



# **Eutaw Street Capital Improvements Project**

**Request for Proposals for Comprehensive Streetscape  
Design, Engineering & Coordination Services**



**Downtown Partnership of Baltimore**

**RFP Issued:** December 15, 2025  
**Responses Due:** February 9, 2026

**NOTICE:** Prospective bidders who have received this document from a source other than the Issuing Officer should immediately contact the Issuing Officer and provide their name and mailing address in order that amendments to the RFP or other communications can be sent to them. Any prospective bidder who fails to notify the Issuing Officer with this information assumes complete responsibility if they do not receive communications from the Issuing Officer before the closing date.

## Letter from the President of Downtown Partnership of Baltimore

To Our Prospective Partners,

At Downtown Partnership of Baltimore, our mission is to steward and promote a clean, safe, and thriving urban core. We do that by strengthening the places that connect our Downtown neighborhoods and bring people together. Streets are a big part of that story, and Eutaw Street is one of Downtown's most strategic corridors. We see it as a powerful opportunity to better connect major cultural and civic anchors through a safer, more inviting, people-centered public realm.

In 2022, the Urban Land Institute helped us shape the Downtown Blueprint, a bold roadmap for downtown revitalization. One of its clearest imperatives was to link our cultural and civic assets through streetscape improvements that prioritize people, safety, and vibrancy. Eutaw Street connects Lexington Market, the Hippodrome, CFG Bank Arena, Everyman Theatre, Camden Yards, and the Convention Center, and was identified as a key corridor for that work.

As part of the Eutaw Street Corridor Project, we are also focused on the Lexington Market Metro Station. For many riders, this busy hub is their first impression of Downtown. We envision a welcoming plaza that feels safe and active and supports the blocks around it. Planned enhancements include new paving, landscaping, furnishings, lighting, bike parking, public art, and small-scale activations.

We are now seeking a team that shares our passion and ambition. A team that can balance creative placemaking with technical precision. A team ready to help us tell a new story about Downtown Baltimore, one that is as bold, interconnected, and inspiring as the people who move through it every day.

This project is supported by funding from the Maryland Department of General Services and the Maryland Department of Housing and Community Development, and through direct partnership with the University of Maryland, Baltimore, whose vision for a more vibrant west campus complements our goal of a flourishing Downtown Baltimore. We have also been in close conversation with corridor stakeholders, including Everyman, the Hippodrome, M&T Bank Exchange, SpringHill Suites, and Lexington Market, to ensure this effort reflects community priorities.

Thank you for your interest in this transformative opportunity. We look forward to learning more about your team and your approach to bringing this vision to life.

Regards,



Shelonda Stokes

President, Downtown Partnership of Baltimore

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## Project Background

In 2022, the Downtown Partnership of Baltimore (DPOB), in partnership with the Economic Alliance of Greater Baltimore and the Mayor’s Office, convened an Urban Land Institute (ULI) Advisory Panel to develop near-term strategies that would accelerate Baltimore’s downtown recovery and long-term competitiveness. A key outcome of that panel and a foundational recommendation of the resulting *Downtown Blueprint* was the need to invest in signature streetscape improvements that knit together the City’s cultural, institutional, and commercial assets.

Instead of relying on isolated “pockets of activation,” the panel urged Baltimore to create a connected and compelling pedestrian network that supports safety, comfort, and vibrancy throughout downtown. Eutaw Street was identified as a critical spine in this strategy: a north-south corridor that links major downtown destinations, including Lexington Market, the Hippodrome Theatre, Everyman Theatre, CFG Bank Arena, Camden Yards, the Convention Center, and M&T Bank Stadium. The corridor also serves as a gateway to the Bromo Arts District and several of the City’s multimodal transportation hubs.

In parallel, the University of Maryland, Baltimore (UMB) launched a working group in 2023 to explore placemaking and revitalization opportunities in key areas of its north campus, many of which overlap directly with the Eutaw Street corridor. This alignment between UMB and DPOB has fostered a coordinated vision for investment and public realm enhancement, and UMB’s initiative is further supported by Mayor Brandon Scott’s RISE Plan, which prioritizes vibrant, connected public spaces.

The Eutaw Street Capital Improvement Project builds upon this momentum and seeks to implement a comprehensive, phased upgrade to the corridor between Saratoga Street and Baltimore Street. The goal is to improve safety, aesthetics, accessibility, and public life through a targeted set of design interventions that emphasize placemaking, pedestrian comfort, and long-term resilience.

## Department of General Services, State Grant Project

In 2022, DPOB sought funding through the State Legislature for Eutaw Street Capital Improvement Project. This resulted in an award through SB0291e, which provided capital funding for a myriad of DPOB projects including this project.

Because this is a State-funded capital project, it must meet the requirements of a state capital project and certain protocols. A full briefing of these requirements is included in the Capital Grants Project Booklet.

Most notably below are some high-level requirements that should be acknowledged:

- All firms to be contracted for this work will need to meet the Contractor Eligibility requirements from DGS. See Appendix E within the Capital Grants Project Booklet.
- MBE/WMBE requirements should be met, especially with team partners brought along with the prime firm to be selected.
- Based on the capital nature of this project, The team should be hyper aware of eligibility requirements to ensure DPOB has a full understanding of materials, products, etc. that are going into the design that may not be eligible for the DGS funding so that DPOB can identify other sources of funds for those design elements, or eliminate them from the project scope.
  - The state will not release funds for the payment of ineligible expenses. See Appendix A within the Capital Projects Booklet for more information regarding what constitutes an eligible and ineligible expense.
- The firm selected must be part of DGS project close out to include support of the paperwork drafting to be prepared for the space.

## Department of Housing and Community Development, Community Legacy Grant

DPOB applied for and received a Community Legacy grant award from the Maryland Department of Housing and Community Development (DHCD) to support capital improvements along the Eutaw Street corridor. The Community Legacy program provides funding to local governments and community development organizations for projects that strengthen neighborhoods through targeted revitalization efforts.

Because this is a State-funded capital grant administered by DHCD, the Eutaw Street Capital Improvement Project must comply with applicable Community Legacy grant requirements. While DPOB is the official grantee and will serve as the coordinating entity, the selected firm will be expected to work closely with DPOB to ensure compliance with all DHCD regulations.

Key considerations for this grant include:

- **Eligible vs. Ineligible Expenses:** Community Legacy funds must be used for capital-eligible expenditures only. Teams must clearly identify any design features, materials, or scopes that may be considered ineligible to ensure DPOB can align other funding sources as needed or eliminate them from the project scope.

- **Procurement and Contracting Standards:** All procurement activities must meet DHCD standards, including competitive bidding practices and required documentation. Final contracts and scopes of work are subject to DHCD review.
- **MBE/WBE Participation:** The team is strongly encouraged to include meaningful participation from Minority- and Women-Owned Business Enterprises (MBE/WBE).
- **Grant Reporting and Documentation:** The selected team will be required to support DPOB in preparing necessary grant documentation and progress reports throughout the project lifecycle, including contributing to expenditure tracking and project close-out materials.

Applicants are expected to familiarize themselves with the Community Legacy program and to account for any constraints or requirements in their proposed project approach.

## Project Team Scope of Services

The selected team will be responsible for managing the project through all applicable phases of design, permitting, utility coordination, and construction administration, including project close-out.

The selected team will also participate in the general contractor selection process. This solicitation will be led by Margrave Strategies and DPOB. Participation ensures that the team can convey the intent of the construction documents and support a smooth transition into construction.

The project focus area is along Eutaw Street, between W. Saratoga Street to the North and W. Baltimore Street to the South. DPOB, in coordination with UMB and other key stakeholders, has conducted an initial site walkthrough to help define a comprehensive and cohesive approach to placemaking, pedestrian safety, and public realm improvements.

The selected team will be responsible for the following:

- Project management, design, permitting, utility coordination, and construction administration for the Eutaw Street Capital Improvement Project.
- A design add-alternate for full curb-to-curb milling, repaving, and striping of Eutaw Street from Saratoga Street to Baltimore Street. This work will be designed by the selected team but constructed by others.
- Supplemental scope of work for the Lexington Market Metro Station entrance and surrounding plaza.

All three components are considered integral to the overall vision for enhancing the public realm and connectivity along this critical downtown corridor.

Respondents must submit a comprehensive proposal that addresses the Eutaw Street Scope, including the add-alternate for curb-to-curb repaving, and the Lexington Market Metro Station Supplemental Scope.

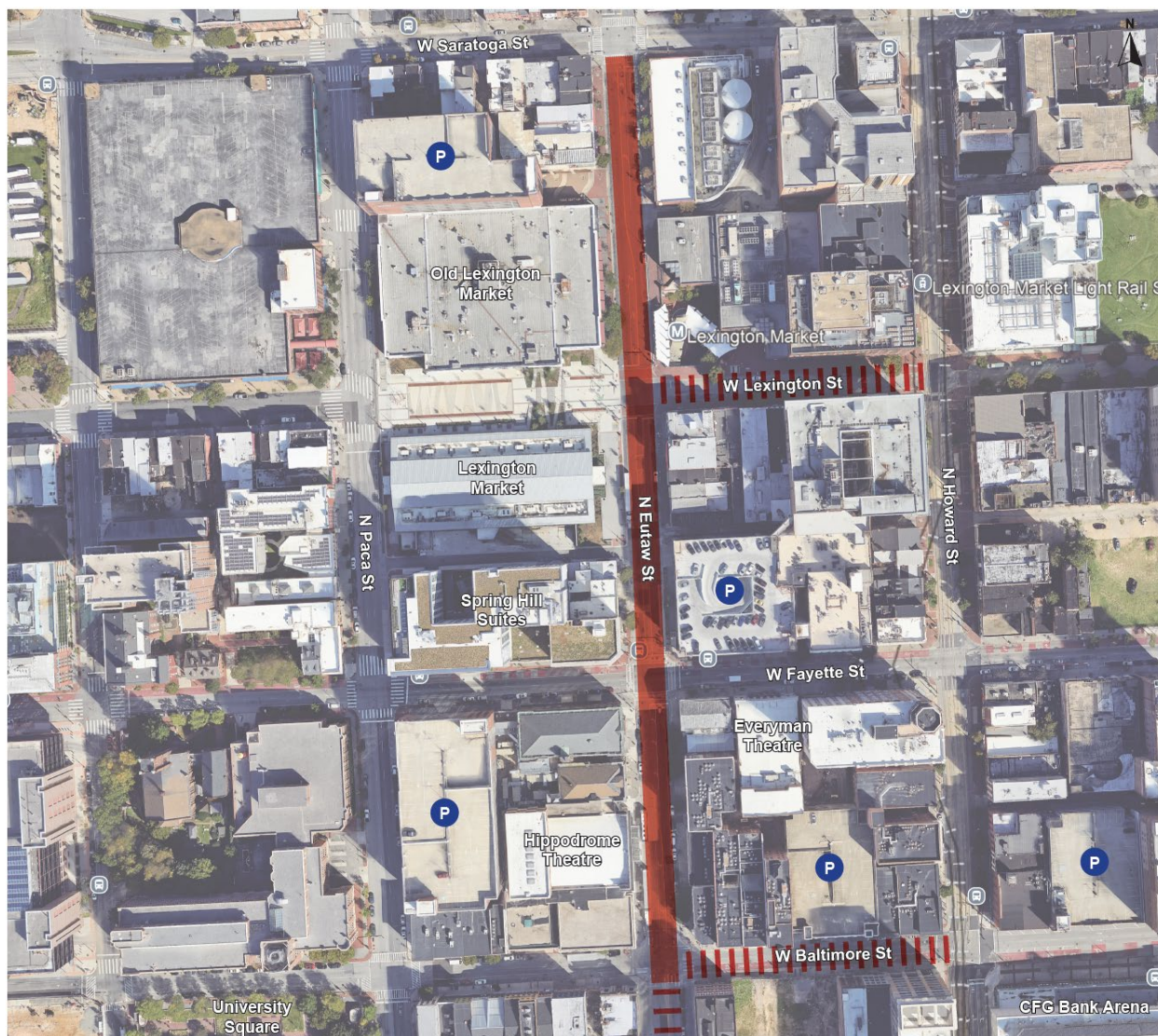


Figure 1: Eutaw Street RFP Focus Area

## Part 1: Eutaw Street Corridor Improvements

The selected team will be responsible for delivering a comprehensive streetscape and public realm design for Eutaw Street between Saratoga Street and Baltimore Street, with an emphasis on pedestrian experience, traffic calming, and activation of the corridor.

Expected scope elements include:

- **Sidewalk Improvements:** Utilize an approach complementary to the UMB campus sidewalk standard with scored concrete and brick banding. Repair or replace existing sidewalks and curbs throughout the corridor.
- **Crosswalk Enhancements:** Add new crosswalks at key intersections, including a potential scramble crosswalk with “all-stop” signalization near the theatre cluster.
- **Lighting:** Upgrade both pedestrian-scale and tall light poles to meet City standards; consider decorative and ambient lighting elements at high-traffic areas.
- **Green Infrastructure:** Add new tree pits, replace dead trees, and install large decorative planter boxes. Explore tree lighting for year-round ambiance.
- **Public Realm Enhancements:** Install café seating, new banners on light poles, wayfinding signage, bike racks, and decorative paving in front of cultural institutions.
- **Safety & Circulation:** Maintain the functional drop-off lane in front of the Hippodrome while exploring options for traffic-calming elements such as bollards or curb extensions.
- **Façade & Curb Treatments:** Power wash building exteriors and apply cosmetic repairs to streetscape-facing surfaces. Patch and repair curbs throughout.
- **Stakeholder Coordination:** The selected team shall incorporate site-specific needs and priorities of adjacent property owners, institutions, and businesses along the Eutaw Street corridor. This includes integrating input gathered through DPOB’s ongoing engagement efforts and conducting additional outreach as needed. The team should anticipate participating in community and stakeholder meetings at key design milestones to ensure the proposed improvements reflect localized conditions and stakeholder feedback.

These scope components reflect the vision for enhancing placemaking, walkability, safety, and activation across Eutaw Street, as defined through stakeholder engagement and site analysis.

### Part 1 Add Alternate: Full Street Milling, Repaving, and Striping

As an add alternate, the team shall include in its proposed design services for the full curb-to-curb roadway resurfacing of Eutaw Street between W. Saratoga Street and W. Baltimore Street. This includes the following:

- Milling and repaving of the travel lanes and roadway surface across the entire width of the street.

- Striping, including potential restriping of travel lanes and crosswalks.
- Coordination with DPOB and relevant City agencies regarding lane configuration, materials and any updated striping standards or design preferences.

**\*\*Important Note:** *This scope item is for design and coordination only. The resurfacing and striping work will be furnished and installed by others (e.g., a third-party contractor or through coordination with City-led initiatives). However, the selected team must ensure design integration and provide coordination documents suitable for implementation.\*\**

## **Part 2: Lexington Market Metro Station – Supplemental Scope**

The Lexington Market Metro Station entrance, located at the intersection of Eutaw Street and Lexington Street, is a prominent node in the corridor and a key pedestrian gateway for transit riders, market visitors, and downtown employees. This supplemental scope focuses on enhancing safety, appearance, and functionality at this critical transit hub. The team will be responsible for:

- **Surface Improvements:**
  - Strip and repair sidewalks around the metro plaza.
  - Incorporate the UMB sidewalk standard for consistency with the corridor.
  - Patch curbs and fill tree pits.
- **Railings, Panels & Metro Entrance Features:**
  - Paint existing railings with a durable anti-graffiti coating.
  - Replace broken or outdated glass panels along stairwells and elevator areas with shatter-resistant panels.
  - Explore feasibility of a redesigned canopy to reduce overhead debris accumulation and improve visual appeal.
- **Plaza Activation:**
  - Recommend new public furnishings such as benches, café tables, and planters.
  - Install short-term bike racks and explore solutions for scooter parking.
  - Evaluate lighting enhancements around the entrance for safety and visibility.

- **Landscaping:**
  - Replace dead or unhealthy trees.
  - Expand low-maintenance landscape beds using native species.
- **Programmatic and Placemaking Opportunities:**
  - Propose ideas for activating the lower metro plaza through rotating programs, public art, or partnerships with community organizations.
  - Explore wayfinding signage integration and micro-activation opportunities in partnership with local institutions.

All proposals must be coordinated with the Maryland Transit Administration (MTA), MDOT, and City agencies to ensure compatibility with transit and right-of-way standards.

Firms are encouraged to review the full **Exhibit: Eutaw Street Capital Improvement Project Scope Walkthrough** for visual references and further details.

## Additional Stakeholders

The Eutaw Street Capital Improvement Project is being coordinated and led by DPOB as the primary grant recipient and contracting entity. However, the team should understand that multiple high-impact stakeholders are directly engaged in the planning and visioning for this corridor and must be thoughtfully incorporated throughout the design process.

### University of Maryland, Baltimore (UMB)

The University of Maryland, Baltimore (UMB) is a core institutional stakeholder in the Eutaw Street corridor. UMB's north campus boundary extends to Eutaw Street, and the University has launched a parallel effort to analyze opportunities for vibrancy, placemaking, and pedestrian enhancements along its campus edges and adjacent public spaces. These efforts are closely aligned with DPOB's corridor vision, and UMB has been a consistent partner in project planning discussions.

While the contracting and coordination for this project will occur solely through DPOB, the selected team should anticipate collaboration with UMB staff on design review, placemaking integration, and community engagement strategies where applicable.

## Corridor Stakeholders

DPOB has initiated stakeholder engagement efforts with several anchor institutions, property owners, and businesses along the corridor. To date, initial meetings have been held with representatives from:

- Everyman Theatre
- The Hippodrome Theatre
- M&T Bank Exchange
- SpringHill Suites
- Lexington Market
- Market Center CDC

These stakeholders have provided early input on public realm needs, façade conditions, loading/access concerns, lighting, public safety, and overall streetscape visioning. Their perspectives will continue to shape the project through design development and implementation.

In addition to these early participants, the project area includes several privately owned parking garages and a residential apartment building that front Eutaw Street. While formal engagement with these property owners is forthcoming, they are considered key stakeholders. The selected team should anticipate coordinating with them as part of the broader outreach and design refinement process.

The selected team will be expected to build on DPOB's initial outreach, engage stakeholders at critical design milestones, and incorporate site-specific considerations across each block to ensure the final design is context-sensitive, responsive, and inclusive.

## **Submission Requirements**

Respondents interested in serving as the selected professional team for the Eutaw Street Capital Improvement Project must prepare and submit a comprehensive proposal ("Submission") that clearly addresses the following elements. Submissions may come from a single firm or a collaborative team comprised of multiple entities (e.g., civil engineers, landscape architects, architects, etc.). Please clearly mark each section of your proposal to align with the following elements:

## I. Team Qualifications

### Overview of Team Expertise and Services

Provide a clear overview of your team's composition, areas of expertise, and services offered. Whether your submission is led by a single firm or represents a joint venture or prime/subconsultant structure, describe how the team brings together the necessary skills for public realm design, permitting, and coordination. Highlight experience in delivering projects of similar size, scope, and character, with a focus on urban areas and compliance with state procurement requirements. Images are encouraged.

Examples should include:

- **Narrative & Description**
- **Team Role(s)**
- **Timeline:** Completed within X months/years
- **Cost:** Total Project Cost
- **Size:** [Square Feet, Acres, City Blocks, etc.]
- **Lessons Learned:** Highlight key insights gained from the project, such as effective city permitting/coordination efforts or innovative design solutions.
- **Similarities:** Emphasize parallels between this project and the current RFP, such as City infrastructure/utility coordination, capital improvement implementation, and adherence to state procurement requirements.
- **Project References:** Provide contact information for project stakeholders or relevant parties for verification.

### Assurance of Comprehensive Services

Demonstrate your team's capacity to provide all necessary services for surveying, design, timeline management, budget adherence, and compliance with DGS and DHCD Grant requirements for capital street improvements.

### Narrative for Team Selection

Provide a compelling narrative outlining why your team is uniquely qualified to serve as the selected firm for DPOB. Highlight key strengths, such as expertise, experience, innovative approaches, and a commitment to meeting project objectives and community needs.

### Project Team

- Provide the names and resumes of the members of your team, including any partners and project managers, who will play key roles in this project.

- Identify the single point of contact (preferably executive level) for the team with whom to communicate during the selection process, along with their contact information.
- If submitting as a team or joint venture, identify all participating firms and describe their respective roles. Clearly indicate which firm will serve as the prime contractor, if applicable.

