

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

REQUEST FOR PROPOSAL - PROJECT #1432 - ON-CALL DESIGN CONSULTANT SERVICES
FOR CONDUIT INFRASTRUCTURE AND ASSOCIATED PROJECTS

The City of Baltimore Office of the Department of Transportation (DOT), Conduit Division, has been authorized to request the Office of Boards and Commissions (OBC) to advertise Project 1432 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.

The engineering design services to be provided include, but are not limited to, Civil Engineering, traffic engineering, Utility engineering, and related work for the Baltimore City Conduit System. Also, developing duct bank, manholes, roadway alignment, storm drainage improvements, street lighting, electric duct banks, water and wastewater, reconstruction, resurfacing, stormwater management, erosion and sediment control, surveys, environmental site assessments and other related civil engineering tasks. The scope of services may also include providing on-site project management and/or inspectors, staff support, GIS support and other miscellaneous tasks for various Capital Improvement Projects. Responsibilities will include preparation of construction contract documents including plans and specifications for bid.

The selected firms must demonstrate:

- Experience in, Civil, Utility, and Traffic Engineering as well as Streetscape/Landscape.
- Experience in preparing plans, specifications and other contract documents for improvement on City Conduit system to meet the needs of the City. Contract documents shall be delivered in hard copy format. Preparation of contract documents and any other supporting information pertaining thereto shall be prepared in accordance with City standards.
- Experience to provide designs and evaluation for related transportation improvements, such as curbs, sidewalks, roadway paving, utility adjustments, related drainage features, maintenance of traffic, roadway signage and land marking and other roadway appurtenances.
- DOT encourages firms that have the experience and capacity to work on this professional services contract to submit proposals. All firms must demonstrate and document their capacity and resources to deliver the required services on time.

The City intends to select the services of two (2) firms for a period of three (3) years, with an option to extend for two (2) one-year additional terms at City's discretion, for a fee not to exceed \$2,000,000.00 for each selected firm. The City Department of Transportation, Conduit Division reserves the right to have a second interview with eligible consulting firms.

DOT 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 Ms. Rainna Strauss at 410.396.6915 or by email at Rainna.Strauss@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 of 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 #1432 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, 6/26/2026. 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 charts, 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 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 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 4/24/ 2026 (Date planned to advertise)

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

DDJ: