

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

**PROJECT #1350 – On Call Project and Construction Management Assistance**

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 on call Project and Construction Management Assistance on consent decree and other construction projects for the City's water and wastewater system. Six (6) contracts will be awarded for a period of four years each.

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
- 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

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

Project fees have been estimated at \$5,000,000.00 per agreement for four years. If further information is required regarding this request, please contact Ms. Cristina Baltazar at 410-396-3440.

Firms intending to submit a proposal as a prime consultant for this project should submit 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). Since these letters are utilized to assist small, minority and women business enterprises in identifying potential teaming partners, the letters should be submitted within five (5) days of the date of the project's advertisement. The letter should contain a contact person. Failure to submit a "Letter of Interest" will not disqualify a firm submitting a proposal for the project.

Each 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. The Federal Form 255 and the five copies must be submitted on or before 12:00 P.M. (Noon) on **August 20, 2021**. Submittals may not be accepted after this deadline.

### **Insurance Requirements**

The Consultant shall procure and maintain during the life of this agreement, the following required insurance coverage.

- a. Worker's Compensation coverage as required by the State of Maryland, as well as any similar coverage required for this work by applicable Federal or "other States" State Law.
- b. Professional Liability, Errors, and Omissions Insurance at a limit of not less than Three Million Dollars (\$3,000,000) including a 3 year extended reporting period, in the event that services delivered pursuant to this Agreement, either directly or indirectly, involves or requires professional services, Professional Liability, Errors, and Omissions coverage shall be provided. "Professional Services" for the purpose of this Agreement shall mean any services provided by a licensed CONSULTANT professional.

- c. Commercial General Liability Insurance at limits of not less than One Million Dollars (\$1,000,000) per occurrence for claims arising out of bodily injuries or death, and property damages. With those policies with aggregate limits, a minimum limit of Three Million Dollars (\$3,000,000) is required. Such insurance shall include contractual liability insurance. The CITY, its elected/ appointed officials, employees, and agents shall be covered, by endorsement, when applicable, as additional insureds as respects to; liability arising out of activities performed by or on behalf of the CONSULTANT in connection with this Agreement.
- d. Business Automobile Liability at limits of not less than One Million Dollars (\$1,000,000) per occurrence for all claims arising out of bodily injuries or death and property damages. The insurance shall apply to any owned, non-owned, leased, or hired automobiles used in the performance of this agreement
- e. To the extent of the CONSULTANT's negligence, the CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its elected/appointed employees and agents. Any insurance and/or self-insurance maintained by the CITY, its elected appointed officials, employees and agents, shall not contribute with CONSULTANT's insurance or benefit the CONSULTANT in any way.
- f. Coverage shall not be suspended, voided, cancelled, reduced in coverage, or in limits, except by the reduction of applicable aggregate limit by claims paid, until after forty-five (45) days prior written notice has been given to the CITY. There will be an exception for non-payment of premium, which is ten (10) days' notice of cancellation.
- g. Insurance is to be placed with insurers with a Best's rating of no less than A:VII, or, if not rated with Best's with minimum surpluses the equivalent of Best's surplus size VII and must be licensed/approved to do business in the State of Maryland.
- h. The CONSULTANT shall furnish the CITY a "Certificate of Insurance" with a copy of the additional insured endorsement, when applicable, as verification that the coverage is in force. The CITY reserves the right to require complete copies of insurance policies at any time.

### **Prequalification Certification**

**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.

### **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.

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**

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).

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.

### **Additional Requirements**

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE 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 owner, partner of a partnership, shareholder of a Sub-Chapter 'S' Corporation, or an officer/director of any Corporation.

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.

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

Sincerely,

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

**Issue of: XX-XX-XXXX**

The Afro-American  
The Baltimore Sun  
The Baltimore Times  
The Daily Record  
eMaryland Marketplace