

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

**REQUEST FOR PROPOSAL - PROJECT NO. 1408
ON-CALL WATER AND WASTEWATER FACILITY ENGINEERING**

The City of Baltimore Office of Engineering and Construction (OEC) has been authorized to request the Office of Boards and Commissions (OBC) to advertise Project 1408 for the selected services for the City of Baltimore from qualified Consultant Engineering firms. It is the expectation of the City that interested firms providing these services must demonstrate and document the following services for the City of Baltimore.

- Experience in Water and Wastewater Facility systems investigations, evaluations, and design of repairs, renovations, and new construction.
- Knowledge of Water and Wastewater Facility structures, equipment, pumps, valves, piping systems, drives, and controls.
- Overall team experience in investigating systems and equipment failures; development of innovative methods to upgrade, repair, and replace existing systems to improve system efficiency and reliability.
- Experience in design, construction, and operations start-up of Water and Wastewater Facilities in support of the Department of Public Works team goals and needs.
- Manpower availability and ability to complete assignments within time and budget.
- Experience in preparation of Bid Documents, Cost Estimates, and performing QA/QC reviews/procedures at critical project stages.
- Overall team approach to utilize, manage, and coordinate assigned tasks of the Minority/Women Business Enterprises partners and to conform to City goals.

The City intends to select the services of three (3) firms for (3) years, with an option to extend for Two (2) one-year additional term at the City's discretion, for a fee not to exceed \$3,000,000.00 for each selected firm. The Office of Engineering and Construction reserves the right to have a second interview with eligible consulting firms.

DPW 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 Mr. Remi Urbonas at 410-396-7300 or by email at remi.urbonas@baltimorecity.gov

All firms listed in the specific proposal for the Project **must** be prequalified by the Office of Boards and Commissions for **each** applicable discipline at the time of submittal for this Project. Any construction contractor listed in the specific proposal for the Project to perform work in an existing prequalification category must also be prequalified. *A copy of the prime and sub-consultant's 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 at 410.396.6883.

Submittal Process

Each Firm responding to this Request for Proposal (RFP) Project #1408 is required to complete and submit **an original** Standard Federal Form (SF) 255 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.

The Federal Standard Form (SF) 255 **cannot** be supplemented with additional pages, or additional information such as graphs, photographs, organization charts, 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 firm's 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.

COSTS OF RFP RESPONSE

There will be no payment or compensation provided to firms who desire to participate in any part of the submission. All expenses related to the preparation of a response, including additional requested information, interviews, and any other necessary information, will be the sole responsibility of the firm. The City, its staff, or its representatives will not be responsible for reimbursing any costs or expenses incurred as a result of providing a submission to this RFP.

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 goal is **30%**
The WBE goal is **15%**

Both the proposed Minority and Women’s Business Enterprise firms must be named and identified as an MBE or WBE within Item 6 of the Standard Form (SF) 255 in the spaces provided for identifying outside

key consultants/associates anticipated for utilization for this project.

Any submittals that do not include the proper MBE/WBE (in some instances DBE) participation will be disapproved for further consideration for this project.

Verifying Certification

Each firm submitting an SF 255 for consideration for a project is responsible for verifying that all MBEs and WBEs to be utilized on the project are certified by the SMBA&D before submitting the proposal. A directory of certified MBEs and WBEs is available from SMBA&D. Since changes to the directory occur daily, firms submitting SF 255s should call SMBA&D at (410) 396-3818 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 consultant selected for the award of this project shall provide professional liability, auto liability, general liability, and workers' compensation 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.

Additional Information

Any firm submitting an SF255 in response to the RFP that fails to comply with the requirements of Article 5, Subtitle 28 of Baltimore City Code when executing a contract is subject to the following penalties: suspension of a contract; withholding of funds; nullification of contract based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:

A principal is any individual owning 5% or more of the outstanding stock of an entity, a partner of a partnership, a 5% or more shareholder of a sub-chapter 'S' Corporation, or an individual owner.

Out-of-state corporations must identify their corporate resident agent within the application.

Firms providing an SF255 in response to an RFP who are not prequalified at the time of the submittal due date will be deemed not qualified or considered for further participation in the project.

Failure to follow the 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: November 1, 2024

The Afro-American

The Baltimore Sun

The Baltimore Times

The Daily Record

eMaryland Marketplace