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Former OB/GYN Finds New Purpose Through Lifestyle Brand, Hospitality, Cookbook Adventure

Jeannie Jacobs, MD, a former OB/GYN and founder of Just Jeannie, teaches families how to create meaningful moments that feel luxurious yet approachable. She blends hosting inspiration with delicious recipes and a goal to bring people together. Cooking has always been Dr. Jacobs' love language.

Friends and family turn to her for recipes, hosting tips, and making gatherings feel special. Writing the cookbook, "Welcome To My Table," was a natural step for her. One of Dr. Jacobs' favorite ways to bring families closer is to cook together during holidays like Thanksgiving.

Thanksgiving is a perfect time to build new memories around the dinner table.

*Photo credit: Natalie Donofrio
(See article on page 7)*



Healthy Eating During Thanksgiving

Heart-Smart Holiday Eating for People with Diabetes

The holidays are a time of celebration, but for people with diabetes, they can also be a minefield of sugary treats, carb-heavy meals, and disrupted routines. Fortunately, you can enjoy the season while protecting your heart and managing your blood sugar—with a few smart strategies.

Focus on Fiber and Lean Proteins

Choose foods that support stable blood sugar and heart health. The CDC recommends filling half your plate with non-starchy vegetables like broccoli, carrots, or leafy greens. Add lean proteins such as skinless turkey, grilled fish, or legumes. These help you feel full and reduce post-meal glucose spikes.

Be Carb-Conscious

Carbohydrates affect blood sugar more than any other nutrient. The American Diabetes Association suggests using the plate method: one-quarter of your plate for whole grains or starchy vegetables, one-quarter for lean protein, and half for non-starchy vegetables. If you want dessert, plan ahead by reducing carbs elsewhere in your meal.

Choose Healthy Fats

Holiday dishes often rely on butter, cream, and processed oils. Instead, opt for heart-healthy fats like olive oil, avocado, and nuts. The American Heart Association recommends replacing saturated fats with unsaturated fats to lower cholesterol and reduce heart disease risk.

Stick to Your Eating Schedule

Skipping meals to “save up” for a big dinner can backfire. It may lead to overeating and unstable blood sugar. Experts advise maintaining regular mealtimes and having a small, balanced snack before events to avoid arriving overly hungry.

Rethink Your Drinks

Sweetened beverages like eggnog and punch can be loaded with sugar and add empty calories. Choose water, sparkling water with citrus, or unsweetened tea. If you drink alcohol, limit it and avoid sugary mixers. The CDC notes that alcohol can affect blood sugar unpredictably, especially when combined with certain medications.

Bring a Dish You Can Eat

If you’re attending a potluck or party, bring a dish that fits your dietary needs. A veggie platter, roasted Brussels sprouts, or a fruit-forward dessert can be festive and safe. This ensures you’ll have at least one option that supports your health goals.

Stay Active

Physical activity helps regulate blood sugar and supports heart health. Take a walk after meals, dance to holiday music, or play games with family. The American Heart Association recommends at least 150 minutes of moderate activity per week—even during the holidays.

Monitor and Medicate

Keep testing your blood sugar and take medications as prescribed. If traveling, pack supplies and plan for time zone changes. Consistency is key to avoiding complications during the holidays.

With thoughtful planning and a focus on balance and moderation, you can enjoy the holidays without compromising your health. Celebrate the season with joy—and smart choices.



Photo: Canva



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² Tori Finch, MS, M Cabell Jonas, PhD, Kevin Rubenstein, Eric Watson, BA, Sundeep Basra, MPH, Jose Martinez, BS, & Michael Horberg, MD, MAS, FACP (2021). Life Expectancy Trends Among Integrated Health Care System Enrollees, 2014-2017. *The Permanente Journal*, 25(4), 10-17. thepermanentejournal.org/doi/10.7812/TPP/20.286.

Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. 4000 Garden City Drive, Hyattsville, MD 20785 2025CE0515 MAS 5/16/25-12/31/26

Email Rules: The “Hidden” Attack Strategy

By Karen Clay

Clay Technology and Multimedia, L.L.C.

I recently read an article about a growing email “threat vector” impacting Microsoft 365 (M365) users, that exploits email rules, forms, and connectors on email clients and servers, particularly in the work environment. If you use the M365 email client as part of your home subscription, you also can be susceptible to this means of compromise.

