or separate? **Results of the public meeting discussion may spur additional transportation survey questions. The Consultant shall develop the transportation survey questions from the response from comment cards from the public meeting, if needed. C-SMMPO envisions a transportation survey that may evolve from the public meeting.**

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: 11/8/18

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678  
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258



Timothy Hayden, Director  
Roberta L. Baker, Procurement Officer

**CALVERT COUNTY  
DEPARTMENT OF FINANCE & BUDGET  
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*Board of Commissioners*  
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Steven R. Weems

October 24, 2018

**ADDENDUM NO. 1**

Board of County Commissioners

RFP 2019-068

Naval Base Commuter Multi-Modal Mobility Planning Study

To Prospective Bidders:

Following is an addendum to the above-referenced specifications. Please acknowledge receipt of this addendum by executing the signature block provided below. This signed addendum must be included with your proposal. Failure to do so may subject bidder to disqualification. This Addendum forms a part of the specifications and supplements and modifies them as indicated below:

**Cover Page, Revisions**

"DUE DATE: Thursday, November 8, 2018 by 2:30 p.m. (Local Prevailing Time)"

**Cover Page, Addition**

"FINAL WRITTEN QUESTIONS SHALL BE DUE ON OR BEFORE MONDAY, OCTOBER 29, 2018 BY 2:00 P.M. (LOCAL PREVAILING TIME)"

**Page 1, First Paragraph, Revision**

"Sealed proposals are due on or before Thursday, November 8, 2018 by 2:30 p.m. (Local Prevailing Time) for acknowledgement of receipt only for:"

**Page 3, 2<sup>nd</sup> Paragraph, Fifth Sentence, Revision**

"Change [Charlotte.DeStephano@calvertcountygovernment.gov](mailto:Charlotte.DeStephano@calvertcountygovernment.gov) to [Charlotte.DeStephano@calvertcountymd.gov](mailto:Charlotte.DeStephano@calvertcountymd.gov)"

**Page 3, 2<sup>nd</sup> Paragraph, Addition**

"Final written questions shall be due on or before Monday, October 29, 2018 by 2:00 p.m. (local prevailing time)."

CONSULTANT'S LEGAL BUSINESS NAME: Johnson, Mirmiran & Thompson, Inc.

AUTHORIZED SIGNATURE: \_\_\_\_\_

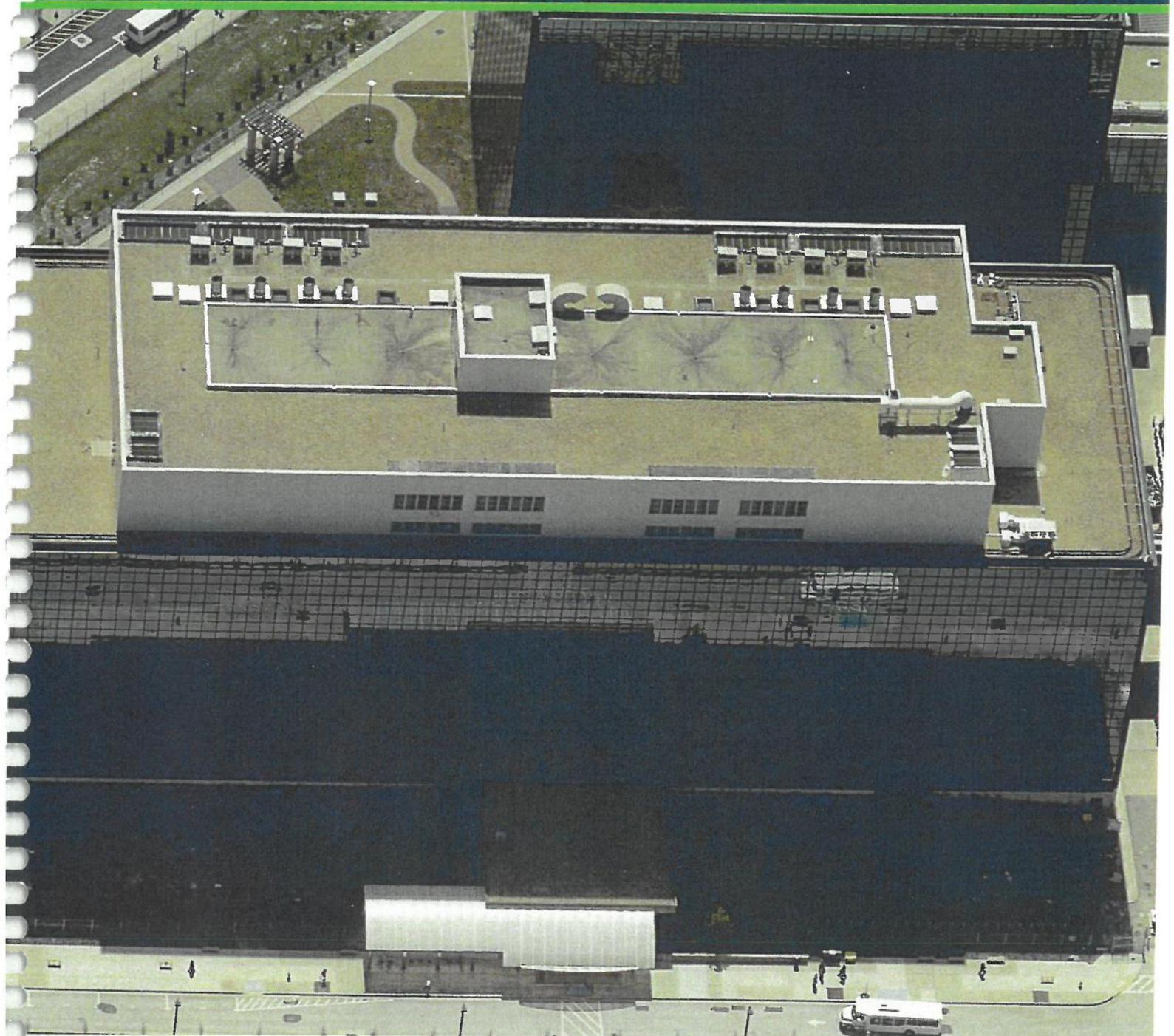
DATE: 11/8/18

Mailing Address: 175 Main Street, Prince Frederick, Maryland 20678  
Maryland Relay for Impaired Hearing or Speech: 1-800-735-2258

November 8, 2018

**ORIGINAL – TECHNICAL PROPOSAL**

# NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY



RFP 2019-068

**Submitted to:** Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO)





November 8, 2018

Ms. Charlotte DeStephano  
Calvert County Government  
Procurement Office  
150 Main Street, Suite 107  
Prince Frederick, MD 20678

RE: **Transmittal Letter / Abstract**  
Naval Base Commuter Multi-Modal  
Mobility Planning Study  
RFP 2019-068  
JMT Job No. 18-03784

Dear Ms. DeStephano:

Johnson, Mirmiran & Thompson, Inc. (JMT) is pleased to submit one original and four copies of our Technical Proposal to the Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) to conduct a mobility planning study to determine how a bi-county multi-modal system could be implemented to decrease the amount of automobile traffic on the major thoroughfares in Calvert and St. Mary's County's for access to the Naval Air Station Patuxent River's (NAS PAX) to include transit, pedestrian, and bicycle connectivity improvements. Our Price Proposal is submitted in a separate envelope.

This Technical Proposal outlines our capacity and ability to plan, gather, and analyze data, complete written reports, and finish projects in a timely manner and be fiscally responsible. We have included the qualifications of our team and our staff that will be assigned to this contract. We have also specified our approach that meets the RFP requirements.

We appreciate the opportunity to present our Technical and Price Proposals to the C-SMMPO for this innovative project. If you have any questions or need further information, please do not hesitate to contact me at 410-316-2264 or [DougSimmons@jmt.com](mailto:DougSimmons@jmt.com).

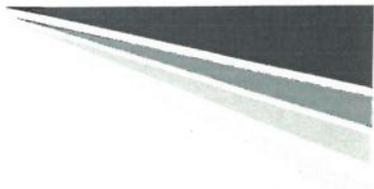
Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON, INC.



Douglas H. Simmons, PE  
Vice President

DHS/drr



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## D. Plan of Work

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Mobility planning ensures that people can be easily connected to places. The ability to move from home to a place of employment should be the easiest part of an individual's day. However, with congestion and challenges accessing transportation alternatives that provide adequate service between these two points, this trip can become the obstacle to an individual's day.

JMT has provided mobility planning solutions for more than four decades for communities across the mid-Atlantic region, from urban to rural, military installations to college campuses. Our team brings a wealth of knowledge in ensuring that the mobility planning solution evaluates all aspects of the trip, recognizing that every trip begins and ends as a pedestrian, and the vehicle of transportation in between should have the ability to be a choice of transportation options. JMT also has extensive experience working with and around military installations and completed a similar study for providing mobility options to and around the Norfolk Naval Station, the largest naval complex in the world, located in Hampton Roads, VA.

The Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) recognizes the need to improve mobility planning in and around the Naval Air Station Patuxent River (NAS PAX) in Lexington Park, Maryland to provide transportation alternatives and solutions for this coming to and around the base. NAS PAX houses NAVAIR headquarters, the affiliated program Executive Officers, as well as the Naval Air Warfare Center Aircraft Division. With over 9,800 civilian employees, 5,700 contractors, and 2,400 active duty military personnel, NAS PAX is the largest employer in St. Mary's County. NAS PAX commissioned a Transportation Improvement Plan (TIP) to develop solutions for moving people in and around the installation. From the TIP, several key components were identified, including the need to create mobility hubs to allow for employees and base personnel to have transportation alternatives others than a single-occupancy vehicle (SOV).

Understanding the theme of the NAS PAX TIP as well as the goals of the C-SMMPO as outlined within RFP 2019-068, Naval Base Commuter Multi-Modal Mobility Planning Study, JMT has developed a work plan approach as outlined below to meet the needs of the study.

### **A1. Post-Award Meeting and Site Visit**

After the Notice to Proceed (NTP) has been provided, JMT will meet with C-SMMPO staff for a Post-Award meeting and site visit.

#### ***Pre-Meeting Activities***

In advance of the meeting, C-SMMPO will provide JMT with copies of the 2013 St. Mary's County Transit Development Plan, 2016 Calvert County Transit Development Plan, Patuxent River Naval Air Station's Transportation Improvement Plan, and the FHWA Guidebook for Meeting Multimodal Network Connective (February 2018). JMT will review these documents to note the elements that pertain to this study scope. JMT will work in coordination with the C-SMMPO Project Manager (PM) to develop a kick-off meeting agenda. The PM will be responsible for scheduling the meeting as well as identifying and inviting necessary stakeholders for the meeting. JMT will develop a base map for the project based on available aerial mapping.

#### ***Meeting and Site Visit***

JMT will have two people attend the meeting and will take meeting minutes to be provided within three business days to C-SMMPO for their finalization and distribution to the meeting attendees. JMT will bring copies of the agenda and the aerial map for discussion purposes. A site visit will be led by the PM for interested parties to note concerns in the field.

#### ***Site Visit for Analysis***

JMT will conduct three site visits to collect additional data for the purpose of analysis and development of recommendations to address the key transportation issues identified and within the scope of these services including: roadway operations, parking occupancy, pedestrian environment. Each site visit will be completed by two JMT personnel.



# Plan of Work

For this scope, JMT has assumed that a total of 8 shuttle stop locations, two intersections within the installation, and two intersections along MD 235 will be evaluated for ADA compliancy based on visual inspection. While JMT will not review the entire installation for ADA compliancy, we will make note of additional areas along the proposed shuttle routes that do not have sidewalks. JMT will only review external routes and will not evaluate the ADA compliance of buildings and/or walkway/ramps leading to buildings.

## A7. Develop Pedestrian Connectivity Options

JMT will evaluate the existing conditions for pedestrians from the Tulagi Place park and ride to Gate 2 located along Cedar Point Road and will propose one concept for providing enhanced connections. This will include the evaluation of proposed sidewalk and potential impacts, curb ramps, and the crossing of MD 235.

## A8. Evaluate Pedestrian Crossing of MD 235

Based on the existing traffic volumes and congestion along MD 235, JMT is not intending to propose mid-block crossings for the roadway but will evaluate pedestrian crossings at a total of three locations along MD 235. JMT will review the existing traffic signal timing based on initial site visits and determine the feasibility of incorporating a pedestrian signal to the timing.

Final recommendations will require MDOT State Highway Administration coordination. This coordination is not included in this scope of services.

## A9. Develop Geometric Changes

JMT will evaluate the geometric conditions along the proposed shuttle concept routes and develop concepts for ten locations in which additional turn lanes, bike lanes, or other geometric improvements will benefit the mobility for transportation alternatives including transit, bicyclists, and pedestrians.

## A10. Develop Report for Transit Access to NAS PAX

The PM will provide JMT with the existing security procedures that will allow JMT to have a complete understanding of what is required for entrance to the secure areas of the base. In addition, the PM will secure a point of contact at NAV PAX for JMT to discuss these procedures and have additional coordination to determine best methods for ensuring transit vehicles can access the installation. JMT will use our experience from the Norfolk Nava Station Transit Study to develop a complete listing of processes for NAV PAX to consider while implementing an on-base shuttle system.

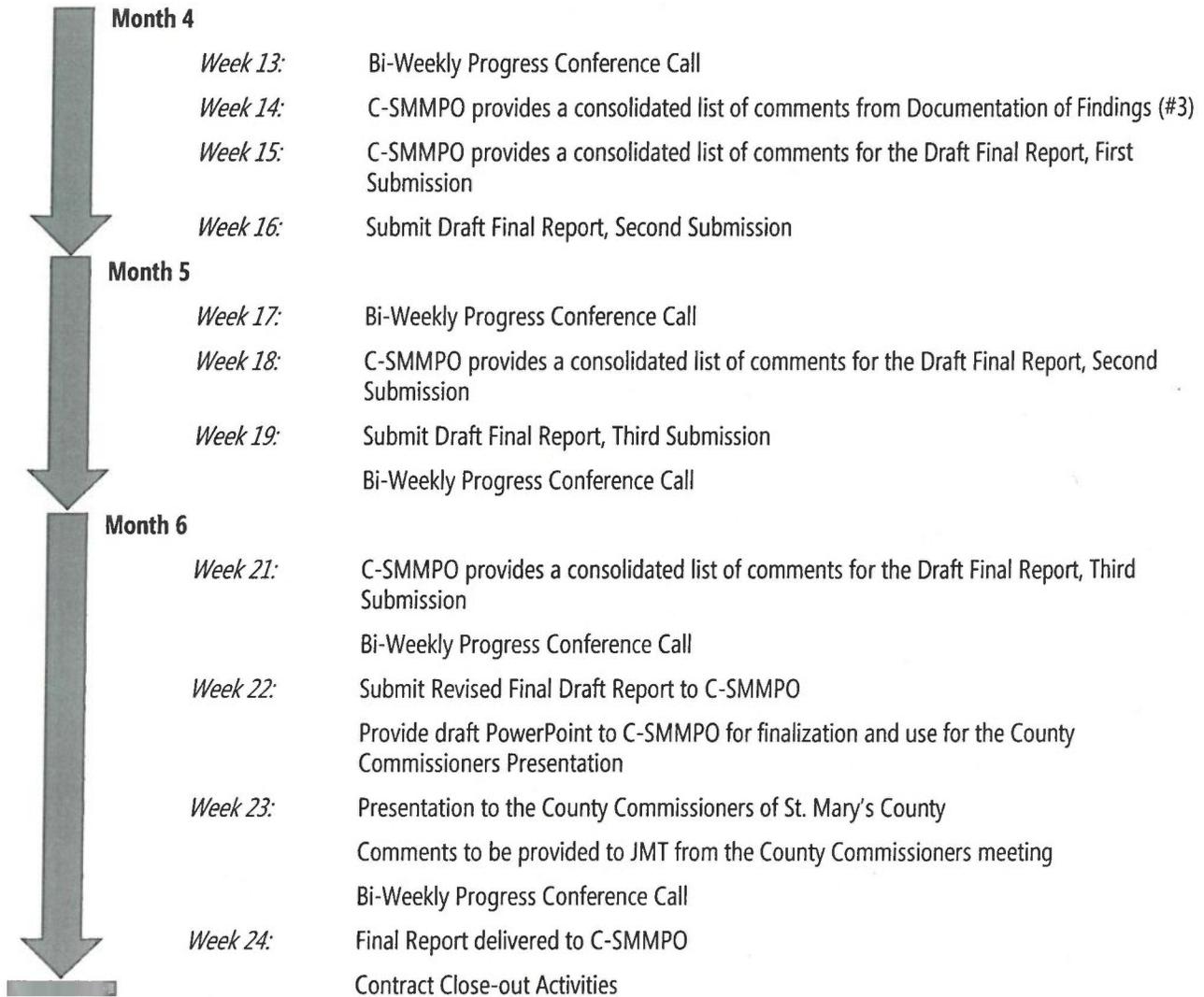
## A11. Develop Concept-Level Cost Estimates

JMT will develop concept-level cost estimates for the infrastructure improvements recommended within this study using the MDOT State Highway Administration Cost Estimating procedures as the guidelines for developing these estimates. Estimates will be provided as major quantities and will include the appropriate category contingencies to account for elements such as drainage, stormwater management, maintenance of traffic, landscaping, utility impacts, and preliminary work. In addition, a 40% project contingency will be included.

## Deliverable Development

JMT will develop the various Documentations of Findings, Draft and Final Reports as outlined in Section E. Deliverables. It is assumed that all Documentations of Findings (#1 to document A1-A3, #2 to document A5-A9, and #3 to document A10-A11) will be submitted and comments will be addressed when the Draft Final Report is submitted, as the findings from each of these individual documents will comprise the final report.

# Plan of Work



## E. Deliverables

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JMT will conduct a mobility planning study to determine how a bi-county multi-modal system could be implemented to decrease the amount of automobile traffic on the major thoroughfares in Calvert and St. Mary's County's for access to NAP PAX to include the bus system, pedestrian, and bicycle connectivity improvements.

Our final transportation assessment mobility plan will include a written narrative document to include an executive summary, body, and conclusion. The document will identify key findings, a vision statement, design objectives, design philosophy, sustainability and carbon footprint, mobility, and accessibility, to NAS PAX.

In addition, there will be several interim deliverables for this project including:

- Draft document of findings for the community feedback received at the public meeting.
- Draft document of findings for the proposed fixed routes, evaluation of ADA compliancy as outlined in the scope, concepts for pedestrian connectivity near Tulagi Place park and ride, evaluation of pedestrian crossing of MD 235, and evaluation of the geometric changes proposed for transit and bicycle accommodations. This second deliverable will incorporate the comments received from C-SMMPO from the first deliverable.
- Draft document of findings incorporating the previous components, with revisions incorporated based on comments received, as well as the inclusion of guidelines for transit vehicles entering the installation and conceptual level cost estimates for the various alternative components.
- Draft final report, first submittal.
- Draft final report, second submittal incorporating all comments made within the extent of the scope of services from the first draft final report submittal.
- Draft final report, third submittal incorporating all comments made within the extent of the scope of services from the second draft final report submittal.
- Presentation materials for the County Commissioners of St. Mary's County for final preparation by the C-SMMPO.
- Final report, incorporating any comments received within the extent of the scope of services from the County Commissioners of St. Mary's County meeting.

Each deliverable will be submitted digitally (pdf format) through a SharePoint site, with the exception of the presentation materials for the County Commissioners, which will be provided as a PowerPoint file for use by the C-SMMPO for finalizing the presentation. Hard copies of the final deliverable will be provided to the C-SMMPO for their distribution. A total of eight (8) hard copy reports of the final deliverable will be provided.

## F. Management Summary



JMT believes that project management is a combination of effective communication, in-depth technical knowledge, and resource allocation. The result of effective project management is innovative ideas and approaches which result in timely submission of deliverables of exceptional quality and satisfied owners and end-users. For this assignment, Ms. Jennifer Ray will be responsible for implementing JMT's project management approach to ensure that all project deadlines are strictly met, and project goals are achieved.

### Effective Communication

Project management begins and ends with effective communication. It is imperative that the project scope, fee, schedule, task assignments, and goals be communicated to project staff and stakeholders at the appropriate time to ensure successful completion of the project. Both written and oral means of communication will be used by our Project Manager to maintain communication with JMT staff, C-SMMPO staff, and other stakeholders throughout the project. The following tools will be used to facilitate effective communication.

**Project Memorandum:** Communication for each specific task assignment will begin with the Memorandum of Understanding (MOU) developed by the Project Manager. The MOU will include a description of the proposed work for the task, means, and methods to complete the assignment outlined in the scope of work, a list of assumptions, a list of personnel assigned to the project, and a fee derivation schedule. This document, once finalized, will be distributed to all task personnel to serve as a reference point for the project scope, fee, and assignments moving forward. This document will be an important communication tool to facilitate communication between the Project Manager and project personnel.



## Management Summary

**Project Schedule:** To ensure project deadlines are strictly met, a comprehensive project schedule will be developed documenting task items, key milestones, and project deadlines. The schedule will be updated and monitored for any changes and will be reviewed at the progress meetings. All milestones will be coordinated with the overall project schedules established by the C-SMMPO. Key submittals, project milestones, and review meetings will be shown along with all distinct project tasks. Ms. Ray will review the project schedule during all internal and C-SMMPO meetings. By proactively addressing the project schedule continuously, we will manage task completion to ensure that project remains on schedule.

**Project Meetings:** Meetings and regular telephone calls will be used to promote communication between the Project Manager, project staff, and other stakeholders to ensure that project deadlines are met, the requirements of stakeholders are addressed, and the final product meets the expectation of the C-SMMPO. To maintain communication during assignments, JMT proposes the following schedule of meetings, as appropriate for each specific task assignment:

- **Post-Award Meeting and Site Visit** – A post-award meeting and site visit will be conducted by the Project Manager with key staff from JMT and the C-SMMPO. The purpose of this meeting will be to review the MOU and set the direction for the project moving forward. Meeting minutes will be developed by JMT and submitted to the C-SMMPO following the kick-off meeting. Meeting minutes are an important communication tool as they provide documentation of project discussion, findings, and decisions. They will be prepared for all project meetings.
- **Staff Meetings** – Internal staff meetings will be held every week to discuss the status of the project assignments, which are reviewed for progress, manpower allocations, budget, and schedule. Any project issues will be discussed and resolved.
- **Client Progress Meetings** – Client progress meetings will be conducted by JMT. JMT will present a status report, items which require discussion, an updated schedule, and minutes from the previous meeting for review by the C-SMMPO. To complete assignments on schedule, issues must be addressed immediately and resolved with a consensus so that the project may move forward to completion. JMT always involves the client throughout the project so that there are no surprises. Communication with our clients is of paramount importance to JMT and to the project's success.

### In-Depth Technical Knowledge

JMT believes that providing a single point of contact to the client is a key to successful project management. Ms. Jennifer Ray will serve as the single point of contact for the C-SMMPO on this project and can manage all aspects of this project. She has the technical knowledge and understanding of the basic principles of the various disciplines which may be involved in this project for the C-SMMPO.

# G. Projects

## Norfolk Naval Station Transit Study, Norfolk, VA

**Client:** Naval Facilities Engineering Command / 6506 Hampton Boulevard, Norfolk, VA 23508

**Contact:** Mr. David Black / 757-322-8343 / [David.w.black@navy.mil](mailto:David.w.black@navy.mil)

**Completion Date:** 2010

**Fee:** \$308,810

**Contract Partners:** None

The NAVSTA Norfolk is the largest naval complex in the world and a major regional employment center in southeastern Virginia. JMT completed a transit study at NAVSTA Norfolk which resulted in the design of a multi-route shuttle system for the base, as well as recommended transportation improvements to successfully implement the shuttle system and improve overall traffic conditions on base.

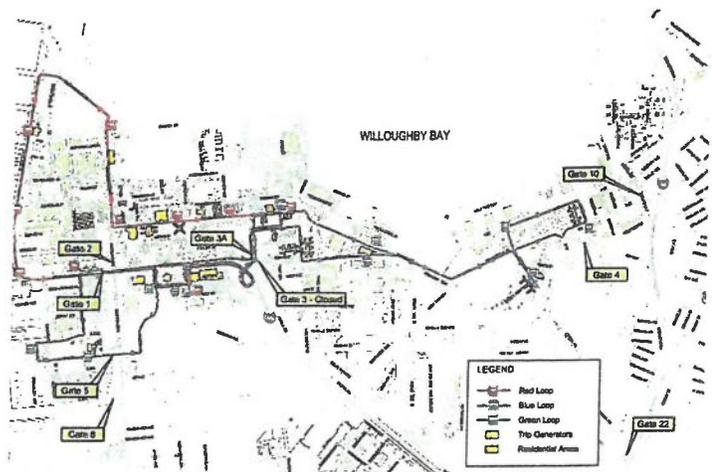
JMT began the study by completing a comprehensive transportation and ridership analysis after gathering data on the existing transportation system including transit, automobiles, pedestrian and bicycle facilities. JMT completed traffic counts at key intersections and utilizing previous traffic counts created a traffic simulation model of the base and surrounding roadway network. Existing bus stops and ridership numbers were collected and analyzed.

JMT developed a transit survey targeting existing and potential transit users at the Norfolk Naval Station. The survey was implemented through in-person interviews, an online survey, and e-mails to various departments within the Base. An analysis was completed to identify behaviors of transit users and ways in which to improve current service, in conjunction with existing and future traffic conditions, ridership data, proposed shuttle route headways, and the location of major residential areas.

Geometric analyses and the identification of operational constraints were completed for key intersections. JMT determined the impact of these constraints on transportation mobility. Key stakeholder interviews were completed to establish an understanding of critical origins and destinations.

Several transit shuttle routes were developed and analyzed. A unique challenge to this design was providing shuttle routes which operated on desirable headways despite a transportation network that is limited by the base's secured boundary and entry gates. The shuttle system was designed based upon the necessity to connect several major sub-areas on and immediately adjacent to the base: The Naval Air Station, the Naval Exchange Mall complex, the Gilbert Street Corridor and two main port areas.

Within each of these sub-areas, shuttle stop locations were identified based upon detailed analysis of existing land uses and user behavior. Transfer points were included for seamless integration with existing local and commuter bus routes offered by Hampton Roads Transit (HRT). The study examined additional elements such as shuttle system branding, shuttle vehicle selection, the use of transit-only lanes, shuttle stop design, vehicles, maintenance requirements, and operations.



## MD 22 Corridor Study, Harford County, MD

**Client:** Harford County, MD / 220 S. Main Street, Bel Air, MD 21014

**Contact:** Mr. Alex Rawls / 410-638-3103 x1372 / [aarawls@harfordcountymd.gov](mailto:aarawls@harfordcountymd.gov)

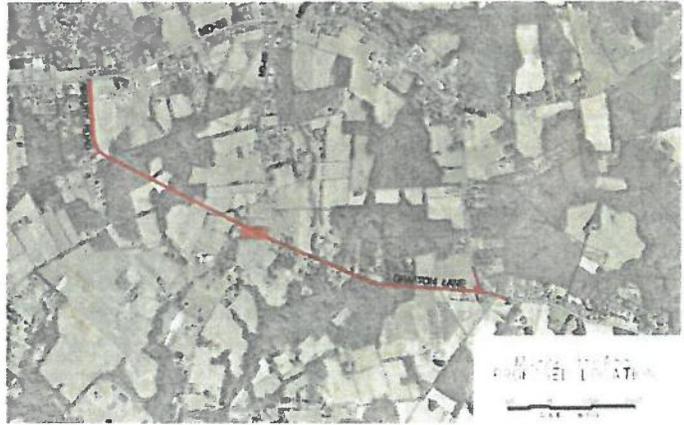
**Completion Date:** 2012

**Fee:** \$300,000

**Contract Partners:** None

Harford County needed a multi-modal comprehensive transportation plan for the MD 22 corridor from the intersection with MD 543 to Aberdeen Proving Ground (nearly 11 miles) that served the existing and future travel demand while blending with the character of the communities it serves, improving air quality and offsetting congestion. The purpose of this study was to provide feasible and cost-efficient improvements that provided complete streets, encouraged multi-modal cohesion and connectivity, provided mobility choices, and ensured positive impacts to the surrounding communities.

This corridor serves a variety of needs from individuals travelling to destinations along the corridor as well as those driving through the corridor. MD 22 provides cross-county connectivity and is a primary access roadway for Harford County residents employed at Aberdeen Proving Ground. Large residential developments can be accessed from the corridor as well as individual residences with direct driveway connections. There are numerous schools with access from MD 22 as well as Harford Community College.



This study area includes two highway interchanges, commercial areas, office parks and the Aberdeen Proving Ground entrance. This project involved identifying short, medium and long-term solutions for the MD 22 corridor in Harford County from MD 543 to the Aberdeen Proving Ground Gates.

The solutions evaluated included transit improvements to encourage people out of their vehicles and into mass transportation systems, bicycle and pedestrian improvements and several traffic-based improvements. The project included Complete Streets components in every recommended improvement to ensure that every mode of transportation from pedestrian to motorist is being provided a solution for travel along and around the MD 22 Corridor. With the development of short, medium and long-term solutions, JMT also identified implementation strategies.

