

Construction Management Services Request for Proposals



REBUILD METRO, INC. (“ReBUILD” or “RBM”) on behalf of Greenmount Park, LLC is soliciting proposals for an experienced consultant or firm to provide Owner’s Representative/Construction Management Services for the initial phase (“Phase I”) of park construction for a planned 3.4 park project in the Johnston Square neighborhood in East Baltimore (see Exhibit A). The planned park entails redeveloping a formerly residential area comprised of abandoned City streets and consolidated rowhouse lots into a 3.4-acre master-planned recreational site with multiple features and amenities. A copy of the master plan is available here https://rebuildmetro.com/wp-content/uploads/2024/05/Greenmount-Park-Final-Masterplan-Report_Final_2.pdf. Once completed, the park will be operated by Greenmount Park LLC.

Multiple neighborhood partners are participating in the planning, construction, and maintenance of the project including ReBUILD Metro, ReBUILD Johnston Square Neighborhood Organization, and St. Frances Academy. Phase I of construction is limited to the area north of the planned athletic field, a linear +/- 50,000 square foot area that borders Biddle Street and includes the following improvements: a promenade, playground area, dog park area, and sidewalks. Phase I construction is expected to take four months and cost approximately \$2M. Construction of the athletic field will occur concurrently and will be managed by others under the direction of St. Frances Academy.

ReBUILD on behalf of Greenmount Park, LLC has retained Colbert Matz Rosenfelt as civil engineers and Floura Teeter Landscape Architects to complete a combined Stormwater Management concept package (see Exhibit B), a set of Stormwater Management Site Development plans for Phase I, Developers Agreement for Phase I, and Construction Documents for Phase I. The expected scope of Phase I construction work includes: removal of existing utilities and roadways, sidewalk and tree bed replacement, future utility rough in, hardscape, lawn, landscaped beds, fencing and playground equipment.

The following schedule is anticipated:

- 100% CD’s complete by March 2025

- Baltimore City Permit Review and Approvals March-July 2025
- Developers Agreement approval by May 2025
- Bidding Process between April-June 2025
- Start Construction August 2025
- Complete Phase I of construction November 2025

ReBUILD expects to execute an AIA A132 or similar form contract with the selected consultant based on an agreed upon scope of work, timeline, and cost.

Proposals that are incomplete or that are missing the requested information will not be considered.

This opportunity is open to all firms who meet the stated qualifications. Minority-, woman-, and locally-owned businesses are strongly encouraged to apply.

SCOPE OF WORK

Consultant is expected to provide the following professional services:

- (1) Serve as Greenmount Park LLC's Owner's Representative.
- (2) Preconstruction plan and cost review.
- (3) Constructability / technical review of design documents.
- (4) Develop and manage the construction request of proposals and bid process.
- (5) Coordinate and document construction-related communications with and among Design Team, Construction Team, ReBUILD project staff, funders, and other stakeholders.
- (6) Project scheduling, including developing and maintaining work breakdown structure, critical paths, and/or related schedules and tools.
- (7) Manage and document all construction meetings.
- (8) Construction quality control monitoring and inspection.
- (9) Provide a digital photo or video log of the Construction Team progress at each stage.
- (10) Document and coordinate any Construction Team request for information (RFI) and the response from the Design Team.
- (11) Document and coordinate and review any Construction Team request for changes to the project, response from Design Team, and all approved/denied requests for changes.
- (12) Document and coordinate any ReBUILD request for changes to the project, response from Design Team, and all approved/denied requests for changes.
- (13) Document management and control including all construction and construction administration documents, correspondence, and as-builts, regardless of format.
- (14) Review and confirm accuracy of Construction Team payment requests.
- (15) Perform project closeout services and review and collect closeout documents.

