

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

**REQUEST FOR PROPOSAL - PROJECT NO.1414 ON-CALL DESIGN PROJECT 1042
ENGINEERING SERVICES**

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 1414 for the selected services for the City of Baltimore from qualified Engineering 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: rehabilitation of Sanitary sewers.

ADD SCOPE OF WORK

The work to be performed by the selected firm includes the evaluation, selection and design of the rehabilitation method, preparation of design reports and contract documents including plans and specifications, cost estimates, permit applications, easements, participation in community meetings, post award services including shop drawings review, review and response to RFIs, construction schedule review, construction inspection and consultation during construction, and review and evaluation of post-repair CCTV. Additional assessment of the sewer mains may be necessary at the discretion of the City.

The firms interested in providing these services must demonstrate and document:

1. Experience in analyzing CCTV inspection data from various platforms (using industry standards such as NASSCO's PACP, MACP, etc., and in selecting rehabilitation methods based on pipe and field condition. CCTV review personnel must be NASSCO PACP certified.
2. Experience in the design of sanitary sewers. CIPP lining design personnel must be NASSCO ITCP certified.
3. Experience in the preparation of design reports, contract documents including plans and specifications, all permit applications, easement/ROW documents and other related items necessary for the procurement of construction.
4. Experience in geotechnical engineering, subsurface exploration, test pit, test holes and survey services for utility designs.
5. Experience in construction management services that includes inspection during construction, review and response to RFIs, review and tracking of shop drawings, submittals and change orders, review of substitutions and technical consultations.
6. Knowledge of Baltimore City Wastewater Collection System.
7. Experience in various aspects of Geographic Information Systems (GIS) such as reading and generating maps; gathering, understanding, review and verification of GIS data; and manipulating GIS data.
8. Experience in developing and managing an overall team with Minority/Women Business Enterprises utilization and demonstrate manpower availability to complete the project.

The consultant will have the following responsibilities:

1. Review and analyze CCTV inspection data in accordance with NASSCO standards to determine sewer and manhole rehabilitation methods based on sewer, manhole and field conditions.
2. Perform a site assessment/review of existing field conditions.
3. Provide field surveying and geotechnical testing services as required.
4. Prepare a preliminary design report.
5. Prepare all required engineering design plans in accordance with DPW requirements, including sewer alignment plans, profiles, standard details, erosion and sediment control plans, traffic control plans, forest conservation plans, wetland delineation plans, planting plans, etc. and submit to the city for 35% 70% and 100% design review. Prepare written responses to all review comments.
6. Perform constructability reviews of all design plans.
7. Prepare contract specifications in accordance with the Baltimore City Standard Specification "Green Book"
8. Prepare an engineer's cost estimate during each design phase.
9. Identify all ROW requirements, and any off-road access paths that may be required for construction equipment.
10. Identify all required permits, prepare permit applications and coordinate with the various agencies to obtain permits, with the assistance of DPW. Incorporate all agency permit review comments into the final design plans.
11. Assist with the contractor selection process.
12. Attend the pre-construction meeting and provide written responses to all contractor questions.
13. Provide post award design services (PAS), including review of contractor submittals, provide responses to requests for information (RFI), change orders, review and track shop drawings and attend meetings, either on-site or in the office to resolve issues arising during construction.
14. Update design plans with as-built information at the conclusion of construction.

The City intends to select the services of three (3) firms for a period of Five (5) years, with an option to extend for one (1) year additional term at City's discretion, for a fee not to exceed \$5,000,000.00 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 Dr. Franco Egbe at 410-642-0069 or by email at franco.egbe@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 #1414 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, September 26, 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. 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.

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.

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 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: July 25, 2025

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