Prequalification Requirement

All firms interested in providing these services must demonstrate and document, through written or oral presentation, their qualifications to perform such services. The City of Baltimore Office of Boards and Commissions has been requested to evaluate the firms' qualifications. Firms that do not meet the requirements shall be disqualified from further consideration.

Additional Information

Please be advised that for the purpose of reviewing price proposals and the personnel the City reserves the right to request additional information from the bidder at any time during the procurement process.

Firms will not be considered for a specific project if they apply as both a prime and sub-consultant. A principal is any individual owning 5% or more of the outstanding stock of an Out-of-State Corporation. It is the policy of the City of Baltimore to promote equal business opportunity for minority and women business enterprises.

The Full Federal Form 255 and the five copies must be submitted with the proposal. Since changes to the directory occur daily, firms submitting SF 255s should call MWBOO at (410) 396-4355 to verify certification, expiration date, and submit an original Federal Form 255, along with five copies, to the City of Baltimore. Failure to submit a “Letter of Interest” will not disqualify the firm from the prequalification process.

The applications for this Project (Form 255) cannot be supplemented with additional material. Any additional information not submitted with the application shall not be accepted.

Verifying Certification

The City of Baltimore requires that all proposers submit a Federal Form 255, duly signed, together with five (5) copies, to the City of Baltimore, Office of Boards and Commissions on 410.396.6883. All information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.

Firms interested in submitting a proposal for this Project, shall address a Letter of Interest to the Office of Boards and Commissions, 4 South Federal Street, Baltimore, MD 21202. It must be submitted on or before 2:00 P.M. (EST) on December 23, 2013 which is applicable to all vendors. The 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’s requirements require that at least a specified percentage of the total project cost, the City’s contract dollars, shall be spent with a MBE or WBE. Contractors may not subcontract with any entity that is not a MBE or WBE.

The prime consultant applying for this Project will be required to complete an original Federal Form 255, along with the five copies, to the City of Baltimore for each key personnel and/or specialist. 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 five (5) days of the date of the project’s advertisement. The Letter of Interest must contain the name of the person responsible for the project and who will perform the work.

Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.