## II. Milestone Schedule

Time is of the essence for this work, while DPOB looks forward to other capital projects, this endeavor is a priority. DPOB is looking for insight on how this project can layout in terms of a larger capital projects schedule and the initial insight and value a team with expertise in urban infrastructure design, including navigating City processes is key.

DPOB and Margrave Strategies have already started significant pre-development work, including stakeholder engagement, interagency discussions, and scope definition, to ensure that the project is “shovel-ready” once design services begin. As such, we expect rapid mobilization following contract execution and issuance of a Notice to Proceed.

Respondents should submit a proposed milestone schedule based on the project scope and their professional experience. The schedule should reflect a logical and efficient sequence of tasks aligned with typical City of Baltimore processes and agency review timelines. At a minimum, the milestone schedule should address the following phases:

- Mobilization and Kick-Off
- Surveying & Existing Conditions Documentation
- Schematic Design & Alternatives (including preliminary pricing)
- Stakeholder Coordination Touchpoints
- Design Development & Draft Construction Documents
- Permitting, Interagency Review, and Utility Coordination
- Final Construction Documents & Procurement
- Construction Administration & Project Closeout

Please denote the anticipated duration of each phase, any expected permit review time, and proposed buffer periods for agency responses. Schedules that acknowledge known review timelines and suggest strategies for concurrent task execution are strongly encouraged.

In addition to the milestone schedule, please propose a meeting cadence for coordination with DPOB and Margrave Strategies throughout the project duration. This may include

standing biweekly or monthly check-ins, milestone presentations, and technical work sessions as needed.

### III. Construction Administration Approach

Please include a narrative regarding your firm's approach to conducting efficient construction administration and your best practices for this work.

### IV. Cost Proposal & Fee Schedule

Please include a cost proposal and fee schedule. Each team will need to bill using AIA style pay applications.

#### **DPOB Vendor Payment Procedures**

DPOB will process vendor payments for work completed in accordance with the approved scope and contract terms. Upon submission of a proper invoice by the selected team, DPOB will initiate a payment request to the appropriate funding agency. Payment will be remitted to the vendor after DPOB receives funds from the agency. Please note that processing times at the funding agency level are outside the control of DPOB and may take up to 60 days. Respondents should plan accordingly.

### V. Acknowledgement of DGS and DHCD Requirements & Protocols

Include a statement that acknowledges the mandatory requirements outlined in the DGS and DHCD Grant requirements. Describe any experience complying with similar requirements in other projects.

## **Solicitation Administration**

### Key Dates & Submission Instructions

DPOB expects the RFP process to meet the following schedule, but reserves the right to amend this schedule or, in its sole discretion, to cancel the RFP at any time. Margrave Strategies works on behalf of DPOB as a consultant and will be managing the RFP Process, as well as the project after kick-off in collaboration with DPOB Staff.

<b>Issue Date:</b>	December 15, 2025
<b>Pre-Bid Meeting/Site Tour:</b>	Week of January 5th
<b>Deadline for Questions:</b>	January 12, 2026

<b>Answer Distribution:</b>	January 16, 2026
<b>Submissions Due:</b>	February 9, 2026
<b>Interview Period/Award Period:</b>	Week of February 23 <sup>rd</sup>
<i>(DPOB Reserves the right to not invite respondents to the interview round of this solicitation)</i>	
<b>Project Kick-Off:</b>	Week of March 9 <sup>nd</sup>

Proposals are due no later than **5:00pm on February 9, 2026**. Proposals should be delivered, via email, to Jessica Jones with Margrave Strategies at [jessica@margravestrategies.com](mailto:jessica@margravestrategies.com). The subject of the email must be “Submission of [insert your firm’s name and remove brackets] in Response to RFP, Eutaw Street Capital Improvements Project.”

By tendering a Submission in response to this RFP, the Respondent acknowledges and agrees that the Submission may not be modified by the Respondent.

