

**REQUEST**

**FOR**

**PROPOSALS**

**FOR**

**CITY OF BALTIMORE KANE STREET SANITATION YARD  
SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN**

**IN**

**THE CITY OF BALTIMORE, MARYLAND**

**THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

**Issued: 1-31-2022**

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**REQUEST FOR PROPOSALS  
FOR  
CITY OF BALTIMORE KANE STREET SANITATION YARD  
SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN  
IN  
THE CITY OF BALTIMORE, MARYLAND**

**THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

The Northeast Maryland Waste Disposal Authority (Authority) is seeking a qualified firm (Contractor) with the technical expertise to provide all labor, tools, material, and skills necessary to conduct a comprehensive occupational safety and health assessment of the Kane Street Sanitation Yard, owned and operated by the City of Baltimore, Department of Public Works, Bureau of Solid Waste (FACILITY). The Contractor will identify all infrastructural and operational improvements that should be made at the FACILITY to meet Occupational Safety and Health Administration (OSHA) standards and other Federal, State, or local laws and regulations regarding building and fire codes.

The Authority was established as a public corporation by Chapter 871, Acts of 1980 to assist its participating political subdivisions of Maryland and other public entities in providing adequate solid waste disposal facilities, including facilities for the generation of steam, electricity or fuels and recovery of materials that are derived from or are otherwise related to waste disposal. Participating jurisdictions ("the Members") include Baltimore City and Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard, and Montgomery Counties. Maryland Environmental Service, an instrumentality of the State of Maryland, is an ex-officio member. The Authority acts as a coordinating agency and a financing vehicle for solid waste management projects. Additional information on the Authority is on our web page, [www.nmwda.org](http://www.nmwda.org).

Copies of the Request for Proposals are available from the Northeast Maryland Waste Disposal Authority at 410-333-2730, [procurement@nmwda.org](mailto:procurement@nmwda.org), or at the address below:

Northeast Maryland Waste Disposal Authority  
Tower II – Suite 402  
100 South Charles Street  
Baltimore, MD 21201-2705

Proposals will be accepted **until 3:00 PM Local Time on FRIDAY, APRIL 1, 2022.**

Andrew Kays, Executive Director

**REQUEST FOR PROPOSALS  
FOR  
CITY OF BALTIMORE KANE STREET SANITATION YARD  
SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN  
IN  
THE CITY OF BALTIMORE, MARYLAND  
  
THE NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

Offerors are invited to submit proposals in conformance with the requirements described below:

**PART I - PROPOSAL INFORMATION**

**1.1 PURPOSE:**

The Northeast Maryland Waste Disposal Authority (Authority) is seeking a qualified firm (Offeror) with the technical expertise to provide all labor, tools, material, and skills necessary to conduct a comprehensive occupational safety and health assessment of the Kane Street Sanitation Yard, owned and operated by the City of Baltimore, Department of Public Works, Bureau of Solid Waste (FACILITY). The Contractor will identify all infrastructural and operational improvements that should be made at the FACILITY to meet Occupational Safety and Health Administration (OSHA) standards and other Federal, State, or local laws and regulations regarding building and fire codes.

This procurement includes three phases of work. In Phase 1 the Offeror will identify needed repairs and renovations and develop a Safety and Health Compliance Master Plan for the Facility. Phase 2 includes construction management and inspection services of minor repairs identified in the Phase 1 Master Plan. Phase 3 includes the design of major renovations and improvements recommended in the Phase 1 Master Plan.

This procurement will be part of the justification for the City of Baltimore Board of Estimates project approval.

**1.2 CONTACT PERSON:**

Any communication regarding this RFP must be made to the attention of “**CITY OF BALTIMORE KANE STREET SANITATION YARD SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN**” in writing, and directed to [procurement@nmwda.org](mailto:procurement@nmwda.org) or Northeast Maryland Waste Disposal Authority, 100 South Charles Street, Tower II – Suite 402, Baltimore, MD 21201. Prior to award of this contract, Offerors should not initiate any communications related to this RFP with Authority staff, or with employees or local elected officials of any Member Jurisdiction. Any communications other than to [procurement@nmwda.org](mailto:procurement@nmwda.org) may result in the disqualification of an Offeror’s proposal.

### 1.3 PRE-PROPOSAL MEETING:

A pre-proposal meeting will be held on **Friday, FEBRUARY 18, 2022 at 2:00 PM Local Time**. The pre-proposal meeting will take place at the Kane Street Sanitation Yard located at 111 Kane Street, Baltimore, MD 21224. Participants are encouraged to attend the pre-proposal conference, but not required to attend in order to respond to this RFP. Potential attendees must RSVP to [procurement@nmwda.org](mailto:procurement@nmwda.org) no later than **4:00 PM, Local Time, on Thursday, FEBRUARY 17, 2022**. Additional dates for visiting the site follow below. Offerors may conduct a visual survey of the site but are not permitted to undertake invasive investigations during the proposal process.

DATE 1: Monday 2/21/2022 at 2:00 PM Local time

DATE 2: Tuesday 2/22/2022 at 11:00 AM local time

DATE 3: Wednesday 2/23/2022 at 2:00 PM Local time

### 1.4 WRITTEN QUESTIONS:

Prospective Offerors may submit written questions only concerning this RFP to the attention of "**CITY OF BALTIMORE KANE STREET SANITATION YARD SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN,**" to [procurement@nmwda.org](mailto:procurement@nmwda.org). The Authority will endeavor to respond, in writing, to requests for information submitted by 4:00 PM local time on **FRIDAY MARCH 18, 2022**; however, the Authority makes no assurance that written responses will be tendered if, in the opinion of the Authority, such information is evident in the RFP or goes beyond the intended scope of this solicitation. Any written responses to questions made shall be emailed to all prospective Offerors who requested a copy of this RFP.

### 1.5 AMENDMENT OR CANCELLATION OF THIS RFP:

If this RFP requires amendment, written notice of the amendment will be given by means of an addendum to all prospective Offerors who requested a copy of this RFP or who submitted the Offeror's Contact Information Form. Receipt of addenda must be acknowledged in writing by prospective Offerors to the Authority. Acknowledgment by e-mail is permitted. Copies of the acknowledgments are to be included in the proposal. The Authority reserves the right to modify, amend or cancel this RFP if the Authority determines, in its sole discretion, that it is in the best interest of the Authority to do so.

### 1.6 SUBMISSION REQUIREMENTS:

An experienced planning and engineering firm will be engaged to complete the required effort. Firms receiving this Request for Proposal (RFP) are expected to provide a proposal responsive to the Scope of Services. Technical and Cost Proposals shall be submitted separately to [procurement@nmwda.org](mailto:procurement@nmwda.org), with the subject lines "**CITY OF BALTIMORE KANE STREET SANITATION YARD SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN: Technical Proposal**" and "**CITY OF BALTIMORE KANE STREET SANITATION YARD SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN: Cost Proposal**" and are

due no later than 3:00 PM local time on **FRIDAY, APRIL 1, 2022**. No hardcopies are required. Submissions are to be sent to the Authority procurement email address at [procurement@nmwda.org](mailto:procurement@nmwda.org).

The technical proposal must include a statement of the firm's qualifications, three to five projects of a similar nature completed within the last five years, and résumés of staff that will be assigned to this project. Current contact information for these reference projects must be included. A matrix of the project team and their participation on the reference projects must be included as a separate page. The technical proposal must also include a detailed scope of work, corresponding to the tasks within the scope, describing the proposed approach to the completion of this project.

Cost proposals shall be broken down by task indicating the number of hours and expenses proposed for each task (Task). The cost proposals are to be presented as a PDF and in an unlocked current version of MS Excel. The Excel file must show the build-up of the per Task pricing. This will be a time and materials contract with a not to exceed price for the work. Lump Sum proposals (for the totality of the project) will not be accepted; however, sub-contractor efforts, such as survey work may be lump sum). For clarity, PHASE 1 charges for subcontractors performing engineering services cannot be marked up.

The proposals shall include the use of qualified MBE/WBE and local firms for the performance of the work to the greatest extent possible.

Proposals will be a maximum of 40 pages in length, for Sections 1 through 7 as described below. Sections 8 and 9 will not count toward the page limit requirements. Refer to the Table below for maximum page limits per Section. Proposals shall be organized in the following manner:

**Section 1** – Transmittal Letter/Cover Letter.

**Section 2** – Organization Chart showing key individuals and area(s) of experience for municipal projects, including a listing of Maryland licensed Professional Engineers who shall be stamping the various components of the drawings. The Organizational Chart shall be 11" x 17" format.

**Section 3** – Description of Key Projects (highlighting experience in Maryland).

**Section 4** – Résumés and Current Position of Key Individuals (to include key subcontractors if the Offeror shall use said subcontractor to meet one or more of the tasks). Resumes shall be one (1) page per key individual. This should include a matrix wherein the project team experience in the reference projects is presented. Experience from previous firms may be noted.

**Section 5** – References (to include key subcontractors if the Offeror shall use said subcontractor to meet one or more of the tasks).

**Section 6** – Work Plan and Project Schedule. The schedule for the deliverables must be in the overall Project Schedule as well as presented as a separate file.

**Section 7** – Price Proposal.

**Section 8** – Statements/Documents of Compliance. MBE compliance, Non-Segregated Facilities, Drug Free Workplace Policy, current Maryland State Department of Assessments and Taxation (“MDS DAT”) Certificates for all firms in the proposals or statement agreeing to provide the required Statements and Certificates prior to executing the Contract.

**Section 9** – Comments on the draft form of Contract.

<b>Section Description</b>	<b>Max Page Limit (double-sided)</b>
Section 1 – Transmittal Letter/Cover Letter	1
Section 2 – Organization Chart	1
Section 3 – Description of Key Projects	5
Section 4 – Résumés and Current Position of Key Individuals	5
Section 5 – References	1
Section 6 – Work Plan and Project Schedule	5
Section 7 – Price Proposal	2
<b>Total Pages</b>	<b>20</b>
Section 8 – Statements/Documents of Compliance	N/A
Section 9 – Comments on the Project Scope	N/A

**If the Offeror’s proposal is longer than 20 pieces of paper (if printed) for Sections 1 through 7, it will be considered non-responsive.**

**1.7 DISCLOSURE:**

Offerors should identify those portions of their proposals that they consider to be confidential, proprietary commercial information, or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Authority under the Maryland Public Information Act, Title 4 under the General Provisions Article of the Maryland Code. Offerors are advised that, upon request for this information from a third party, the Authority is required to determine independently whether the information can be withheld under the law. If the Authority determines that materials marked as confidential must be disclosed under the law, the Authority will notify the Offeror in advance of releasing the information to permit the Offeror to take independent action to protect the information. Offerors agree that the Authority has no liability for release of information it determines in good faith must be disclosed under the law.

**1.8 INCURRED EXPENSES:**

The Authority is not responsible for any expenses that Offerors may incur in preparing and submitting proposals.

**1.9 ACCEPTANCE OF TERMS AND CONDITIONS:**

By submitting a proposal in response to this RFP, the Offeror accepts all the terms and conditions set forth in this RFP (including the draft contract in substantially the form thereof (see Exhibit 3), unless otherwise noted and agreed to during the open question period.

Furthermore, by submitting a proposal in response to this RFP, the Offeror accepts and acknowledges that the Authority is performing this project in conjunction with Baltimore City and its designated staff and agents will be an integral project partner and deliverable reviewer on all project-related activities.

**1.10 PROCUREMENT REGULATIONS:**

Any contract entered into as a result hereof, is not subject to the provisions of the State Finance and Procurement Article, but is governed by Section 3-921 of the Natural Resources Article of the Annotated Code of Maryland and COMAR 14.13.01.01 et seq.

**1.11 Equal Employment Opportunity:**

Offerors shall comply with all applicable federal, state and local laws and regulations pertaining to equal employment opportunity. The Offeror is responsible for determining the applicability of these provisions and extent of compliance.

**1.12 Living Wage Requirement:**

The Baltimore City Living Wage Requirement applies to this solicitation. The Baltimore City Code (Article 5, Subtitle 26 “Hours and Wages – Service Contracts”) establishes what is more commonly referred to as the City’s “Living Wage” requirement. Contractors having service contracts with the City are required, among other things, to pay their non-professional employees a “Living Wage” to be determined each year by the Board of Estimates. Contractors must become thoroughly familiar with the “Living Wage” requirement (<https://civilrights.baltimorecity.gov/wage-commission/wages>, accessed 01.27.2021). A copy of the City Code can be found on the City’s website ([www.baltimorecity.gov](http://www.baltimorecity.gov)).

**1.13 Local Hiring Laws:**

The Baltimore City local hiring law applies to the solicitation. 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 the original term of the contract award greater than \$300,000.00, in addition to any contract modification (amendment, renewal, extra work or change order). Whether a City subsidized project is subject to the Law shall be finally determined when an agreement authorizing assistance valued at more than \$5,000,000.00 is executed by the City. Please visit <https://moed.baltimorecity.gov/employer-services/hiring-strategies-local> for details on the requirements of the law.

## **PART II - CONTRACT INFORMATION AND PROPOSED CONTRACT PROVISIONS**

### **2.1 PARTIES TO THE CONTRACT:**

The Authority and the Offeror shall enter into the Service Contract. The City is an explicit third-party beneficiary of the RFP and the resulting Service Contract. The draft Service Contract is attached hereto as Exhibit 3.

### **2.2 CONTRACT TERM:**

The term for this effort will commence on the Effective Date and shall extend for 48 months and will be set forth in a resulting Service Contract.

### **2.3 COMPENSATION AND METHOD OF PAYMENT:**

The Offeror is expected to submit invoices monthly, including a description of work performed relating to the period of the invoice pursuant to the terms of the Service Contract (see attached draft of Service Contract at Exhibit 3).

### **2.4 INSURANCE:**

The Offeror must have or be willing to obtain insurance with the minimum terms shown in the draft contract. If the Offeror does not currently have the minimum insurance required, the Offeror must be willing, at its own cost, to obtain such insurance and provide the necessary certificates of insurance prior to the signing of the Contract.

## **PART III – SCOPE, QUALIFICATIONS, SCHEDULE, AND PRICING**

### **3.1 SCOPE:**

Contractors must provide a Scope of Work which includes all of the following scope components outlined below. The Scope of Work must be of sufficient detail to allow the City to understand the approach planned by the Contractor. The Contractor may include additional activities as necessary to comprehensively meet the objectives of this project.

The aspects of the Facility that are included in all Phases of this project include: parking areas, landscaping/drainage, structural integrity of all site buildings, offices, locker rooms/lavatory, plumbing, storage, fire safety, security, HVAC, and ventilation & space

requirements to meet Center for Disease Control and Prevention (CDC) guidelines for protection against airborne disease.

**PHASE 1 :**

Many of the Bureau's facilities are older and in need of improvements or renovations to come into compliance with local ordinances and OSHA standards for the continued use by Bureau staff. The objective of Phase 1 of this project is for the Contractor to provide a thorough assessment of the FACILITY and to provide recommendations for repairs and renovations in the form of a Master Plan. The recommendations shall be categorized as either minor repairs (generally defined as not requiring a design or permit), or renovations (generally defined as requiring engineered drawings and/or permits).

**PHASE 2:**

The Contractor will be responsible for oversight, inspection, and documentation of the performance of minor repairs identified in the Phase 1 Master Plan. The performance of minor repairs will be completed by others.

**PHASE 3:**

The objective of Phase 3 is to produce engineered drawings and specifications of the major renovations recommended in the Phase 1 Master Plan. Construction of major renovations designed in Phase 3 will be performed by others in a later, separate procurement.

**Task 1.1 – Background Information –**

1.1.1 Review documents that control and govern current facility structures and operations, including:

- Regulations, permits and governing code and ordinances
- As-built drawings (as available)
- Operations plans
- 10-Year Solid Waste Management Plan
- Less Waste Better Baltimore Plan
- Compliance inspection reports and notices of violation
- Zoning requirements
- Art requirements for Capital Projects pursuant to ART. 5, § 21-16 of the Baltimore City Code

**Task 1.2 - Site Observations** - Visit the FACILITY and investigate the current conditions; photo-document the same.

- 1.2.1 Interview two (2) Supervisory level staff. The interview will provide the Contractor with a thorough understanding of the function of the Facility and its limitations and failures.
- 1.2.2 Document the condition of existing facility including photos and narrative description.
- 1.2.3 Produce a side-by-side comparison of applicable regulations / standards / permits and the existing conditions.

## **PHASE 2**

### **Task 2.1 – Oversight of Minor Repairs (Based on the Phase 1 Master Plan)**

Based upon the Minor Repair list approved in the Master Plan provide on-site inspection and oversight for the implementation of certain minor repairs and improvements as agreed to by the Authority. Implementation is to proceed as quickly as possible once the notice to proceed is issued. The actual performance of minor repair work will be completed by others under the Contractor's supervision.

### **Task 2.2 - Documentation**

- 2.2.1 Daily work completion reports for the installation of the improvements and repairs, submittal of all maintenance manuals and permit reports (e.g., permits, inspections, and final inspections) as each improvement and repair is made.
- 2.2.2 Produce a summary report documenting all Minor Repairs completed in Phase 2.

## **PHASE 3**

### **Task 3.1 – Renovation Design – Civil/Site Development, Structural/Architectural, Mechanical, Electrical, and Plumbing Drawings**

- 3.1.1 Prepare 15% Concept Design for layout, location, and scope of major renovations
- 3.1.2 Prepare 30% Renovation Designs & Cost Estimate
- 3.1.3 Prepare 60% Design & Cost Estimate
- 3.1.4 Prepare 90% Design, Cost Estimate, Technical Specifications, Bid Documents, and obtain all permits
- 3.1.5 100% Design, Final Bid Estimate, Technical Specifications, and Bid Documents conforming to City of Baltimore Purchasing Requirements
- 3.1.6 Bid Review and Tabulation, and Recommendation for Award

## **OTHER REQUIREMENTS**

### **1. Deliverables Format**

- 1.1. Draft submittals of reports, drawings, and budget estimates shall be electronic, unless otherwise noted.

