



BRENTWOOD Maryland

Town of Brentwood

3712 Utah Avenue, Brentwood, Maryland 20722
Telephone: (301) 927-3344: Fax (301) 927-0681

Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan

Request for Proposals

DATE: April 2, 2025

TO: All Prospective Bidders

RE: Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan

Dear Prospective Bidder,

The Town of Brentwood invites responsible and responsive bids from qualified consulting firms for a Comprehensive Street and Sidewalk Study, Assessment, Redesigning Plan and quick-build demonstration activities to reduce traffic deaths and serious injuries.

Bids should be submitted to the following office:

RFP Comprehensive Street and Sidewalk Study, Assessment, and
Redesigning Plan
Attention: Town Administrator
Brentwood Municipal Center
3712 Utah Avenue
Brentwood, MD 20722

The Bidder who is selected for the contract award will be required to submit a Certificate of Insurance prior to commencing any work on the project.

Please pay close attention to all the requirements and instructions specified in the Instruction to Bidders section of this document, especially the paragraphs pertaining to the award of the contract.

Finally, be aware that the Town of Brentwood is sending this invitation out to interested companies. The receipt of this invitation to bid from the Town in no way implies that the recipient is a responsible bidder. The Town reserves the right to accept or reject any and all bids as deemed in the best interest of the Town.

Any questions regarding this project should be directed to Shelley Dorsey-Washington, Town Administrator, at town.administrator@brentwoodmd.gov.

Sincerely,

Shelley Dorsey-Washington

Shelley Dorsey-Washington
Town Administrator

Town of Brentwood

Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan

Instructions to Bidders

The Town of Brentwood is extending a Request for Proposal to all qualified companies to provide services for the Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan

Background

The Town of Brentwood is a charming town with a rich history and a vibrant community. Due to its proximity to Washington, DC, the town has a unique blend of suburban peacefulness and urban adventure, situated along the Route 1 corridor within the Prince George's County boundaries. Brentwood is also located within the Gateway Arts District, an area designated by the state and county for revitalization through development of arts and entertainment-oriented businesses.

Brentwood is primarily a residential community with single family homes and several large apartment developments, (Queenstown built in 1949, Capital Square built in 1965, Studio 3807 built in 2018, and Artisan 4100 built in 2020). The Town is approximately .38 square miles and home to a diverse population of about 3,828, with an average household income of about 80% of the Washington, DC metro area average. The Town of Brentwood prides itself on sustainability and is a Maryland Sustainable Community and a designated Tree City USA Tree City.

Project Description

To develop a Townwide Comprehensive Vision Zero Safety Action Plan that includes quick-build demonstration activities with the goal of reducing traffic deaths and serious injuries, by adopting the FHWA's Safe System Approach. The Demonstration Activities will include a small-scale feasibility study using quick-build strategies. The results will be used to inform the final Plan and future permanent projects at key intersections and/or corridors with elevated crashes and injuries. The consultant must have expertise in and knowledge of street and sidewalk condition assessment, street related pedestrian and driver safety, and traffic management plans. The consultant must also have a demonstrated ability to manage a study that includes data collection and analysis as well as project list development and prioritization. The Town of Brentwood will procure consultant services in accordance with the established policy of the Town of Brentwood. The project will commence upon selection of a consultant and issuance of a notice to proceed.

Firm Expectations

Attachment A is the key tasks which the Town of Brentwood wishes to have accomplished through this study.

Project Management: The consulting firm will be responsible for project management. Coordinating conference calls every two weeks will be scheduled between the consultant and the Town of Brentwood to

discuss study progress. Monthly progress reports and invoices will be prepared by the consultant to keep the project on schedule.

Deliverables: Monthly progress reports and invoices.

Proposal Submission

1. Pre bid meeting will be held at 11:00 am on April 15, 2025, at the Brentwood Municipal Center. Site visits are encouraged but not required.
2. Return to:
RFP Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan
Attention: Town Administrator
Brentwood Municipal Center
3712 Utah Avenue
Brentwood, MD 20722
3. Submit three (3) copies of all material bound into a single document (if submitting hardcopy)
4. Electronic copies are also accepted. Proposals should be emailed to town.administrator@brentwoodmd.gov. **Subject: Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan**
5. Bids will be received until 5:00 pm, April 21, 2025.
6. Bids will be opened publicly at a Brentwood Council Meeting at 7:15 pm on April 22, 2025.
7. Questions should be directed to Shelley Dorsey-Washington, Town Administrator, at town.administrator@brentwoodmd.gov. **Subject: Comprehensive Street and Sidewalk Study, Assessment, and Redesigning Plan**
8. The submission of a bid will serve as a representation by the bidder that he has complied with the requirements.

