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ADDENDUM No. 1
Construction Management Staffing Augmentation
Maryland Stadium Authority
MSA Project No. 20-017

Date Issued:

This Addendum is hereby made a part of the Contract Documents dated December 23, 2019 on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this work. **This form shall be acknowledged below and submitted with the response to the Request for Proposals.**

This Addendum incorporates the following items:

1. Pre Proposal Summary along with the sign-in sheet (attached).
2. Questions and Answers.

Issued by:

Maryland Stadium Authority
333 W. Camden Street, Suite 500
Baltimore, MD 21201
Sandra Fox, Procurement Officer

Company

Acknowledgment
(Name and Title)

Date

Pre-Proposal Meeting Summary

Solicitation:	Construction Management Staffing Augmentation MSA Project No. 20-017
Subject:	Meeting Summary from Pre-Proposal Conference January 16, 2019 at 10:00 a.m.
Deadline for Proposals:	No later than 2:00 p.m. (Local Time), January 30, 2020
MBE Goal:	0%
MSA Attendees:	Sandra Fox, John Samoryk, Philip Hutson, and Theresa Masilek

Sandra Fox opened the discussion with introductions of all in attendance. She then went over the instructions for submission of Proposals. All Proposals shall be sent electronically through MSA's third party e-procurement system, **Negometrix**, **no later than 2:00 p.m. on January 30, 2020**. Offerors are encouraged to upload their responses in a timely matter because the site will not accept submissions after the deadline stated in the Key Information Summary Sheet. Sufficient time to be provided to acclimate the bidder to the system and to request technical assistance if required. Late, faxed, or emailed documents will not be accepted. All Offerors must be registered with eMaryland Marketplace Advantage ("eMMA") and be in good standing with the State of Maryland in order to receive a contract award. It is the Offerors' responsibility to make sure they have received all appropriate documents prior to the proposal due date. Questions about Negometrix should be directed to: servicedesk@negometrix.com or 724-888-5294.

Ms. Fox requested that all portions of the Technical Proposal be uploaded as one pdf file and the Financial Proposal uploaded as a separate pdf file. All questions should be submitted to sfox@mdstad.com or can be submitted through the questions tab on Negometrix. Responses to written questions will be provided by addenda and will be posted to Negometrix, MSA's website (www.mdstad.com and click on "Contracting Opportunities"), and eMMA.

Philip Hutson described the requirements for the contract stated that a Project Manager, Assistant Project Manager or a Superintendent may be needed on an as needed project by project basis. Travel time will not be compensated for travel required within a 50 mile radius of the Camden Yards Sports Complex.



ATTENDANCE SHEET
Pre Proposal Conference
January 16, 2020 at 10:00 a.m.

PROJECT NAME: CM Staffing Augmentation
MSA PROJECT NUMBER: 20-017
FACILITY: Camden Yards Sports Complex
MBE Goal: 0%







MSA Attendees: Sandra Fox ✓, John Samoryk ✓, Phil Hutson ✓, Kelly Smulovitz ✓, and Theresa Masilek ✓.

Company Name	Contact Name & Phone Numbers	Street Address	City/State/Zip Code	E-mail Address	Minority Business Enterprise (Yes or No)	Small Business Reserve (Yes or No)
1. McKissack & McKissack	Kathleen Langen	250 W. Pratt St Baltimore	Md. 21202	Kathleen.Langen@mcck.com	YES	NO
McKissack & McKissack	CHARLES YETTER	901 K ST. WASH. D.C.	WASHINGTON	C.HARLES.YETTER@mcck.com	YES	NO
CREE (HESBY)	PAUL FLORENTZ	8201 CRENSHAW DR. PRINCE GEORGE, MD 21150	LAUREL MD	paul.florentz@hbs.com	NO	NO
Power CPM	Alberto Ramos	1445 6000 POWER	Spring Springs, MD	aramose.power@cpm.net	YES	YES
CGRE/Heery Hill International, Inc.	Scott Martin (443) 690-5875 Ed Newman (443) 257-4364	8201 Corporate Dr. Suite 850, Landover MD 20785 3026 Glenview Park Drive Glen Burnie, MD 21061	Maryland	scott.martin@hhi.com	NO	NO
3. R&K	410-382-4125 VANCE TSAMIS Carrie Streahe 858-314-8468 Sara Bayals 410-576-0505	700 EAST P-ATT, SUITE 200 BALTIMORE, MD 21202 100 International Dr. BETH MIRE, MD 5520 Research Antic. Suite 300 Baltimore, MD 21208	21202	vt@tsamis@rck.com	NO	NO
Promatech, Inc.	Carrie Streahe 858-314-8468	100 International Dr. BETH MIRE, MD 5520 Research Antic. Suite 300 Baltimore, MD 21208	21202	cstreahe@promatech.com	YES	YES
PMF Engineering, Inc.	Sara Bayals 410-576-0505	Baltimore, MD 21208	21208	sara.bayals@pmf.com	NO	NO
4. O'S ASSOCIATES	DVANE EMB 202-740-7573 Tom Oliver 240-581-9805	STRAFFORD VA 4400 Pratt St. Suite 604 Baltimore, MD 21202 40 Wright Ave Hunt Valley, MD 21756	22450	dell@oassociates.com	YES	NO
DMP Enterprises	Michelle Nleda 301-257-5683	Baltimore, MD 21202	21202	toliver@dmpe.com	YES	NO
JMT			21030	mned@jmt.com	NO	NO

	Company Name	Contact Name & Phone Numbers	Street Address	City/State/Zip Code	E-mail Address	Minority Business Enterprise (Yes or No)	Small Business Reserve (Yes or No)
5.	JMT	Tony Pinner 410-349-7965	40 Wright Ave Vallig		apinner@jmt.com	No	No
6.	KCI Technologies	Valerie Robinson 410 316-7905	936 Ridgebrook Rd	Sparks MD 21236	valerie. robinson @KCI.com	No	No
7.	Henley Construction	GREG Ramirez 202-309-3138	7940 Queensair Av. Gaithersburg MD		GREG-R @Henley Construction.com	No	No
8.	McKissack & McKissack	Todd Charles 202 805 0493	901 K St. NW #600 WDC 20001		todd.charles@emckinc.com	Yes	
9.	JONES LANG- LASALLE	DAVID WEST 410-924-0432	500 E. Pratt St. BALTIMORE, MD	BALTIMORE, MD 21202	DAVID.WEST@JLL.COM	No	No
10.	Anthony Management Group	Enyanna Anthony 410-992-7766 x401	6751 Columbia Gateway Dr. STE 306 Columbia, MD 21044		Enyanna, Anthony Anthony Management Group.com	Yes SPUBS	Yes

	Company Name	Contact Name & Phone Numbers	Street Address	City/State/Zip Code	E-mail Address	Minority Business Enterprise (Yes or No)	Small Business Reserve (Yes or No)
11.	Pennoni	JOE HODGENS 302-300-5871	351 W. Camden St Suite 120	Delftmore MD 21201	hhodgen@pennoni.com	No	No
12.	Albrecht Engineering	Thomas Paul Rachel Albrecht 410-522-5870	3000 Boston St HS12 Suite 329 Belt Rd MD 21224		tracul@albrecht-engineering.com	Yes	Yes
13.	M.A. + Associates LLC	JUAN HODGENS (301) 498-3020	3455 Cherry Ln LAUREL MD 20707	LAUREL MD 20707	jhodgen@ma-associates.net	YES	YES
14.							
15.							
16.							

Company Name	Contact Name & Phone Numbers	Street Address	City/State/Zip Code	E-mail Address	Minority Business Enterprise (Yes or No)	Small Business Reserve (Yes or No)
Rachel L. Albrecht, PE, LEED AP President RAlbrecht@AlbrechtEngineering.com www.AlbrechtEngineering.com Tel 410-522-5870 Mob 410-274-4792 Fax 443-927-7446	ALBRECHT ENGINEERING INC 3500 Boston Street Suite 329, MS-12 Baltimore, MD 21224 MDOT MBE/DBE and Baltimore City WBE Certified	ALBRECHT ENGINEERING INC 3500 Boston Street Suite 329, MS-12 Baltimore, MD 21224 MDOT MBE/DBE and Baltimore City WBE Certified				
Scott Morin, CCM, LEED AP Managing Director Project Management	DMC DMECONSULTING-US.COM Tom Oliver Marketing and Business Development Specialist Cell 240.381.9805 tolover@dmecconsulting-us.com	DMC DMECONSULTING-US.COM Tom Oliver Marketing and Business Development Specialist Cell 240.381.9805 tolover@dmecconsulting-us.com				
CBRE HEERY	8201 Corporate Drive Suite 850 Landoner, MD 20785 +1 240 623 0704 Dir +1 443 690 5873 Cell +1 202 463 8200 Main scott.morin2@cbre.com www.heery.com	GREG RAMIREZ PROJECT EXECUTIVE D: 240.753.7896 O: 301.417.1008 M: 202.809.9138 GREG@HENLEYCONSTRUCTION.COM 7840 QUEENAIR DRIVE, BAITHERSBURG, MD 20879 HENLEYCONSTRUCTION.COM				
JMT Michelle Nedd, PMP Johnson, Mirmiran & Thompson, Inc. 40 Wright Avenue Hunt Valley, MD 21030 (c) 301-257-5683 mnedd@jmt.com						

Company Name	Contact Name & Phone Numbers	Street Address	City/State/Zip Code	E-mail Address	Minority Business Enterprise (Yes or No)	Small Business Reserve (Yes or No)
 AA + Associates, LLC Construction/Project Management Value Engineering Cost Control Testing & Inspection Scheduling Construction Services Staff Augmentation Juan Holcomb, VP Business Development Corporate Office 8655 Cherry Lane Laurel, MD 20707 (tel) 301.498.5020 (tel) 301.498.5040 (tel) 301.257.5881 email: jholcomb@aaassociates.net web: www.aaassociates.net	 McKISSACK McKISSACK Todd Charles, CCM, LEED AP Senior Project Manager 901 K Street, NW 6th Floor Washington, DC 20001 T 202.347.1446 D 202.572.2525 C 202.805.0493 todd.charles@mcckinc.com mcckinc.com	 McKISSACK McKISSACK Kathleen Langan, LEED AP Vice President, National Practice Leader Program & Construction Management 901 K Street NW 6th Floor Washington, DC 20001 T 202.347.1446 D 202.904.0223 kathleen.langan@mcckinc.com mcckinc.com		 Pennoni Bret Hadzimichalis, PE Division Manager bhadzimichalis@pennoni.com Pennoni Christiana Executive Campus 121 Continental Drive, Suite 207 Newark, DE 19713 T: 302-351-5280 M: 302-300-0371 www.pennoni.com		
POWER CPM Power Construction & Project Management, LLC "from conception to completion..." Alberto Ramos, PE, PMP, CCM Senior Project Manager (202) 550-1941 ARamos@PowerCPM.net Women Owned Certified - WOSB		 Promatech Inc. WBE/SBE/DBE CARRIE STREAHLE PRESIDENT cstrehle@promatechinc.com 714 East Main Street, Unit 2C Moorestown, NJ 08057 P (856) 314-8468 Ext. 211 F (856) 314-8217 Construction and Project Management Services www.promatechinc.com		 VANCE TSIAMIS, PE, CCM, PSP Director, Construction Management vtsiamis@rk&k.com 410.462.9267 410.382.4128 Rummel, Klepper & Kahl, LLP 700 East Pratt Street, Suite 500 Baltimore, MD 21202		

Questions and Answers

1. **On page 8 of 64 of the RFP under Section 2.1 Staffing Requirements, 2.1.1 Positions Descriptions A. Project Manager and B. Assistant Project Manager, it states that each position will require “acquiring resources”. Can you please explain what you mean by this?**

Acquiring resources coordinating the procurement of the appropriate resources to perform the task; such as a design or construction team.

2. **On page 8 of 64 of the RFP under Section 2.1 Staffing Requirements, 2.1.1 Positions Descriptions C. Superintendent. Is the Superintendent the Owners Representative on site? Is the Superintendent not responsible for directing the contractor’s work?**

The superintendent requested for this contract is the owner’s representative onsite and will not be directing the contractor’s work. It is anticipated the superintendent would have more of a field skillset than a project manager.

3. **Page 14 of 64 of the RFP under Section 3.5.1 Continuous Performance of Key Personnel, states that key personnel shown on a task order proposal must be used on that task order if it is signed, yet on page 26 of 64 of the RFP under Section 5.4.2.E.3 Personnel Commitment it states the proposer is committing these personnel to MSA for the duration of the contract subject to Section 3.5. By submitting contract resumes are Offerors committing that person potentially for five (5) years, even if there is no task issued for them for the first four (4) years? Does Section 3.5.1.C govern?**

No. The commitment for continuous performance by key personnel would begin only after such key person is assigned to a task by MSA.

4. **On page 28 of 64 of the RFP under Section 6.4 Reciprocal Preference. This section is not clear. Can you explain this section further?**

Section 6.4 is a legal provision enacted into Maryland law. It describes certain limited circumstances in which procuring agencies in the State of Maryland may favor in-State firms over non-resident firms.

