

CERTIFICATION OF PUBLICATION

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

PROJECT # 1326 – ON-CALL/URGENT NEED STORMWATER ENGINEERING SERVICES

The City of Baltimore, Office of Boards and Commissions has been requested by the Department of Public Works, Office of Engineering and Construction, to advertise for services of qualified civil/environmental engineering firms to perform On-Call/Urgent Need Stormwater Engineering Services for the Urgent Respond Project Delivery Section (URPDS).

The City intends to select engineering services of two (2) firms for a period of three (3) years with one 2 year option at the estimated cost in the amount of \$1,500,000.00. DPW reserves the right to have a second interview with the eligible firms.

This project will be managed by Mr. John Huang; should you have any questions regarding the scope of the Project, please contact John Huang at (410) 396-3440 or by e-mail at John.Huang@baltimorecity.gov

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

1. Experience in responding to stormwater system and open channel emergencies by rapidly assessing situation and recommending corrective measures.
2. Experience in design of storm drain and open channel systems including hydrology, hydraulic analysis, and hydraulic modeling.
3. Experience in design of stormwater system using trenchless technology including CIPP, pipe bursting, and others.
4. Experience in design of Stormwater management facilities, culvert, retaining wall, slope stabilization, outfall stabilization, urban best management practice, environmental site design, various trash collection technologies, Hydro-geomorphological stream assessments etc.
5. Experience in large diameter storm drains (all shapes) cleaning and inspection.
6. Experience in geotechnical services, conducting and evaluating all subsurface investigations, such as soil characterization and utility location, soil study, test pit, test holes, Ground Penetrating Radar (GPR), unsuitable material removal and disposal estimates.
7. Experience in the preparation of design reports and contract documents including plans and specifications, all permit applications, easements, and related items necessary for procurement of construction. Also have ability to provide project management, GIS support and construction management, post award and contract administration services.
8. Experience and qualification in performing inspection, evaluation and assessment of structural conditions of stormwater infrastructure under confined space conditions.
9. Overall team approach to utilize, manage, and coordinate assigned tasks of the Minority/Women Business Enterprises partners and to conform to City goals.

Services will include review of available information, project management, contract administration, investigation, design, emergency services, post award and construction management services, preparation of reports and contract documents, including plans, specification, construction cost estimates, permit applications, right of ways etc.

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. 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.

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 on or prior to the due date. The Federal Form 255 cannot be supplemented with additional pages, 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.

Five copies must be submitted on or before 12:00PM (NOON) by **March 27, 2020**. Submittals will not be accepted after this deadline. Inclusion and/or submittal of additional material may result in the applicant being disqualified from consideration for this project.

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%**

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

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 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.

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

Sincerely,

Ms. Deena Joyce, Chief
Secretary (AEAC)

Issue of: **February 28, 2020**
The Baltimore Times
The Daily Record
eMaryland MarketPlace Advantage (eMMA)
www.dpw.gov/boardsandcommissions