The threat involves server-side email deployments like malicious connectors, rules, and apps that keep working even after you change your password. To describe the role of a connector, think of your email as a house. Your inbox is the living room where you first see the messages. There you have **rules** which act as little helpers to guide your guests to specific “rooms” in your house. “If the rule is ‘newsletter,’ the email goes in that newsletter room.” **Connectors** control how email flows in and out of your house to integrate to other mail systems or services.

Attackers love anything that lives on any server that keeps working after you change your password or buy a new laptop/device. As with so many other breeches, attackers attempt to gain access to your email account with a simple phish:

- A fake email: “Click here to view the document.”
- A fake meeting invite or voicemail that asks you to sign in.
- A page that looks like Microsoft asking you to approve an app.

If you fall for the phish and enter your username and password or click “Allow” to grant an app permission, the attacker now can access your account.

Once inside, attackers don’t just read your email and leave. They often set up long-term access where they can

hide their tracks and steal money or data over time:

1. By creating malicious inbox rules that:

- Forward certain emails (e.g., those with “bank”, “invoice”, “password”) to themselves.
- Move/delete emails so you never see the security alerts, bank messages, or replies that might expose the scam.

2. Using mail forwarding: A single setting in Outlook on the web can quietly forward all your email to another address. It’s such a common attacker trick that threat intel teams specifically watch for this behavior.

3. Malicious apps (OAuth): Feels “connector-like” for home users in that you may see a Microsoft prompt that looks legitimate, asking permission for “App XYZ” to read/send email on your behalf. Clicking on “Allow,” gives the app access to your mail and files directly from the cloud. These malicious OAuth apps can keep reading your email even after you change your password or turn on MFA, until you go in and manually remove the app’s access.

This really matters for home users because if your personal M365/Outlook.com address is your “main email,” it’s probably the recovery point for your:

- Bank and credit card accounts,
- PayPal, shopping sites, and subscriptions,
- Social media and maybe even crypto or investment accounts.

If an attacker has ongoing access to your mailbox, they can repeatedly:

- Reset passwords on other sites and take over those accounts.



Make a habit of monitoring your mail rules.

Graphic Design by Karen Clay

- Watch for statements, tax docs, and IDs for identity theft.

- Impersonate you to friends and family (“Can you send me money?”)

In other words, it’s not just about reading your email, it’s about controlling your digital life.

So, what can you do in such a situation? Watch for:

- Password reset emails that never arrive.
- Friends or family asking, “Why did you send me that weird link?”
- Security alerts from Microsoft or your bank about logins you don’t recognize.
- Emails that people say they sent you, but you can’t find anywhere—not even in the Junk or Deleted folders.

While this all seems scary, you can develop your own home-user “incident response plan” by:

1. Changing your Microsoft password to something long and unique.
2. Turning on multi-factor authentication (preferably an



Karen Clay

Clay Technology and Multimedia

Courtesy, Karen Clay

authenticator app over SMS/text).

3. In Outlook on the web, checking:

- Mail /Rules and deleting anything you don’t recognize.
- Mail /Forwarding and turning off forwarding unless you set it.

4. In your Microsoft account, reviewing apps and services with access and removing anything you don’t know or don’t use.

5. Logging into your most important other accounts (bank, PayPal, Amazon, etc.), to enable MFA there, and checking for unusual activity.

Even if you’re just one person with a home Microsoft 365 account, you’re still using the same powerful cloud platform as big businesses and attackers know it. By remembering to occasionally check your email rules, forwarding, and connected apps, you’ll be miles ahead of most people and much harder for attackers to exploit.

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Iron Sharpens Iron

Associated Black Charities Hosts Third Annual “Men’s Night Out,” Centering Brotherhood, Healing, and Leadership

Baltimore, MD — Associated Black Charities (ABC) brought together more than 100 men from across the region on November 14 for its third annual Men’s Night Out, an evening devoted to fellowship, honest conversation, and community-building. Held at the Reginald F. Lewis Museum, this year’s gathering embraced the theme “Iron Sharpens Iron,” underscoring the collective strength found when men come together to uplift one another.

The night opened with candid discussions about men’s health, civic responsibility, cultural identity, education, and the daily realities Black men navigate in Baltimore and beyond. The atmosphere blended warmth and seriousness—good food, live music, and hallway reunions paired with moments of deep reflection.

A Keynote Rooted in Baltimore’s Realities Educator and musician Dontae Winslow, the evening’s keynote speaker, delivered a moving address that traced his journey from West Baltimore to stages around the world. He spoke about the mentors who kept him grounded and the discipline that music instilled in him. Winslow shared, “The trumpet was my salvation,” reminding attendees of the transformative power of purpose, mentorship, and creative expression.

A Panel of Leaders Speaking Truth A dynamic panel followed, featuring voices shaping Baltimore’s cultural and civic landscape.

- Dr. Haki Ammi urged men to deepen their commitment to civic engagement and service.
- Author and educator D. Watkins offered insight into his classroom approach, explaining how he uses music



ABC Men’s Night Out 2025

Photo courtesy of Associated Black Charities

and contemporary culture to help young people understand history, identity, and truth.

- Robert Ginyard, a prostate cancer survivor and advocate, spoke passionately about men’s health, urging attendees to prioritize early detection and support one another in the journey toward wellness.

Together, the panelists sparked conversations that continued long after the formal program ended, as attendees lingered to share stories, exchange contacts, and build new bonds.

A Growing Space for Connection Men’s Night Out has steadily expanded since its inception, and this year’s turnout affirmed the community’s hunger for intentional spaces where men can be open, supported, and inspired. ABC’s

leadership emphasized that events like this are central to the organization’s mission of eliminating race-based barriers and strengthening economic and social opportunity for Black Marylanders.

The organization will continue its programming later this year with “Women on the Move” on December 5, bringing women from across the region together to discuss leadership, equity, entrepreneurship, and community impact.

As Men’s Night Out enters its fourth year, its purpose remains clear: to create room for honest dialogue, celebrate resilience, and model what solidarity among Black men truly looks like.

Honey Lavender Roasted Chicken with Citrus Herb Butter

Dr. Jeannie Jacobs, a wife, mother and former OB/GYN turned lifestyle maven, embodies the ethos of living life on one's own terms. Her journey includes writing an interactive cookbook, "Welcome To My Table." Dr. Jacobs' recipes include a journey into Southern hospitality that was inspired by Dr. Jacobs' family traditions. Honey Lavender Roasted Chicken with Citrus Herb Butter is a recipe from Dr. Jacob's cookbook. It is a family recipe passed down to her by her Grandma Mammie.

Dr. Jacobs' curated book combines beautiful photography, comforting meals, joyful stories, and practical hosting tips that help you create moments worth remembering. Tablescapes are included in the cookbook that honors the moments when individuals gather with others as guests in a host's home. It consists of a host of recipes for holiday meals, including Thanksgiving.

Some cooks could use a creative boost to prepare memorable meals. QR codes can be scanned with a smartphone to access more information about some of Dr. Jacob's recipes, which leads to a video demonstrating how to prepare them. Welcome to Dr. Jacobs' elegant table—a place where delicious food brings people together.

PRO TIPS FOR SUCCESS:

Loosen the Skin Carefully: This ensures the citrus herb butter flavors the meat directly, keeping it moist.

Let the Chicken Rest Before Carving: This allows the juices to redistribute for a tender and juicy texture.

Use a Meat Thermometer: Insert it into the thickest part of the thigh without touching the bone for an accurate temperature reading.

SERVING SUGGESTION:

Pair with roasted root vegetables, garlic mashed potatoes or a crisp arugula salad for a well-rounded meal.



Photo: Laura Sanz

Serves 4-6

INGREDIENTS

- 1 whole chicken (4-5 lbs)
- ¼ cup honey
- 1 tablespoon dried culinary lavender
- 1 lemon, halved
- 1 orange, halved

For the Citrus Herb Butter:

- ½ cup unsalted butter, softened
- 2 tablespoons fresh herbs (chopped thyme, rosemary, parsley)
- 1 teaspoon kosher salt
- ½ teaspoon black pepper

Serve with roasted lemon halves for squeezing and garnish with fresh lavender sprigs.



INSTRUCTIONS

1. Prepare the Chicken:

Preheat the oven to 375°F (190°C). In a small bowl, mix softened butter with chopped herbs, salt and black pepper. Pat the chicken dry with paper towels. Using your fingers, gently loosen the skin over the breast and thighs. Rub half of the butter mixture under the skin and the remaining butter all over the outside of the chicken.

2. Stuff and Glaze the Chicken:

Stuff the chicken cavity with lemon and orange halves to infuse flavor. Tie the legs together with kitchen twine for even cooking. In a small bowl, mix honey with dried lavender. Brush the honey mixture evenly over the chicken.

3. Roast the Chicken:

Place the chicken on a rack in a roasting pan (or a bed of sliced onions for elevation). Roast for 1.5 to 2 hours, basting occasionally with pan juices. Check for doneness: The internal temperature should read 165°F in the thickest part of the thigh. If the skin browns too quickly, tent loosely with foil to prevent burning.

4. Rest and Serve:

Remove the chicken from the oven and let it rest for 15 minutes before carving.

Make Thanksgiving Memorable

Former OB/GYN Finds New Purpose Through Lifestyle Brand, Hospitality, Cookbook Adventure

By Andrea Blackstone

Jeannie Jacobs, MD, founder of Just Jeannie, shows and inspires people to elevate the everyday experiences through food, fragrance, hosting, and intentional living in a non-overwhelming way.

"I teach families how to create meaningful moments that feel luxurious but still approachable," said Dr. Jacobs.

Dr. Jacobs also created Pivotal Moments Home Fragrance, and penned "Welcome To My Table." After years of caring for women in medicine, the former OB/GYN felt called to create a life filled with joy, creativity, and intention.

"I wanted to build something that aligned with who I was becoming—a lifestyle brand rooted in authenticity, clarity, and meaningful connection. I stepped into this new chapter on my own terms, creating Just Jeannie and Pivotal Moments," said Dr. Jacobs.

Cooking has always been Dr. Jacobs' love language. She discovered early on that food brings people together in a way nothing else can. Over time, friends and family turned to Dr. Jacobs for recipes, hosting tips, and making gatherings feel special. Writing a cookbook became a natural next step in her life. It became a way to share the warmth, ease, and intention behind the meals she makes for her own family. Dr. Jacobs wrote "Welcome To My Table" with real schedules, real budgets, and real families in mind.

"The recipes are comforting, elevated, and accessible. And the home-living tips are designed to make hosting feel doable, intentional, and joyful rather than stressful," Dr. Jacobs said.

Dr. Jacobs was reared in a home where the kitchen was the heartbeat of life. Her mother, grandmothers, and aunts taught her how to cook.

"I loved being the sous-chef—mixing, tasting, and learning. My first 'official' job was making the cornbread dressing for Thanksgiving, and I still make it the same way today. By the time I was six years old, I could clean, season, truss, and roast the turkey for our holiday meals. No supervision needed. Those moments shaped my relationship with food and taught me how deeply cooking connects one generation to the next."

Dr. Jacobs learned that hosting is less about impressing people and more about making them feel welcome. Holidays are when people want to feel connected—to each other, to tradition, to something comforting. She stated that when you open your home, even in the simplest ways, you create a space where people feel seen and loved.

Additionally, Thanksgiving is about comfort. However, adding a touch of elegance makes the day feel special, according to Dr. Jacobs.

"You can do this in simple, affordable ways, like lighting a clean-burning candle, adding greenery from your yard, or using napkins you already have in a creative way. Warmth comes from your energy; elegance comes from your intention. Both can be beautifully achieved on any budget," she added.

Dr. Jacobs further explained that intentional hospitality creates experiences with thought and purpose rather than pressure and perfection. It is thinking about how you want people to feel relaxed, welcomed, and inspired, and letting that desire guide your choices.

"A beautiful moment doesn't require extravagance; it just requires intention."

One of Dr. Jacobs' favorite ways to bring families closer is by spending meaningful time together by cooking around the holiday.

"It naturally slows everyone down," said Dr. Jacobs. "Kids get to help, elders



Jeannie Jacobs, MD, entrepreneur, founder of Just Jeannie, and author of "Welcome To My Table." Photo: Natalie Donofrio

pass down traditions, and the kitchen becomes a place filled with conversation and laughter. It's one of the easiest ways to create memories that outlast the meal."

Make Thanksgiving truly affordable this year by choosing cuts of meat more wisely.

"A whole turkey can be expensive, and often more than many families actually need. A turkey breast, thighs, or a mix of wings and legs are usually cheaper per pound and cook faster. You can even opt for roasted chicken or ham, depending on sales that week," Dr. Jacobs recommended.

Another option to keep expenses down is to host a "Potluck with Purpose."

"Divide dishes by category—sides, desserts, breads—so everyone brings something intentional. This keeps the menu cohesive while sharing the cost across the entire family. It feels communal, purposeful, and aligned with the heart of the holiday," Dr. Jacobs said.

Lastly, intentionally plan a second round of meals using leftovers to stretch your grocery budget and eliminate the guilt of food waste.

Learn more about "Welcome To My Table" via <https://justjeanniejacobs.com/#shop>, and

Dr. Jacobs by visiting www.justjeanniejacobs.com.

What You Need to Know About Ground Rent

By Megan Good

Do you have ground rent? Some, but not all, homeowners in the Baltimore area have ground rent. This means that the homeowner owns the structure of their house but not the land their house sits on, and the homeowner must pay rent to the owner of the land.

It is common to have questions about whether your property is subject to ground rent, what to do if communication from the owner of the ground is irregular or infrequent, and how to get rid of your ground rent. This article shares five things you should know about ground rent.

1. Maryland law requires ground lease holders to register their ground rent. If the owner, or “ground lease holder,” has not followed state requirements for registering the ground rent, they are not entitled to collect any money. If you are wondering whether you need to pay ground rent, or you receive a letter from someone claiming to be the ground lease holder, the first thing to do is check whether that person or organization is registered as the ground lease holder with the State Department of Assessments and Taxation (SDAT). You can look this information up online through the SDAT Real Property Data Search, or call SDAT’s Ground Rent Department at 410-767-1151.

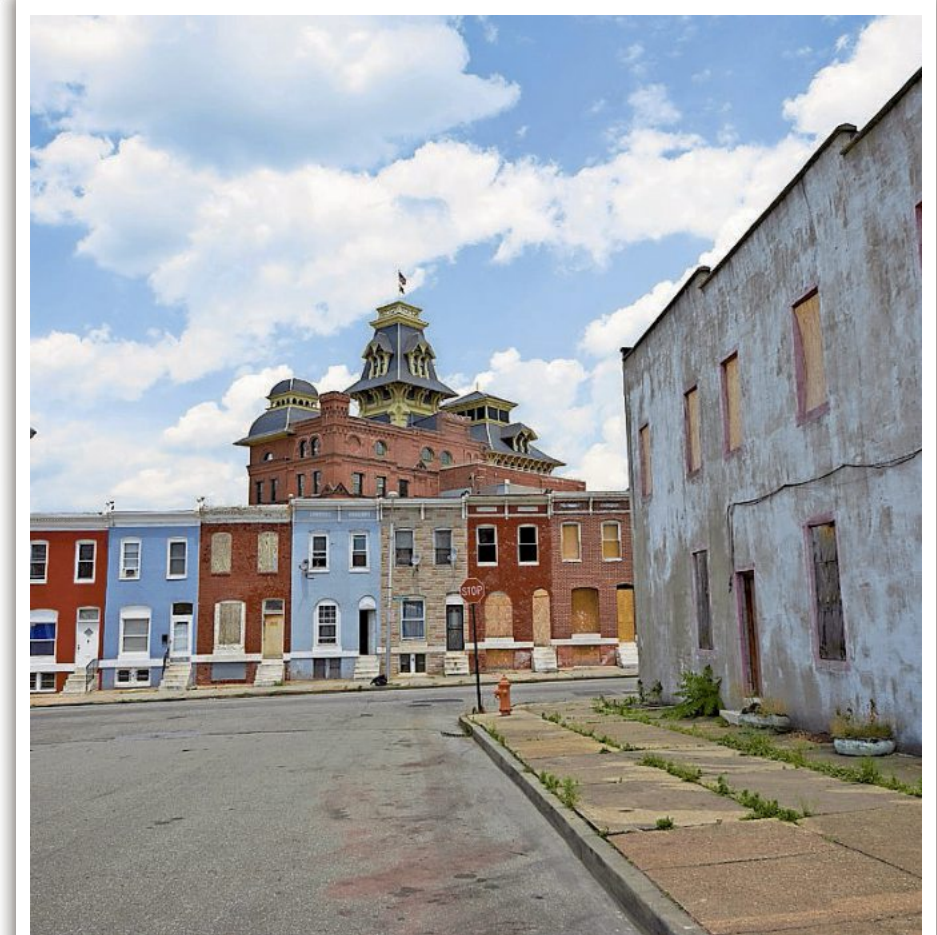
2. If you owe ground rent, it is important to pay it. Ground rent payments are often modest compared to other expenses homeowners are responsible for, and since payments are usually made only once or twice a year, it may be easy to overlook or deprioritize the expense. However, missing ground rent payments can put you at risk of being sued for payment or foreclosure on your property. When you receive a legitimate bill for ground rent, it is

important to pay the expense to maintain your housing stability. If you are actively in ground rent foreclosure proceedings in Baltimore City, please contact The SOS Fund for assistance at info@thesosfund.com or 443-810-3665.