5. **On pages 14-16 of 64 the RFP refers to Section 3.5.4 multiple times as well as 3.5.3. However, these Sections are no where to be found in the RFP. Please advise.**

The section numbers were inadvertently deleted. Please see the attached 3.5 Substitution of Personnel with the missing referenced numbers added (underlined).

6. **Reference RFP page 26 (paragraph 5.4.2.E 2. Past Performance b.): “As part of its offer, each Offeror is to provide a list of all Contracts with any entity of the State of Maryland that it is currently performing or which have been completed within the last 7 years.”**

Question : Our firm has potentially hundreds of individual contracts with State of Maryland entities that would fall within the time limits for this requirement. Given the detailed information required by the RFP for each contract, we request that the Authority allow proposers to provide a representative sampling of contracts or otherwise narrow the scope of this requirement.

Please summarize relevant State experience in the technical response. If further information is needed during the evaluation process, a specific request will be made to the Offeror to provide supplemental information

7. **Reference RFP page 24 (paragraph 5.2.3): “Offerors may submit Proposals by electronic means only through MSA’s third party e-procurement system, Negometrix. Negometrix Instructions for registering for Negometrix and utilizing this e-procurement system are attached as Attachment J.”**

Question : MSA Project No. 20-017 does not appear among the “Current Solicitations” so we are unable to Participate or Register for the procurement. Can the Authority provide additional information on when this solicitation will be available on Negometrix?

Response: *An Offeror must register on this e-procurement system in order to see the solicitation, download it, and upload a response to the proposal. This project has been available on the Negometrix since December 23, 2019. Please contact the service desk identified in this addendum and the RFP if you require further assistance.*

8. **Would the Authority please confirm the title to be used for this program/solicitation? “Construction Management Staffing Augmentation” or “Project Manager Staffing Augmentation.”**

The title of this project is Construction Management Staffing Augmentation MSA Project No. 20-017

Revised 3.5 Substitution of Personnel with reference numbers added (underlined) below:

3.5 Substitution of Personnel

3.5.1 Continuous Performance of Key Personnel

When Key Personnel are identified for the Contract, the following apply:

- A. Key Personnel shall be available to perform Contract requirements as of the NTP Date. Unless explicitly authorized by the Contract Monitor or specified in the Contract, Key Personnel shall be assigned to the MSA as a dedicated resource.
- B. Key Personnel shall perform continuously for the duration of the Contract, or such lesser duration as specified in the Technical Proposal. Key Personnel may not be removed by the CM from working under the Contract without the prior written approval of the Contract Monitor.
- C. The provisions of this section apply to Key Personnel identified in any Task Order proposal and agreement, if issued, and any Work Order Request and Work Order, if issued.

3.5.2 Definitions

For the purposes of this section, the following definitions apply:

- A. **Extraordinary Personal Event** – means any of: leave under the Family Medical Leave Act; an Incapacitating injury or Incapacitating illness; or other circumstances that in the sole discretion of the State warrant an extended leave of absence, such as extended jury duty or extended military service that precludes the individual from performing his/her job duties under the Contract.
- B. **Incapacitating** – means any health circumstance that substantially impairs the ability of an individual to perform the job duties described for that individual's position in the RFP or the CM's Technical Proposal.

3.5.3 CM Personnel General Substitution Provisions

The following provisions apply to all of the circumstances of CM Personnel substitution described in **Section 3.5.4**.

- A. The CM shall demonstrate to the Contract Monitor's satisfaction that the proposed substitute has qualifications at least equal to those of the CM Personnel proposed to be replaced.
- B. The CM shall provide the Contract Monitor with a substitution request that shall include:
 - 1) A detailed explanation of the reason(s) for the substitution request;
 - 2) The resume of the proposed substitute, signed by the substituting individual and his/her formal supervisor;
 - 3) The official resume of the current personnel for comparison purposes; and
 - 4) Evidence of any required credentials.

- C. The Contract Monitor may request additional information concerning the proposed substitution and may interview the proposed substitute personnel prior to deciding whether to approve the substitution request.
- D. The Contract Monitor will notify the CM in writing of: (i) the acceptance or denial, or (ii) contingent or temporary approval for a specified time limit, of the requested substitution. The Contract Monitor will not unreasonably withhold approval of a proposed CM Personnel replacement.

