

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

**PROJECT NO. 1351 ON-CALL ENGINEERING AND DESIGN SERVICES**

The City of Baltimore, Office of Boards and Commissions, has been requested by the Department of Public Works, Office of Engineering and Construction (OEC), to advertise for services from qualified civil engineering firms to perform On-Call Water Design and Engineering Services for the horizontal water utility section.

The City intends to select engineering services of two (2) firms for a period of three (3) years with one two (2) year option at the estimated cost in the amount of \$4,000,000. Each firm shall be allocated a total of \$2,000,000. DPW reserves the right to have a second interview with the eligible firms.

This project will be managed by Mr. Hernan Guadalupe. Should you have any questions regarding the scope of the project, please contact Hernan Guadalupe at (410) 396-8189 or by email at [Hernan.Guadalupe@baltimorecity.gov](mailto:Hernan.Guadalupe@baltimorecity.gov)

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

1. Expertise in designing water mains in a utility-rich environment where there is a possibility that not all as-built drawings for existing and abandoned utilities are available.
2. Expertise in providing engineering and design services, including but not limited to field investigations, utility assessment, reporting, design investigations, surveying, right-of-way acquisition, right-of-entry, mapping, sizing of water mains, design of water distribution, and service mains of all material types such as ductile iron or other applicable water distribution materials and associated appurtenances, scope development, design study, design review, utility coordination, drafting, estimating, specifications development, preparing construction documents, quality control, permitting, and coordination of procurement processes of water main projects.
3. Expertise in making recommendations for replacement versus rehabilitation decisions and rehabilitation of water mains by lining and other trenchless technologies.
4. Expertise in preparing cost estimates, preparation of traffic control plans, erosion and sediment plans, construction sequencing, and or corrosion protection.
5. Expertise in responding to water system emergencies involving water main and components by assessing the situation and recommending corrective measures, preparing fast-track design or sketches to address water system emergencies as needed.

6. Expertise in preparing, submitting, coordinating internal and external agency reviews, obtaining approvals all necessary government and or local jurisdiction permitting. Possess knowledge of federal, state, and local permitting requirements, local utility regulations, and experience in obtaining the permits on a fast-track basis.
7. Expertise in project management knowledge areas and core processes, including but not limited to initiating, planning, executing, monitoring and control, and closeout to ensure designs are completed on time, within budget, and according to the City's design standards.
8. Expertise in developing effective communication processes, stakeholder engagement, public information, and outreach, including development and dissemination of presentation and other materials
9. An overall team approach to utilize, manage and coordinate assigned tasks of the Minority/Women Business Enterprises partners and conform to City goals.
10. Expertise in preparing design reports and bid-ready contract documents, including but not limited to plans, specifications, and cost estimates with city, state, and or federal language requirements to comply with funding conditions, providing technical support services through contract bidding and post award services.

Services shall include, but not limited to review of available information, project management, contract administration, field investigation, utility surveying, design of water main replacement and or rehabilitation, re-design of shelved projects, re-signing and re-sealing shelved projects, emergency services, post award and construction management services including inspection, preparation of reports and contract documents, including plans, specification, construction cost estimates, permit applications, right of ways etc. for city, state, and or federal funded water main projects.

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.

### **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, Baltimore, Maryland 21202 or you may email: [obc.consultants@baltimorecity.gov](mailto:obc.consultants@baltimorecity.gov). Since these letters are utilized to assist small minority and women business enterprise in identifying potential teaming partners, the letter should be submitted within five (5) days of the date of the project's advertisement. The letter must contain a contact person. Failure to submit a "Letter of Interest" will not disqualify a firm from submitting a proposal for this project.

Only individual firms (including, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships and general partnerships) or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture, which **must** be provided at the time the proposal submittal is due.

Each 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 on or prior to the due date. The Federal Form 255 cannot be supplemented with additional pages, and the five copies must be submitted on or before 12:00PM (NOON) by **Friday May 14, 2021**. Submittals will not be accepted after this deadline.

### **Prequalification Requirement**

**All** firms listed in this specific proposal **must** be prequalified by the Office of Boards and Commissions for each discipline at the time of submittal for this Project. Any contracting firm listed in this specific proposal to perform work must also be prequalified. *A copy of the prime and all subcontracting firms' current Prequalification Certificate must be included in the submitted package for proposal.* Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410-396-6883.

### **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 **30.12%**

The WBE goal is **15.22%**

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 Hiring Law**

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; nullification 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.

Sincerely,

Deena Joyce, Executive Secretary  
Office of Boards and Commissions

Issue of: XXXXXXXXXXXX  
The Baltimore Sun  
The Daily Record  
The Afro-American  
The Baltimore Times  
eMarylandMarket Place