

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

REQUEST FOR PROPOSAL - PROJECT NO. 1423
PROGRAM MANAGEMENT SERVICES FOR THE CITY'S MS4 (STORMWATER PERMIT)
PROGRAM AND DRAINAGE IMPROVEMENT PROGRAM

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 No. 1423 for Program Management Services from qualified Engineering firms to provide a broader, more integrated approach to the City's stormwater infrastructure management and to meet or exceed the City's annual goals for its MS4 permit. The City intends to select the services of one (1) firm only. It is the expectation of the City that interested firms providing these services demonstrate and document the following for the City of Baltimore.

1. Experience in providing Program Management services for the development and implementation of watershed implementation plans, Environmental Restoration projects, preferably relating to stream restoration, Best Management Practices (BMP), scope development, design review, utility coordination, agencies coordination, quality control, estimating, specifications development, permitting and preparation of construction documents.
2. Experience in providing Program Management services for the development and implementation of Drainage Improvement Projects and Flood Control Projects including 1 D and 2D modeling.
3. Experience in responding to storm water system and open channel emergencies by rapidly assessing situations and recommending corrective measures.
4. Experience and expertise in economizing the cost of providing Program Management services without sacrificing the design quality and construction schedules.
5. Experience and expertise in overall Capital Improvement Plan (CIP) planning, prioritizing, and minimizing project costs.
6. Experience in a document control system for all documents including design submittal, review comments, schedules monitoring or design progress, Request for Information, as-built drawings, updating Geographical Information System, etc.
7. Demonstrate strong QA/QC skills in areas such as risk assessment on projects, cost control, value engineering on the deliverables, seamless design deliverables integration with electronic plat and as-built documentation system, etc.
8. Project construction supervision of MS4 BMP and storm drain improvement projects.
9. Experience in program management of Municipal Chesapeake Bay TMDL plan implementation through a variety of engineering, environmental, right-of-way acquisition, and program/construction management staff augmentation services.
10. Experience in research technical writing and interagency communication on MS4 topics and storm drain projects.
11. Experience in urban forestry, tree canopy, invasive vegetation management regulation and specifications
12. Experience in facilitating inter-agency MS4 program collaboration and streamlining and an agency capacity buildup of MS4 projects and storm drain improvements.
13. Experience in benefit-cost analysis of MS4 and flood control projects.
14. Experience in the development of SOPs for MS4 projects including design scoping

standardization, design plan standards, and construction specifications to increase design program consistency, efficiency, and to reduce overall costs.

15. Experience in the development of standard operating procedures for outfall and stream desktop assessment, site investigation, and prioritization of project sites.
16. Experience in training City staff in a variety of technical, design, project management, and inspection of MS4 projects.
17. Experience in GIS and other databases and program dashboard design, development, and management.
18. Experience in the coordination of a multi-disciplined team including Minority and Women Business Enterprises and demonstrated manpower availability to complete the project based on a quantitative schedule.

The scope of services will include but not be limited to:

1. Program Management Services include prioritizing, scheduling, monitoring, managing, and reviewing all projects designed and proposed.
2. Coordinate project implementation with City departments, utilities, and other agencies to minimize city-wide disruptions and reduce construction costs.
3. The streamline design approach includes design standardization and Standard Operating Procedure (SOP) creation to increase design efficiency and reduce overall costs.
4. Provide field assessments of a stream segment, an existing BMP, or a storm drain system on an as-needed basis. Provide alternate solutions and biddable documents on an as-needed basis.
5. Assist the City in providing information to the City Agencies, citizens, or any other interested entities relating to the City's MS4 permit program and individual projects/contracts.
6. Provide on-site support staff on an as-needed basis.
7. Support hydraulic modeling on an as-needed basis.
8. Support 1D and 2D hydraulic modeling and review on an as-needed basis.
9. Develop and maintain key performance indicators to reflect the City's progress toward its MS4 permit and Total Maximum Daily Load goals.
10. Supervise and manage the design consultants and construction contractors.
11. Develop RFPs to solicit future design, construction management, and other project-related consultants.
12. Entering projects and contracts in Envista software (web-based utility coordination software), or any other software systems and updating them same periodically, resolving conflicts, etc.
13. Provide appropriate training and support for staff development.
14. Review and approve all submittals submitted by design consultants.
15. Manage available resources to the MS4 program
16. Develop a Recovery Action Plan for projects behind schedule.
17. Perform BMP and Storm drain assessment as needed.
18. Obtain all permits and/or approval necessary for repair and construction of BMP including but not limited to joint MDE/USACE permit, Building permit, Erosion and Sediment control approval, Stormwater Management approval, Maryland Historical Trust approval, Critical Area approval.
19. Provide assistance to obtain access agreement rights of entry (ROEs) for construction and/or repair with property owners.
20. Manage various project delivery methods such as Design-build, Design-Bid-Build

Emergency.

21. Develop a comprehensive project management plan incorporating all the required activities mentioned above.
22. Develop post award and inspection request for proposals, as built standards and drawings,
23. Review and justify bid tabulation for contracts, develop task orders for BMP repair and develop engineering drawing standards.

The services would be for a period of six years for a fee not to exceed \$ 3,000,000.00

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 Usama Ijaz at 410-545-3710 or by email at Usama.ijaz@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 #1423 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 8, 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 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 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 the principle 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 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: 3/13/2026
The Afro-American
The Baltimore Sun
The Baltimore Times
The Daily Record
eMaryland Marketplace

DDJ: