

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

**REQUEST FOR PROPOSAL - PROJECT NO. 1387  
THE UNBUNDLING INITIATIVE MENTORING PILOT PROGRAM – FOR WATER  
CONTRACT (WC)-1283. WATER MAIN REPLACEMENT AND REHABILITATION AT  
BALTIMORE ST./ SMALLWOOD ST. AND REISTERSTOWN RD**

The City of Baltimore Office of Boards and Commissions (OBC) has been authorized to advertise an *alternative procurement pilot program*. The Unbundling Initiative Pilot (“the Pilot”) Program will transition Baltimore-based Small, Minority and Women Business Enterprises S/M/WBEs from subcontractors to Future General Contractors (FGCs). The Pilot is a natural extension of the existing Small Business Development (SBD) Training Program. The first phase of this initiative will include mentoring and job support on a water rehabilitation contract with traditional construction elements, designed to give S/M/WBEs Primes actual work on DPW existing contracts to train and employ future GCs as the first phase of the Initiative. For the second phase of this Unbundling Initiative, DPW shall provide appropriately-sized utility contracts for newly trained future GCs to bid.

It is the expectation of the City’s DPW that the selected Prime Contractor will assume the risk of completing work performed by future GCs and subcontractors. The selected Prime must demonstrate how they will assign relevant work, document, mentor, and provide on-the-job training to Baltimore-based M/WBEs) to become future GCs capable of performing as the Prime Contractor. The Prime will provide mentoring and on-the-job support to S/M/WBEs to enhance their abilities to become a future GCs to competitively bid on future Utility Work with the Department of Public Works (DPW) and other City Agencies. The Prime will document ongoing status performances of the assigned tasks; including resources provided (i.e. supplies, equipment) to the future GC; bonding and insurance assistance if needed; etc. to complete the scope of work for WC-1283 for the water main replacement and rehabilitation at Baltimore St./Smallwood St. and Reisterstown Rd. that involves the removal/abandonment and replacement of approximately 26,726 linear feet of three-inch thru 12-inch water mains, 1,487 linear feet of cleaning/lining, and relevant appurtenances.

The Prime will document the training and assistance provided to each Minority Business Enterprise / Women Business Enterprise (MBE/WBE) Prime based on the needs of the Prime, assistance provided and the accomplishments and/or issues incurred during the performance of the assigned tasks. The Prime will complete a checklist and evaluation of each MBE/WBE’s performance on the completion of each task, which outlines the equipment, supplies, resources, training, etc., provided to each individual contractor. It should be noted that the various MBE/WBE contractors and their respective assignments will require varying degrees of assistance and/or resources based on their experience and exposure.

MBE/WBEs must demonstrate their expertise by successfully completing the task assignment on time and on budget in order to receive a passing evaluation. MBE/WBEs unable to perform the work, unable to grasp the necessary concepts, or maintain control of assigned task will be referred back to DPW’S / SBD Training Program for classroom enhanced skills.

This is a two-part process being submitted simultaneously: Part A-Response to RFP / Project # 1387 and Technical Proposal for WC-1283 and Part B-WC-1283 Bid Submission / Construction fees/Price Proposals. The selected Prime must demonstrate their **Best Value, not necessarily the Lowest Bid**.

**The City’s goal is to benefit and increase the following:**

- MBE/WBE utilization;
- Increase local hiring;
- Development and capacity building of S/M/WBE; and
- Provide viable competition of additional Primes to the City’s contracting process.

One (1) Prime will be selected to manage all services under this Initiative. Upon completion of WC-1283; the selected Prime must document how they have mentored and trained the future GCs to perform all tasks of this Initiative. There must be a minimum of five (5) future GCs (MBEs and WBEs) integrated into the completion of utility construction for DPW Utility Contract WC-1283. The Prime shall provide the future GCs individual subcontractor agreements, endorsed by both parties herein.

1. Mentoring and training the required MBEs and WBEs, maintaining the required participation and satisfactory evaluations of on-the-job performance for WC-1283.
2. Strategic plan for integrating MBE/WBE FGC of task performance for WC-1283.
3. Preparation of reports, detailed cost estimates, and contractual documents as required by the contract specifications including processing all permits and approvals from regulatory authorities if required.
4. Experience interviewing shop drawings, preparing operation and maintenance manuals, and evaluating potential change orders during construction.
5. Experience in using Geographical Information Systems (GIS) and database management.
6. Experience in identifying and using software and methodologies that are applicable to this project
7. Experience in developing comprehensive reports.
8. Experience in developing knowledge management processes, City staff training, and project repositories.

**Prime must demonstrate criteria and experience including, but not limited to, the following:**

- A. Overview of Team –Members and Structure
  - Ability to provide project management, contract administrative services, training on all topics involved in on-the-job training and performance on WC-1283, including skilled personnel, and resources to ensure effective performance and delivery.
- B. Capacity Building Plan and Mentoring of Future General Contractor (FGCs)
  - Ability to assist with Bonding, Financial and Work Capacity. Propose Mentoring, training methodology, including SBD, other facilitator’s, and outside experts; etc.
- C. MBE/WBE Commitment
  - Build and grow the capacity of Baltimore-based S/M/WBE. Coordination of a multi-disciplined team including MBEs and WBEs
- D. Financial Score – Best Value
  - Best Value, demonstrating your teams’ manpower, competent personnel to complete assigned tasks on schedule and within budget; not necessarily the lowest bid

**Future General Contractor’s (FGCs) must meet two or more of the following eligibility requirements:**

1. Primary headquarters must be in the City of Baltimore;
2. Must employ 50% of City of Baltimore residence;
3. Must be prequalified by the City’s OBC; or
4. Must have completed DPW’s SBD Training Program
  - a. <https://publicworks.baltimorecity.gov/smallbusinessdevelopment>

The City intends to select the services of one (1) Prime for a period of two (2) years at an estimated fee not to exceed \$18,000,000.00 with an option to extend for two (2) one-year additional term(s). The City has designated a one-time Mentoring fee of \$500,000.00 which may be used for the duration of contract WC-1283. Funds can only be used by the Prime when mentoring to future GCs has been completed. The Prime must submit all invoices providing proof of how or what, mentoring was provided to the future GCs to receive any payment.

The Prime Contractor will receive a one-time bonus of \$250,000.00 for assisting the City of Baltimore by Mentoring and providing On-The Job Performance Training to their future partners that is contingent on a minimum of 3 future GCs demonstrating to the City the ability to do the following one year after this project is complete:

- Capable to submit bids and become an awardee as Prime GC on appropriately sized contracts based on their prequalification work capacity with OBC, during this pilot or one-year after the end of this pilot.
- Ability to become bonded during this pilot or one-year after the end of this pilot.

DPW encourages all contracting Prime that have the experience and capacity to work on this scope to submit their proposals. All Primes must demonstrate and document their capacity and resources to deliver the required services on time. Should you have any questions regarding the scope of the project, please contact **Ms. Nicolette Archie at 410-396-3440 or email [Nicolette.Archie@baltimorecity.gov](mailto:Nicolette.Archie@baltimorecity.gov)**.

**The Schedule:** The anticipated advertisement schedule of this Request for Proposal (RFP) is intended as a partial timeline for related activities listed below:

- August 4, 2023: Advertisement of Project #1387 (WC-1283)
- August 18, 2023: Pre-proposal meeting 1:00 PM – 2:30 PM
- August 25, 2023: Deadline for proposer’s submission of questions by 5:00 p.m. Eastern Standard Time (EST)
- September 8, 2023: Responses due to proposer’s questions by 5:00 p.m. EST
- September 20, 2023: **Submittals due to the Board of Estimates (BOE) before 11:00 AM.**

**Pre-Proposal Advertisement Meeting:** Representatives from the City will be conducting a pre-proposal meeting in person with interested Proposers on **August 18, 2023 from 1:00 pm to 2:30**. at the Department of Public Works (DPW) 200 Holliday Street, in the large 3rd Floor Conference Rm. Baltimore, Maryland 21202, or join **TEAMS on your computer, mobile app or room device**. [Click here to join the meeting](#) The Meeting ID: 297 810 129 490 **Or call in (audio only) +1 667-228-6519,158749099#** United States, Baltimore, Phone Conference ID: 158 749 099#.

The purpose of this meeting is to present and clarify information about the Project and procurement process, and respond to any immediate questions Proposers may have about the RFP. A list of attendees at the pre-proposal meeting will be recorded and made available to all Proposers.

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 Requirements**

**All Primes** listed in the specific proposal for the Project **must** be prequalified by the Office of Boards and Commissions (OBC) for each applicable discipline *at time of submittal* for this Project. *A copy of the prime and sub's current Prequalification Certificate should be included in the bid submittal package.* Information regarding the prequalification process can be obtained by calling the OBC at 410-396-6883.

The Federal Standard Form (SF) 255 *cannot* be supplemented with additional pages or 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 but simply be stapled in the upper left-hand corner. Cover sheets should not be included.

Primes interested in submitting a proposal for this Project shall address a **Letter of Interest** to the OBC, 4 South Frederick Street, 4<sup>th</sup> Floor, Baltimore, Maryland (MD) 21202, or you may submit an email to [OBC.contractors@baltimorecity.gov](mailto:OBC.contractors@baltimorecity.gov). Letters of Interest will be utilized to assist S/M/WBEs 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 provide the Project Number and the Prime's information: (Name, phone number, email, and contact person). Failure to submit a "letter of Interest" *will not* disqualify any Prime submitting a proposal for the project.