QUALIFICATIONS

ReBUILD Metro is seeking a consultant with the following minimum qualifications:

- At least 5 years providing Owner's Representative or construction administrator services.
- At least 1 Baltimore City development project which required a Developer's Agreement
- At least 1 Baltimore City development project with site work in excess of \$1 MM or equivalent experience

Additionally, ReBUILD Metro prefers a consultant with any of the following training and educational background:

- Bachelor's degree in architecture or engineering
- Current license in architecture, engineering, or related technical field
- Project management certification
- 3 or more years' experience as a project manager for a general contractor

Consultants can detail their Qualifications in the attached Contractor Qualification Questionnaire.

ReBUILD will conduct interviews of consultant's key staff to review its qualifications and discuss proposed cost.

PROPOSALS

Applicants must submit a proposal that details (1) their qualifications and (2) the costs for providing the scope of consulting services. Applicants are encouraged to provide a sample form of contract and/or general requirements that are in applicant's proposed contract.

Respondents may propose to work on either an hourly or flat-fee basis. If hourly, applicants should include an estimate of the hours expected for administering the permitting, bidding, and contract administration for Phase I. If flat fee, respondents should note limits on number of meetings or hours.

The applicant must also submit a Qualification Questionnaire including all the following requirements:

- ✓ Consultant Qualification Questionnaire (see 5-page form, attached). Applicants:
 - **Must** have experience providing construction administration services in Baltimore City of a similar type and scale.
 - **Must** have experience with extensive with Baltimore City permitting process and Developer's Agreements. Examples of past experience should be listed in the experience section of the application.

If selected, the consultant may subsequently need to complete and submit additional documentation as part of the contract for construction administration services, depending on project financing, such as (see sample forms attached).

- ✓ Federal or Private Funder Certifications of Non-Suspension or Debarment, Lobbying, and U.S. Patriot Act (see attached samples for format).
- ✓ Current General Liability and Workers Comp Insurance Certificates (see Insurance Requirements, attached).
- ✓ MBE or WBE Certification (if applicable, not a requirement).

Submissions will be accepted on or before **Friday, January 31st, 2025**, and must be emailed to: Jenny Guillaume at jguillaume@rebuildmetro.com.

Incomplete responses to the RFP will not be considered.

QUESTIONS

Questions may be submitted by email to Jenny Guillaume at jguillaume@rebuildmetro.com no later than January 22, 2025. Responses will be provided to all interested parties on or before January 27, 2025.

NOTICE: The Developer anticipates receiving City, State, or Federal funds for this project. As a result, the Consultant may be required to track and monitor certain program requirements , including: MHT, State of Maryland M/WBE goals, City of Baltimore MBE/WBE goals, and Baltimore City local hiring goals..

ReBUILD Metro, Inc.
Consultant Qualification Questionnaire (Complete
and Return)

1. Contact Information

Company Name _____

Contact Person _____

Address _____

Phone Number _____

Email Address _____

2. Type of Work

Check all types of work that your company can perform:

- | | |
|--|--|
| <input type="checkbox"/> Cost Estimation | <input type="checkbox"/> Architectural Design |
| <input type="checkbox"/> Plans Review | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Construction Administration | <input type="checkbox"/> Other: _____ |

3. Organization & Key Personnel

How many years have you or your company been in business providing Construction

Administration services? _____

How many years has your company been in business under its present name? _____

Number of Current Employees. _____

Identify key staff members (including their role and years of experience) who will be primarily responsible for implementing the work. _____

4. Licenses & Certifications

List and provide current copies of all applicable licenses, including MHIC, architectural license, professional engineering license, held by your company or its owners or employees and the corresponding authority or granting agency:

- Professional Engineer License number: _____ Expiration Date: _____
- Architectural License number: _____ Expiration Date: _____

- MHIC License number: _____ Expiration Date: _____
- MDE Lead Abatement Supervisor number: _____ Expiration Date: _____
- Other certification Name and number: _____

List all Minority or Women-owned certifications held by your company (or attach certifications):

- City-certified MBE Certificate Number: _____ Certified
for the following trades: _____
- City-certified WBE Certificate Number: _____ Certified
for the following trades: _____
- STATE-certified MBE Certificate Number: _____ Certified for
the following trades: _____
- STATE-certified WBE Certificate Number: _____ Certified
for the following trades: _____

5. Claims & Lawsuits & Debarment

List any judgements, claims, arbitration proceedings, or lawsuits pending or outstanding against your company or its principals and provide any explanations. If needed, attached additional pages with details. If none, list "N/A."

Other than mentioned above, has your company been party to any lawsuits or arbitrations with regard to contracts or work-related incidents within the past five years? If yes, please explain. If needed, attached additional pages with details.

Has your company been debarred or is it otherwise prohibited from participating in federal- or state- funded projects? If yes, please explain. If needed, attached additional pages with details.

6. Experience

List up to three examples of experience your company has in providing construction management services on substantial park projects in the past 10 years. Use additional pages, if necessary. ***Submit in your own format, if preferred.***

Project Location & Size: _____

Client & General Contractor: _____

Amount of Contract: _____ Date
of Completion: _____

Project Location & Size: _____

Client & General Contractor: _____

Amount of Contract: _____ Date
of Completion: _____

Project Location & Size: _____

Client & General Contractor: _____

Amount of Contract: _____ Date
of Completion: _____

7. References

List up to two references (e.g., former, or current clients, sub-contractors, etc). ***Submit in your own format, if preferred.***

Name: _____

Company: _____

Relationship: _____

Phone or Email: _____

Name: _____

Company: _____

Relationship: _____

Phone or Email: _____

8. Certification

I hereby certify that the information I have provided above is true and accurate to the best of my knowledge.

Signature_____

Date _____

Print Name: _____

Print Title: _____

Note: Completed form to be emailed to: jguillaume@rebuildmetro.com.

Exhibit A

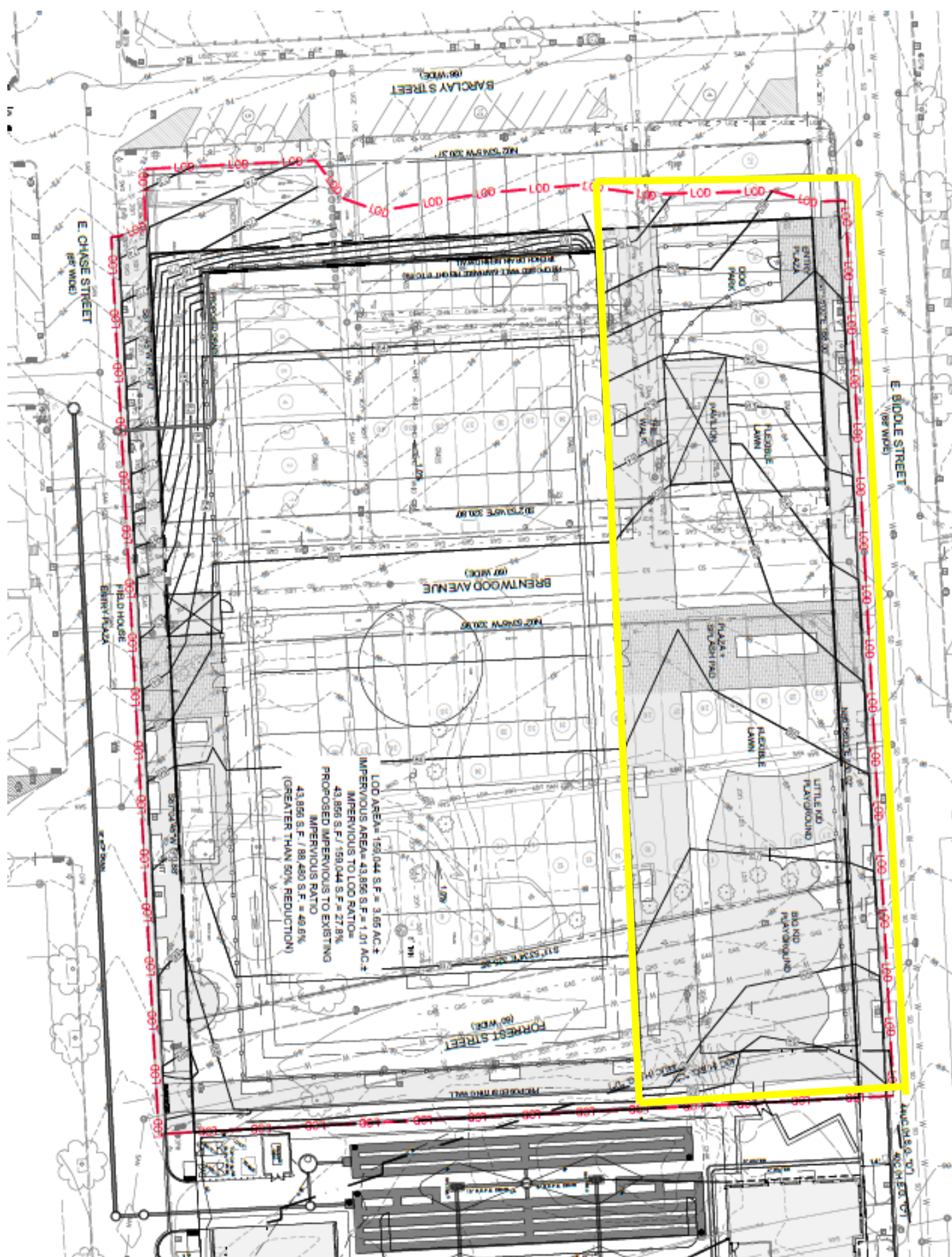
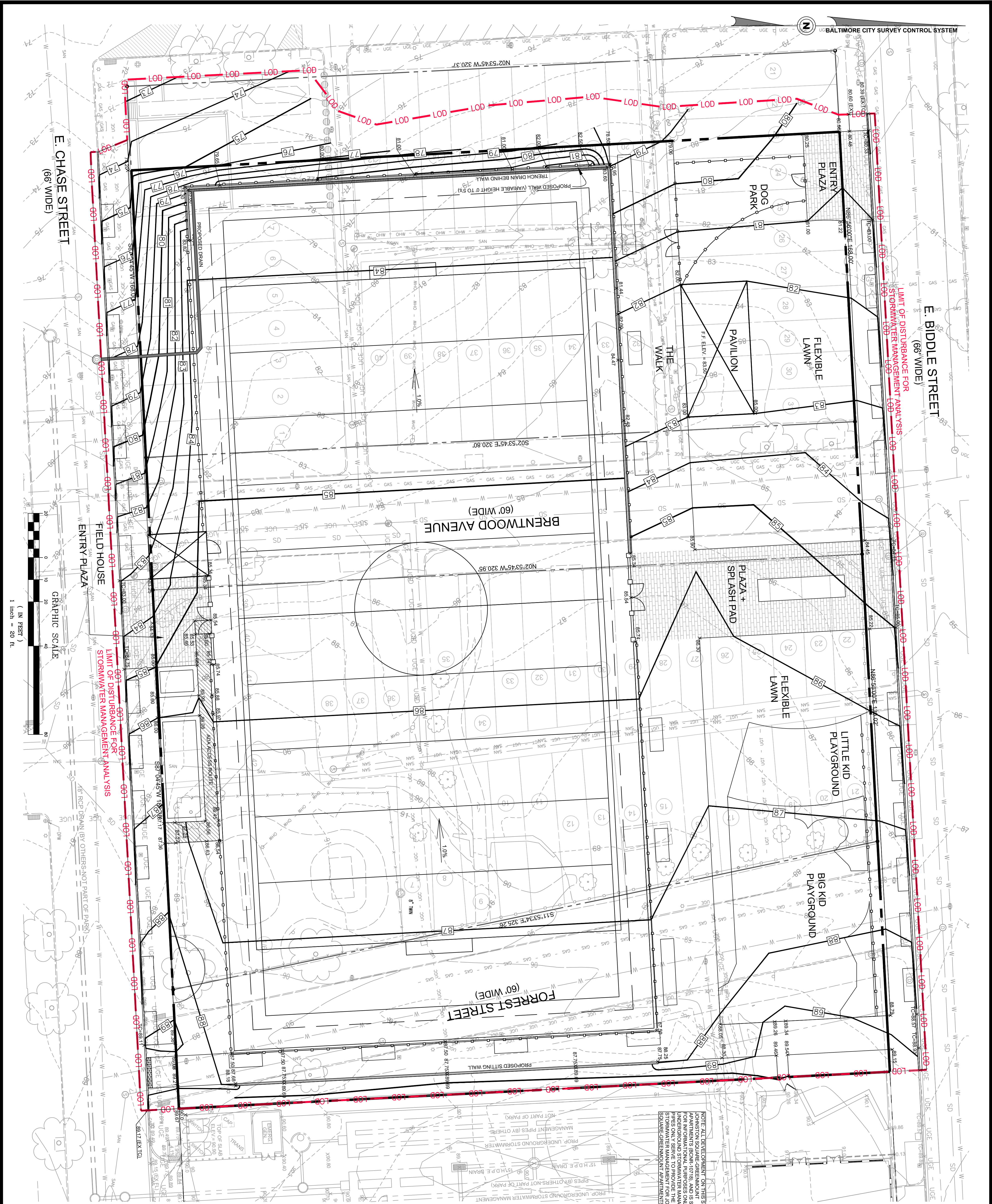
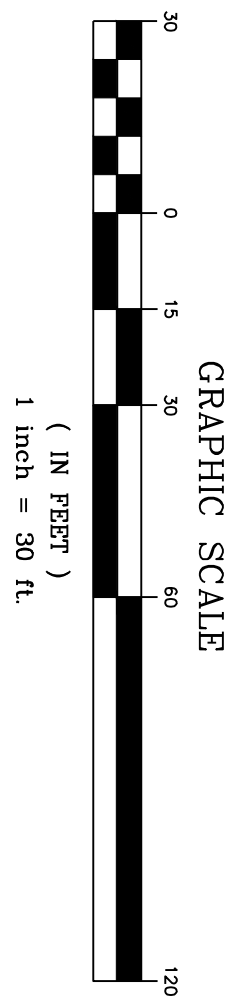


Exhibit B



NOTE: ALL INFORMATION ON THIS SITE IS FOR APARTMENTS (BOOK 10718), AND IS SHOWN FOR INFORMATIONAL PURPOSES ONLY. THE INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSES. THE INFORMATION IS NOT TO BE USED FOR ANY OTHER PURPOSES.

MASTER SITE PLAN PROPOSED CONDITIONS GREENMOUNT PARK BOUNDED BY E. BIDDLE, FORREST, E. CHASE AND BARCLAY STREETS WARD 10 SECTION 5 BLOCK 1166 LOTS 1 THRU 40 WARD 10 SECTION 5 BLOCK 1167 LOTS 1 THRU 42 BALTIMORE CITY, MD		OWNER MAYOR AND CITY COUNCIL 417 E FAVETTE ST BALTIMORE, MD 21202	DEVELOPER / APPLICANT REBUILD METRO 1129 N CAROLINE STREET BALTIMORE, MD 21213 PHONE NUMBER: 410-563-6220 CONTACT PERSON: MICHAEL BANUIM JENNY GILLIUME
CMR CIVIL ENGINEERS PLANNING - LANDSCAPE - SURVEYS 400 Red Brook Blvd, Suite 110 Owings Mills, Maryland 21117 Telephone: (410) 653-3838 Facsimile: (410) 653-7953		PROFESSIONAL CERTIFICATION I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR REVIEWED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAW OF THE STATE OF MARYLAND. EXPIRATION DATE: 11/16/2026 NO. DATE REVISIONS: BY CHECKED: OR CAS DRAWN: TJB FILE: 2024271 BASE-PARK (CURRENT) DRAWING NUMBER: SHEET 2 OF 2	



NOTE: A DEVELOPMENT ON THIS SITE IS FOR JOHNSTON SQUARE GREENMOUNT APARTMENTS (BCNR-10718), AND IS SHOWN FOR INFORMATIONAL PURPOSES ONLY. THE UNDERGROUND STORMWATER MANAGEMENT PIPES ONLY SERVE TO PROVIDE THE REQUIRED STORMWATER MANAGEMENT FOR JOHNSTON SQUARE GREENMOUNT APARTMENTS.



