

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

**REQUEST FOR PROPOSAL - PROJECT NO.1380
ENGINEERING AND DESIGN SERVICES FOR THE WATER MAIN REPLACEMENT
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 1380 for services from qualified civil engineering firms to perform design and engineering services for the Horizontal Water Utility Section's water main replacement program.

The City intends to select engineering services of two (2) firms for a period of three (3) years with one two (2) year option at the estimated cost in the amount of \$5,700,000. Each firm shall be allocated a total of \$2,850,000. DPW reserves the right to have a second interview with the eligible firms.

This project will be managed by Tarnisha Bailey. **Should you have any questions regarding the scope of the project, please contact Tarnisha Bailey at (410) 396-8189 or by email at Tarnisha.Bailey@baltimorecity.gov.**

It is the expectation of the City's that interested firms providing these services must demonstrate and document the following:

1. Expertise in designing water mains in a utility-rich urban environment where there is a possibility that not all as-built drawings for existing and abandoned utilities are available.
2. Expertise in providing:
 - A. Field work, Data
 - field investigations
 - utility assessments
 - surveying
 - design investigations and research
 - Geographic Information Systems (GIS)
 - AutoCAD
 - B. Design Services
 - design of new and rehabilitation of existing water distribution and service mains of various material types including but not limited to ductile iron, steel, HDPE, PCCP, RCP etc.
 - sizing of water mains
 - design studies
 - design reviews
 - utility coordination
 - contract documents development (drawings, specifications, and cost estimates)
 - reporting
 - quality control
 - coordination of procurement processes of water main projects
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- C. Design and Construction Administration Support Services
 - geotechnical engineering
 - subsurface utility investigations
 - preparation of traffic control plans
 - erosion and sediment control plans
 - permit applications
 - construction sequencing
 - corrosion protection
 - bid-phase assistance
 - post-award services during construction
 - D. Permitting and Legal Access
 - right-of-way/ right-of-entry acquisitions
 - permit applications
3. Expertise in decision-making and providing detailed recommendations to determine the method of water main improvements and knowledge of alternative methods and technology for replacement and rehabilitation.
 4. Expertise in responding to water system emergencies involving water main and components by assessing the situation and recommending corrective measures, preparing fast-track design or sketches to address water system emergencies as needed.
 5. Expertise in preparing, submitting, coordinating internal and external agency reviews, obtaining approvals all necessary government and or local jurisdiction permitting. Possess knowledge of federal, state, and local permitting requirements, local utility regulations, and experience in obtaining the permits on a fast-track basis.
 6. Expertise in project management knowledge areas and core processes, including but not limited to initiating, planning, executing, monitoring and control, and closeout to ensure designs are completed on time, within budget, and according to the City's design standards.
 7. Expertise in developing effective communication processes, stakeholder engagement, public information, and outreach, including development and dissemination of presentation and other materials.
 8. An overall team approach to utilize, manage, and coordinate assigned tasks of the Minority/Women Business Enterprises partners and conform to City goals.
 9. Expertise in preparing design reports and bid-ready contract documents, including but not limited to plans, specifications, and cost estimates with city, state, and or federal language requirements to comply with funding conditions, providing technical support services through contract bidding and post award services.

Services shall include, but not limited to review of available information, project management, contract administration, field investigation, utility surveying, design of water main replacement and or rehabilitation, re-design of shelved projects, re-signing and re-sealing shelved projects, emergency services, post award and construction management services including inspection, preparation of reports and contract documents, including plans, specification, construction cost estimates, permit applications, right of ways etc. for city, state, and or federal funded water main projects.

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 PM Ms. Tarnisha Bailey listed above.**

Prequalification Requirement

All firms listed in this specific proposal (SF255) / (330) for this Project **must** be prequalified by the Office of Boards and Commissions for **each** applicable discipline included in the proposal, *at time of submittal* for this Project. *A copy of the consultants 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 #1319 is required to complete and submit **an original** Standard Federal Form (SF) 255 / 330 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 October 4, 2024**. 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, 4 South Frederick Street, 4th Floor, Baltimore, Maryland, 21202 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.

MBE/WBE Requirements – Mayor’s Office

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

The 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 Minority and Women's Business Opportunity Office (MWBOO) prior to submitting the proposal. A directory of certified MBEs and WBEs is available from MWBOO. Since changes to the directory occur daily, firms submitting SF 255s should call MWBOO 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:

1. The firm has a financial interest in the MBE or WBE
2. The firm has an interest in the ownership or control of the MBE or WBE
3. 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 Law Hiring

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 response to the RFP proposal (SF255) 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; rescission 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 firms, 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 will not be considered for a specific project if they apply as both a sub-consultant and prime consultant.

Failure to follow directions of this advertisement, submittal due date or the application may cause disqualification of the submittal.

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

Issue of: 8-16-2024

The Afro-American

The Baltimore Sun

The Baltimore Times

The Daily Record

eMaryland Marketplace Advantage (eMMA)