Only individual Primes (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or formal Joint Venture (**JV**) may apply. Two Primes may not apply jointly unless they have formed a joint venture.

## **Bid Documents**

**Interested Primes must purchase official bid documents for WC-1283 from Office of Contract Administration.**

Bid documents for WC-1283 will be sold for **\$100.00** at the Office of Contract Administration (OCA) located at 4 South Frederick St Baltimore, MD 21202- 3<sup>rd</sup> floor. Prime/Vendors must make an appointment to purchase documents at this location. Primes/Vendors wanting to purchase these documents must email [obc.contractors@baltimorecity.gov](mailto:obc.contractors@baltimorecity.gov) [Tonorah.Houston@baltimorecity.gov](mailto:Tonorah.Houston@baltimorecity.gov) and [dpwidopportunities@baltimorecity.gov](mailto:dpwidopportunities@baltimorecity.gov). The information provided within the requested email will be used for the bidder's list and contact information for the Pre-Bid meeting so information must be current and accurate. A Prime must be currently prequalified with the Office of Boards and Commissions, at the time of bid due date, in order for bids to be officially accepted.

**For scheduled pickups:** Primes' must not attempt to obtain documents without an appointment. A representative from OCA will confirm to the Prime the proposed date and time by receipt of email. Payment must be made on the day of the scheduled pickup in order for the documents to be released to the vendor. No cash will be accepted.

**For mailing requests:** Documents will be mailed at the expense of the requested Prime. Primes' must provide a current active Federal Express account, or other overnight delivery service, account numbers and relevant information. After receipt of request, account numbers will be coned with the Prime with the mail service by a representative of OCA. A cashier's check **made out to Director of Finance**, must be received by OCA, 4 South Frederick St- 3rd Floor, Baltimore, MD 21202. Include the Project number on the check. Cost of bid documents must be received before the documents can be sent.

Section 3.5 of the "Rules for Prequalification of Contractors" states: Only contractors prequalified by these Rules shall be entitled to purchase documents for bidding purposes. Any other individual may purchase documents stamped '**SAMPLE – NOT FOR BIDDING PURPOSES.**'

## **Submittal Process**

This is a two-part process being submitted simultaneously and follow required specifications and Instructions to Proposers: For both **Part A-Response to RFP** / Project # 1387 and Technical Proposal and **Part B-WC-1283 Bid Submission** / Construction fees. **Primes/Proposers** must submit one (1) original and three (4) duplicate sealed copies with both Part-A and Part-B together as one package for submission. **Primes/Proposers submittals are due to the Board of Estimates (BOE) on or before 11:00 AM, Wednesday September 20, 2023. Proposals/Submissions will not be accepted after submission deadline.**

**Part A – Response to RFP** / Project # 1387 and Technical Proposal for WC-1283:

1. Response to RFP for Project #1387 from each Prime responding to this is required to complete and submit an *original* Standard Federal (SF) Form 255, include certificate of prequalification and technical proposals.

**Part B-WC-1283 Bid Submission** (includes Construction fees/Price Proposals and Mentoring Pilot Program):

**Primes/Proposers** must provide a Cost Proposal, which shall include two (2) individual cost components:

1. **Construction fees/Price Proposals:** For the Construction Phase, Primes/proposers shall provide the total not to exceed cost for construction phase services for the water main replacement and all appurtenances.
2. **Allowance for the Mentoring Pilot Program:** The total allowance shall not exceed \$500,000. as provided by the City for the duration of this contract for fees to mentor future GCs.

**ALL ISSUED ADDENDA IN THEIR ENTIRETY MUST BE ATTACHED TO THE ORIGINAL BID WHEN SUBMITTING YOUR BID TO THE COMPTROLLER'S OFFICE—DO NOT REMOVE ANY PAGES FROM ISSUED ADDENDA.**

## **MBE/WBE Requirements**

It is the policy of the City 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/WBE goal is **49%**

Primes 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**

The Prime 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, Primes submitting SF 255s should call the MWBOO at (410) 396-4355 to verify certification, expiration dates, and services that the MBE or WBE is certified to provide.

## **Non-Affiliation**

A Prime submitting a proposal may not use an MBE or WBE to meet a contract goal if:

1. The Prime has a financial interest in the MBE or WBE
2. The Prime has an interest in the ownership or control of the MBE or WBE

3. The Prime is significantly involved in the operation of the MBE or WBE (Article 5, Subtitle 28-41)

### **Insurance Requirements**

The Prime 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.

### **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 Primes/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 details on the requirements of the law.

### **Additional Information**

A Prime 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 Primes, 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 Prime 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.

Primes 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, submittal due date, or other requirements of this RFP may cause disqualification of the submittal.

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

Issue of: 6/6/2023

eMaryland Marketplace Advantage (eMMA)

Maryland Washington Minority Companies Association (MWMCA)

The Afro-American

The Baltimore Sun

The Baltimore Times

The Daily Record