

CERTIFICATION OF PUBLICATION

**CITY OF BALTIMORE
OFFICE OF BOARDS AND COMMISSIONS
PUBLIC NOTICE**

PROCUREMENT OF CONSTRUCTION SERVICES

**REQUEST FOR PROPOSAL - PROJECT NO. 1403
ON-CALL ROOF REPLACEMENT AT VARIOUS LOCATIONS AT BALTIMORE
CITY**

The City of Baltimore Department of General Services (DGS), Capital Projects Division, has been authorized to request the Office of Boards and Commissions (OBC) to advertise Project No. 1403 for On-Call Roof Replacement at Various Locations at Baltimore City from qualified Roofing firms to perform maintenance and roof replacements at various locations at City of Baltimore. It is the expectation of the City's that interested firms providing these services must demonstrate and document the following services for the City of Baltimore.

The Projects will typically include, but may not be limited to, projects which are relatively straightforward and/or lower-cost, as well as projects performed in response to emergency situations or under time exigencies. However, the award of a contract pursuant to this RFP does not guarantee Bidder will be selected to perform a particular number of Projects.

The Contractors must provide proof with their proposal that the Minimum Qualifications have been met. The minimum qualifications for award for this solicitation are as follows:

- a) The Contractor shall demonstrate in their proposals that they possess the technical ability, and the organization/staffing required for repair roofs of the types and quantities covered by this RFP.
- b) The Contractor's proposal shall include documentation verifying they have at least five (5) years of continuous experience immediately prior to this solicitation in the replacement of commercial roofs of various types required by these specifications. The experience must have been within the past five (5) years.
- c) The Contractor shall submit with their proposal, references substantiating these qualifications on the enclosed Company Profile attachment. A minimum of three (3) references and no more than five (5) are required. In order to expedite the award process, it is very important for proposals to contain the references as requested.

The Contractors must List at least three (3) but no more than five (5) Company Clients for work similar in scope to the requirements of this RFP. Please furnish all requested information. If more space is needed for type of service provided, please list on an additional sheet. All references must be reachable and willing to furnish information by email or telephone conversation. Please PRINT clearly.

The work to be performed may include, but will not be limited to the following:

- a. Full roof demolition/tear off and replacement.
- b. Mechanical and plumbing work as necessary to perform the roofing work;
- c. Electrical work as necessary to perform the roofing work;
- d. Waterproofing;
- e. May require work on historic structures;
- f. Testing for hazardous material and removal if applicable.

The City intends to select the services of up to five (5) firms for a period of five (5) years, with an option to extend for two (2) years two additional terms at City's discretion, for a fee not to exceed \$5,000,000.00 for each selected firm.

DGS encourages all contracting firms that have the experience and capacity to work on this scope to submit their proposals. All firms must demonstrate and document their capacity and resources to deliver the required services on time. Projects must comply with the 2006 edition of "The Specifications for Materials, Highways, Bridges, Utilities and Incidental Structures". City personnel will utilize the City of Baltimore Guidelines for the Performance Evaluation of Design Consultants and Construction Contractors for this contract/project.

Should you have any questions regarding the scope of the project, please contact Ms. Azza Rizkallah at 443-472-6699 or by email at azza.rizkallah@baltimorecity.gov

All firms listed in this specific proposal **must** be prequalified by the Office of Boards and Commissions for each discipline at the time of submittal for this Project. The prequalification category required for this RFP is **F07500 Roofing – Industrial.**

Any contracting firm listed in this specific proposal to perform work must also be prequalified. *A copy of the prime current Prequalification Certificate should be included in the bid submittal package.* Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.

Submittal Process

Each Prime Contractor responding to this Request for Proposal (RFP) Project #1403 is required to complete and submit **an original** Standard Federal Form (SF) 255 / 330 unless otherwise specified in this RFP. Provide one **(1) original** submittal, along with **five (5) additional** copies to the Office of Boards and Commissions at **4 South Frederick Street, Baltimore, Maryland 21202** on or prior to the due date by **NOON Friday, December 13, 2024** Submittals **will not be accepted after the due date (NOON) and cannot be emailed.**

Each prime contractor responding to this Request for Proposal (RFP) Project #1403 is required to complete and submit the RFP with all the required information including the Company profile, Affidavits, company clients, and all other forms required in the RFP. A copy of the RFP can be obtained by e-mailing Lauren Hoover at Lauren.Hoover@baltimorecity.gov . MBE/WBE are not required to be filled at this time as the MBE goals and the WBE goals will be established by SMBA&D on Task by Task basis and upon issuance of actual Task Assignments by the City.