3. You are likely entitled to pay off, or “redeem,” your ground rent to get rid of it forever. Some ground lease holders filed the paperwork necessary with the state to preserve their ground rent and make it “irredeemable.” However, the majority of homeowners have the right to “redeem” their ground rent, or buy it out and get rid of it forever, turning their legal ownership of their property from a “leasehold” interest to “fee simple.” To redeem your ground rent, you can negotiate a private sale with the ground lease holder, or complete the forms and procedures set up by SDAT to redeem the ground rent with SDAT’s assistance.

There is a formula set by Maryland law to determine the maximum cost for redeeming your ground rent. You can learn more about this process by visiting the SDAT website or calling the number provided above. Whichever method is used, the process is not complete until a deed is recorded with the City or County Land Records Department that shows the ground lease holder is transferring ownership of the ground to you, the property owner.

4. You do not need to do anything if your property is subject to ground rent but no one is sending you a bill. Many homeowners have a deed that says they hold a leasehold interest and must pay ground rent, but they never receive a bill from the owner of the ground. If you are in this situation, you do not need to do anything. If the owner of the ground later contacts you, indicating you owe ground rent, first check with SDAT to make sure they are entitled to collect ground rent



Baltimore Neighborhoods – EyeJoy Getty Images Signature

and that it is not a scam. Then, see the next section about how much they can collect.

5. If a ground lease holder contacts you after not sending bills for a long period of time, you are likely only required to make ground rent payments for the past three years. A ground lease holder cannot sleep on their right to collect ground rent from you for multiple years and then send a bill for several years’ worth of past due payments. At most, they may bill you for three years of overdue payments, if the ground rent was registered in all of those years.

If you have additional questions about ground rent at your property, contact the Maryland Department of Assessments and Taxation at 410-767-1151 or sdatt@maryland.gov. If you would like the assistance of an attorney to address an issue with your ground rent, you may call the Maryland Volunteer Lawyers Service to see if you qualify for assistance at 410-547-6537 between 9am and 12pm, Monday through Thursday.

Megan Good is an Equal Justice Works fellow with Maryland Volunteer Lawyers Service.



GIVE BLACK 4 THE HOLIDAYS

A DIGITAL MARKETPLACE

The Baltimore Times and Times Community Services, Inc. have teamed up with other civic-minded corporations and organizations to promote Black Businesses during this year's holiday shopping and gift-giving season.

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REQUEST FOR PROPOSAL - PROJECT NO. 1424 ON CALL PROJECT AND CONSTRUCTION MANAGEMENT ASSISTANCE (CMA)

The City of Baltimore Office of Engineering and Construction (OEC) has been authorized to request the Office of Boards and Commissions (OBC) to advertise Project 1424 for the selected services for the City Of Baltimore from qualified Engineering firms. It is the expectation of the City's that interested firms providing these services, demonstrate and document the following for the City Of Baltimore.

SCOPE OF WORK

The scope of services to be provided include, but are not limited to assisting the City's Office of Engineering & Construction (OEC) with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supporting documents, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and construction contract administrative support. Depending on the nature of other work and City staff requirements, personnel representing the selected firm should be available on an as needed basis.

The consultants' team will provide engineering and construction staff with the following capabilities:

- * Personnel should possess skills equivalent to a Public Works Inspector I, with at least a high school diploma or GED and a minimum of three (3) years of experience in construction inspection. Proficiency in Oracle Unifier is required.

- * Personnel should possess skills equivalent to a Public Works Inspector II,

with at least a high school diploma or GED and a minimum of four (4) years of experience in construction inspection work on water, sewer and stormwater system facilities and utilities. Proficiency in Oracle Unifier is required.

- *Personnel should possess skills equivalent to a Public Works Inspector III, with at least a high school diploma or GED and a minimum of five (5) years of experience in construction inspection work on water, sewer and stormwater system facilities and utilities. Proficiency in Oracle Unifier is required.

- *Personnel should possess skills equivalent to an Engineer I, with a Bachelor of Science degree in engineering from an accredited college or university.

- *Personnel should possess skills equivalent to an Engineer II, with a Bachelor of Science degree in engineering from an accredited college or university and a minimum of four (4) years of experience in performing engineering work.

- *Personnel should possess skills equivalent to Construction Project Supervisor I, a bachelor's degree from an accredited college or university and a minimum of three (3) years in construction inspection, construction supervision, and construction engineering on water, sewer and stormwater system facilities and utilities. Proficiency in Oracle Unifier is required.

- *Personnel should possess skills equivalent to a CPM Scheduler, with a college degree and at least five (5) years' experience in construction or construction management, and a minimum of two (2) years analyzing construction schedules and performing delay analysis. Proficiency in Primavera P6.

- *Any other personnel as requested by City to supplement construction activities.

Evaluation Criteria

The following criteria will be used in evaluating the technical proposals:

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- *Prior experience working with the City of Baltimore or similar public entities in water, wastewater and stormwater capital improvement projects.

- *Experience with standard construction inspection procedures, standards and requirements for civil, mechanical, environmental, chemical and electrical disciplines.

- *Experience in providing and supplementing the city staff with field inspection, engineering and supervision.

- *Overall team approach with Minority/Women Business Enterprises to meet city standards.

- *Experience with Oracle Unifier project tracking software, document control, administration and coordination of field team, and managing change orders, claims and disputes.*

- Experience with Critical Path Method construction scheduling, delay analysis and P6 Software.

The City intends to select the services of five (5) firms for a period of four (4) years for \$3,000,000.00 each, with an option to extend for an additional two-year term at City's discretion, for a fee not to exceed \$1,500,000.00 for each selected firm. The Office of Engineering and Construction reserves the right to have a second interview with eligible consulting firms. All firms must demonstrate and document their capacity and resources to deliver the services in this scope on a timely manner

DPW encourages all contracting firms that have the experience and capacity to work on this scope to submit their proposals. All firms must demonstrate and document their capacity and resources to deliver the required services on time. Projects must comply with the 2006 edition of "The Specifications for Materials, Highways, Bridges, Utilities and Incidental Structures". City personnel will utilize the City of Baltimore Guidelines for the Performance Evaluation of Design Consultants and Construction Contractors for this contract/project.

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Should you have any questions regarding the scope of the project, **please contact Mr. Joseph Memba at 410-396-8189 or email joseph.memba@baltimorecity.gov**

SUBMITTAL PROCESS

All firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions, including each discipline prior to submission for this Project. Any firm listed in this proposal to perform work in any existing or related category must also be prequalified. It is the responsibility of the Firm submitting the SF255 verify and include a copy of each of Consultant's current *Prequalification Certificate in the submission package*. Information regarding the prequalification process can be obtained by calling the Office of Boards and Commissions on 410.396.6883.

Each Firm responding to this Request for Proposal (RFP) Project #XXXX is required to complete and submit an original Standard Federal Form (SF) 255 unless otherwise specified in this RFP. Provide one (1) original submittal, along with five (5) additional copies to the Office of Boards and Commissions at 4 South Frederick Street, Baltimore, Maryland 21202 on or prior to the due date by NOON Friday January 9, 2026 Submittals will not be accepted after the due date (NOON). The City Of Baltimore *has not adopted SF330*, it may not be used, unless specified in the RFP. Submittals *are not* accepted by emailed.

The Federal Standard Form (SF) 255 cannot be supplemented with additional pages, or additional information such as graphs, photographs, organization chart, etc. All such information should be incorporated into the appropriate pages. Applications should not be bound; simply stapled in the upper left-hand corner. Cover sheets should not be included. Inclusion and/or submittal of additional material may result in the applicant being disqualified from consideration for this project.

Firms interested in submitting a proposal for this Project, shall address a "Letter of Interest" to the Office of Boards and Commissions, or you may email: OBC.consultants@baltimorecity.gov. Letters of Interest will be utilized to assist small minority and women business enterprises in identifying potential teaming partners and should be submitted within five (5) days of the date of the project's advertisement. The Letter of Interest must provide the name and

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number of your firm's contact person. Failure to submit a "Letter of Interest" will not disqualify a firm submitting a proposal for the project.

Only individual firms (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or formal Joint Venture (JV) may apply. Two firms may not apply jointly unless they have formed a joint venture.

COSTS OF RFP RESPONSE

There will be no payment or compensation provided to firms who desire to participate in any part of the submittal. All related expenses to the preparation of a response, including additional requested information, interviews, and any other necessary information, will be the sole responsibility of the firm. The City, its staff, or its representatives will not be responsible for reimbursing any costs or expenses incurred resulting in providing a submission to this RFP.

Baltimore City reserves the right to waive minor irregularities, to negotiate in any manner necessary to best serve the public interest, and to make a whole award, multiple awards, a partial award, or no award. Baltimore City reserves the right to cancel this RFP, prior to closing date.

