

## OBC FACT SHEET: PREQUALIFICATION OF CONSULTANTS

Year established:

1974. Pursuant to provisions of Articles VI, Section 4 (c) of the Charter of the City of Baltimore; and the Resolution Relating to Architectural and Engineering Services approved by the Board of Estimates in 1994.

Who must be Prequalified:

All architecture, landscape architecture, engineering and surveying firms intending to perform professional services for the City of Baltimore on contracts totaling \$25000 or greater.

### Difference between Prequalification and Certification:

A Prequalification Certificate insures the City that a firm is qualified in their profession to do the contracted work. Certification is a process whereby a firm owned by a minority or woman can seek classification as an MBE and/or WBE by applying to the Minority and Women's Business Opportunity Office in the City's Law Department. Their phone number is (410) 396.4577 and their website is:

<http://mwbd.baltimorecity.gov/>

Firms interested in being considered for certification with the City of Baltimore as a Minority and/or Women's owned business should call the Minority and Women's Business Opportunity Office at (410) 396-4355.

### Where to apply for prequalification:

Submit current consultant application Federal Form 254 to:  
Office of Boards and Commissions  
4 South Frederick Street,  
4th Floor, Baltimore, MD 21202  
Attn: Prequalification Consultant

\* Please note faxed or e-mailed applications are not acceptable submissions.

### Is there a fee?

There is no cost to the applicant for the prequalification process or Prequalification Certificate.

Before Submitting your application. please make sure you have:

- Provided \*professional license\* information for top company official
- Provided \*contact names and phones numbers\* for each of your projects
- A \*Good Standing\* rating with the State of Maryland Department of Assessments and Taxation
- Signed your name
- Include email address

### Contact person:

Department of Public Works,  
Office of Boards & Commissions, 410-396-6883

How long is the prequalification process start to finish?

30 days from date application is received to date of Board of Estimates approval.

Length of approval per prequalification period and renewal frequency thereafter:

One year from BOE approval date. Re-qualification is required on an annual basis. Renewal notifications are sent via e-mail to a firm's requested contact e-mail address.

Website:

<http://dpwapps.baltimorecity.gov/obc> Once on the DPW page scroll down left side column and click on Office of Boards and Commissions.