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**ADDENDUM No. 1**  
**Energy Procurement and Consulting Services**  
**Camden Yards Sports Complex**  
**PROJECT No. 18-040**

**Date Issued:** Draft January 12, 2018

This Addendum is hereby made a part of the Contract Documents, dated December 21, 2017, on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this work. **This form should be acknowledged below and submitted with your Technical Proposal.**

This Addendum incorporates the following items:

1. Pre Proposal Summary along with an attendance Directory (attached).

<https://www.gotomeet.me/mdstad/pre-proposal-conference-for-energy-procurement-and-consulting-services>

2. Based upon its present knowledge and experience in the energy procurement industry, MSA has a preference to procure electricity through an electronic auction software platform. However, MSA is open to considering other methods if it determines such other method (s) are in the best interest of MSA.

Offerors advancing other alternatives must clearly demonstrate in the technical proposal why its proposal method is more advantageous than electronic auction. Demonstrated success procuring electricity in the proposed manner may be substituted to meet the minimum requirements in Section 1.1.3 of the RFP provided such method has been used successfully for at least three (3) different electricity procurements for government entities within the past five (5) years.

**Issued by:**  
Maryland Stadium Authority  
333 W. Camden Street, Suite 500  
Baltimore, MD 21201  
John Samoryk  
Vice President, Procurement

\_\_\_\_\_  
Company

\_\_\_\_\_  
Acknowledgment  
(Name and Title)

\_\_\_\_\_  
Date

## Pre-Proposal Meeting Summary

Solicitation:	Energy Procurement and Consulting Services Camden Yards Sports Complex MSA Project No. 18-040
Subject:	Meeting Summary from Pre-Proposal Tele Conference Tuesday, January 9, 2018 at 11:00 a.m. CPDC Conference Room 2
Deadline for Proposals:	No later than 1:00 p.m. (Local Time), January 22, 2018
MSA Attendees:	John Samoryk, Phil Hutson, Sandra Fox, Carmina Perez-Fowler and Theresa Masilek

Carmina Perez-Fowler made introductions of all meeting participants and explained that those who were a call-in-only had to send John Samoryk a direct email with their contact information to be kept up to date.

John Samoryk stated that this is the first time MSA has procured a contract for these services. He then went over the instructions for a Two Part Submission. Take note of Section 5 - Proposal Format. Offerors shall submit Proposals in separate sealed volumes. Offeror's name, email address, and telephone number should be included on the outside of the package. All Proposals must be received at Maryland Stadium Authority located at 333 West Camden Street, Suite 500, Baltimore, Maryland 21201, no later than **1:00 p.m. on January 22, 2018**. Late, faxed, or emailed documents will not be accepted. All Offerors must be registered with eMaryland Marketplace and be in good standing with the State of Maryland in order to receive a contract award. Addendums will be posted to eMaryland Marketplace and the MSA website with questions and answers that are submitted. It is the Offerors' responsibility to make sure they have received all appropriate documents prior to the proposal due date.

All questions must be submitted to John Samoryk preferably by email at [jsamoryk@mdstad.com](mailto:jsamoryk@mdstad.com).

Phil Hutson described the 3 phases:

Phase 1 – Pre Energy - review MSA's current agreements and develop a cost effective green/renewable energy strategy.

Phase 2 – Procuring of energy

Phase 3 – Post Energy - assist MSA in finalizing the agreements with the energy suppliers.

The consultant will assume all upfront risk without upfront costs to MSA. The Offeror shall acknowledge the fee provisions and provide a cost per kWh as part of the financial proposal. MSA will include payment and reporting terms between energy suppliers and the Offeror in the supply solicitation to be issued at a later date.

MSA anticipates presenting this contract award to the Authority at its February/March, 2018 meeting.

## Pre-Proposal Conference for Energy Procurement and Consulting Services Attendees

### GoToMeeting Summary

Meeting Date	Meeting Duration	Number of Attendees	Meeting ID
January 9, 2018 10:52 AM EST	47 minutes	18	857-606-877

### Details

Name	Email Address	Join Time	Leave Time	Time in Session (minutes)
Anderson, Jay	janderson@ameresco.com	10:52 AM	11:35 AM	42
Brad Stern	bstern@mondreenergy.com	11:05 AM	11:40 AM	34
Brendan		11:01 AM	11:36 AM	35
Carmina Perez Fowler	cperezfowler@mdstad.com	10:52 AM	11:40 AM	47
Coretta Bennett		11:02 AM	11:35 AM	32
Corey Culbreath		11:10 AM	11:40 AM	30
Erik Miller		10:57 AM	11:36 AM	39
Gary Mirich		10:58 AM	11:40 AM	42
Gregg Shively	gshively@prxenergy.com	11:11 AM	11:40 AM	28
Hemil Dhami	hdhami@bithenergy.com	10:57 AM	11:38 AM	41
Jeff Burks	jburks@energystat.com	11:04 AM	11:40 AM	36
Jessica Gruppo	jgrupo@evolutionep.com	11:20 AM	11:40 AM	19
Jessica Gruppo	jgrupo@evolutionep.com	11:09 AM	11:20 AM	11
Kalle, Ibrahima M.		11:32 AM	11:35 AM	2
Mike Payne	mpayne@appienergy.com	10:57 AM	11:35 AM	37
Paul Falcigno	paul.falcigno@enemoc.com	10:59 AM	11:36 AM	37
Serhan Ogur (Exeter Associates)		11:03 AM	11:35 AM	31
Stefan Nasstrom	stefan.nasstrom@edisonenergy.com	11:03 AM	11:40 AM	36
Vanessa Strausser	vtrausser@evolutionep.com	11:05 AM	11:39 AM	34

## **Questions and Answers**

1. Are you able to share the members/composition of the Evaluation Committee?

*Maryland Stadium Authority procurement and management staff.*

2. What will the payment frequency be to the consultant and how will the credit worthiness be shared acceptable with the consultant?

*MSA anticipates that the frequency will be monthly. However, both the frequency and credit worthiness of the supplier will be addressed in the yet to be developed RFP for electricity supplier.*

3. There will be no continuing consulting other than the 3 Month of bill review correct?

*Correct.*

4. Is there any reason that not all 5 accounts would be awarded together? i.e, will this be "all or nothing" in terms of award?

*MSA anticipates all 5 accounts will be rolled into one account. MSA provided the information for use the prospective consultants.*

5. Section 5.2.2 - requests for a copy in Word format. Some proposals are prepared in a software other than Word; can you please advise how to handle?

*Any searchable electronic software platform is acceptable, provided MSA has the capability to download and review the document(s).*

6. Please describe in detail the software platform desired.

*MSA does not have a particular desired platform at this time. MSA's expectation is that the Offeror will provide a detailed description of its available platforms in the technical work plan.*

7. Is there a forecast of the venues booked that will be provided before the auction?

*Yes. MSA can provide the successful Offeror with an event schedule (ie. team schedules, concerts, banquets, etc.) prior to the auction. In general, there are 81 regular season baseball games at Oriole Park at Camden Yards and 10 regular and pre-season football games at M&T Bank Stadium.*

8. Are there any renewable energy percentage requirement for the load?

*MSA anticipates considering renewable energy in consultation with the selected Offeror.*

9. Given the scope of work in consulting, is there a flexibility in the liability insurance

requirement - (\$1 mm instead of \$2mm..etc.)