Each prime contractor responding to this Request for Proposal (RFP) Project #1403 must submit a resume for each person listed as key personnel and/or specialist must be attached to the RFP.

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

The Federal Standard Form (SF) 255 *cannot* be supplemented with additional pages, or additional information such as graphs, photographs, organization chart, etc. All such information should be incorporated into the appropriate pages. Applications should not be bound; simply stapled in the upper left-hand corner. Cover sheets should not be included. Inclusion and/or submittal of additional material may result in the applicant being disqualified from consideration for this project.

Firms interested in submitting a proposal for this Project, shall address a “Letter of Interest” to the Office of Boards and Commissions, or you may email: OBC.consultants@baltimorecity.gov. Letters of Interest will be utilized to assist small minority and women business enterprises in identifying potential teaming partners and should be submitted within five (5) days of the date of the project’s advertisement. The Letter of Interest must provide the name and number of your firms contact person. Failure to submit a “Letter of Interest” will not disqualify a firm submitting a proposal for the project.

Only individual firms (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or formal Joint Venture (**JV**) may apply. Two firms may not apply jointly unless they have formed a joint venture.

MBE/WBE Requirements – Mayor’s Office (SMBA&D)

It is the policy of the City of Baltimore Mayor’s Office of Small and Minority Business Advocacy & Development (SMBA&D) to promote equal business opportunity in the City’s contracting process. Pursuant to Article 5, Subtitle 28 of Baltimore City Code (2000 Edition) – Minority and Women’s Business Program, Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) participation goals apply to this contract.

The MBE goals and the WBE goals will be established by SMBA&D on Task by Task basis and upon issuance of actual Task Assignments by the City.

Verifying Certification

After awarding this contract to responsive firms and upon issuance of a Task, each firm submitting a proposal for the task is responsible for verifying that all MBEs and WBEs to be utilized on the task are certified by the Baltimore Mayor’s Office of Small and Minority Business Advocacy & Development (SMBA&D) prior to submitting the proposal. A directory of certified MBEs and WBEs is available from (SMBA&D). Since changes to the directory occur daily, at the time when a task is issued, firms should call (SMBA&D) at (410) 396-4355 to verify certification, expiration dates and services that the MBE or WBE is certified to provide.

Non-Affiliation

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

- The firm has a financial interest in the MBE or WBE
- The firm has an interest in the ownership or control of the MBE or WBE
- The firm is significantly involved in the operation of the MBE or WBE (Article 5, Subtitle 28-41).

Insurance Requirements

The contractor selected for the award of this project shall provide commercial general liability, auto liability, umbrella liability, workers’ compensation and employment liability insurances along with Property Insurance as required by the City of Baltimore.

Local Hiring Law

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

Bond Premium & Payment and Performance Bonds

Payment and Performance Bonds shall be provided in accordance with the Green Book, Section 00 51 00.06-Contract Bond, except that the bonds shall only be required upon issuance of actual Task Assignments by the City. Bond premiums are to be included in the cost of each Task Assignment quote submitted to the City, and the City shall receive copies of the bonds prior to commencement of the project assignment. Performance and Payment Bonds shall be provided within 5 days of project assignment.

Additional Information

Pre-proposal Conference:

A Teams meeting will be held for all interested contractors. Interested parties who sent a “Letter of Interest” to the Office of Boards and Commissions must e-mail Lauren.Hoover@Baltimorecity.gov to receive a Teams invite for the Pre-proposal Conference.

A second pre-proposal conference will not be held.

Failure to follow directions of this advertisement or the application will cause disqualification of the submittal.

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

Issue of: 10/18/2024

The Afro-American
The Baltimore Sun
The Baltimore Times
The Daily Record
eMaryland Marketplace