



THE  
CONSERVATION FUND



**REQUEST FOR PROPOSALS (RFP)  
DESIGN + BUILD CONTRACT  
Filbert Street Garden, Baltimore City, MD 21226**

**RFP Title:** Filbert Street Garden Processing Kitchen and Bathrooms/ Design Build Contract

**Project Location:** 1321 Filbert Street, Baltimore, MD 21226

**Date Issued:** July 20, 2023

**Proposal Due Date:** **September 1, 2023**

**Optional-** A site visit is scheduled for Thursday August 3, 2023 @10am

**Contact information:** Sarah Hope, [sarah@greaterbaybrookalliance.org](mailto:sarah@greaterbaybrookalliance.org),

**Deadline for Questions\*:** August 7, 2023

**Project Budget Range:** \$300,000-\$350,000

**Period of Performance::** Fall 2023 -Summer 2024

**Date of Award Notification -** September 15, 2023

**Proposals will be accepted electronically only. Send to [Sarah@greaterbaybrookalliance.org](mailto:Sarah@greaterbaybrookalliance.org) and copy [info@filbertstreetgarden.org](mailto:info@filbertstreetgarden.org)**

## **I. PROJECT BACKGROUND, FUNDING & PARTNERS:**

### **About Filbert Street Garden (FSG) and Greater Baybrook Alliance (GBA):**

Founded in 2007, Filbert Street Garden is a notable urban farm and non-profit, serving as a community anchor in the Curtis Bay neighborhood of South Baltimore City. The nearly 30,000 sq foot farm boasts one of the largest urban bee colonies in the state of Maryland, and is home to chickens, a variety of waterfowl, as well as sheeps and goats. The farm also houses a community composting facility, and plots for urban agriculture. By adding a new processing kitchen and ADA bathrooms, the garden can expand their programming and positive community impact.

Greater Baybrook Alliance (GBA) is a cross jurisdictional non-profit community development organization representing the neighborhoods of Brooklyn and Curtis Bay in Baltimore City, and Brooklyn Park in Anne Arundel County. The Greater Baybrook Vision and Action Plan (2016) serves as GBA's revitalization road map for community development projects, and prioritizes environmental improvements and sustainable practice as key strategies to improve resident quality of life. GBA staff have over 20 years of experience managing construction projects and programs across several jurisdictions and seek an experienced design build company to develop this project.

### **Project Background and Funding:**

This project is a collaborative effort involving GBA, Filbert Street Garden, as well as State, local, and foundation funders. Located in a food desert, Filbert Street Garden provides a much needed source for healthy foods, but currently lacks a place to wash and store fresh vegetables and eggs. Additionally, the 400

sq. ft building will provide indoor, climate controlled space to host classes of up to 12 people, areas to process and store honey onsite, and public unisex, ADA compliant bathrooms. The farm currently has electrical and water services on site at the farm, but no sewer lines exist. A new electrical panel to service the building will be required.

Greater Baybrook Alliance (GBA) will serve as the project manager with input sought from Filbert Street Garden's Board of Directors at critical points during the design development and construction process. GBA will insure compliance with State and local funding sources, and will manage the contractor payment process. GBA has worked with Filbert Street Garden on a basic conceptual layout for the space supplied in the attachments to the RFP. The community is very supportive of the project. This project is located in Baltimore City. All contractors and subs must be registered with Baltimore City, and familiar with the City's e-plans permitting process.

## **II. PROJECT DESCRIPTION/ SCOPE of WORK**

**Goal:**To create a comfortable and inviting space that serves FSG's gardeners and visitors.

On behalf of Filbert Street Garden, GBA seeks a qualified Design-Build Contractor to provide site surveys, design development & site engineering drawings (100%), permitting, cost estimating, construction and construction administration for Filbert Street Garden processing kitchen and two ADA compliant bathrooms based on the conceptual plans and deliverables outlined in this request for proposals.

### **Scope of Work includes:**

- BUILDING-a new, prefab or custom designed building approximately at 400-600 sq ft with one large processing/ teaching kitchen and two bathrooms. The building entrance must include a screened in porch to create a two part entryway which prevents bees from entering the building, as well as lockable doors and windows..
- KITCHEN-The kitchen should include room for refrigeration, counter space for honey processing and bottling equipment, a triple sink and hand washing station, large central teaching counter/counters, and meet all Baltimore City Health and Fire Department requirements.
- BATHROOMS-Two bathrooms including at minimum, one ADA compliant bathroom, should be included. Ideally one bathroom is accessed from the outside, and one from the inside of the building. The internal bathroom should include a janitor's closet and mop station/floor sink.
- BASE Concrete Slab on grade is preferred.
- ADA ACCESS- a new sidewalk, and ramp are included in the scope of work to ensure access to the workshop/ kitchen. One bathroom and one counter space should also be ADA accessible.
- UTILITIES/ MECHANICAL NEEDS
  - HVAC-The space must be climate controlled but may achieve this through mini splits and fans.

- SEWER- New- required. No sewer connections currently exist on the farm but are available approximately 80 ft. from the proposed site on Elmtree Street.
- ELECTRIC- Existing Electrical services are currently on site, however, a new panel and possibly a service upgrade may be required.
- WATER- one water meter currently serves the farm. New water lines will need to source the proposed building.
- GENERAL- The project includes all necessary mechanical, plumbing and electrical system designs, permitting and construction- all of which will require trade permits.

### III. GENERAL REQUIREMENTS

All Architect Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the State of Maryland. Contractor must be licensed and in good standing with the State of Maryland and be able to provide a Certificate of Insurance with required limits as described. . Utility contractors must be registered with Baltimore City.

#### Technical needs/ project summary:

- Site Survey (topographic if needed)
- Private utility surveyor if required/ Utility Work
- Geotechnical Survey and report, if required.
- Construction document development and review at Schematic/Concept level, 60%, and 100%
- Complete DB Stamped and Signed Construction Documents and Specifications
- Construction Timeline, Cost Estimate, and Payment Schedule
- Permitting Management, Construction Compliance, and Construction Administration
- Building and Sidewalk Construction to code
- Testing/ Inspections where required
- Equipment Commissioning, development of operations and maintenance manuals

#### Additional information:

- **MBE/ WBE Participation: Required. Estimated Goals: 29% DBE**
- **Davis Bacon Wage Rates: Required**
- **Payment and Performance Bonds: Required**
- Area/Volume of disturbance: This project should not exceed 5000 square feet or 100 cubic yards of disturbance.
- Insurance Requirements include a \$3M Aggregate Policy, COI will be requested before award.

#### Community Engagement:

GBA will lead community engagement efforts in partnership with area stakeholders, however, some materials (renderings, diagrams) may be requested. Attendance at one on-site or virtual meeting is required for technical response to community questions. .

**Project Management/ Meetings:**

Design and Project meeting schedule/ing, agendas, meeting notes including attendance are the responsibility of the DBC and should be planned for or shared with Greater Baybrook Alliance and Filbert Street Garden with in a reasonable time frame not to exceed two week pre or post meeting. GBA and FSG will work with the DBC to determine an appropriate meeting schedule.

**Timeline:**

Project begins in Fall of 2023 and ends in the Summer of 2024. The project will begin with the kick off meeting.

**IV. REFERENCED PLANS & DOCUMENTS**

**Exhibit A- FSG Existing Conditions Survey**

**Exhibit B -FSG Kitchen and bathroom conceptual floor plan.**

**Exhibit C- Existing City Utility Map**

**Exhibit D- Site Images**

**Exhibit E- Bee Bottling Equipment**

**V. PROPOSAL FORMAT/ REQUIREMENTS**

Proposal should include the following:

1. Project understanding/scope
2. Timeline and Deliverables
3. Firm/ Staff Descriptions and Experience (Baltimore City Permitting process preferred.)
4. Sample Projects and Role
5. Cost Proposal
6. References
7. Description of DBE participation
8. Sample Certificate of Insurance

**VI. PROPOSAL EVALUATION CRITERIA**

Evaluation by a selection committee will be based on the criteria listed below. The RFP response should be limited to 10 pages maximum.

- Personnel Qualifications- Evaluation of the list of personnel specifically assigned to the proposed Project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed Project. Please identify the project lead who will be solely responsible for the performance of the design services for the duration of the Project. Also provide each personnel existing commitments, their role on those commitments, and percentage of time to be spent on this Project. **(15 points)**
- Experience/ Performance- Review of past performance, how recent, and on projects of similar nature and complexity as proposed by the Project (include a minimum of 2 examples,

max of 3.; experience in the jurisdictions mentioned above, evaluation of client references, overall response to clients' needs and any experience working in collaboration with a non-profit, or with grant funds. **(25 points)**

- Approach/Proposal- Evaluation of the overall understanding of the project scope, completeness of the proposals, adequacy of deliverables, and responsiveness to the required information of the requested proposal. This should include a preliminary project schedule with tasks and milestones that will be used to administer the Project. **(25 points)**
- Availability and Jurisdictional Experience- All teams should briefly describe their comfort with in person and virtual meetings, their ability to be self-guided, their familiarity with the Baltimore City permitting process, and staff availability/commitments. **(10 points)**
- Proposed Fee and Schedule- Evaluation of fee proposed by responding team, by tasks and including subcontractors as well as a proposed timeline for design work to be completed. **(25 points)**

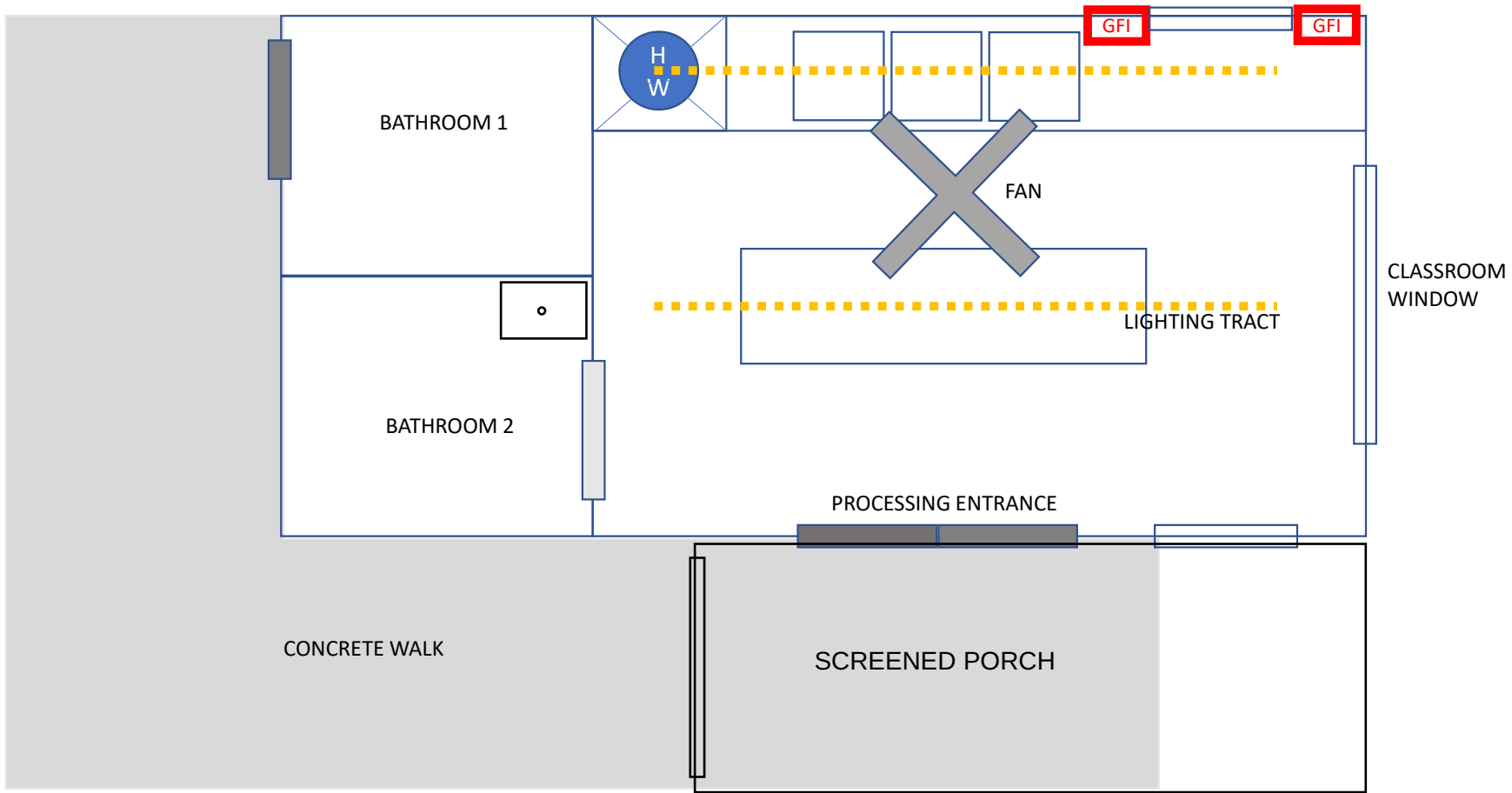
**Firms submitting shall have experience on projects of equal size, equal cost, and equal complexity.**

Submittal Summary checklist:

- Proposal-labeled "Filbert St. Garden Design Build RFP- FirmName", including timeline, project team (subs), and fee proposal.
- Personnel Qualifications of individuals working on project
- Firm Experience and References - Including Minimum of 3 sample projects.
- Description of Availability, Timeline and Location/Interaction requirements
- Liability Insurance Certificate

\*To be added to a correspondence list regarding updates to the RFP, please send a brief email stating your firm's interest to:

Sarah Hope  
Director of Revitalization Programs  
[Sarah@greaterbaybrookalliance.org](mailto:Sarah@greaterbaybrookalliance.org)









# Filbert Street Garden

Date: 5/6/2020  
1 inch = 100 feet

Baltimore City Utility Viewer  
- Department of Public Works -