3.5.4 Replacement Circumstances

A. Directed Personnel Replacement

- 1) The Contract Monitor may direct the CM to replace any CM Personnel who, in the sole discretion of the Contract Monitor, are perceived as being unqualified, non-productive, unable to fully perform the job duties, disruptive, or known, or reasonably believed, to have committed a major infraction(s) of law, Maryland Stadium Authority policies, or Contract requirements. Normally, a directed personnel replacement will occur only after prior notification of problems with requested remediation, as described in paragraph **3.5.4.A.2**.
- 2) If deemed appropriate in the discretion of the Contract Monitor, the Contract Monitor may give written notice of any CM Personnel performance issues to the CM, describing the problem and delineating the remediation requirement(s). The CM shall provide a written response to the remediation requirements in a Remediation Plan within ten (10) days of the date of the notice and shall immediately implement the Remediation Plan upon written acceptance by the Contract Monitor. If the Contract Monitor rejects the Remediation Plan, the CM shall revise and resubmit the plan to the Contract Monitor within five (5) days, or in the timeframe set forth by the Contract Monitor in writing.
- 3) Should performance issues persist despite an approved Remediation Plan, the Contract Monitor may give written notice of the continuing performance issues and either request a new Remediation Plan within a specified time limit or direct the substitution of CM Personnel whose performance is at issue with a qualified substitute, including requiring the immediate removal of the CM Personnel at issue.
- 4) Replacement or substitution of CM Personnel under this section shall be in addition to, and not in lieu of, the State's remedies under the Contract or which otherwise may be available at law or in equity.
- 5) If the Contract Monitor determines to direct substitution under **3.5.4.A.1**, if at all possible, at least fifteen (15) days advance notice shall be given to the CM. However, if the Contract Monitor deems it necessary and, in the State's, best interests to remove the CM Personnel with less than fifteen (15) days' notice, the Contract Monitor may direct the removal in a timeframe of less than fifteen (15) days, including immediate removal.

- 6) In circumstances of directed removal, the CM shall, in accordance with paragraph **3.5.4.A.1** of this section, provide a suitable replacement for approval within fifteen (15) days of the notification of the need for removal, or the actual removal, whichever occurs first.

B. Key Personnel Replacement

- 1) To replace any Key Personnel in a circumstance other than as described in **3.5.4.B**, including transfers and promotions, the CM shall submit a substitution request as described in **Section 3.5.3** to the Contract Monitor at least fifteen (15) days prior to the intended date of change. A substitution may not occur unless and until the Contract Monitor approves the substitution in writing.
- 2) Key Personnel Replacement Due to Sudden Vacancy
 - a) The CM shall replace Key Personnel whenever a sudden vacancy occurs (e.g., Extraordinary Personal Event, death, resignation, termination). A termination or resignation with thirty (30) days or more advance notice shall be treated as a replacement under **Section 3.5.4.B.1**.
 - b) Under any of the circumstances set forth in this paragraph B, the CM shall identify a suitable replacement and provide the same information and items required under **Section 3.5.3** within fifteen (15) days of the actual vacancy occurrence or from when the CM first knew or should have known that the vacancy would be occurring, whichever is earlier.

C. Key Personnel Replacement Due to an Indeterminate Absence

- a) If any Key Personnel has been absent from his/her job for a period of ten (10) days and it is not known or reasonably anticipated that the individual will be returning to work within the next twenty (20) days to fully resume all job duties, before the 25th day of continuous absence, the CM shall identify a suitable replacement and provide the same information and items to the Contract Monitor as required under **Section 3.5.3**.
- b) However, if this person is available to return to work and fully perform all job duties before a replacement has been authorized by the Contract Monitor the Contract Monitor may, at his/her sole discretion, authorize the original personnel to continue to work under the Contract, or authorize the replacement personnel to replace the original personnel, notwithstanding the original personnel's ability to return.

3.5.5 Substitution Prior to and Within 30 Days After Contract Execution

Prior to Contract execution or within thirty (30) days after Contract execution, the Offeror may not substitute proposed Key Personnel except under the following circumstances (a) for actual full-time personnel employed directly by the Offeror: the vacancy occurs due to the sudden termination, resignation, or approved leave of absence due to an Extraordinary Personal Event, or the death of such personnel; and (b) for any temporary staff, subs or 1099 CMs: the vacancy occurs due to an Incapacitating event or the death of such personnel. To qualify for such substitution, the Offeror must demonstrate to the State's satisfaction the event necessitating substitution. Proposed substitutions shall be of equal caliber or higher, in the State's sole discretion. Proposed substitutes deemed by the State to be less qualified than the originally proposed individual may be grounds for pre-award disqualification or post-award termination.