- 1.1.1. Plan on 2 rounds of consolidated comments on all submittals except for monthly reports (one round). For example, the 30% design drawings will receive two rounds of review. Gross grammar correction, math correction or reference correction notes provided to the Contractor for addressing are not counted under the task effort and cannot be charged to the project.
- 1.2. Printed documentation shall be provided in double sided format when practicable. Reports shall be bound. Unless otherwise noted, one copy of final submittals shall be provided.
- 1.3. Engineered Drawings shall be provided on ANSI D (22-inch by 34-inch) format.
- 1.4. Text, spreadsheets, databases, and schedules shall be provided in electronic version compatible with Microsoft Office (Word, Excel, Access, and Project), and unlocked. Drawings shall be provided in Bentley MicroStation V8 format. All final documents shall also be provided in Adobe PDF format. The Contractor shall ensure that all work from sub-contractors is seamlessly integrated into the final submittal package and that any required PE stamps are completed by a currently licensed PE in the appropriate discipline.

## **2. Project Management**

- 2.1. Kick-off meeting with the City and Authority to identify data needs and project goals. Kick-off meeting notes to be submitted within 5 business days of the meeting, for one round of review.
- 2.2. Provide detailed schedule of planned activities to complete the work
  - 2.2.1. All activities shall be scheduled and monitored by use of a Critical Path Method (CPM) progress schedule
  - 2.2.2. Update monthly and submit with progress reports
- 2.3. Provide weekly update emails, under the Title: "CITY OF BALTIMORE KANE STREET SANITATION YARD SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN", Weekly Email no later than 1 PM local time (Baltimore) each Friday, starting the Friday after the kick-off meeting.
  - 2.3.1. Summary will address work performed in the period, planned work for the succeeding week, status of permits/approvals, invoicing, issues encountered in the field, and staff involved in the work; and may be a bulleted list.
- 2.4. Provide written monthly progress reports of completed actions, planned work, and schedule compliance
  - 2.4.1. Describe the actions that have been taken in fulfilling scope requirements.
  - 2.4.2. Identify all deliverables that have been submitted
  - 2.4.3. Describe all actions scheduled for the next 6 weeks and prepare progress schedule

- 2.4.4. Include information regarding percentage completion, unresolved delays encountered or anticipated that may affect the future schedule and a description of efforts made to mitigate those delays or anticipated delays. Assume three (3) meetings to be conducted in Baltimore City
- 2.4.5. Submit by the 10<sup>th</sup> of each month
- 2.5. Every other week conference calls to discuss progress, completed actions, data collected, and concepts formulated toward completed planning effort
- 2.6. Progress and review meetings at the conclusion of each task
- 2.7. All meetings will be held in City offices in Baltimore, Maryland, onsite at FACILITY or remotely via teleconference\* or online conference\*<sup>1</sup> as appropriate
- 2.8. Invoicing. Invoices for this project are to be formatted and delivered per the terms of the Service Contract. The contents of the invoice shall include (at a minimum):
  - 2.8.1. A summary narrative of the work invoiced and a look ahead to the next billing period
  - 2.8.2. Per Task hourly breakdowns for the various rate classes
  - 2.8.3. A description of the work performed by each charged rate class, by date
  - 2.8.4. Copies of all tickets, receipts, invoices etc. relating to expenses charged to the project
  - 2.8.5. A summary table of charges per Task, showing amounts billed to date, remaining balances and amounts received, including payments to all subcontractors.
- 2.9. Deliverables for Task 2: Provide electronic files of project schedule, meeting minutes, progress reports and presentation materials

(B) Project Assumptions across all tasks:

1. The Offeror shall prepare all project documents and perform all project work in accordance with all applicable federal, state, and local laws and regulations, general industry standards, and any Quality Assurance Plans for the project.
2. The Offeror is responsible for coordinating the work between tasks to ensure complete and accurate submissions to the Authority and other affiliated parties related to the project work.
3. The Offeror shall maintain the responsibility to verify existing records and existing on-site field conditions.
4. The Offeror shall coordinate with the Authority and the City regarding site access, planned work activities, and potential coordination with on-site operations and contractors, etc. prior to performing any on-site work.
5. The Offeror shall maintain the responsibility to verify existing records and existing on-site field conditions before submitting a proposal. Failure to identify discrepancies between

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<sup>1</sup> There is to be no separate technology charge for teleconference or online conference meetings. The Authority reserves the right to offer these services.

the scope of work and existing site conditions, and bring any such discrepancies to the Authority's attention, constitutes acceptance of those conditions.

