

## **CERTIFICATION OF PUBLICATION**

### **CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE PROCUREMENT OF CONSULTANT SERVICES**

#### **PROJECT # 1332 – ADMINISTRATION AND MAINTENANCE BUILDING REHABILITATION AT PATAPSCO WASTEWATER TREATMENT PLANT**

The City of Baltimore Office of Boards and Commissions has been requested by the Department of Public Works, Office of Engineering and Construction, to certify the qualifications of Engineering Firms to perform design ENGINEERING SERVICES for the Administration and Maintenance Building Rehabilitation at Patapsco Wastewater Treatment Plant. One (1) firm will be selected to perform this project managed by the Office of Engineering and Construction.

The Firms interested in providing these services must demonstrate and document:

- Experience in the evaluation; preparation of preliminary engineering reports and design of rehabilitation work on existing administration and maintenance buildings to conform to current life safety and ADA requirements; replace/rehabilitate the HVAC and Plumbing systems; upgrade Electrical power, lighting, control and communications systems; and upgrade the interior finishes of the various office space, common areas and maintenance areas.
- Experience in completing rehabilitation of existing occupied buildings including development of innovative methods to upgrade, repair and replace existing system to improve system efficiency and reliability while maintaining plant operations during construction.
- Manpower availability and ability to complete assignments within time and budget.
- Experience in preparation of Bid Documents and Cost Estimates including QA/QC procedures to be performed at critical stages.
- Overall team approach to utilize, manage, and coordinate assigned tasks of the Minority/Women Business Enterprises partners to conform to City MBE/WBE goals.

Services will include review of available information, project management, contract administration, investigation, design, developing and implementing public information and education programs, emergency services, preparation of reports and contract documents, including construction cost estimates and permit applications.

The engineering services will be for a period of 2 years and the estimated cost of these services is \$1,200,000.00. At the option of the City, the consultant may subsequently be considered for post award engineering services.

Should you have any questions regarding the scope of the Project, please contact Mr. Gurminder Singh at (410) 396-5385 or by e-mail at [Gurminder.Singh@baltimorecity.gov](mailto:Gurminder.Singh@baltimorecity.gov)

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.

### **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**

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 (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 contain the name of number of your contact person. Failure to submit a “Letter of Interest” will not disqualify a firm submitting a proposal for the project.

The prime consultant applying for this Project will be required to complete and submit an original Federal Form 255, along with **five (5)** copies, to the Office of Boards and Commissions (**address above**). The Federal Form 255 and the five copies must be submitted on or before 12:00 P.M. (NOON) on **Friday April 16, 2021**. Submittals may not be accepted after this deadline.

### **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.

### **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%**

The WBE goal is **9%**

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).

### **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 detailed 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.

The applications for this Project (Form 255) cannot be supplemented with 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. Applications 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.

**PLEASE NOTE:** Failure to follow instructions of this advertisement (RFP) or the application may cause disqualification of the submittal.

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

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The Afro-American

The Baltimore Times

The Daily Record

eMarylandMarketplaceAdvantage (eMMA)