DPOB will review the proposals, considering each element of the response. Each submission will be evaluated based on the following weighted criteria, totaling 100 points:

<b>Team Qualifications and Relevant Experience</b>	25 Points
<b>Project Understanding &amp; Proposed Scope of Work</b>	20 Point
<b>Milestone Schedule and Approach to Project Management:</b>	15 Points
<b>City Coordination of Infrastructure Updates:</b>	10 Points
<b>Construction Administration &amp; Close-out Strategy:</b>	10 Points
<b>Fee Proposal:</b>	15 Points
<b>Acknowledgement of DGS and DHCD Requirements:</b>	5 Points

## Notification of Intent

Parties who are interested in responding to the RFP should notify DPOB of their interest in formulating a response by emailing [jessica@margravestrategies.com](mailto:jessica@margravestrategies.com). These parties will be placed on a distribution list for notice of any amendments to the RFP, send responses to questions asked during the Q&A period, and will receive any other updates/notices pertaining to the RFP. The 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. Any amendments will be sent to the Respondents who have notified DPOB of its intent to participate in the process, as well as be posted on DPOB's website, at [www.GoDowntownBaltimore.com](http://www.GoDowntownBaltimore.com).

## Affidavits

Those whom intend to provide a proposal for this work, will be subject to below qualifications upon contracting with Downtown Partnership of Baltimore:

1. Communication Language Inclusion:
  - a. Public Communications. All initial public announcements or statements regarding this Agreement or the work being contracted must be cleared through DPOB's Communications Department in advance of a public release. This includes press releases, external newsletters, comments made to reporters or bloggers, and social media posts (Facebook, X/Twitter, Instagram, TikTok, personal or third-party blogs, etc.), and applies to the signatory, its employees, and its external vendors. DPOB reserves the right to request that certain subjects be avoided, to withdraw certain posts, and to remove inappropriate comments.

In addition to complying with the above, statements or promotions about the Agreement or work being contracted must:

- i. Not include logos or trademarks associated with Downtown Partnership of Baltimore, Downtown Baltimore, and its affiliated entities unless permission is asked for and granted;
- ii. Neither claim nor imply that signatory, its employees, and its external vendors are speaking on behalf of the project or of Downtown Partnership of Baltimore;
- iii. Respect copyright, privacy, fair use, financial disclosure, and other applicable laws; and
- iv. Refrain from re-posting or re-Tweeting false or injurious content created by third parties or making anonymous comments in any public or private forum, including on blogs, news websites, and web or broadcast productions that take public comment.

2. Indemnification Language Inclusion:
  - a. INDEMNIFICATION BY Contractor. Contractor hereby indemnifies and agrees to indemnify, defend, and hold harmless the Mayor & City council of Baltimore, the Downtown Management Authority, The Center Plaza Foundation, the Downtown Partnership Foundation, their respective agents, employees, representatives, officers, directors, partners, affiliates, successors and assigns from and against all costs, liabilities, fines, claims, damages, losses, judgments and expenses arising out of or from (i) any failure of CONTRACTOR to comply with the terms, conditions, or covenants of this Agreement, (ii) any allegations of copyright, trademark, patent, or other intellectual property violations related to its work hereunder, or (iii) any negligence or willful misconduct of CONTRACTOR or its agents, employees or representatives in connection with services provided under this Agreement, except to the extent any of the same results from the negligence or willful misconduct of DPOB, the Downtown Management Authority, or the Downtown Partnership Foundation.
  - b. INDEMNIFICATION BY DPOB. DPOB hereby indemnifies and agrees to indemnify, defend, and hold harmless contractor, its respective agents, employees, representatives, officers, directors, partners, affiliates, successors and assigns from and against all costs, liabilities, fines, claims, damages, losses, judgments and expenses arising out of or from (i) any failure of DPOB to comply with the terms, conditions, or covenants of this Agreement, or (ii) any negligence or willful misconduct of DPOB or its agents, employees or representatives in connection with services provided under this Agreement, except to the extent any of the same results from the negligence or willful misconduct of Agency.
3. Insurance: RFP respondents must comply with the following insurance requirements:
  - a. Minimum limits required:
    - i. General Liability:
 

1. Each Occurrence	\$1,000,000
2. General Aggregate Limit	\$3,000,000
3. Medical Expense Limit	\$5,000

Aggregate limit to apply per project.
    - b. All policies must be written with insurers maintaining an A.M. Best Rating of A-IX or better and admitted to do business in the State where the contract is to be performed.
    - c. General Liability must be on an occurrence basis. "Claims Made" is not acceptable.