6. The Offeror shall incorporate up to two (2) rounds of comments from the Authority on each draft document.

### **3.2 QUALIFICATIONS:**

The Offeror must show it is qualified to assist the Authority for this scope of work, as well as meeting certain financial/liability qualifications. The technical proposal must include a statement of the firm's qualifications, three to five projects of a similar nature completed within the last five years, and resumes of staff that will be assigned to this project. Current contact information for these reference projects must be included. A matrix of the project team and their participation on the reference projects must be included as a separate page. The technical proposal must also include a detailed scope of work, corresponding to the tasks within the scope, describing the proposed approach to the completion of this project. Preference may be given to experience gained in the geographical region and with jurisdictions and programs similar to the City of Baltimore Maryland.

A matrix of the project team and their participation on the reference projects must be included as a separate page. The technical proposal must also include a detailed scope of work, corresponding to the tasks within the scope, describing the proposed approach to the completion of this project.

Résumés of Key Individuals that would be assigned to assist the Authority must be included. This is to include Professional Engineers licensed in the State of Maryland.

The proposal must include a current Maryland State Department of Assessment and Taxation certificate of Good Standing for the Offeror and all proposed sub-contractors. The proposal must also include a letter from a qualified insurer stating that they are willing to provide the required insurance listed in the draft Service Contract.

### **3.3 PROJECT SCHEDULE:**

The Offeror must include a Project Schedule. The Project Schedule shall be prepared and distributed in Microsoft Project and PDF. A general outline of preliminary project activities and timeframes is provided below.

Issuance of RFP	February 1, 2022
Pre-Proposal Meeting	February 18, 2022
Offeror Written Questions due	March 18, 2022
Offeror Proposals due	April 1, 2022
Proposal Evaluation/Negotiation/Award	April-May 2022
Kick-off Meeting	ESTIMATED late July 2022

### **3.4 PRICE PROPOSAL:**

The Offeror must include a Price Proposal that shows the hourly rates including any multiplier for all individuals that would be working on this effort. The Offeror must include a schedule of standard expense costs such as photocopying and mileage charges. The Offeror shall complete the Price Proposal General Rate Sheet and the Price Proposal Summary for all tasks:

- Phase 1 – Background Information and Data Collection and Development of Master Plan
- Phase 2 – Oversight and Management of Minor Repairs
- Phase 3 – Design of Major Renovations
- Other - Project Management

The rates provided must be equal to or less than any contract rates that are provided under contract with any of the other Authority Member Jurisdictions and the Maryland Environmental Service. Cost proposals shall be broken down by task indicating the number of hours and expenses proposed for each task (Task). The cost proposals are to be presented as a PDF and in an unlocked current version of MS Excel. The Excel file must show the build-up of the per Task pricing. This will be a time and materials contract with a not to exceed price for the work. Lump Sum proposals (for the totality of the project) will not be accepted; however, sub-contractor efforts, such as survey work may be lump sum). For clarity, PHASE 1 charges for subcontractors performing engineering services cannot be marked up.

The proposals shall include the use of qualified MBE/WBE and local firms for the performance of the work to the greatest extent possible.

The price proposal (“General Rate Sheet,” and “Summary Sheet”) shall be formatted as shown in **Exhibit 2**. Prices proposed under this RFP will be irrevocable for a period of 90 days from the proposal closing date, or, if modified during negotiations pursuant to Section 4.2, for a period of 60 days from the date such modified rates are proposed by the Offeror.

ALL PROPOSALS MUST BE TIME AND MATERIAL. NO LUMP SUM PROPOSALS WILL BE ACCEPTED.

## **PART IV - EVALUATION PROCEDURE**

### **4.1 EVALUATION COMMITTEE:**

The Executive Director will appoint an evaluation committee (the “Evaluation Committee”) to be composed of Authority and City staff. The Evaluation Committee will evaluate the proposals received in accord with the criteria set forth in the RFP and make a recommendation for award to the Executive Director.