MBE/WBE Requirements – Mayor's Office (SMBA&D)

It is the policy of the City of Baltimore Mayor's Office of Small and Minority Business Advocacy & Development (SMBA&D) to promote equal business opportunity in the City's contracting process. Pursuant to Article 5, Subtitle 28 of Baltimore City Code (2000 Edition) – Minority and Women's Business Program, Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to this contract.

The MBE goal is 30 %

The WBE goal is 15 %

Both the proposed Minority and Women's Business Enterprise firms must be named and identified as an MBE or WBE within Item 6 of the Standard Form (SF) 255 in the spaces provided for identifying outside key consultants/associates anticipated for utilization for this project.

Any submittals that do not include the proper MBE/WBE (in some instances DBE) participation will be disapproved for further consideration for this project.

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Verifying Certification

Each firm submitting a SF 255 for consideration for a project is responsible to verify that all MBEs and WBEs to be utilized on the project are certified by the SMBA&D prior to submitting the proposal. A directory of certified MBEs and WBEs is available from SMBA&D. Since changes to the directory occur daily, firms submitting SF 255s should call SMBA&D at (410) 396-3818 to verify certification, expiration dates and services that the MBE or WBE is certified to provide.

Non-Affiliation

A firm submitting a proposal may not use an MBE or WBE to meet a contract goal if: The firm has a financial interest in the MBE or WBE.

The firm has an interest in the ownership or control of the MBE or WBE.

The firm is significantly involved in the operation of the MBE or WBE (Article 5, Subtitle 28-41).

Insurance Requirements

The consultant selected for the award of this project shall provide professional liability, auto liability, and general liability and workers' compensation insurances as required by the City of Baltimore.

Local Hiring Law

Article 5, Subtitle 27 of the Baltimore City Code, as amended (the "Local Hiring Law") and its rules and regulations apply to contracts and agreements executed by the City on or after the Local Hiring Law's effective date of December 23, 2013, which is applicable to all vendors. The Local Hiring Law applies to every contract for more than \$300,000 made by the City, or on its behalf, with any person. It also applies to every agreement authorizing assistance valued at more than \$5,000,000 to a City-subsidized project. Please visit www.oedworks.com for details on the requirements of the law.

Additional Information

Any firm submitting a SF255 in response to the RFP that fails to comply with the requirements of Article 5, Subtitle 28 of Baltimore City Code when executing a contract is subject to the following penalties: suspension of a contract; withholding of funds; nullification of contract based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

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A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:

A principal is any individual owning 5% or more of the outstanding stock of an entity, a partner of a partnership, a 5% or more shareholder of a sub-chapter 'S' Corporation, or an individual owner.

Out-of-State Corporations must identify their corporate resident agent within the application.

Firms providing SF255 Submission in response to this RFP who do not follow guidelines within this RFP including being prequalified, meeting SMBA&D goals at the time of the submittal due date will be deemed nonresponsive. Failure to follow the guidelines of this advertisement will cause disqualification of a firm(s) Submission for this project and will disqualify the entire team for further participation in the project.

Deena Joyce, AEAC Executive Secretary
Chief Office of Boards and Commissions

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CITY OF BALTIMORE DEPARTMENT OF TRANSPORTATION PUBLIC NOTICE

In an effort to educate the community and receive public comment the upcoming project, a community meeting will be held.

PUBLIC MEETING FOR Harford Road Transit Improvements and Multimodal Pathway Extension Between St. Lo Dr. and Erdman Ave

*Formally known as: Harford Road Transit Improvements and Cycleway Extension
Thursday, December 16, 2025
6:00 PM -7:30 PM

Montebello Elementary Middle School,
Cafeteria, 2555 Harford Rd, Baltimore, MD
21218

Please use Curran Drive to enter, attendee parking is in the rear parking lot.
Virtually: <https://buff.ly/ugXhYnt>

**To place
Legal Notices
email:**

**legals@btimes.com
dwane@btimes.com**

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By Phone: 408-418-9388

Pass code: 2349 728 8892

If you have any questions, comments, or need special accommodations, please contact via mail

Mathew Bleakney, Project Manager

Department of Transportation,

417 E. Fayette St., 5th Floor, Baltimore,
MD 21202

Email:

DOTEngagement@baltimorecity.gov,

Subject: Accommodations

Harford Road Transit

Or by leaving a voicemail at: 443-396-6802

Accommodation requests should be received by Monday, December 1, 2025.

More information can be found at

www.streetsofbaltimore.com/harfordrdcycle

Comment on the plans should be received by Wednesday, December 31, 2025.

Veronica P. McBeth, MSL, DIRECTOR
Baltimore City Department of
Transportation

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