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

**REQUEST FOR PROPOSAL - PROJECT NO. 1410  
ON-CALL MAINTENANCE SERVICES FOR CITY OF BALTIMORE DPW - WATER  
FACILITIES DIVISION**

The City of Baltimore Water Facilities Division (WFD) has been authorized to request the Office of Boards and Commissions (OBC) to advertise Project 1410 for the selected services for the City of Baltimore from qualified Construction/Maintenance firms. 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.

**Scope of Work**

The Mayor and City Council of Baltimore (the City) seeks a qualified firm (the "Contractor"), to furnish on-call repairs and improvements at Ashburton Water Filtration Plant located at 3001 Druid Park Dr., Baltimore, MD. 21215; Montebello Water Filtration Plant #1 located at 3901 Hillen Rd., Baltimore, MD. 21218; Montebello Water Filtration Plant #2 located at 3900 Hillen Road, Baltimore, MD. 21218 and outlying pump stations. The projects may include, but are not limited to, modifying underground and above ground piping, adding equipment to existing facilities, repairing or upgrading existing process equipment, or installing other systems, repair and replacement of motors, electrical controls, and pumps at the Water Filtration Plants and water pumping stations.

Contractors must be engaged in water filtration plants and water pump stations refurbishment, retrofit, and construction and must have been actively engaged in this type of work for a period of no less than three years.

The experience of owner(s) may be imputed to a newly formed company/contractor provided the owner(s) has/have at least three years of demonstrated experience of reliability and meets the criteria set forth herein.

The Contractor shall document this experience on the bidder's "Contractor's Qualification Information" Bid document and provide a detailed list of recently completed projects including the name of the customers, project title, size and dates completed. As part of the detailed list, Contractors shall include descriptions of at least three examples of work completed that demonstrates expertise in each of the following:

- Replacement and repairs of water facilities large diameter valves and valve actuators, filter's underdrain system including air scour system, rapid mixers, chemical storage and feed equipment and piping.
- Testing, condition assessment, and calibration for pumps, motors, large meters, high voltage equipment.
- Installation, troubleshooting, and repair of SCADA system, including but not limited to, programing, programmable logic controllers, human-machine interfaces, auto-dialers, controllers, and other components.
- Installation, troubleshooting, and calibration of chlorine analyzers, portables colorimeters and other monitoring equipment.
- Maintenance and repair of water facility equipment including, but not limited to, low and high voltage electrical work, motors, pumps, pressure transducers, ball floats, control panels, breakers, relays, soft starters, and appurtenances.
- Maintenance and repair of water facilities including, but not limited to, flocculation systems,

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sedimentation basins clarifiers, chemical feeders, pumps, motors, valves, piping, and appurtenances.

- Pump removal from job site (if necessary), motor diagnostics and testing, complete overhauls, motor rewinding, impeller balancing, impeller coating, and new impellers.
- Recondition switchgear including terminal blocks, insulators, bus bar and boots, control wire, and internal power wire.
- Testing, calibration and balancing, and miscellaneous repairs of HVAC equipment.
- Temporary bypass pumping during major repairs to a pumping station.
- Miscellaneous concrete work to support modification to process equipment and installation of fiberglass stairs, grating, and handrails.

The City reserves the right to inspect the Contractor's equipment and to perform such investigations as may be deemed necessary to ensure that competent personnel and management will be utilized in the performance of the Agreement.

The City intends to select the services of One (1) contractor for a period of 3 (three) years, with an option to extend for 1-year additional term at City's discretion, for an estimated fee not to exceed \$3,000,000.00. The Water Facilities Division (WFD) 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. Theo Karl Abiog at (443)-682-3134 or by email [theokarl.abiog@baltimorecity.gov](mailto:theokarl.abiog@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 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 on 410.396.6883.

### **Submittal Process**

Each Firm responding to this Request for Proposal (RFP) Project #1410 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 May 23, 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

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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.

### **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 8 %

The WBE goal is 3 %

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).

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### **Insurance Requirements**

The Contractor shall not commence work under this proposal until it has obtained all the insurance required under this section. The Contractor will name the Mayor and City Council of Baltimore City as additional insured. The Contractor, at its sole expense, shall procure and maintain during the life of this Agreement the following required insurance coverage.

A. Commercial General Liability Insurance at limits of not less than One Million Dollars (\$1,000,000) per occurrence for claims arising out of bodily injuries or death, and property damages, including products and completed operations coverage. With those policies with aggregate limits, a minimum limit of Three Million Dollars (\$3,000,000) is required. Such insurance shall include contractual liability insurance.

B. Worker's Compensation Requirement coverage as required by the State of Maryland, as well as any similar coverage required for this work by applicable Federal or "Other States" State Law.

C. The Mayor and City Council of Baltimore, its elected/appointed officials, employees, and agents shall be covered, by endorsement, as additional insured as respects to liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement.

D. The Contractor's insurance shall apply separately to each insured against whom claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

E. To the extent of the Contractor's negligence, the Contractor's insurance coverage shall be primary insurance with respects to the City, its elected/appointed officials, municipal agencies and departments, employees, and agents. Any insurance and/or self-insurance maintained by the City, its elected/appointed officials, employees, or agents shall not contribute with the Contractor's insurance or benefit the Contractor in any way.

F. Coverage shall not be suspended, voided, canceled or reduced in coverage or in limits, except by the reduction of the applicable aggregate limit by claims paid, until after forty-five (45) days' prior written notice has been given to the City. There will be an exception for non-payment of premium, which is ten (10) days' notice of cancellation.

G. Insurance must be placed with insurers licensed/approved to do business in the State of Maryland that have an A.M. Best's Insurance Rating of no less than A:VII, or, if not rated with A.M. Best's, have a minimum surplus equivalent to A.M. Best's surplus size VII.

H. The Contractor shall furnish the City with a "Certificate of Insurance" and a copy of the additional insured endorsement as verification that coverage is in force. The City reserves the right to require complete copies of insurance policies at any time.

### **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.

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### **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 this RFP who do not follow the guidelines within this RFP including being prequalified, meeting SMBA&D goals at the time of the submittal due date will be deemed nonresponsive.

Failure to follow any of the guidelines of this advertisement will cause disqualification of the submittal and will disqualify the entire team for further participation in the project.

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

### **Issue of: April 4, 2025**

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