

## **Request for Proposals:**

### **Downtown Partnership's Preferred Façade Contractor for Small Business Capital Projects**

#### **RFP Objectives**

Downtown Partnership of Baltimore (DPOB) seeks a qualified contractor ("Consultant") to lead façade improvement projects in Downtown Baltimore on behalf of local small businesses. This project aims to help small businesses recover from the COVID-19 public health emergency and support the equitable revitalization of Downtown Baltimore.

#### **About DPOB**

Downtown Partnership of Baltimore is the organization that is the primary champion of the downtown core in Baltimore, Maryland. DPOB is the member organization that connects businesses, residents, and visitors to all that is taking place in Maryland's largest business center, cultural district, and fastest-growing neighborhoods. DPOB also oversees the Downtown Management Authority, the business improvement district that manages clean, safe and marketing initiatives for the 106-block core of Downtown Baltimore.

As the steward of Downtown Baltimore and the Central Business District's economic engine, in 2022, DPOB requested funds from the Baltimore City Mayor's Office of Recovery Programming to implement the Downtown Baltimore Retail Revitalization Initiative. Using a portion of the successful award, DPOB will administer façade improvement projects for Downtown small businesses to improve their facades and enhance Downtown neighborhoods' look and feel.

#### **Request for Proposal – Scope of Work**

Through this Request for Proposal (RFP), Downtown Partnership of Baltimore seeks written proposals from qualified Respondents to be selected as DPOB's preferred contractor for ARPA-funded Façade Improvement Program projects. Depending on small business needs, an estimated \$100,000 - \$150,000 in capital projects will be directed to chosen Consultant over the next two years.

The Contractor will not be responsible for any design work. Rather, after DPOB designs and plans façade projects with a separate architect, DPOB will contract with the Consultant to execute capital projects. Projects will involve standard commercial façade work, including manufacturing and installing signage and awnings, repainting/repointing, installing new lighting fixtures, railings, and replacing windows.

Specifically, the selected Consultant will:

1. In response to ad-hoc requests from DPOB, develop work plans for individual façade projects that align with predeveloped designs. (If the requested capital work requires a subcontractor, consultant will manage the identification, hiring, payment, and management of subcontractor.)
2. Identify the estimated timeline for construction.
3. Provide detailed cost estimates for the work, itemized and as specific as possible.
4. Obtain all needed permits with the City of Baltimore to lawfully execute capital projects.

5. Comply with all federal grant compliance requirements as necessary.
6. Execute projects in accordance with the approved work plan.

**Proposal Content and Submission Requirements**

All bids shall be submitted to DPOB. Bidders must provide DPOB with their bids signed by an employee or officer having legal authority to submit bids on behalf of the bidder. The bidder shall bear the entire cost of preparing and providing response.

Bid contents must include the following:

1. Cover letter
2. Project team: Please list the staff members working on this project
3. Approach and Cost Estimates: Please include cost estimates and details for the following projects, including all related fees:
  - a. Fabrication and Installation of Shed Style Awning: 3’0” drop x 3’0” projection x 15’0” wide
  - b. Fabrication and Installation of Blade Sign: 24" x 24" double-sided blade sign with printed logo
  - c. Fabrication and Installation of Backlit Sign: 2' x 5' lettering
  - d. Repainting 20’ x 12’ façade
  - e. Sourcing and installation of 36” x 60” vinyl double hung window
4. Qualifications and Experience: Please provide your team's qualifications and experience with similar projects.
5. MBE Requirement: Please provide any MBE certification with your proposal.
6. Authorized Resident Business: Please provide documentation that you are licensed and permitted to work in the State of Maryland.
7. Insurance Coverage: Please provide documentation that your business insurance complies with the following minimum coverage requirements:

General Liability:

Each Occurrence	\$1,000,000
General Aggregate Limit	\$1,000,000
Medical Expense Limit	\$5,000

Aggregate limit to apply per project

Additional Insured Endorsement: CG 20 10 07 04 & GC 20 37 07 04

8. Bonding Capacity: Please provide documentation verifying the maximum amount of surety credit a surety company will provide to your business.
9. Good Standing: Please provide a screenshot of your business' profile on [Maryland BusinessExpress](#) to verify your company is in Good Standing with the State of Maryland.
10. References: Provide two references (name, title, organization, email, and phone) who can attest to expertise in the field.

### **Notification of Intent**

Parties interested in responding to the RFP should notify DPOB of their interest in formulating a response by emailing [sstorey@dpob.org](mailto:sstorey@dpob.org). These parties will be placed on a distribution list for notice of any amendments to the RFP, sent responses to questions asked during the Q&A period, and will receive any other updates/notices pertaining to the RFP. Failure of an interested party to notify DPOB of their desire to be added to the solicitation distribution list could result in the party missing key information about the solicitation and its requirements.

### **Amendments**

DPOB reserves the right to make amendments to the RFP as necessary. Amendments will be sent to the Respondents who have notified DPOB of their intent to participate in the process.

### **Solicitation Timeline**

Respondents shall submit their responses in a PDF document to Sam Storey, Sr. Director of Economic Development, at [sstorey@dpob.org](mailto:sstorey@dpob.org) by January 15<sup>th</sup>, 2023, at 5:00 pm ET. All questions and comments are also to be submitted to Sam Storey.

Issue Date: December 15<sup>th</sup>, 2022

Deadline for Questions: December 31<sup>st</sup>, 2022

Submission Due Date: January 15<sup>th</sup>, 2023

*DPOB reserves the right to set up meetings/interviews to review proposals with the respondents prior to selection.*

Project Award: February 15<sup>th</sup>, 2023