The overall cost for implementing every improvement identified was more than could be handled in any one given fiscal year. Therefore, JMT identified a chronology for each of these improvements within their term (short, medium, and long) evaluating logical termini for each improvement and the individual cost for each improvement. Identification of potential funding resources including various funds offered through state programs. County programs were also included in this analysis. JMT identified grass-root efforts that could help accomplish the education portions of the improvement by working with local Chambers of Commerce and other non-profit groups throughout the region. In addition, Harford County requested that JMT complete a regional Origin-Destination Study to complement this study. This O-D Study was completed to understand the regional implications for access to Aberdeen Proving Grounds and to determine if improvements made elsewhere would benefit the MD 22 Corridor. **JMT received the MdQI Award of Excellence: MdQI Planning Award for this project in 2013.**



## Red Line Transit Study, Baltimore, MD

**Client:** MDOT Maryland Transit Administration (MDOT MTA) / 6 S. Paul Street, Baltimore, MD 21202

**Contact:** Mr. Lorenzo Bryant (Former MTA PM, currently with SHA) / 410-787-7635 / [lbryant@mdot.state.md.us](mailto:lbryant@mdot.state.md.us)

**Completion Date:** 2012

**Fee:** \$1,305,000

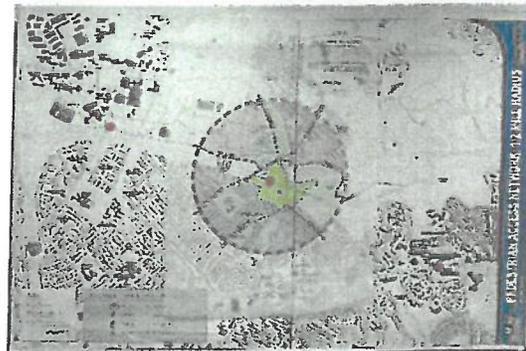
**Contract Partners:** None

The Baltimore Regional Rail System Plan provided a 40-year blueprint to shape transit and transportation throughout the region. JMT was chosen as part of a joint venture team to perform the planning study and preliminary engineering for the highest priority of the plan, the Red Line, along a west-east alignment from the Social Security Complex, in Woodlawn, Maryland through downtown Baltimore, Maryland to Bayview.

The Team considered Transportation Systems Management (TSM), Bus Rapid Transit (BRT), and Light Rail Transit (LRT) and METRO alternatives. The Locally Preferred Alternative was LRT via a fully-dedicated transitway along a 14-mile alignment and consisting of approximately 20 stations.

The Red Line was developed to connect residential, employment and commercial centers as well as entertainment, schools and shopping along the corridor. In addition, major park and ride facilities are proposed at both ends. JMT planners, architects, and engineers led the station planning assignments. An initial identification of over 50 potential station locations was reduced to the ultimate 20 stations that were developed further. The 20 stations identified in the Locally Preferred Alternative included at-grade stations, tunnel stations, aerial stations, park and ride facilities at six stations, and bus transfer facilities. The efforts included demographic analysis, existing transit usage, planned development activity and community master plans, transit oriented development (TOD) opportunities, existing site constraints, traffic, urban design principles, and input from Baltimore City, Baltimore County, and the public. For each station area, existing, and future parking needs were evaluated, including both on-street, surface parking facilities, and parking garages. The pedestrian and bicycle connections from the parking areas and adjacent communities were evaluated for enhancements. JMT also helped lead an extensive public involvement plan including preparation of graphics, leading Community Working Groups, and attended public open house meetings and hearings.

The Team understood that to be successful, the Red Line had to address more than transportation needs. The project incorporated transit-oriented design, community plans, Complete Streets, pedestrian and bicycles, and environmental enhancements. JMT led the effort in a pilot program for Green Tracks. Along the existing light rail service, four locations were chosen to test and monitor various plants and subsurface conditions to help "green" two at-grade boulevards and improve water quality. JMT developed contract documents to convert the existing LRT segments into Green Tracks.



## ADA Transition Plan, St. Mary's County, MD

**Client:** St. Mary's County, MD / 44825 St. Andrew's Church Road, California, MD 20619

**Contact:** Mr. John Groeger / 301-863-8400 / [john\\_groeger@co.saint-marys.md.us](mailto:john_groeger@co.saint-marys.md.us)

**Completion Date:** 2017

**Fee:** \$100,000

**Contract Partners:** None



JMT finalized its report to St. Mary's County of an inventory of approximately 50-miles of sidewalk within the County and an assessment of its compliance with ADA pedestrian regulations. JMT utilized iPads equipped with Esri's Collector for ArcGIS app and iSxBlue III GPS receivers for the field collection. JMT configured the forms in Collector to display questions for field crews to answer. The questions were focused on whether features met ADA compliance, in addition to updating compliance attributes in the sidewalk GIS features.



JMT collected points, attribute information, and photos for additional features including, but not limited to, curb ramps, bus stops, driveway crossings, horizontal gaps, vertical elevation differences, obstructions, and pedestrian signals. JMT also collected data on parking and facility access at several county buildings. As with the sidewalks the data collection focused on whether features met ADA compliance. JMT collected data on parking spaces, including signage and accessible space, ramps and routes from the parking area to the building. After field collection was complete, JMT analyzed costs to bring deficiencies into compliance and added the cost amounts to the GIS for non-compliant features, thus allowing users to select features in an area and readily summarize costs for a grouping of non-compliant features. The information collected will be made available to St. Mary's County as a file geodatabase with links to associated photos.

## MD 198 Project Planning Study, Anne Arundel County, MD

**Client:** MDOT State Highway Administration (MDOT SHA) / 707 N. Calvert Street, Baltimore, MD 21202

**Contact:** Mr. Greg Slater / 410-545-0412 / [gslater@sha.state.md.us](mailto:gslater@sha.state.md.us)

**Completion Date:** 2011

**Fee:** \$254,000

**Contract Partners:** None

JMT contracted with MDOT State Highway Administration (SHA) to complete a Planning Study for the MD 198 Corridor from the intersection of Russett Green East (just west of the MD 295 Interchange) to the MD 198 / MD 32 interchange. The purpose of this project was to improve the capacity and traffic operations of the corridor as well as improve access to Fort Meade (just beyond the MD 32 / MD 198 interchange). In addition, the project was developed to improve vehicular, bicycle, and pedestrian safety through the completion of an appropriate network through the study area. This project was completed to address the projected growth within the region specific to the direct and indirect jobs coming to Fort Meade (including NSA) based on the 2005 BRAC.

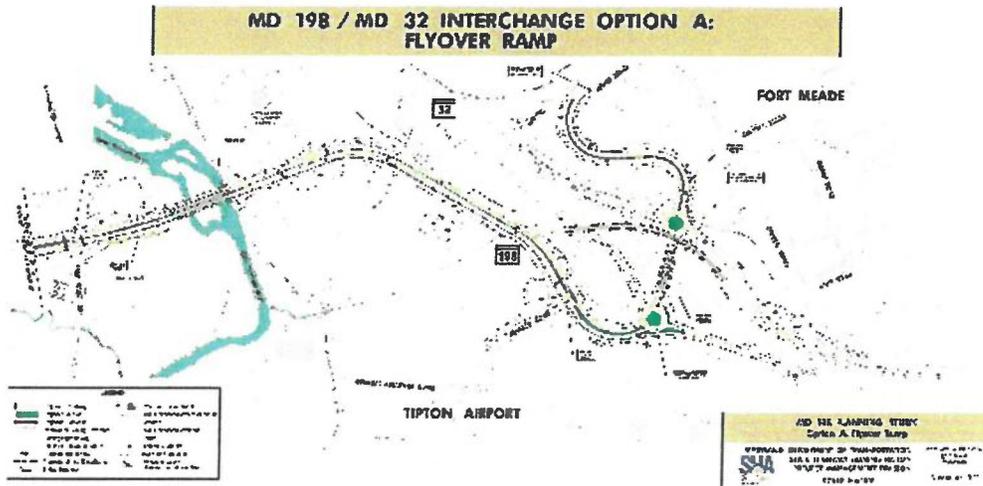
The existing corridor was predominantly a two-lane undivided roadway that was proposed to be a four-lane divided roadway with access control measures implemented as needed. The MD 198 Corridor provides access to MD 32 and Fort Meade to the east, the Baltimore-Washington Parkway (MD 295) and Laurel to the west, various businesses and institutional uses along the corridor including the DC Children's Center, Tipton Airport, and the only access for the Patuxent Research Refuge Center. Based on the various users throughout the corridor, there are numerous agency stakeholders that JMT coordinated with, including Anne Arundel County, Howard County (via a proposed bi-county Bus Maintenance and Storage Facility potentially located in the area), US Fish and Wildlife Services (via the Patuxent Research Refuge Center), Fort Meade, and National Park Services (via ownership of the Baltimore-Washington Parkway which is both designated as a parkland and a historic entity).

Through the Stage II planning study, JMT developed and refined build alternatives for the mainline that included the corridor widening and multiple interchange options for the MD 198/MD 32 interchange. Each alternative included pedestrian and bicycle amenities and a consideration for access management. The development of the transportation alternatives fully considered the significant environmental features within the corridor. The MD 198/MD 32 interchange options included considerations for

## MD 198 Project Planning Study, Anne Arundel County, MD (cont.)

adding to the existing interchange to increase capacity and operational efficiency and options for completely rebuilding the interchange including identifying potential maintenance of traffic concerns for the reconstruction.

Due to funding challenges to deliver the proposed improvements as a single design and construction project, JMT identified an implementation strategy for phasing the project developing logical termini that took into consideration safe beginning and end points for construction for all modes of transportation ensuring that pedestrians and bicyclists as well as transit patrons were not "left stranded" due to incomplete facilities. The cost estimates were developed for each implementation phase.



## H. Personnel Expertise and Experience

JMT is a 100% employee-owned, multidiscipline planning and design firm headquartered in Hunt Valley, Maryland. We continue to grow with nearly 1,700 employees nationwide and are proud to have been ranked No. 57 on *Engineering News Record's* List of the Top 500 Design Firms. Our expansive growth has allowed us to strengthen our services and diversify into new markets. However, we continue to focus on our core mission to provide the highest quality professional consulting services to our local clients producing positive impacts that improve communities. We seek to exceed client expectations through imagination, innovation, collaboration, and sound technical business practices.

