

## **CERTIFICATION OF PUBLICATION**

### **CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE PROJECT 1354**

#### **STAFFING OF PROJECT CONTROLS OFFICE FOR DEPARTMENT OF PUBLIC WORKS**

The City of Baltimore Office of Boards and Commissions has been requested by the Department of Public Works to certify the qualification of consulting engineering firms to provide Project Controls Services. These services will address various planning, scheduling, document management, invoicing, project controls, project tracking, training, claim reviews, delay analysis, and project management software support, etc. related to DPW activities, which are primarily design and construction projects for Office of Engineering and Construction.

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

- Experience in providing planning and project control services for large public works programs related to Public Works projects including water and wastewater and solid waste.
- Experience in the installation, initial set up, and maintenance of Contract Management 14, Oracle Unifier, and Oracle P6 including troubleshooting, patching, and customized report development.
- Experience in preparing and updating project schedules using Oracle P6, including creating, updating, cost and resource loading, and reporting for projects in various stages of design from planning to construction.
- Experience in document control system for all documents using Contract Management 14 and Oracle Unifier including design submittal, review comments, schedules, RFI's, as-built drawings, construction submittals, invoices etc.
- Experience in the training of and technical support for administrators and end users of Contract Management 14, Oracle Unifier, and Oracle P6.
- Experience in developing customized reports and dashboards using BI Publisher, Contract Management 14 and Oracle Unifier.
- Experience in delay analysis and claim reviews for construction projects, especially in the areas of water and wastewater and solid waste.
- Experience in the coordination of a multi-disciplined team including Minority and Women Business Enterprises and demonstrated manpower availability to complete the project.

The scope of services will include but not limited to:

- Maintenance of existing Contract Management 14 and Oracle P6, as well as support for upcoming Oracle Unifier, including the troubleshooting, setup of document management systems, report design and generation, development of metrics, etc.

- Populate Contract Management 14 and Oracle Unifier modules with all current and future Department of Public Works projects.
- Creating and updating project schedules and customized reports and look ahead schedules.
- Provide full time, onsite scheduling services reviewing contractor's schedules and performing delay analysis
- Provide full time, onsite support to Project Management Team by reporting, analyzing, and documenting metrics.
- Provide onsite training and support for Contract Management 14, Oracle Unifier, and Oracle P6 and BI Publisher.

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

The agency intends to select 1 firm. The service would be for 2 years for a fee not exceeding \$3 million, plus the option of 3 additional one-year extensions at \$1.5 million per year.

Should you have any questions regarding the scope of the Project, please contact Ms. Cristina Baltazar at (410) 396-4700 or by e-mail at [Cristina.Baltazar@Baltimorecity.gov](mailto:Cristina.Baltazar@Baltimorecity.gov).

Projects must comply with the 2006 edition of "The Specifications for Materials, Highway, 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 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).

### **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 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 imply 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.**

**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)