



BALTIMORE CITY MENTOR- PROTÉGÉ PROGRAM

MAYOR'S OFFICE OF SMALL MINORITY AND WOMEN BUSINESS

Port Covington Chapter 1 B Infrastructure



Baltimore City Mentor-Protégé Program: Port Covington

Chapter 1 B Infrastructure

Application Deadline: Tuesday, April 30th, 2019

The City of Baltimore is committed to directly including minority business enterprises throughout the life cycle of the Port Covington Development Project. At 235 acres, Port Covington is one of the largest urban revitalization efforts in the United States and the redevelopment will have a fundamental and far-reaching positive impact on Baltimore, its economy, and its future.

To achieve this goal, the Mayor's Office of Small, Minority and Women Business and the Port Covington Development Team are partnering to implement the **Baltimore City Mentor-Protégé Program** which aims to accelerate business activity among government, developers and Minority and Women-Owned Enterprises (MWBEOs) who are certified with the City of Baltimore. By participating in this program, selected Protégés will receive technical and management assistance by industry leaders in order to grow their business, build new professional relationships, achieve project success and access future opportunities.

The primary purpose of the Baltimore City Mentor-Protégé Program is to establish a link between small, minority, and women-owned firms (Protégé's) with well-established and successfully-operated private sector businesses (Mentors). Mentors are prime contractors and leaders in their respective industries. This linkage or mentor/protégé relationship can provide the smaller firm with necessary guidance and the benefit of experiences in areas such as management consulting, marketing, technology, financial, legal, and accounting. These benefits are keys to increasing revenues, profitability, capacity and access to procurements.

The objective of a Protégé firm is to perform profitable work while being advised, observed, and assisted within the guidelines of the Baltimore City Mentor-Protégé Program. The Baltimore City Mentor-Protégé Program: Port Covington will be implemented first during the Chapter 1 B Infrastructure phase of the development project. This cohort specifically targets firms who specialize in the services required to fulfill the [Chapter 1 B Infrastructure Scope of Work](#) including: earthwork and grading, wet utilities, dry utilities, and tradeswork. Whiting-Turner is the awarded Prime Contractor for Chapter 1 B Infrastructure and the designated Mentor.

This mentor/protégé relationship will be administered by the Port Covington Project Team with oversight led by the Mayor's Office of Small, Minority and Women Business.

Registration

Applications are now being accepted. The application deadline is Tuesday, April 30th, 2019.

Mail completed applications to:

Mayor's Office of Small, Minority and Women Business
Baltimore City Hall, Suite 345
Attention: Baltimore City Mentor Protégé Program
Baltimore, Md. 21202.

In addition, an online application is available:

www.mwbd.baltimorecity.gov

Key Dates:

- Application Opens: Tuesday, March 26th, 2019
- Application Deadline: Tuesday, April 30th, 2019
- Protégé Notification: Friday, July 12th, 2019

Protégé Application Check-List

To be eligible for selection as a Protégé, a firm must be:

- ✓ Baltimore City Certified M/WBE
- ✓ In business for three years, or possess equivalent demonstrated experience
- ✓ Perform a task regularly needed by the industry they serve
- ✓ Able to make a two-0year commitment to the program

Protégé Application Checklist:

- Register to become a Baltimore City certified M/WBE with the Mayor's Minority and Women Business Opportunity Office

Website: <https://law.baltimorecity.gov/certification-process>

- Register Your Business on Port Covington Development Project Contractor's Portal

Website: pc.city

- Complete the Whiting Turner pre-qualification form to be considered for the Phase 1 Chapter B Port Covington Project

Website: <http://mmcainc.org/contractors/wp-content/uploads/2018/11/PC-Subcontractor-Prequalification-Statement.pdf>

- Complete and submit a Mentor-Protégé Program application online or by mail (including all supporting documents) no later than 5:00 p.m. (EST) on Tuesday, April 30th, 2019. Incomplete application will not be considered.
 - Submit a narrative of your business experience including short and long term goals, expected benefit from the mentor/protégé relationship, and a description of assistance needed.
 - Provide a balance sheet and income statement for the past three fiscal years.
 - Provide a business tax return for the past three fiscal years.
 - Provide a listing of customers including services performed and amount of gross revenue generated.
 - Submit a list of references from three clients and three employees (where applicable).
 - Provide a list of expected benefits to be gained from the relationship with the Mentor and the Mayor's Office of Small, Minority and Women Business.