Bid Package Format

The project bid proposal shall be presented in a lump sum. Each Bidder's package shall contain the following:

1. Consultant's Qualifications Statement
2. Non-Collusion Affidavit
3. Non-Conviction Affidavit
4. Affidavit of Statement of Ownership
5. Certification of compliance with fair labor standards

Right of Town to Reject Proposals

The Town of Brentwood reserves the right to reject late proposals. Extensions requested in advance of the deadline will not be considered. The Town of Brentwood reserves the right to reject any and all submittals, as well as the right to waive informalities. The Town of Brentwood reserves the right to issue written notice to all participating firms because of any change in the qualification submission schedule should the Town determine, in its sole discretion, that changes are necessary. The Town's receipt of any qualification submitted pursuant to this Request for Proposal shall constitute an intent to enter a contract for consulting services.

Tax

The Bidder shall not include sales and use taxes in its proposal. The Town of Brentwood has tax- exempt status as follows:

- I. Federal excise tax exemption No. 52-6000778.
2. Maryland tax exemption No. 30042700.
3. The consultant shall include in its bid and shall make payment of all taxes now in force or which may be enacted during the progress and completion of the work for which the consultant may be responsible, except for Federal excise and District Columbia, Virginia, and Maryland sales taxes stated above.
4. The consultant shall be responsible for the payment of all payroll taxes and contributions for unemployment insurance and old age pensions and annuities which are measured by the wages, salaries or other compensation paid to the employees of the consultant.
5. Acceptable evidence shall be submitted quarterly to the Town that the Taxes required to be withheld by the State of Maryland, or the United States have been withheld and paid into lawful depository.

Determination of Contract Award

The procurement officer or the Town Administrator will award the contract to the highest quality proposal with the most substantive scope within the project budget. In determining the bidder's responsibility, the procurement officer shall consider the following:

- I. The ability, capacity, and skill of the bidder to perform the contract or provide the service within the time specified and,
2. The character, integrity, reputation, judgement, experience, and efficiency of the bidder, and
3. The quality of performance of previous contracts and services and,
4. The sufficiency of the financial resources and the ability of the bidder to fulfil the contract or provide the services.

Required Qualifications

To demonstrate qualifications for the Project, each bidder must submit in the bid package a Qualification Statement including a list of previous and current projects.

1. Consulting firms should have at least ten years' experience with transportation consulting, engineering, and planning.

Interpretations

All questions about the meaning or intent of the Contract Documents shall be submitted to the Town in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Town as have received the Bidding Documents.

Town of Brentwood Responsibilities

Project Team

The Town Administrator will be the staff contact for the project and will be available to answer questions in all aspects of the project.

The project is administered by a project team which consists of the following individuals. Town Administrator, Shelley Dorsey-Washington, will oversee the project, procurement, and contract negotiations. The Police Chief, Marcus Jones, will assist with the project oversight and procurement. Town Treasurer, will assist with procurement and contract negotiations, and responsible for payments

Town Services

The Town will be responsible for providing the selected consulting firm with information about the project area boundaries and providing base maps, which may be limited, and copies of existing studies and/or plans.

Requirements

Equal Opportunity

The town is an Equal Employer Opportunity. The Town reserves the right to reject proposals for any reason.

ADA Non-Discrimination Statements

No Contractor who proposes to perform any work or furnish any goods shall discriminate against any worker, employee, or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the Town. Contractor agrees to be in full compliance with the federal mandates of the Americans with Disabilities Act (ADA). Contractor further agrees these provisions will be incorporated by the Contractor in all contracts entered into with supplies of material or services; and contractors and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor services in connection with the work.

The Town of Brentwood does not discriminate based on a disability, in the admission or access to, or treatment of, or employment in, its programs, activities, or services. Information concerning the provisions of the Americans with Disabilities Act (ADA) and the rights provided thereunder are available from the County ADA Coordinator.

Attachment A

Considerations	Details
<p>What do we want from a consultant?</p>	<ul style="list-style-type: none"> • Substantively engage the community through in-person, virtual, survey, and any other recommended means, to get the community's opinion as to what it would like to see in a wholistic redesign of our streets and sidewalks that improves the health and safety of all residents. • Leverage their expertise to develop a wholistic redesign of our streets and sidewalks to create a safer and healthier community that reflects the feedback received from the community. The city will use that plan to apply for infrastructure money from the bipartisan infrastructure legislation. • Develop and install quick-build demonstrative activities designed to reduce deaths and serious injury on roadways.
<p>Potential design ideas (This list is just some examples; we expect consultant to use expertise to provide solutions as well)</p>	<ul style="list-style-type: none"> • Slowing traffic speeds. • One-way streets or narrowing of streets that could enable expanding tree boxes to enable planting larger shade trees and/or installing bike lanes. • Encouraging walking/biking over cars. • Curb bump outs to narrow streets (to slow speeds) and capture stormwater. • Traffic patterns that make sense in light of regional traffic patterns yet cut down on speeding/cut through town. • Streetlighting that is better for insects/night sky but that also ensures safety.
<p>Scope of Work (subject to consultant's feedback on best practices)</p>	<ul style="list-style-type: none"> • Schedule and hold several community meetings. • Develop initial recommendations based on community feedback. • Present initial recommendation to the community and Mayor/Council for feedback. • Develop final recommendations. • Present final recommendation to Mayor/Council • Implement and/or install demonstrative activities • Provide technical assistance in applying for federal funding.