#### **4.2 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE:**

The Authority reserves and assigns to the Executive Director the right to determine which of the Offerors have met the qualifications of this RFP. The Executive Director shall have the sole right to determine whether any deviation from the requirements of this RFP is substantive in nature, and the Executive Director may reject proposals that are not reasonably susceptible of being selected for contract award. In addition, the Executive Director may reject in whole or in part any and all proposals, may waive minor irregularities in proposals, may allow an Offeror to correct minor irregularities, and may negotiate with responsible Offerors in any manner deemed necessary to serve the best interests of the Authority.

#### **4.3 EVALUATION CONSIDERATIONS:**

Representatives from the City and the Authority will evaluate the technical proposals and make a recommendation of award based on compliance with the requirements and information requested in this RFP as well as the following factors:

- 1) Qualifications and Experience of the Contractor, including the qualifications and experience of the individuals proposed to work on the Authority contract, including subcontractors.
- 2) Work Plan and Project Schedule, including, but not limited to, the Contractor's approach to project management and staff integration, performance of the project work with respect to all Tasks, identification and verification of permitting and regulatory requirements, quality assurance and quality control of the project work, and the duration of the project schedule.
- 3) Contractor's Price Proposal, including the overall percentage of WBE/MBE work in the proposal.
- 4) Preference will be given to firms who have proposed key individuals that are local because of resulting lower travel costs; AND
- 5) References.

Based upon the proposals evaluated by the Evaluation Committee, the Authority will select the proposal(s) that is deemed to be the most responsive and the best overall value for the Authority and the City based on the Contractor's technical qualifications and proposed pricing. Technical qualifications are more important in the evaluation process than the proposed price.

### **PART V - ADA COMPLIANCE**

#### **5.1 ALTERNATIVE FORMS:**

Alternative forms of this RFP will be provided upon request.

**Exhibit 1**

**DRAFT SCHEDULES, PROPOSAL CHECKLIST and REFERENCE FORMS**

**Table 1: Procurement Schedule**

	Procurement Time (days)	Estimated Due Date	Responsible Entity
Issue RFP	0	2/1/2022	NEA
Pre-Proposal Meeting and Site Visit	17	Friday, February 18, 2022	NEA/City Team
RFP Comments/Questions from Proposers	14	Friday, March 4, 2022	Proposers
Responses to Proposer RFP Comments/Questions	14	Friday, March 18, 2022	NEA/City Team
Proposer Proposals for RFP Due	14	Friday, April 1, 2022	Proposers
Proposer Proposal Reviews	21	Friday, April 22, 2022	NEA/City Team
Proposer Proposal Interviews	0	Friday, April 22, 2022	NEA/City Team
Clarifications and BAFOs Due	7	Friday, April 29, 2022	Proposers
Begin Work Order Finalization	0	Friday, April 29, 2022	NEA/City Team
Final Contract/MOU to City	14	Friday, May 13, 2022	NEA/City Team
NEA Board	28	Friday, June 10, 2022	NEA/City Team

**Table 2: Project Schedule**

To be developed by the vendor

## Proposal Checklist

This list is to assist the Offeror. The list does not relieve the Offeror from reading the RFP carefully and determining what must be submitted with its Proposal. Offeror is advised to check off each item when completed to avoid overlooking any.

	Submit Offeror's Contact Information Form
	RSVP for Pre-Proposal meeting and/or Pre-Proposal site visit (optional)
	Submit Questions if necessary
	Review Draft Contract (optional to provide comments or questions)
	Provide statement of intent for Living Wage and MME requirements
	Obtain minimum insurance
	Provide Qualifications, References
	Provide Licenses, Statements, Certificates
	Provide Project Schedule
	Provide Price Proposal

Signature of Proposer: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY - SERVICES  
REQUEST FOR QUALIFICATIONS  
REPRESENTATIVE PROJECT INFORMATION AND REFERENCE FORM**

**PART A: PROJECT INFORMATION FORM - TO BE FILLED OUT BY OFFEROR/CONTRACTOR**

To: \_\_\_\_\_ is applying for  
 \_\_\_\_\_  
 (NAME OF REFERENCE) (NAME OF OFFEROR/CONTRACTOR)

qualification with the Northeast Maryland Waste Disposal Authority in order to propose on contracting services for a comprehensive occupational safety and health assessment at a solid waste facility. We have chosen you as a reference based on our work on the project identified below.

Please complete Part B, Reference of this Form and return both pages to CITY OF BALTIMORE KANE STREET SANITATION YARD SAFETY AND HEALTH ASSESSMENT AND RENOVATION DESIGN RFP, Northeast Maryland Waste Disposal Authority, by email to [procurement@nmwda.org](mailto:procurement@nmwda.org) by \_\_\_\_\_ (Offeror to insert due date).