<u>STATION</u>	<u>NORTHING</u>	<u>EASTING</u>
33378	2,274.330'	1,791.834
33379	2,298.791'	2,211.572


<u>STATION</u>	<u>ELEVATION</u>
9419	67.879'

EXISTING CONDITIONS AND

WARD 10 SECTION 5 BLOCK 1167 LOTS 1 THRU 42
BALTIMORE CITY, MD

PHONE NUMBER: 410-363-6220
CONTACT PERSON: MICHAEL B

PLANNING · LANDSCAPE · SURVEYS



DATE: 10/09/2024

JOB NO.: 2021-247.1

NUMBER: SP-1

SHEET 1 OF X



UTILITY ABANDONMENT PLAN

GREENMOUNT PARK - PHASE 1
BOUNDED BY E. BIDDLE, FORREST,
E. CHASE AND BARCLAY STREETS

WARD 10 SECTION 5 BLOCK 1166 LOTS 1 THRU 40
WARD 10 SECTION 5 BLOCK 1167 LOTS 1 THRU 42
BALTIMORE CITY, MD

OWNER

MAYOR AND CITY COUNCIL
417 E FAYETTE ST
BALTIMORE, MD 21202

DEVELOPER / APPLICANT

REBUILD METRO
1129 N CAROLINE STREET
BALTIMORE, MD 21213
PHONE NUMBER: 410-653-8220
CONTACT PERSON: MICHAEL BAINUM
JENNY GULLAUME

PLANNING - LANDSCAPE - SURVEY'S

CMR CIVIL ENGINEERS

400 Red Brook Blvd., Suite 110
Owings Mills, Maryland 21117
Telephone: (410) 653-3838
Facsimile: (410) 653-7953

PROFESSIONAL CERTIFICATION

10/09/2024

DATE

10/09/2024

REVISIONS:

NO.

DATE

REVISIONS:

DATE

10/09/2024

REVISIONS:

NO.

DATE

REVISIONS:

DATE

10/09/2024

REVISIONS:

NO.

DATE

REVISIONS:

DATE

10/09/2024

REVISIONS:

NO.

DATE

REVISIONS:

General Insurance Requirements for Vendors

1. Be licensed or approved to do business within the state.
1. Name **ReBuild Johnston Square Phase 1, LLC, ReBuild Metro-Baltimore 2, LLC, and ReBuild Metro, Inc.** (or other identified entities) as “Additional Insured” on all liability policies and the contractual agreement with vendor.
3. Provide a completed Certificate of Insurance (COI) listing:
 - a) Name and address of agent
 - b) Name and address of insured
 - c) Name and address of insurance company and policy number(s)
 - d) Policy limits, effective dates, and description of coverage
 - e) **The address must read as:**

ReBuild Metro, Inc.
1129 N Caroline Street
Baltimore, MD 21213

The vendor and/or its insurance broker should notify ReBuild Metro of any cancellation, suspension, or non-renewal of any insurance policy within seven (7) days of receipt of notification.

Coverage	ISO Form(s) Required	Minimum Limits
General Liability	CG 00 01 CG 20 10 CG 20 27 CG 20 38	\$2,000,000 general aggregate \$2,000,000 products completed aggregate \$1,000,000 per occurrence Insurance must be maintained for the duration of the contract.
Automobile Liability	CA 00 01	\$ 1,000,000 bodily injury / property damage Personal Injury Protection (PIP) – Statutory per state Required if a vehicle will be used on the premises.
Workers Compensation	Statutory	Each Accident - \$500,000 Each Disease - \$500,000 Each Employee - \$500,000 Must be insured in any state where work is being performed.