- d. General Liability must contain a per-project aggregate limit or a limit dedicated to this project.
  - e. All coverage must be primary and not contributory.
  - f. The certificate of insurance must state the following: “Downtown Partnership of Baltimore, Downtown Partnership of Baltimore Foundation, Downtown Management Authority, and all officers, directors, employees, attorneys, agents, successors and assigns of said organizations, are named as additional insured for the work being performed through this RFP and the length of the Dog Park project.
  - g. The following documentation must be submitted prior to the start of any work and at each renewal thereof until insurance is no longer required:
    - i. Certificates of Insurance evidencing requirements above; and
    - ii. Copy of Additional Insured endorsement.
4. **Notice.** Any notice required or permitted hereunder or by law to be given by either party to the other shall be in writing and shall be deemed effective upon mailing if sent (i) by registered or certified mail, return receipt requested, by overnight delivery service, or by hand delivery at the address hereafter stated for such party, or (ii) by electronic mail at the email addresses below and followed by delivery in the foregoing manner. Either party may, by notice given to the other party in the manner herein specified, designate a different address for receipt of notices and other communications.

## **Intellectual Property and Confidentiality**

### **Ownership of Deliverables**

All materials, reports, designs, specifications, models, digital files, and other documentation produced as part of this engagement (“Work Product”) shall become the sole property of DPOB upon creation and delivery. The selected team acknowledges that all Work Product shall be considered work made for hire and, to the extent not deemed such, irrevocably assigns to DPOB all rights, title, and interest in and to the Work Product.

Work Product includes, but is not limited to: CAD files, GIS data, design documents, renderings, specifications, and presentation materials developed specifically for the Eutaw Street Capital Improvements Project. The selected team must be prepared to furnish all final and editable versions of such materials upon request.

### **Pre-Existing Intellectual Property**

To the extent that the selected team utilizes pre-existing intellectual property (IP), tools, templates, software, or proprietary methodologies that were developed outside of this

project (“Pre-Existing IP”), such materials shall remain the property of the originating party. However, if any Pre-Existing IP is integrated into the Work Product, the selected team must clearly identify such instances and shall grant DPOB a non-exclusive, royalty-free, perpetual license to use, reproduce, and modify such Pre-Existing IP for purposes related to this project and the implementation of related public improvements.

**Confidentiality Obligations**

The selected team shall treat as confidential all information, data, communications, and materials shared by DPOB or project partners throughout the solicitation and engagement process. This includes, but is not limited to, design concepts, stakeholder feedback, cost estimates, and draft documents.

Such information shall not be disclosed to any third party without prior written consent from DPOB, except as required for performance of services outlined in this RFP. These confidentiality obligations shall survive completion or termination of the engagement.

## Appendix

1. ULI, Downtown Baltimore, Presentation: [https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica\\_margravestrategies\\_com/IQAIEEgNnAmATas5zeJNdxJfJAUSFyBuj0cYYzkf2VF3UUkl](https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica_margravestrategies_com/IQAIEEgNnAmATas5zeJNdxJfJAUSFyBuj0cYYzkf2VF3UUkl).
2. DGS Capital Grants Program Booklet: [https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica\\_margravestrategies\\_com/IQDJHPJFbPq1SLnyguqkl5MGAaL0MRuER1gOcINqqhgFTPc](https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica_margravestrategies_com/IQDJHPJFbPq1SLnyguqkl5MGAaL0MRuER1gOcINqqhgFTPc).
3. Maryland DHCD Grant Awardee Policy Guide: [https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica\\_margravestrategies\\_com/IQCk6NukwIBdT62cxN7qq2l8ATCQ2njPhRe5gEmUBRgra2s?e=laHQcS](https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica_margravestrategies_com/IQCk6NukwIBdT62cxN7qq2l8ATCQ2njPhRe5gEmUBRgra2s?e=laHQcS).
4. Eutaw Street Capital Improvement Project Scope- Graphical Representation: [https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica\\_margravestrategies\\_com/IQCex7P7IFWTSJlhA0jBC-9SAUQD5\\_f3LDG3zWL2vZx-jN4?e=ciPlry](https://netorg5761826-my.sharepoint.com/:b:/g/personal/jessica_margravestrategies_com/IQCex7P7IFWTSJlhA0jBC-9SAUQD5_f3LDG3zWL2vZx-jN4?e=ciPlry)