Thank you for your assistance.

\_\_\_\_\_  
 (SIGNATURE) (DATE) (FIRM/COMPANY)  
 \_\_\_\_\_  
 (PRINTED NAME) (ADDRESS)  
 \_\_\_\_\_  
 (TITLE)

**PROJECT INFORMATION**

**REPRESENTATIVE PROJECT ID #:**

Project Title:	Bid/Initial Cost:	\$
Project Location:	Owner Initiated Changes:	\$
Date Completed:	Non-Owner Initiated Changes:	\$
Project Description:	Final Cost:	\$

Amount of Work Completed by Prime Contractor & Major Subcontractors		List Actual \$ OR % of Total Project Cost	
Prime Contractor:		\$	%
Sub-Contractors:			
1		\$	%
2		\$	%
3		\$	%
4		\$	%
5		\$	%

<b>PART B: TO BE FILLED OUT BY REFERENCE</b>					
Is the project information on Page 1 correct?					
What was your role in the project?					
Circle the appropriate ratings for each listed factor:					
	Poor	Below Average	Average	Above Average	Excellent
<b>PROJECT EXECUTION</b>					
Scheduling and Coordination of Work	1	2	3	4	5
Scheduling and Coordination of Subcontractors	1	2	3	4	5
Responsiveness to Changing Conditions	1	2	3	4	5
Time to Complete Project	1	2	3	4	5
Project Closeout	1	2	3	4	5
Professionalism/Courtesy	1	2	3	4	5
<b>QUALITY</b>					
Ability to Perform	1	2	3	4	5
Accuracy and Quality of Documentation	1	2	3	4	5
Overall Quality of Work	1	2	3	4	5
Quality of Subcontractors	1	2	3	4	5
TOTAL RATING (sum of points above): _					
<b>Note:</b> A perfect score on this evaluation is 50 points. Below 25 is unacceptable.					
Would you recommend the Contractor to other entities to perform similar work?				YES	NO
GENERAL COMMENTS (Your comments are greatly appreciated):					
Based on my knowledge of the aforementioned firm, I have evaluated their performance for the referenced construction project and rated them in comparison to other contractors performing similar work. I have included in the General Comments section additional information regarding this firm, which may be of assistance in evaluating the quality of their work. It is my understanding that all the above information supplied here shall be considered <b>STRICTLY CONFIDENTIAL</b> .					
(SIGNATURE)			(FIRM)		
(PRINTED NAME)			(ADDRESS)		
(DATE)			(CITY, STATE, ZIP CODE)		
(PHONE NUMBER)			(FAX NUMBER)		

## Exhibit 2

### Price Proposal Form

To be in a separate transmittal from the technical qualifications

<b>PRICE PROPOSAL – GENERAL RATE SHEET</b>						
<b>Position/Title</b>	<b>Billing Rate 1<sup>st</sup> Year</b>	<b>Task 1 Hours</b>	<b>Task 2 Hours</b>	<b>Task 3 Hours</b>	<b>Total Hours</b>	<b>Total Cost</b>
Project Principal/Officer/Director						
Project Manager						
Senior Professional/Engineer/Scientist						
Project Professional/Engineer/Scientist						
Staff Professional/Engineer/Scientist						
Senior Planner						
Project Planner						
Senior Technician						
Staff Technician						
Resident Project Representative						
Field Technician						
Support/Clerical Services						
Expenses						
Markup on Expenses (as %)^	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	
Markup on Consulting Subcontractors (as %)	Not allowed	Not allowed	Not allowed	Not allowed	Not allowed	
Markup on Construction Subcontractors (as %)*	Per Proposal	Per Proposal	Per Proposal	Per Proposal	Per Proposal	
*List for Construction Related Tasks						
Other Expenses (please list)						

<b>PRICE PROPOSAL – SUMMARY SHEET</b>			
<b>ID</b>	<b>Task Description</b>	<b>Total Hours</b>	<b>Total Price</b>
Phase 1	Background Information and Data Collection and Development of Master Plan		\$
Phase 2	Oversight and Management of Minor Repairs		\$
Phase 3	Design of Major Renovations		\$
Other	Project Management		\$
			\$
<b>Project Totals</b>			\$

**EXHIBIT 3**

**Draft Service Contract**

## **EXHIBIT 4**

### **Drawings**

#### ATTACHMENTS:

1. Kane Street Floor Plans
2. DPW Asset Management Site Location and Site Plan with Markups