*Yes. MSA is open to considering reasonable adjustments to insurance requirements, subject to MSA's discretion, requested by the selected Offeror.*

10. Is there MBE preference in the scoring criteria?

*No.*

11. Is there preference given to Maryland state agencies in the min qualifications section?

*No.*

12. What is the anticipated contract start date?

*Upon approval from MSA's Board, anticipated to occur in February/March 2018.*

13. Is Block and Index preferred product?

*No. MSA is open to considering any alternative(s) that best serve its interest.*

14. Is there the possibility you will stay on current MD aggregated procurement and not award a contract?

*MSA will consider all alternatives and base its decisions on what is deemed to be in the best interest of MSA.*

15. If you don't want Block and Index, do you want fixed prices?

*See response to question 13 above.*

16. What have you paid last year for electricity?

*For the period of November 1, 2016 through October 1, 2017, the total electricity cost to MSA was \$2,313,914.28.*

17. As I read the RFP, it appears that MSA requires an electronic auction associated with its procurement of electricity as experience with electricity auctions is one of the minimum qualifications for the consultant. However, Section 2.3.2 suggests that the auction may not be the selected procurement method. We are trying to determine if the lack of an electronic auction platform precludes a consultant from winning the bid for MSA's energy procurement and consulting services.

Please advise as to whether or not MSA intends to use or is required to utilize an electronic auction platform for energy procurement.

*See Addendum No. 1, paragraph 2.*

18. Regarding Sections 1.1.3, 2.3.2, 5.4.2.5, and 5.4.2.6 – please advise if the MSA will consider for contract award a proposal that does not include in the Proposed Work Plan a procurement method employing an auction using a software platform.

*See Addendum No. 1, paragraph 2.*

19. Regarding Section 3.1.9, the MSA is effectively asking for \$9 million in total coverage limits, summing CGL and Excess/Umbrella Liability. Will MSA accept a limit of \$5 million in total coverage limits through a combination of both CGL and Excess/Umbrella Liability?

*See response to question 9 above.*

20. Regarding Section 3.1.9, will the MSA accept a Professional Liability policy with limits of \$2 million per claim and aggregate?

*See response to question 9 above.*

21. Regarding Section 3.1.10, cancellation notices under our insurance policy are governed by Pennsylvania law, which per our insurance carrier are 60 day notice on cancellations except for non-pay, which is a 10 day notice. Reduction in coverage is sent on a conditional renewal notice, which is a 30 day notice. Please advise if these notice requirements are acceptable.

*See response to question 9 above.*

22. Regarding Section 3.1.12, we do not believe we can name the indicated parties as additional insureds on a Professional Liability policy. Please advise that, like Worker's Compensation, Professional Liability is an exception under this Section.

*See response to question 9 above.*

23. Regarding Section 3.3, Invoicing – please confirm that (a) this Section is superseded by the provisions of Section 2.3.4 (Fee), and (b) the MSA will agree to pay Consultant directly amounts reasonably determined based on usage and Consultant's proposed, per KWh fee should the successful supplier not compensate the Consultant for any reason during the term of the supply contract.

*MSA does not expect to be invoiced by the consultant. The invoicing provisions included in the RFP are boilerplate provisions in the document. MSA **will not** agree to pay consultant's fee in the event the successful supplier fails to do so. Terms of payment between the consultant and energy supplier should be addressed in the energy supplier RFP.*

24. If the MSA currently has a contract with an incumbent consultant providing the same or similar services as being requested under this solicitation, please provide the name of that consultant.

*None.*

25. What are the eligibilities?

*See Section 1 – Minimum Qualifications in the RFP.*

26. Section 5.2.1 requires original unbound and 4 bound copies of the technical and financial proposals, Section 5.4.1 requires unbound original and 7 copies of technical proposal. Which is correct? Section 5.5 requires unbound original and 4 copies of financial proposal, so I am surmising O+4 is correct all around, but please confirm.

*Each submission shall contain an unbound original, so identified, and four (4) bound copies along with an electronic version.*

27. TAB G is omitted (goes from F to H, page 26) TAB J doesn't have anything specific identified (indent to that Section references TAB K, page 28.) Is TAB K meant to be TAB J?

*The omissions noted above are typographical errors. The discrepancy in the tab letters resulted from obsolete paragraphs being removed from the template document without updating the letter sequencing.*

*This is not a substantive matter. Feel free tab each section in accordance with the RFP or, if you prefer, tab in sequential alphabetical order. What is important is that the sections be clearly separated for ease of review by MSA evaluators.*