**JMT Full-Time Employees:**  
**1,684**

**Maryland Full-Time Employees:**  
**701**

**Transportation Planning Employees:**  
**40**

At JMT, we embrace a holistic planning and design approach that integrates transformative design with functional elements into the overall site context to convey a distinctive sense of place. Our team includes certified planners, landscape architects, engineers, public involvement professionals, and graphic designers at your disposal for this project.

For JMT, the quality assurance process has already started for this contract with the selection of our well qualified, professional staff. We have carefully designated our project manager and key staff members who can be dedicated to the C-SMMPO. Our Project Manager, Ms. Jennifer Ray, will serve as the liaison and point-of-contact. She will maintain contact with the C-SMMPO to sustain an understanding of both the C-SMMPO's overall goals and expectations and communicate them to the JMT team. She will be responsible for all contractual matters and will ensure that the project team is adequately staffed for this contract to guarantee that each task assignment is completed on time. She will be the single point of contact, simplifying the management process for the C-SMMPO.

Our team is well positioned to handle the requirements and commitments associated with this project. The real value of JMT is in the quality of staff that we employ. Our experienced and qualified staff will provide exceptional services to the City. The personnel identified on the following pages have been assigned to handle services for the C-SMMPO. Resumes have also been provided for key firm management and personnel who shall be directly involved with the C-SMMPO staff.

JMT provides our clients with a small firm feel with full-service planning and engineering support. JMT is one of the leading planning and engineering firms developing transportation plans and corridor studies, pedestrian and bicycle facilities and trails, streetscape and public space design, landscape architecture, context sensitive solutions, wayfinding, parking and pedestrian studies, innovative sustainable community solutions, downtown and neighborhood revitalization plans, parks and open space plans, community visioning, and public involvement plans and techniques.

Our Transportation Planning Group, a team exclusively dedicated to providing community planning and design services, will lead our effort for this exciting project. This team consists of planners, engineers, landscape architects, urban designers, and public involvement specialists.

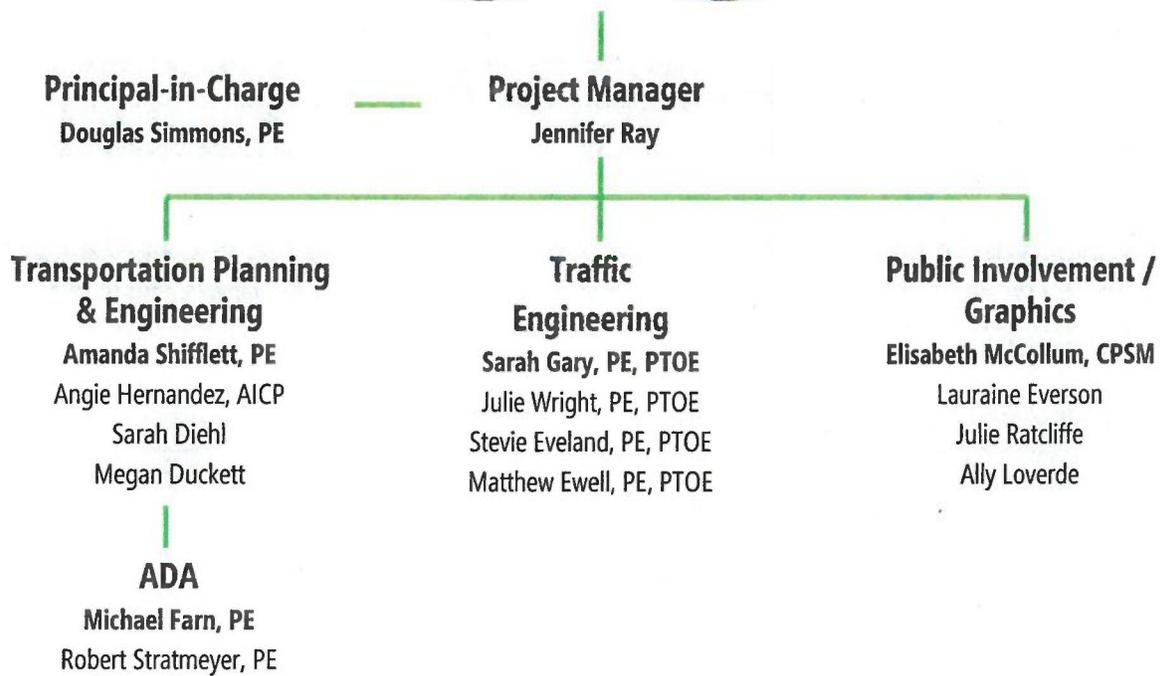
On the following pages, we have provided our team's organizational chart, key staff resumes, and brief experience for our technical support staff.



# Organization Chart

## Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO)

**Bold = Key staff with resume included**



## Jennifer Ray – Project Manager



PROJECT MANAGER  
**Jennifer Ray**

### Education

BS / Civil Engineering

### Years of Experience

19

Ms. Ray has 19 years of experience in transportation planning and engineering with expertise in strategic planning for multimodal solutions including trails, shared-use paths, transportation alternatives, rail and transit stations, land use considerations, and public participation. Her experience includes planning for public transportation, including bus service, commuter rail, and light rail facilities.

**NAVFAC, Norfolk Naval Station Transit Study, Norfolk, VA. Planner.** Performed a study to evaluate possible transportation and transit improvements on the base. Gathered and performed traffic counts, performed transit ridership surveys both on-line and through interviews, and analyzed origins and destinations of transit riders. Conducted field reviews and performed travel time runs to develop a Synchro model of the study area. Developed recommendations to improve both automobile and transit flow. Developed modifications to transit routes. Prepared reports and presented findings to base personnel.

**MD 22 Corridor Study, Harford County, MD. Senior Transportation Planner.** Developed short, medium- and long-term solutions for the MD 22 corridor from MD 543 to the Aberdeen Proving Ground. Solutions included transit improvements to encourage people out of their vehicles and into mass transportation systems, bicycle and pedestrian improvements, and several traffic-based improvements. Each solution included Complete Streets components to ensure every transportation mode, from pedestrian to motorist, was incorporated throughout the corridor.

**MDOT SHA, MD 198 Project Planning Study, Anne Arundel County, MD. Transportation Engineer.** Improved traffic operations along the MD 198 Corridor from Russett Green East to the MD 198/MD 32 interchange, enhancing access to Fort Meade. The planning study developed a new interchange between MD 198, MD 32, Fort Meade, and Tipton Airport and modifications to the MD 198/BW Parkway interchange. Developed alternatives, completed impact analysis and cost estimates and prepared full environmental and NEPA documents. Required extensive public involvement. Responsible for public involvement with stakeholders and agencies.

**MDOT SHA, MD 4 Corridor Study, Calvert and St. Mary's Counties, MD. Transportation Engineer.** Corridor planning study of MD 4 from MD 2/4 Split in Calvert County to MD 235 in St. Mary's County to improve traffic operations, increase vehicular and pedestrian safety and support existing and planned development in the area. Involved widening of MD 4 and developed several alternatives for the MD 4/MD 235 intersection. Alternates included at-grade and grade-separated concepts.

**MDOT MTA, On-Call Project Planning, Environmental, and Preliminary Design Services, Statewide, MD. Transportation Engineer.** JMT was a facilitator for MTA's Station Area Advisory Committee efforts for the regional park-and-ride station associated with the proposed Red Line; a new 14.5-mi east-west light rail corridor through the Baltimore Region. Utilized numerous visual techniques to create understanding of planning a regional park-and-ride within an interchange adjacent to a major urban park. Developed comprehensive pedestrian and bicycle plan for the station area including the bicycle connections from the road network through the urban park and connecting with the existing bicycle trail network, with emphasis on grading and ADA compatibility. Developed park-&-ride and land use scenarios to best utilize the area to accommodate the needs of the Red Line, the development vision of the community, and preserve the integrity of the parklands.

## Douglas Simmons, PE – Principal-in-Charge



PRINCIPAL-IN-CHARGE

**Douglas Simmons, PE**

### Education

MBA / Business Administration

BSC E / Civil Engineering

### Registration

MD Registered PE No. 17673

### Years of Experience

34

Prior to joining JMT, Mr. Simmons served at MDOT State Highway Administration (MDOT SHA) for over 32 years in positions ranging from Project Engineer to Acting Administrator. From 2002 - 2015, he served as the Deputy Administrator/Chief Engineer for Planning, Engineering, Real Estate and Environment, where he was responsible for the development of SHA's \$1.4B annual capital program. His responsibilities required him to work closely with elected officials, federal, state and local partners, private sector consultants, interest groups, MDOT's transportation business units, and with MDOT SHA's many customers to achieve their mission. In addition, he represented MDOT SHA nationally and internationally, through his work with AASHTO's Standing Committee on Highways and Standing Committee on Planning, the National Cooperative Highway Research Program and the World Road Congress. At JMT, he serves as Vice President and as the Planning Practice Leader.

**DeLDOT, Innovation in Motion – The Delaware Long Range Transportation Plan, Statewide, DE.** *Planning Supervisor and QA/QC.* Provided strategic direction and QA/QC for this ongoing update of the 20-year long range transportation plan for DeLDOT. The L RTP establishes a 20-year vision, goals, performance targets and an implementation strategy for Delaware's multimodal transportation network in conformance with federal requirements. JMT led all aspects of the plan development, including the delivery of public engagement activities.

**WILMAPCO, 12<sup>th</sup> Street Connector Corridor Study, Wilmington DE.** *Planning Supervisor and QA/QC.* Corridors study for WILMAPCO to plan a new road in Northeast Wilmington along the Brandywine Waterfront promoting redevelopment and economic growth opportunities. Traffic analysis, modeling and alignment studies are being completed to determine optimal traffic operations that address community connections, pedestrian safety and re-development opportunities. The study has involved significant stakeholder and public outreach.

