

CERTIFICATION OF PUBLICATION

CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE

REQUEST FOR PROPOSAL - PROJECT NO. 1393R ON-CALL ARCHITECTURAL DESIGN SERVICES

The City of Baltimore Office of Boards and Commissions has been requested by the Department of Recreation and Parks (BCRP), Capital Development and Planning Division, to advertise for Architectural Design Consultants to provide on-call services for the City of Baltimore. The work will include planning, design, preparation of construction documents, and construction administration necessary for the renovations and improvements of various City recreational and aquatic facilities, park buildings and other miscellaneous projects. The City intends to select the services of five (5) consultants.

The Consultant teams are to include, but not be limited to, prequalified Building Architects, Interior Designers, Landscape Architects, Surveyors, Construction Inspectors, Civil, Structural, Mechanical, Electrical, A/V, Lighting, Geotechnical, and Environmental Engineers,. Aquatic Designers having designed a minimum of 5 public, institutional, or commercial pool projects should also be included on the teams.

The consultant firms interested in providing these services must demonstrate the following:

- Experience in the design or renovation of modern recreation and aquatic facilities.
- Familiarity with International Green Construction Code.
- Experience in preparation of reports which include field investigations, feasibility studies and cost estimates.
- Experience in producing presentations and submittals to Clients, Contractors, the Public, and Jurisdictional Organizations/Officials.
- Experience in providing Construction Administration services.
- Ability to provide manpower for a rapid response to the City's needs in meeting scheduling requirements.
- Experience in research-based creative strategies for community outreach.

Each contract will be limited to an estimated fee of \$4,000,000. The contract duration will be three years with an option to extend for an additional one (1) year term.

BCRP reserves the right to have a second interview with eligible firms.

BCRP encourages consulting firms having the specified experience who have not previously worked with the City of Baltimore, and those who are currently working with the City that have the capacity to deliver the specified work in this scope, to submit their proposals. During presentation, consultants must demonstrate and document their capacity and resources to deliver the required services on time.

Should you have any questions regarding the scope of the Project, **please contact Mr. Adam Boarman at 410-396-7948 or email adam.boarman@baltimorecity.gov.**

All City of Baltimore Construction Projects comply with the standard 2006 edition of “The Specifications for Materials, Highways, Bridges, Utilities and Incidental Structures”. City personnel will utilize these specifications for the Performance Evaluation of Design Consultants and Construction Contractors for this contract/project.

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.

Submittal Process

Each consultant responding to this Request for Proposal (RFP) Project #1393R is required to complete and submit an *original* Federal Form 255 unless otherwise specified in this RFP, along with **five (5)** copies, to the Office of Boards and Commissions on or prior to the due date of April 4, 2025, by NOON. Submittals *will not* be accepted after this deadline.

The Federal Standard Form (SF) 255 *cannot* be supplemented with additional pages. Any additional information such as graphs, photographs, organization chart, etc. should be incorporated into the appropriate pages. Applications should not be bound. They should simply be 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, 4 South Frederick Street, 4th Floor, Baltimore, Maryland, 21202 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.

MBE/WBE Requirements

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 **23.90%**

The WBE goal is **20.30%**

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

The 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 Minority and Women's Business Opportunity Office (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:

1. The firm has a financial interest in the MBE or WBE
2. The firm has an interest in the ownership or control of the MBE or WBE
3. 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.

Local Law Hiring

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 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, AEAC Executive Secretary
Chief, Office of Boards and Commissions

Issue of: February 7, 2025
The Afro-American
The Baltimore Sun
The Baltimore Times
The Daily Record
eMaryland Marketplace