

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

**PROJECT #1347 (SANITARY CONTRACT-938)– PROJECT AND CONSTRUCTION  
MANAGEMENT ASSISTANCE ON SC938 FOR HEADWORKS IMPROVEMENT AT  
PATAPSCO WASTEWATER TREATMENT PLANT**

The Baltimore City 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 provide Project and Construction Management Assistance for Sanitary Contract 938 Headworks Improvements at Patapsco Wastewater Treatment Plant. One contract will be awarded for a period of 3.5 years.

The Quality Assurance services to be provided are generally in accordance with the US Army Core of Engineers CQM program and include, but are not limited to assisting the City Office of Engineering and Construction 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 support documents, estimating, scheduling, quality control, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and other contract documents.

- Experience in Facilities Rehabilitation and Construction at Wastewater Treatment Plants.
- Experience in development and implementation of a Construction Project Management program.
- Familiarity with standard construction inspection procedures and requirement for civil, Structural, Mechanical, and Electrical disciplines, and SCADA system installation and implementation.
- Familiarity with applicable building codes, Electrical NEC and standards.
- Experience in providing field inspection staff with experience with change orders and claims analysis.
- Experience with Critical Path Method construction scheduling, Primavera version 6 scheduling software, and experience with Primavera Contract Management version 14 project tracking software.
- Overall team approach to utilize, manage and coordinate assigned tasks of the *Minority/Women Business Enterprises* partners and to conform to City goals.

Project fees have been estimated at \$5,000,000 for a period of 3.5 years. If further information is required regarding this request, please contact Mr. Gurminder Singh at 410-396-5385.

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 Certification**

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.

### **Verifying Certification**

Each 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).

### **Additional Requirements**

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

### **Issue of: 03/05/2021**

The Afro-American  
The Baltimore Times  
The Daily Record  
eMarylandMarketplaceAdvantage (eMMA)