**MWCOG, Public Outreach for the Regional Long-Range Transportation Plan, Metropolitan Washington Area.** *Principal-in-Charge.* Providing MWCOG's Transportation Planning Board with assistance in development and delivery of public involvement activities associated with the long-range transportation plan, Visualize 2045, with an emphasis on outreach to diverse communities and broad participation.

**US Route 13 Business Corridor Study (Salisbury Boulevard Master Plan) and Urban Greenway Master Plan, Salisbury, MD.** *Principal-in-Charge.* Development of two master plans for the City. The Salisbury Boulevard Master Plan establishes a 20-year vision for redevelopment and transportation improvements. The plan outlines priority projects, marketing, and investment strategies. The Urban Greenway Plan identifies a cross-city trail alignment with connections to communities and destinations. The plan includes phasing, concept design, cost, and potential funding sources. Both projects involved public outreach and agency coordination.

**MDOT Maryland Port Administration, Innovative and Beneficial Use of Dredged Material Initiative Outreach, Baltimore, MD.** *Principal-in-Charge.* Facilitated discussions with various offices within MDOT SHA to promote partnerships and strategies to advance the use of dredged material in construction projects. Key member of the new Dredged Material Subcommittee, part of MDOT SHA's Recycled Materials Taskforce, focused on moving these initiatives forward via updates to material specifications/standards and pilot projects.

## Amanda Shifflett, PE – Transportation Engineer



TRANSPORTATION  
ENGINEER

**Amanda Shifflett, PE**

### Education

BS / Civil Engineering

### Registration

MD Registered PE No. 45541

### Years of Experience

9

Ms. Shifflett has 9 years of experience in transportation planning and engineering in Maryland and local agencies in the mid-Atlantic region. She has extensive experience in cycle tracks, transit stations, land use considerations, and public participation. She has provided short-term and long-range transportation solutions for intersections, park and ride facilities, corridors, and towns. Her expertise is in design and planning for roadways, trails, and bicycle and pedestrian facilities.

**MD 22 Corridor Study, Harford County, MD. *Transportation Planner.*** Involved identifying short, medium- and long-term solutions for the MD 22 corridor from MD 543 to the Aberdeen Proving Ground. Solutions evaluated included identifying transit improvements to encourage people out of their vehicles and into mass transportation systems, bicycle and pedestrian improvements, and several traffic-based improvements. She developed solutions including Complete Streets components to ensure every mode of transportation from pedestrian to motorist was being provided a solution for travel along and around the MD 22 Corridor.

**MDOT MTA, On-Call Project Planning, Environmental, and Preliminary Design, Baltimore, MD. *Transportation Engineer.*** JMT was chosen as a facilitator for a new 14.5-mile east-west light rail corridor. Developed a complete pedestrian and bicycle plan for the nearby station area including the development of a bicycle connection from the road network through pieces of the urban park looking at grading and ADA compatibility for connections not only to the proposed Red Line Station area, but also to the existing bicycle trail network through the park.

**MDOT MTA, Bayview MARC Station, Baltimore, MD. *Lead Designer.*** Involved the preliminary engineering of a new MARC transit station in the Bayview area of East Baltimore. Includes track realignment to accommodate a new platform, a stair and elevator tower, and a pedestrian bridge to connect the MARC station to the Red Line station and parking facility. This station requires extensive coordination with the proposed Red Line station, proposed Baltimore City parking facility, and all affected rail entities. She worked as the lead designer in the development of the preliminary plan set and transition report.

**MDOT MTA, West Baltimore MARC Station Improvements Study, Baltimore, MD. *Lead Designer.*** Involved the preliminary engineering of upgrades to the existing West Baltimore MARC Station, including ADA accessible platforms and pedestrian walkways, improvements to pedestrian circulation, and multiple community access points. The main access point of the station will have stairs and elevators and act as an attractive focal point in the community. This station requires coordination with the proposed Red Line station and all affected rail entities, as well as public involvement with the community. She worked as the lead designer in the development of the preliminary plan set and transition report.

**Business US 1 and MD 22 Multi-Modal Corridor Study, Harford County, MD. *Transit Planner.*** Analyzed the existing operational conditions and developing corridor congestion relief, safety, and feasibility studies with multimodal solutions along a 3-mile section of Business US 1 and MD 22 with an emphasis on the interconnection with MD 24 between MacPhail Road and the US 1 Bypass. JMT identified short-, mid-, and long-term solutions in developing innovative and creative congestion relief strategies.

## Sarah Gary, PE, PTOE – Traffic Engineer



TRAFFIC ENGINEER  
**Sarah Gary, PE, PTOE**

### Education

MS / Civil Engineering  
BS / Civil Engineering

### Registration

MD Registered PE No. 28357  
PTOE No. 3117  
NCEES

### Years of Experience

21

Ms. Gary is experienced in traffic engineering design including analyses for planning and engineering studies, traffic studies, review and preparation of traffic impact studies, development of intersection and corridor analysis using simulation models such as VISSIM, CORSIM and Synchro (SimTraffic), and developing signal timing plans. She is involved in traffic data collection for speed and delay studies, travel time studies, and using MD Quick Zone to determine the impacts of lane closures.

**NAVFAC, Norfolk Naval Station Transit Study, Norfolk, VA. Traffic Engineer.** Performed traffic and transit study. Conducted and gathered traffic counts and field observations, and analyzed traffic using Synchro. Reassigned traffic volumes due to the closure of a drawbridge. Developed alternatives to alleviate traffic issues at the most congested intersections. Recommendations included geometric improvements, changes to signal phasing, and changes to optimize signal timing.

**MD 22 Corridor Study, Harford County, MD. Traffic Engineer.** Performed traffic study to determine the need for improvements along an 11-mi section of MD 22. Performed existing counts and developed ADTs and AM/PM peak hour volumes. Developed travel demand forecasts for 2015, 2025, and 2035. Performed Synchro modeling. Performed road safety audit. Developed recommendations for roadway, transit, pedestrian, and bicycles. Performed a Bluetooth origin-destination study.

**Transfer Station, St. Mary's County, MD. Traffic Engineer.** Determined traffic impacts of expanding the St. Mary's County Transfer Station for the St. Mary's County DPW&T. Performed traffic counts, gathered list of background developments, performed trip generation and trip assignment, and conducted traffic analysis. Developed recommendations/report to mitigate traffic impacts.

**MDOT MTA, Project Planning for Red & Green lines, and Corridor Cities Transitway Studies, Baltimore, MD. Traffic Engineer.** Performed traffic studies for alternatives for MTA Red Line. Gathered/performed traffic counts and traffic analysis. Analyzed travel time changes and performed origin-destination studies. Developed traffic impact study for the I-70 Park and Ride. Performed parking studies. Developed travel demand forecasts and alternative recommendations.

**MDOT MTA, Planning and Engineering for the Baltimore Region New Transit Corridor Study, Baltimore, MD. Traffic Engineer.** Performed study to determine type of mode and route for a new line of mass transit between the Security Square Mall and Patterson Park areas. Coordinated all traffic counting activities. Developed existing AM and PM peak hour traffic diagrams.

**MD 5 Corridor Study, St. Mary's County, MD. Traffic Engineer.** Performed 2 studies of the MD 5 corridor. Reviewed need for traffic signals and safety improvements. Conducted traffic counts. Time-space diagrams were developed both manually and by SYNCHRO. Accident analysis was conducted. Developed recommendations to reduce accidents. Prepared reports for both studies.

**MD 4 Corridor Study, Calvert and St. Mary's Counties, MD. Traffic Engineer.** Performed origin-destination survey to determine the number of motorists that would utilize a proposed underpass of Maryland 2/4. Identified a method to gather data on internal and external trips through the study area.

## Elisabeth McCollum, CPSM – Public Involvement Specialist



PUBLIC INVOLVEMENT  
SPECIALIST

**Elisabeth McCollum,**  
**CPSM**

### Education

BS / Liberal Arts and Technology

### Registration

Certified Professional Services  
Marketer

### Years of Experience

17

Ms. McCollum is a Public Involvement and Communications professional with 17 years of experience in the A/E/C industry working for public sector clients and a variety of project delivery methods. She is familiar with public involvement requirements and processes mandated by NEPA, as well as state and local jurisdictions. Her experience includes: community and stakeholder identification, engagement, facilitation and mediation; development of engagement strategies and methodologies using traditional and non-traditional techniques; consensus building; development of communication plans; event/meeting planning and facilitation; website and social media content development and management; comment tracking and reporting; and management of associated graphics tasks (branding, print materials, websites/pages, etc.), subconsultants, and vendors.

### **ADA Transition Plan, St. Mary's County, MD. *Public Involvement Specialist.***

Developed materials for public meeting and comment period to identify and update infrastructure along County-owned roads that are not ADA compliant. Researched similar jurisdictions' transition plans and outreach programs, and the creation of a comment form for the 30-day comment period.

### **MDOT MTA, Maryland Purple Line Light Rail Transit Project P3, Montgomery and Prince George's Counties, MD. *Outreach Manager.***

Developed outreach and communications plan for small and disadvantaged business engagement; developed content for and maintenance of the project website, print materials and email blast communications; event planning, logistics, and facilitation for events; and presented at interest and stakeholder group meetings. Worked with the public outreach team on sustainment strategies for businesses who would be impacted by construction. Worked closely with several MTA departments, consultant staff, and other agencies to coordinate. Developed policies and procedures for ensuring Concessionaire compliance with the FTA's Buy America requirements.

### **MDOT MTA, Red Line Corridor Transit Study, Baltimore, MD. *Public Involvement Specialist.***

Assisted with outreach efforts for the early planning stages of the Red Line. Organized community working group meetings and workshops, wrote/reviewed copy for project informational materials, and worked with resource/information centers along the corridor to place informational materials on display.

### **MDOT MTA, West Baltimore MARC Station Parking Expansion, Baltimore, MD. *Public Involvement Specialist.***

Assisted with community outreach efforts during the demolition of the "Road to Nowhere" and expansion of the MARC Station parking lots. Wrote/edited text for materials including website, quarterly newsletter, informational fliers and display boards; and organized and facilitated community meetings and other project-related events, including all planning and logistics for a 3-day Art and Landscaping Project Charrette.

### **Veirs Mill Road Bus Rapid Transit Study, Montgomery County, Wheaton, MD. *Public Involvement Specialist.***

Led community outreach efforts which proposed adding a Bus Rapid Transit system along the Veirs Mill Road corridor. Created mailers/newsletters to update the public and make them aware of upcoming public meetings; coordinated public meeting locations and facilitation of the meetings; design of presentation materials; assisted with compilation of mailing list; attended monthly project team meetings.

## Michael Farn, PE – ADA



TRANSPORTATION ENG.

**Michael Farn, PE**

### Education

BS / Civil Engineering

### Registration

MD Registered PE No. 32474

### Years of Experience

13

Mr. Farn has 13 years of design experience in transportation projects. He has been involved in various stages of the project cycle, including planning, design and construction. His field of concentration includes highway and local roadway improvements, multi-use recreational trails, transit/metro rail design, sound barrier analysis/design, and park-and-ride facilities.

**NAVFAC, Norfolk Naval Station Transit Study, Norfolk, VA. *Transportation Planner.*** The study evaluated transportation improvements on the base for transit and bus services. Gathered and performed traffic counts, performed transit ridership surveys (on-line and interviews), and analyzed origin-destinations of transits riders. Compiled traffic and survey data to develop Synchro model of the study area. Assisted in preparing reports and made recommendations to base.

**MDOT MTA, West Baltimore MARC Station Improvements, Baltimore, MD. *Transportation Engineer.*** Developed 30% engineering plans of various ADA improvements. Key improvements included: modifying MARC platform, developing platform pedestrian access, developing community pedestrian access, and connecting inter-modal transfers to Red line and local bus services. Investigated various components of the improvements in meeting ADA requirements including access ramps leading to platform and connections to nearby sidewalks.

**MDOT MTA, Red Line Park & Ride Traffic Impact Transit Study, Baltimore, MD. *Transportation Engineer.*** Developed engineering conceptual alignments for Baltimore County portion of the Red line. Design elements included developing design criteria, track alignments/profiles, cross sections, pedestrian connections, intersecting roadways, parking reconfigurations, and station layouts.

**MD 4 Corridor Study, Calvert and St. Mary's Counties, MD. *Transportation Engineer.*** Involved transportation improvement study of MD 4 from MD 2/4 Split in Calvert County to MD 235 in St. Mary's. Provided engineering services, including developing detailed alternatives for MD 4 mainline and intersection options for MD 235 and MD 4 intersection. Designed roadway components including horizontal/vertical alignments and cross sections to determine grading limits and earthwork quantities. Prepared plans and cost estimates for alternatives and an impact matrix for ROW, utilities and noise. Involved with public outreach.

**MDOT SHA, MD 198 Project Planning Study, Anne Arundel County, MD. *Transportation Engineer.*** Transportation improvement study of MD 198. Provided engineering services, including developing detailed alternatives for MD 198 mainline and interchange options for MD 32. Designed roadway components including horizontal/vertical alignments and cross sections to determine grading limits and earthwork quantities. Prepared plans and cost estimates for alternative studies and alternative impact matrix for ROW, TMP, utilities and noise report.

**MDOT MTA, Bayview MARC Preliminary Engineering, Baltimore, MD. *Transportation Engineer.*** Re-evaluated East Baltimore MARC study. Completed site selection process evaluating multiple sites before selecting the recommended site. The site selected was developed into conceptual plans taking into account the new platform needs, pedestrian access, bus transfers, kiss-and-ride, park-and-ride facility, and pedestrians/ bicycles.

## Support Staff

**Angie Hernandez, AICP**  
**TRANSPORTATION PLANNER**

Ms. Hernandez has 5 years of experience in a variety of planning including multimodal transportation planning, comprehensive planning, urban planning, community and stakeholder outreach, and federal grant management. She has experience in project and program management, GIS, research and data analysis, public outreach, bicycle and pedestrian transportation planning and policy, ADA requirements, and technical writing. She also specializes in long-range and project-based transportation planning with an emphasis on bicycle and pedestrian transportation. She is experienced in public participation techniques and communication methodologies including; event/meeting planning and coordination, consensus building, design charrettes, community and stakeholder identification, engagement, facilitation and mediation.

**Sarah Diehl**  
**LANDSCAPE ARCHITECT**

Ms. Diehl has 3 years of experience in both large and small-scale landscape design, including residential, commercial, and streetscape design. She also has experience in transportation planning, public outreach, research, technical writing, and GIS data analysis. She has website management experience, social media account management experience, and prepared graphic presentations and renderings for client meetings. She has also been involved in discussions concerning specific changes in street space allocation and how it will affect the pedestrian experience, while also being able to accommodate future transportation needs and trends.

**Megan Duckett**  
**TRANSPORTATION ENGINEER**

Ms. Duckett has experience working in transportation planning and engineering in Maryland, Delaware, South Carolina, and other state and local agencies along the East Coast. She has developed solutions to traffic congestion and provided multi-modal improvement plans. She has participated in design charettes, grant proposal writing, right-of-way acquisition tracking, roadway design, and bicycle and pedestrian facilities development. Ms. Duckett also has a background in construction and project management that lends itself to identifying potential coordination and site logistic issues in her work at JMT.

**Julie Wright, PE, PTOE**  
**TRAFFIC ENGINEER**

Ms. Wright has 15 years of engineering experience in various traffic engineering projects. She has completed various traffic studies to improve safety and capacity throughout Maryland. She is familiar with various simulation modeling packages to perform capacity analysis. She has been involved in projects with MDOT State Highway Administration, including the MD 4 Corridor Study, MD 2 to MD 235. During this project, she developed travel demand forecasts in both Calvert and St. Mary's Counties.

**Stevie Eveland, PE, PTOE**  
**TRAFFIC ENGINEER**

Ms. Eveland has 12 years of experience in traffic engineering where her duties have included analysis for planning and engineering studies, traffic studies, traffic impact studies, development of intersection and corridor analysis using simulation models and software such as HCS, SIDRA, CORSIM, VISSIM, and Synchro, and developing signal timing plans and intersection designs. She has been involved in all facets of projects from traffic data collection to speed and delay studies, maintenance of traffic, crash analysis and travel time studies, and has presented reports at public meetings. She has also prepared travel demand forecasts and capacity analysis.

## Support Staff

### **Matthew Ewell, PE, PTOE**

**TRAFFIC ENGINEER**

Mr. Ewell has 6 years of experience performing traffic engineering studies. His experience includes development of traffic simulation models in Synchro and VISSIM and performing capacity analysis using CLV and HCS results. He has performed signal warrant studies, travel time studies, signal timing analysis and crash data analysis.

### **Lauraine Everson**

**GRAPHIC DESIGNER**

Ms. Everson has nearly 30 years of experience in Graphic Design for a variety of marketing and public outreach projects. She has been the lead graphic designer and creative director on numerous projects including interpretive graphic design, strategic branding, signage and identity graphics, printed materials, and multimedia. Her work is critical to provide a variety of stakeholders, from the public to elected officials, with a clear understanding of a project or campaign and to communicate complicated information in a simple and user-friendly way. Ms. Everson uses the most advanced, state-of-the-art graphic software such as Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe After Effects, and Adobe Premiere. She is also fluent in Google SketchUp, Autodesk 3DS Max Design, and Bentley LumenRT. As a senior graphic designer and creative director, she is capable of coordinating and designing any required print and digital materials such as brochures, flyers, and displays for marketing and public outreach activities.

### **Julie Ratcliffe**

**PUBLIC INVOLVEMENT  
SPECIALIST**

Ms. Ratcliffe is a Public Involvement Specialist with experience in survey design, administration, and analysis; stakeholder and public engagement; meeting and event planning and logistics; and video production. She is currently monitoring over 1,000 survey responses for the Delaware Department of Transportation's Long-Range Plan. She compiles and analyzes data and provides trend reports and statistics to support the formation of the plan.

### **Ally Loverde**

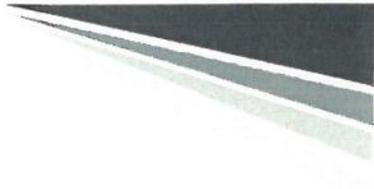
**GRAPHIC DESIGNER**

Ms. Loverde has created graphics and illustrations to generate consistent content for many assignments. She has also created and updated marketing materials, such as: new Masthead, posters, and apparel. She has experience working with printers, scanners and plotters, and is fully proficient working in the Adobe Creative Suite and Microsoft Office Suite. She has been responsible for assisting Managers in all forms of print and production management to gain knowledge of the printing industry, paper processes, and types of paper used. Most recently, she was responsible for managing, designing, editing, and manipulating graphics and art work in the form of advertisements, posters, business cards, postcards, brochures, etc. This role also included operating machines involved in production such as: copiers and scanners, plotters, binding and collating, lamination, fax, and working with outside print vendors.

### **Robert Stratmeyer, PE**

**ADA / TRANSPORTATION  
ENGINEER**

Mr. Stratmeyer has 6 years of experience in transportation planning and engineering in Maryland and other state and local agencies in the mid-Atlantic region. He has provided short-term and long-range transportation solutions for airport land use, park and ride facilities, and corridors. His expertise is in roadway alignments, as well as pedestrian and bicycle designs.



# I. Subcontractors

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JMT has the in-house capabilities to perform every service required on this contract, without the addition of any subcontractors.

## J. Collaboration



As a locally owned, multi-disciplinary consulting firm specializing in providing solutions for transportation needs, JMT serves public agencies throughout the United States with a broad range of planning, design, and construction management services. JMT is currently ranked No. 57 on *Engineering News-Record's* (ENR) List of Top 500 Design Firms.

JMT will provide the C-SMMPO with the resources of more than 700 local personnel and 47 years of experience providing planning, engineering, and related services to clients throughout the region resulting in the establishment of a reputation as a first-class multidiscipline firm providing user-friendly and innovative services for an assortment of transportation projects.

