

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

**REQUEST FOR PROPOSAL - PROJECT NO. 1400
PROJECT #1400 – On Call Project and Construction Management Assistance**

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 1400 for the selected services. Six (6) contracts will be awarded for a period of four years each.

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

SCOPE OF WORK

The services to be provided include, but are not limited to assisting the City Construction Management section 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 shall be available on an as needed basis.

- Familiarity with standard construction inspection procedures and requirements for civil, mechanical, and electrical disciplines.
- Familiarity with applicable codes and standards.
- Experience with change orders and claims analysis.
- Ability to supplement the city staff to provide field inspection and supervision.
- Experience with Critical Path Method construction scheduling, delay analysis and P6 Software.
- Overall team approach with Minority/Women Business Enterprises.
- Experience with Primavera Contract Management version 14 (CM14) and/or Oracle Unifier project tracking software and Oracle P6 scheduling software

Consultant's team will provide engineering staff with the following capabilities;

- Personnel with skills equivalent to a Public Works Inspector I, including a minimum education level of a high school diploma or GED and three (3) years of experience performing construction inspection work. Proficient with Primavera CM14 and/or Oracle Unifier.
- Personnel with skills equivalent to a Public Works Inspector II, including a minimum education level of a high school diploma or GED and four (4) years of experience performing construction inspection work on water and sewer system facilities and utilities. Proficient with Primavera CM14 and/or Oracle Unifier.
- Personnel with skills equivalent to a Public Works Inspector III, including a minimum education level of a high school diploma or GED and five (5) years of experience performing construction inspection

work on water and sewer system facilities. and utilities. Proficient with Primavera CM14 and/or Oracle Unifier.

- Personnel with skills equivalent to an Engineer II, including a Bachelor of Science degree in engineering from an accredited college or university and four (4) years of experience in performing engineering work.
- Personnel with skills equivalent to an Engineer I, including a Bachelor of Science degree in engineering from an accredited college or university.
- Personnel with skills equivalent to a public works Construction Project Supervisor I, including a minimum education level of a bachelor's degree from an accredited college or university and three (3) years in construction inspection, construction supervision, and construction engineering on water and sewer system facilities and utilities. Proficient with Primavera CM14 and/or Oracle Unifier.
- Personnel with skills equivalent to a CPM Scheduler, including a college degree and at least five (5) years' experience in construction or construction management, and a minimum of 2 years in analyzing construction schedules and performing delay analysis. Proficient with Primavera P6

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 Mx. Eric Atandi at 410-396-8189 or email Eric.atandi@baltimorecity.gov**

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 # 1400 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 8/2/2024 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, 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 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.

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 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

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: 6/21/2024
The Afro-American
The Baltimore Sun
The Baltimore Times
The Daily Record

eMaryland Marketplace