

## CERTIFICATION OF PUBLICATION

### CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE

#### REQUEST FOR PROPOSAL - PROJECT NO. 1396 ON-CALL ARCHITECTURAL DESIGN SERVICES

The City of Baltimore Office of Boards and Commissions has been requested by the Department of Recreation and Parks (BCRP), Capital Development and Planning Division, to advertise for Landscape Architectural Design Consultants to provide on-call services for the City of Baltimore. The work will include planning, design, and preparation of construction documents necessary for the renovations and improvements of various City parks and playgrounds. The City intends to select the services of four (4) consultants.

The Consultant teams to include but not limited to Building Architects, Surveyors, Environmental Graphic Designers, Community Engagement Professionals, and Civil, Structural, Electrical and Geotechnical Engineers.

The consultant firms interested in providing these services must demonstrate the following:

- Experience in design of park and open spaces in an urban setting.
- Experience in public gardens, including low maintenance and native landscaping.
- Experience in renovation of existing park structures with sensitivity to historic forms and context.
- Experience in design and fabrication techniques of historic, interpretation and directional signage.
- Experience in community-based planning and design.

Each contract will be limited to an estimated fee of \$2,250,000. The contract duration will be three years with an option to extend for an additional one (1) year term.

BCRP reserves the right to have a second interview with eligible firms.

BCRP encourages consulting firms having the specified experience who have not previously worked with the City of Baltimore and those who are currently working with the City that have the capacity to deliver the specified work in this scope, to submit their proposals. However, during presentation, consultants (currently working with City) must demonstrate and document their capacity and resources to deliver the required services on time.

Should you have any questions regarding the scope of the Project, **please contact Mr. Adam Boarman at 410-396-7948 or email [adam.boarman@baltimorecity.gov](mailto:adam.boarman@baltimorecity.gov).**

All City of Baltimore Construction Projects comply with the standard 2006 edition of "The Specifications for Materials, Highways, Bridges, Utilities and Incidental Structures". City personnel will utilize these specifications for the Performance Evaluation of Design Consultants and Construction Contractors for this contract/project.

### **Prequalification Requirement**

**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. *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 consultant responding to this Request for Proposal (RFP) Project #1396 is required to complete and submit an *original* Federal Form 255 unless otherwise specified in this RFP, along with **five (5)** copies, to the Office of Boards and Commissions on or prior to the due date of 7/26/2024 by NOON. Submittals *will not* be accepted after this deadline.

The Federal Standard Form (SF) 255 *cannot* be supplemented with additional pages any additional information such as graphs, photographs, organization chart, etc. All such information should be incorporated into the appropriate pages. Applications should not be bound; should simply be 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, 4<sup>th</sup> Floor, Baltimore, Maryland, 21202 or you may email: [OBC.consultants@baltimorecity.gov](mailto: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**

It is the policy of the City of Baltimore 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 **17.30%**

The WBE goal is **14.50%**

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) 396-4355 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](http://www.oedworks.com) for details on the requirements of the law.

### **Additional Information**

A firm submitting as a prime consultant 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: 6/7/2024  
The Afro-American  
The Baltimore Sun  
The Baltimore Times  
The Daily Record  
eMaryland Marketplace