

END – USER AGENCY LANGUAGE PARAGRAPHS MUST BE IN THE RFP

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

**REQUEST FOR PROPOSAL - PROJECT NO. 1405**

**Construction Management Assistance for Sanitary Contract 979 Dundalk Avenue Pumping Station Rehabilitation.**

The Baltimore City Office of Boards and Commissions has been requested by the Department of Public Works, Office of Engineering and Construction, to certify the qualifications of engineering firms to provide Construction Management Assistance for Sanitary Contract 979 Dundalk Avenue Pumping Station Rehabilitation. One contract will be awarded for a period of 5 years.

**Scope of Work**

The Project and Construction Management Assistance services to be provided include, but are not limited to, assisting the City Office of Engineering and Construction with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and support documents, cost estimating, scheduling, time impact analysis, quality control, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and other documents.

- Experience in Facilities Rehabilitation and Construction at Wastewater Treatment Plants.
- Experience in development and implementation of a Construction Project Management program for Wastewater Treatment Plants.
- Familiarity with standard construction inspection procedures and requirements for Civil, Structural, Mechanical, and Electrical disciplines and SCADA system installation and implementation.
- Familiarity with the most current applicable building codes, Electrical NEC, and Wastewater Treatment Plant standards.
- Experience in providing and managing field inspection staff with Quality Control and Quality Assurance experience and with change orders and claims analysis.
- Experience with Critical Path Method construction scheduling, and Time Impact Analysis, using Primavera version 6 scheduling software.
- Experience with Primavera Contract Management version 14 and Unifier project tracking software.
- Overall team approach to utilize, coordinate, and manage, assigned tasks of the *Minority/Women Business Enterprises* partners, and conform to City goals.

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. Project fees have been estimated at \$3,500,000.00 for a period of 5 years.

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Should you have any questions regarding the scope of the project, please contact Mr. Kevin Cookley at 410-396-5385 or email [Kevin.Cookley@baltimorecity.gov](mailto:Kevin.Cookley@baltimorecity.gov)

### **Prequalification Requirement**

**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 time of submittal for this Project. 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 on 410-396-6883.

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.

### **Submittal Process**

Each Firm responding to this Request for Proposal (RFP) Project #1405 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 January 24, 2025**. 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 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](mailto: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.

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### **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 a 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 prior to 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, and general liability and workers' compensation insurances as required by the City of Baltimore.

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### **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](http://www.oedworks.com) for details on the requirements of the law.

### **Additional Information**

Any firm submitting a 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 a SF255 in response to an RFP who are not prequalified at the time of the submittal due date will be deemed not qualified and will not be considered for further participation on the project.

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: December 6, 2024**

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