PROTÉGÉ APPLICATION

This application is used to request approval to participate in the Mayor's Mentor Protégé Program. **Before starting the application, please read the** Baltimore City Mentor Protégé Program details. The content of this submission is confidential.

Company Profile

Name of Firm	
Federal Tax ID No.	
Contact Name	
Position Title	
Address	
Telephone	
Mobile	
E-mail	
Website	
Revenue (aggregate over the last 3 years)	
Number of full-time employees	
Number of part-time employees	

Business Category Description. Please identify the core services that are provided by your firm.

Service Type	Description

Protégé Eligibility. Please check all boxes that indicate current certifications

- Baltimore City MBE/WBE Certification(Required)
- Maryland State Department of Transportation (MDOT) Certification
- 8 (a) Small Disadvantaged Business Certification
- Other _____

Are you pre-qualified with the City of Baltimore's Office of Boards and Commissions?

- Yes
- No
- If you no, do you require technical assistance? _____

Dollar Amount of Pre-Qualification: _____

Form of Business

- Sole Proprietorship
- Partnership
- Sub S Corp
- Sub C Corp
- Other _____

NAICS Codes (Top 3):

NAICS Code	Description

Percentage of work obtained as:

Prime Contractor _____ Sub-Contractor _____

As a sub-contractor, what companies have you subcontracted with on construction projects? Provide references.

Company Name	Contact Person	Contact Number	Contact Email

Are you currently doing work in the City of Baltimore?

- Yes
- No
- If yes, what projects: _____

Financial Profile:

Are bonds required for any of your work?

- Yes
- No
- If yes, what is your Bonding Capacity?

Name of Bonding Company: _____

Has your company, any affiliated company or Owner ever defaulted on a contract?

- Yes
- No

Has your company, any affiliated company, or Owner ever defaulted on a contract?

- Yes
- No

Does your Company have any past or current liens on projects being performed by your company?

- Yes
- No

Is your company presently involved in any litigation or disputes?

- Yes
- No

If the answer is yes to any of the questions above, please explain:

Do you currently have a line of credit?

- Yes
- No
- If yes, how much? _____

What is your Annual Gross Revenue for the last calendar year?

Job Experience

Largest contracts completed in the last five years:

Contract	Bonded (Y/N)	Date	Description	Contract Amount

Are all projects profitable?

- Yes
- No
- If not, why?: _____

Are all projects on schedule?

- Yes
- No

Insurance

- General Liability Carrier: _____
- Excess Liability Carrier: _____
- Worker's Compensation Carrier: _____
- Automobile Liability Carrier: _____

Does your company have a safety program?

- Yes
- No

Are any employees OSHA Certified?

- Yes
- No

Technical Assistance Needs

What type of assistance do you need? Please check all that apply.

- Project Management
- Scheduling
- Estimating, Bidding and Job Set-up
- Business Development and Marketing
- Safety Training
- Understanding construction contracts
- Accounting Practices/Bookkeeping
- Excavation and Back Fill
- Building Capital

What are your technical assistance needs? Please check all that apply.

- Accounting Services
- Bookkeeping
- Business Plan
- Technology
- Financial Management
- Inventory Control
- Legal, Permits, Licensing
- Management
- Market Analysis
- MBE Certification
- POS Training
- Strategic Planning
- Tax Services
- Working Capital Management
- Other: _____

By signing below, I certify that all information submitted in this application is true and correct to the best of my knowledge and that I have read the documents and understand the terms and conditions of the Baltimore City Mentor-Protégé Program. I understand that participation in the Baltimore City Mentor-Protégé Program is voluntary and that submitting an application is neither a guarantee of a contract opportunity nor a promise of business.

Applicant Signature

Date

The Baltimore City Mentor-Protégé Application deadline is Tuesday, April 30th 2019. Applications will be accepted electronically or by mail. Completed hardcopy applications must be sent to:

Baltimore City Hall

Mayor's Office of Small, Minority and Women Business Room: 345

Attention: Baltimore City Mentor-Protégé Program

100 Holliday Street

Baltimore, MD 21202