General liability and workers compensation insurance certificate shall be kept on file in the office of ReBuild Metro at all times.

Contractors’ or vendors’ failure to provide and maintain proper insurance with ReBuild Metro WILL result in a HOLD being placed on any payment due contractor until current insurance policy has been received.

ATTACHMENT
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARILY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 31 C.F.R. Part 19, Section 19.335.

1. Contractor certifies to the best of its knowledge and belief, that neither it nor any of its principals or any other individual or entity (or principal thereof) receiving any portion of the contract proceeds in a procurement or non-procurement transaction (as defined in 31 C.F.R. Part 19, Section 19.970):
 - (a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - (b) Has within a three (3) year period preceding the contract, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) or private agreement or transaction; violation of Federal or state antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously directly affects your present responsibility.
 - (c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated in paragraph I(b) of this certification.
 - (d) Has within a three (3) year period preceding the contract had one or more public transactions (Federal, state, or local) terminated for cause or default.
2. Where Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this certification form.
3. The undersigned shall require that the language of this certification be included in all subcontract awards pursuant to the contract and agrees to require any such subcontractors to sign a Debarment Certification form.

Contractor:

By: _____

Name: _____

Title: _____

Organization's Name: _____

Date: _____

ATTACHMENT
CERTIFICATION REGARDING LOBBYING

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid, or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Contractor:

By: _____

Name: _____

Title: _____

Organization Name: _____

Date: _____

ATTACHMENT
CERTIFICATION REGARDING THE UNITED STATES PATRIOT ACT

As a requirement of the Contract, Contractor is providing the certification set forth below.

2. The certification set forth below is a material representation of fact upon which reliance was placed in entity affiliated with REBUILD METRO Inc.'s decision to hire the Contractor. If it is later determined that Contractor knowingly rendered a false certification, or otherwise violates the requirements set forth in this certification, entity affiliated with TRF DP Inc., the Federal Government and/or state or local governmental agency may take any action and exercise all remedies available to entity affiliated with TRF DP Inc., the Federal Government and/or state or local governmental agency.

3. Contractor is not now, nor has it ever been, named on (i) the list of Specifically Designated Nationals and Blocked Persons established pursuant to Executive Order 13224 and maintained by the U.S. Department of the Treasury's Office of Foreign Assets Control or any successor agency or other entity, or

(ii) And any other list of terrorists or terrorist organizations maintained by any agency of the United States or any other governmental authority. Contractor shall submit such information as entity affiliated with REBUILD METRO Inc. may reasonably request to enable entity affiliated with REBUILD METRO Inc. to confirm that Contractor is not named on any such list.

Contractor further certifies that it will comply with the requirements outlined in this certification and/or any other applicable Federal, state, or local rules or regulations.

Contractor:

By: _____

Name: _____

Title: _____

Organization Name: _____

Date: _____

Non-Discrimination

(a) Equal Opportunity Clause

The contractor will not discriminate against an employee or applicant for employment because of race, color, religion, and sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex and color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment, advertising; layoff or termination, rates of pay or other forms of compensation, and selection of training including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Contracting Officer setting forth the provisions of this non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion and sex or national origin.

The Contractor will send to each Labor Union or Representative of workers with whom he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Agency Contracting Officer, advising the Labor Union or Workers' Representative of the Contractor's commitments under this Equal Opportunity Clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor will comply with all provisions of Executive Order No. 11246 of September 23, 1965, and the rules, regulations, and relevant order of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor, and pursuant thereto, and will permit access to his books, records, and accounts by the Contracting Agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's non-compliance with the Equal Opportunity Clause of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended, in whole or in part, and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the provisions of paragraphs 1 through 7 in every subcontract or purchase order unless exempt by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a contractor or vendor as a result of such directive by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

Project Name: _____

Company Name: _____

Company Representative's Signature: _____

Company Representative's Printed Name: _____

Title: _____

Date: _____