**JMT offers the staff, capabilities, and resources of a national firm, while maintaining the personal touch and service of a local firm. Our goal is to manage this contract as if it is our only contract, and the Calvert-St. Mary's Metropolitan Planning Organization is our only client. All efforts associated with this project will be completed from our corporate headquarters located in Hunt Valley, MD.**

Our planning and design team has a long history of providing a variety of professional services throughout the State of Maryland, and both Calvert and St. Mary's Counties. We are familiar with the area's geography and landscape issues necessary to successfully complete the scope of services in this RFP, and we have a full understanding of the C-SMMPO's needs as demonstrated throughout our proposal. Select projects JMT has worked with Calvert and St. Mary's Counties include the MD 4 Corridor Study and St. Mary's County Transportation Plan. We have also performed similar services for Harford County on the MD 22 Corridor Study.

JMT is committed to providing the highest quality professional services exceeding client expectations by utilizing sound planning, engineering, and business practices. Our holistic approach to planning incorporates transportation and community needs, environmental analysis, traffic planning and engineering, facilities planning, public involvement, and cost-effective, innovative solutions. Our "thinking outside the box" approach presents new alternatives and options using cutting-edge technology to develop solutions that can be carried forward into full design and are both permissible and constructible.



## Collaboration

JMT is one of the leading planning and engineering firms developing feasibility studies and master plans, smart transportation solutions, and multimodal projects including trails and greenways, site designs and construction management for various public facilities. JMT's project portfolio includes innovative sustainable community solutions, municipal, county and state comprehensive plans, complete streets, bicycle and pedestrian facilities, park and recreation facilities, greenway plans, and planning tools and techniques implemented through land use regulations.

JMT also has specialized experience in ensuring citizen's participation in the plan development process. We have utilized many creative approaches to obtain valuable input from citizens to support the identification of community issues and concerns as well as conduct facilitated discussions and group activities to identify plan goals and objectives, in addition to community goals, objectives and policies. Creative tools and techniques utilized by JMT include: community and neighborhood surveys, walkabouts, citizen advisory committees, key person/stakeholder interviews, SWOT (strengths, weaknesses, opportunities, threats) analysis, visioning workshops (with small group mapping activities), focus group discussions, design charrettes, public meetings, impact assessment, public relations, newsletters, websites, online surveys, and media announcements.

# Appendix

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## a) Independence

JMT certifies that we are independent of the C-SMMPO as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards. JMT also certifies that we are independent of all of the component units of the C-SMMPO and their departments as defined by those same standards.

JMT's professional relationships involving the C-SMMPO, their Departments, or any of their Agencies or component units for the past five (5) years include:

- **Calvert County DPW**
  - Appraisal update on property located at 35 Appeal Lane
  - Appraisals for Grays Road Property
  - Calvert County On-Call Architectural and Engineering Services
  - Professional Real Estate Acquisition Services (2 contracts)
  - Architectural Survey of Threatened Significant Cultural Resources
  - Surveying Services
  - 5630 Sixes Road Culvert Repair and /or Replacement

JMT's services performed for Calvert County over the last 5 years do not constitute a conflict of interest relative to performing the scope of services requested with this potential contract.

- **St. Mary's County DPW**
  - Redstone Lane Phase 1 Environmental site Assessment
  - Open-ended Surveying and Engineering Services
  - Construction Inspection and Management (2 contracts)

JMT's services performed for St. Mary's County over the last 5 years do not constitute a conflict of interest relative to performing the scope of services requested with this potential contract.

Should JMT enter into additional contractual relationships with C-SMMPO during the duration of this contract, or with Calvert County or St. Mary's County, we will bring this to the attention of C-SMMPO to ensure that there are not any conflicts with this assignment.

## b) Joint Venture

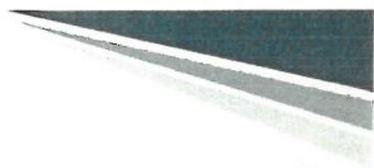
JMT is not performing services under this contract as a joint venture or consortium.

## c) Forms, Addenda, Questions and Answers

Fully executed Anti-Bribery Affirmation and Affidavit of Qualification to Bid, and Non-Collusion Certificate forms can be found following this page, as well as any addenda or questions and answers for clarification that have been issued. These forms and certificates have been duly authorized and executed by a representative of our corporation.

## d) Additional Information

We have included copies of our current certificates of insurance in this section.



# Appendix

## e) Good Standing

JMT certifies we are in good standing with the Maryland State Department of Assessments and Taxation and our corporate charter has not been revoked or forfeited. Our certificate of good standing can be found in this section.

## f) Identification of Anticipated Potential Problems

Identify and describe any potential problems, our approach to solving problems, and any special assistance that will be requested from the C-SMMPO.

JMT does not foresee any problems and has outlined assistance needed from C-SMMPO as part of the Plan of Work in Section D.

Our approach is to proactively manage the project collaboratively with C-SMMPO through routine/regular coordination meetings within JMT and with C-SMMPO. These meetings will focus on schedule, potential challenges, options to addressing potential challenges, and direction to proceed. Should an issue arise that needs to be addressed in consultation with C-SMMPO, we would proactively call to address the issue quickly, to avoid impacts to the project budget or schedule.

**STATE OF MARYLAND**  
**Department of Assessments and Taxation**

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I, MICHAEL L. HIGGS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT JOHNSON, MIRMIRAN & THOMPSON, INC. (D00468314), INCORPORATED NOVEMBER 22, 1972, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS AUGUST 13, 2018.



Michael L. Higgs  
Director



*301 West Preston Street, Baltimore, Maryland 21201*  
*Telephone Baltimore Metro (410) 767-1340 / Outside Baltimore Metro (888) 246-5941*  
*MRS (Maryland Relay Service) (800) 735-2258 TT/Voice*

Online Certificate Authentication Code: 2F60iKF\_qUKBB8hEM4WyKw  
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>

## **AGREEMENT**

This Agreement made this **8<sup>th</sup>** day of **January** in the year **2019**, by and between

**Johnson, Mirmiran and Johnson, Inc.**  
**40 Wight Avenue**  
**Hunt Valley, Maryland 21030**

hereinafter called the Consultant, and the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization.

WHEREAS, the contract for **RFP 2019-068**

**Naval Base Commuter Multi-Modal Mobility Planning Study**

**in the Amount of Sixty-One Thousand Dollars and No Cents (\$61,000.00)**

subject to the following documents which form the contract and are as fully a part of the contract as if thereto attached or hereinafter repeated and are termed the contract documents:

- NOTICE TO CONSULTANTS
- PRICE PROPOSAL
- GENERAL TERMS AND CONDITIONS
- SPECIFICATIONS
- NON-COLLUSION CERTIFICATE
- ANTI-BRIBERY AFFIRMATION AND AFFIDAVIT OF QUALIFICATION TO BID
- ATTACHMENT A – LEXINGTON MANOR REDEVELOPMENT PROJECT AERIAL
- QUESTIONS AND ANSWERS/CLARIFICATION NO. 1
- QUESTIONS AND ANSWERS/CLARIFICATION NO. 2
- QUESTIONS AND ANSWERS/CLARIFICATION NO. 3
- QUESTIONS AND ANSWERS/CLARIFICATION NO. 4
- ADDENDUM NO. 1
- REQUIRED Q&E/TECHNICAL PROPOSAL
- AGREEMENT

AND WHEREAS, the Contract has recently been awarded to the Consultant by the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization and for a sum equal to the aggregate cost of the materials, supplies and services done or furnished, at the prices and rates respectively named therefore in the proposal attached hereto;

AND WHEREAS, it was one of the conditions of said award that a formal contract should be executed by and between the Consultant, the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization, and the Calvert-St. Mary's Metropolitan Planning Organization evidencing the terms of said award;

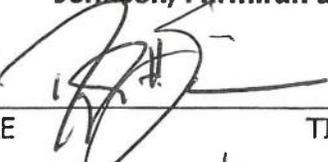
NOW THEREFORE, THIS CONTRACT WITNESSETH, that the Consultant does hereby covenant and agree with the Board of County Commissioners of Calvert County on behalf of the Calvert- St. Mary's Metropolitan Organization and the Calvert-St. Mary's Metropolitan Planning Organization that he shall well and faithfully provide said materials, supplies and services as set forth in the Contract Documents in accordance with each and every one of the conditions, covenants, stipulations terms, and provisions contained in said contract documents at the prices and rates respectively named therefore in the proposal attached hereto, and shall well and faithfully comply with and perform each and every obligation imposed upon him by said contract documents, or the terms of said award;

And the Board of County Commissioners of Calvert County on behalf of the Calvert-St. Mary's Metropolitan Planning Organization and the Calvert-St. Mary's Metropolitan Planning Organization does hereby covenant and agree with the Consultant that it shall pay to the Consultant when due and payable under the terms of said contract documents and of said award, the above mentioned sum; and it shall well and faithfully comply with and perform each and every obligation imposed upon it by said contract documents, or the terms of said award.

IN WITNESS WHEREOF, said **Johnson, Mirmiran and Johnson, Inc.** and the Board of County Commissioners of Calvert County on behalf of the Calvert St. Mary's Metropolitan Planning Organization and the Calvert-St. Mary's Metropolitan Planning Organization have caused these presents to be signed by their respective responsible officers.

CONSULTANT NAME **Johnson, Mirmiran and Johnson, Inc.**

AUTHORIZED CONTRACT REPRESENTATIVE



Vice President

SIGNATURE

TITLE

WITNESS

Danielle Ryan

BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY



(SEAL)

WITNESS

Risa M. Vivrette

CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION

BY:



WILLIAM HUNT, DIRECTOR, ST. MARY'S COUNTY, LUGM,  
CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION

WITNESS

Shelia M. Smith

CALVERT COUNTY GOVERNMENT ATTORNEY  
APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



JOHN B. NORRIS, III, COUNSEL TO C-SMMP