

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

REQUEST FOR PROPOSAL - PROJECT NO. 1424
ON CALL PROJECT AND CONSTRUCTION MANAGEMENT ASSISTANCE (CMA)

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 1424 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, demonstrate and document the following for the City Of Baltimore.

SCOPE OF WORK

The scope of services to be provided include, but are not limited to assisting the City's Office of Engineering & Construction (OEC) 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 supporting documents, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and construction contract administrative support. Depending on the nature of other work and City staff requirements, personnel representing the selected firm should be available on an as needed basis.

The consultants' team will provide engineering and construction staff with the following capabilities:

- Personnel should possess skills equivalent to a Public Works Inspector I, with at least a high school diploma or GED and a minimum of three (3) years of experience in construction inspection. Proficiency in Oracle Unifier is required.
- Personnel should possess skills equivalent to a Public Works Inspector II, with at least a high school diploma or GED and a minimum of four (4) years of experience in construction inspection work on water, sewer and stormwater system facilities and utilities. Proficiency in Oracle Unifier is required.
- Personnel should possess skills equivalent to a Public Works Inspector III, with at least a high school diploma or GED and a minimum of five (5) years of experience in construction inspection work on water, sewer and stormwater system facilities and utilities. Proficiency in Oracle Unifier is required.
- Personnel should possess skills equivalent to an Engineer I, with a Bachelor of Science degree in engineering from an accredited college or university.
- Personnel should possess skills equivalent to an Engineer II, with a Bachelor of Science degree in engineering from an accredited college or university and a minimum of four (4) years of experience in performing engineering work.

- Personnel should possess skills equivalent to Construction Project Supervisor I, a bachelor's degree from an accredited college or university and a minimum of three (3) years in construction inspection, construction supervision, and construction engineering on water, sewer and stormwater system facilities and utilities. Proficiency in Oracle Unifier is required.
- Personnel should possess skills equivalent to a CPM Scheduler, with a college degree and at least five (5) years' experience in construction or construction management, and a minimum of two (2) years analyzing construction schedules and performing delay analysis. Proficiency in Primavera P6.
- Any other personnel as requested by City to supplement construction activities.

Evaluation Criteria

The following criteria will be used in evaluating the technical proposals:

- Prior experience working with the City of Baltimore or similar public entities in water, wastewater and stormwater capital improvement projects.
- Experience with standard construction inspection procedures, standards and requirements for civil, mechanical, environmental, chemical and electrical disciplines.
- Experience in providing and supplementing the city staff with field inspection, engineering and supervision.
- Overall team approach with Minority/Women Business Enterprises to meet city standards.
- Experience with Oracle Unifier project tracking software, document control, administration and coordination of field team, and managing change orders, claims and disputes.
- Experience with Critical Path Method construction scheduling, delay analysis and P6 Software.

The City intends to select the services of five (5) firms for a period of four (4) years for \$3,000,000.00 each, with an option to extend for an additional two-year term at City's discretion, for a fee not to exceed \$1,500,000.00 for each selected firm. The Office of Engineering and Construction reserves the right to have a second interview with eligible consulting firms. All firms must demonstrate and document their capacity and resources to deliver the services in this scope on a timely manner

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. Joseph Memba at 410-396-8189 or email joseph.memba@baltimorecity.gov**

SUBMITTAL PROCESS

All firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions, including each discipline prior to submission for this Project. Any firm listed in this proposal to perform work in any existing or related category must also be prequalified. It is the

responsibility of the Firm submitting the SF255 verify and *include a copy of each of Consultant's current Prequalification Certificate in the submission package*. Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.

Each Firm responding to this Request for Proposal (RFP) Project #1424 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 January 9, 2026 Submittals will not be accepted after the due date (NOON). The City Of Baltimore *has not adopted SF330*, it may not be used, unless specified in the RFP. Submittals *are not* accepted by email.

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 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 submittal. All related expenses 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 resulting in providing a submission to this RFP.

Baltimore City reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. Baltimore City reserves the right to cancel this RFP, prior to closing date.

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 to verify 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 SF255 Submission in response to this RFP who do not follow 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 the guidelines of this advertisement will cause disqualification of a firm(s) Submission for this project and will disqualify the entire team for further participation in the project.

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

Issue of: 11/21/2025
The Afro-American
The Baltimore Sun
The Baltimore Times
The Daily Record
eMaryland Marketplace

DDJ: