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**Addendum No. 3**

**To Offerors: Request for Proposals  
Construction Management Services  
Baltimore Convention Center Capital Improvements**

**Date Issued: May 9, 2024**

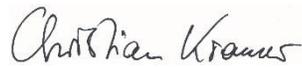
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This addendum is hereby made part of the Request for Proposals dated April 11, 2024, on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this solicitation.

This addendum incorporates the following items:

1. A second Questions and Answers document is attached hereto; and
2. Section 4.3.e.2.a was amended to read: “[...] If applicable, Offerers should highlight experience with CIP planning and execution projects.”

**Note: All addenda must be acknowledged by the Offeror in the Technical Proposal.**

  
Christian Kramer  
Procurement Officer

**Attachments**

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**Addendum No. 03 - Line Item 01**

**Request for Proposals  
Construction Management Services  
Baltimore Convention Center Capital Improvements**

**Questions & Answers No.2**

	<b>Question</b>	<b>Answer</b>
13.	Will the bid date be able to be extended considering open questions?	MSA does not anticipate any additional extension at this time.
14.	Please confirm that the preconstruction contract will not have MBE goals but that the MBE goals would be for the entire project value inclusive of preconstruction and construction.	Confirmed
15.	It appears that the project will be completed in multiple bid/construction phases. Can a preconstruction allowance be established where the CM could bill with pre-established hourly rates? If not, could MSA provide a predetermined list of deliverables for the preconstruction proposal and efforts to be based upon for purposes of the pricing proposal at this time?	Please plan for issuances of approximately 4 GMPs.
16.	Rates will need to be escalated over the duration of the project. Please provide assumptions for preconstruction and construction schedule.	See response 32.
17.	Please clarify which portions of the Attachment D – MBE Forms need to be completed and submitted with the bid. Based on the Site Visit it sounded like only Part 2, would need to be completed, with Part 4 as the signature page. Please confirm we do not need to fill out Part 3 with our proposal.	If Offeror does not propose any sub-contractor with the Technical Proposal only Part 1, Part2, and Part 4 of Attachment D-1A are required submissions.

	<b>Question</b>	<b>Answer</b>
18.	Page 29 of the RFP, d. Required Submissions – Tab 1, Part 5 & 6 ask for completed Performance Bond & Payment Bond Forms. On Page 17 of the RFP, section 1.38 states that we are to provide a letter from our surety identifying free bond capacity and that the Sample Bond Forms are provided. Please confirm that we are not required to provide a completed Attachment K & L with the Proposal.	With their Technical Proposal Offerors must provide a letter in accordance with section 1.38 of the RFP. The Bonds Forms will be required upon award.
19.	Please confirm that we are only needed to provide a copy of the Offeror's license to Operate in Maryland and not copies of proposed sub-contractors.	All proposed contractors under this RFP must be licensed to operate in Maryland.
20.	Are we still required to fill out Attachment P (Prime Contractor List of all Sub-Contractors) with our bid?	Complete to the extent known at time of proposal.
21.	Would it be possible to re-issue section 4.3d Required Submissions – Tab 1, to reflect the questions listed above?	Page 32 of 32 of Addendum No. 2 includes the requested updates to the section of the RFP.
22.	What costs are to be included in the Management Fee % on the Financial Proposal?	This is any fee associated with the completion of the work above the preconstruction fees.
23.	How are General Conditions costs to be priced? Thinking of items such as temporary protection, construction field office, porta-potties, small tools, first-aid supplies, etc.	These will be priced into the allowance expenditure of the financial proposals
24.	In the Price Proposal under Attachment I, hourly rates, it states that the rates are to be fixed for the duration of construction. What is the anticipated duration of construction that we are to base these prices on?	See response 32.
25.	We would like to request a 1 week bid extension to accurately and thoroughly respond to the RFP	See response 13.

	<b>Question</b>	<b>Answer</b>
26.	Attachment D-1A MBE Forms: Please clarify that the percentages to be completed in Part 1 of the form represent the respondent's commitment to MBE participation for the construction phase of work.	D-1A Part 1 asks for the Offeror's commitment to the MBE participation goal for entire contract. To satisfy this requirement Offeror may identify sub-contracting opportunities throughout all phases of the contract, including the pre-construction phase as well as the construction phase
27.	Attachment D-1A MBE Forms: Part 2 of the form requires "Additional MBE Documentation" with 10 working days of award, including MBE Outreach Efforts. Please clarify that the CM respondents are being solicited to include preconstruction services and that MBE Outreach Efforts would be conducted at the time of bidding to subcontractors, which would be after 10 working days of being awarded for CM Services.	If Offeror chooses to propose sub-contractors with their Technical Proposal, e.g., for aspects of work identified as CM Services, the "Additional MBE Documentation" will be required within 10 days of award.
28.	Attachment D-1A MBE Forms: Part 2 Section B requires MBE firms to be named that are intended to be used. Please clarify that this information will be required at the time of GMP and not for this technical submission.	See response 27.
29.	RFP Section 4.3 Volume I Technical Proposal: subsection d.8. requires a completed Attachment P providing a list of all subcontractors. Please clarify that this information will be required at the time of GMP and not for this technical submission.	See response 20.
30.	Are the prime contractors required to notify the MBE firms that they are planning to team up with prior to submitting their technical and financial proposal?	All proposed sub-contractors must be informed prior to submitting a proposal following the instructions in Attachment D of the RFP.
31.	Are the names of the short-listed prime companies invited for the interview publicized on EMMA or communicated to the rest of the preproposal attendees?	No.

	<b>Question</b>	<b>Answer</b>
32.	Please clarify how many months you anticipate preconstruction. How many separate months for construction.	The services will overlap as work will be released in phases. It is currently anticipated that the contract services will be for 24 months
33.	When is the anticipated start date of construction and anticipated substantial completion.	Anticipated award is July of 2024 with first bid package for immediate release. It is anticipated that 3 additional packages will be issued through the course of the contract duration. Please see question 32 for additional information.
34.	In addenda 2 you have page 7 then skip to page 10. Did you mean to leave out 8 and 9. Also, page 11 is missing. Was this on purpose?	Yes, the last pages of the addendum only include those pages of the RFP document that were altered by the addendum.
35.	In addenda 1 question 8 MSA advise management fee is inclusive of all management. It is anticipated this is not a continuous project due to the need to address the priority list which will be vetted out during preconstruction effort. With that taken into account each priority list item may have different staffing requirements and general conditions. With response to addenda 2 question 8 all fees associated with the management scope of work are to be included in the management fee inclusive of staff and non-staff general conditions. Typically there is a separate cost for general conditions for staff and non-staff and Cm management fee. Please confirm on this proposal MSA is looking for a predetermined percentage to be applied to cost of work which will be inclusive for general conditions of staff and non staff and CM management fee. Please confirm the CM management fee is a lump sum and any savings will go to CM. Are the hourly rates only to be used for change order work as called for on attachment I?	See response to 38.

	<b>Question</b>	<b>Answer</b>
36.	<p>Addendum 2 clarified that bidders are not required to name subcontractors with their submissions. Please confirm the following items listed in Section 4.3.d are also not required in our submissions:</p> <p>4.3.d.4 - Confirm offerers are not require to submit license information for subcontractors.</p> <p>4.3.d.6 - Confirm Attachment P is not required to be submitted at this time.</p>	<p>If Offeror proposes sub-contractors with their Technical Proposal the license information for sub-contractors is a required submission as described in Section 4.3.d.4. Attachment P is a required submission with the Technical Proposal and with any subsequent bid package.</p>
37.	<p>The last sentence of Item 4.3.e.a states that "if applicable, Offerers should highlight experience with equine, racing, backstretch and clubhouse facilities". This seems to be a carry over from another recent MSA RFP. Please confirm the basis of experience should be as listed in Section 4.3.e.b.v</p>	<p>The addendum to the RFP that includes this Q&amp;A document amends Section 4.3.e.2.a. of the RFP to read: "[...] If applicable, Offerers should highlight experience with CIP planning and execution projects."</p>
38.	<p>Answer #8 from Addenda 2 states " Management Fee is inclusive of all fees associated with the management of the scope of work". However, the scope of work and duration for both precon and construction is not yet determined. Nor is it understood how many of items from the Attachment C will be pursued or how many will be completed concurrently. Please confirm the Management Fee should only include the Margin/Profit the offerer is requesting and that each task order will be priced/approved to include other General Conditions and General Requirements required for each item independently.</p>	<p>Confirmed.</p>

	<b>Question</b>	<b>Answer</b>
39.	Required Submissions, Section 4.3.d.4. (Tab 1 on page 29) indicates that we are to provide a copy of all proposed subcontractors' licenses to operate in the State of Maryland and Section 4.3.D.6. indicates that we are to complete Attachment P (a list of all subcontractors). At the site walk through, it was indicated that this requirement would be deleted as the designs for the work items are not available. Please confirm that this is still the case, and this information is not required as part of the pricing/technical submission.	See responses 20, and 36.
40.	At the site walk through, it was indicated that the required minority subcontractor participation percentage is to be required for the whole project and is not required specifically for the CM costs (general conditions / fee). Please confirm.	Confirmed.
41.	Please confirm that we are only needed to provide a copy of the Offeror's license to Operate in Maryland and not copies of proposed sub-contractors. This is from Required Submissions – Tab 1, section 4.	See response 19.
42.	Are we still required to fill out Attachment P (Prime Contractor List of all Sub-Contractors) with our bid?	See response 20.
43.	How are General Conditions costs to be priced? Thinking of items such as temporary protection, construction field office, porta-potties, small tools, first-aid supplies, etc.	See response 23.

	<b>Question</b>	<b>Answer</b>
44.	<p>From page 24 of the RFP, Section 3.6c.4 Workers Compensation and Employers Liability. It is our understanding that it is not common practice for parties such as MSA, State of Maryland, and the City of Baltimore to be named as additional insured with respect to Employers Liability. This is typically reserved for General Liability as mentioned in Section 3.6a.4. Can the requirement for additional insured be stricken from section 3.6c.4 for Employers Liability insurance?</p>	<p>MSA is currently reviewing the requirements, and will provide an updated response to this question as soon as it becomes available. In case no further clarification will be provided by MSA before the Proposal Closing Date and Time, Offerors are advised to propose an exception to this specific insurance requirement in the Executive Summary of their Technical Proposal.</p>

**End of Addendum No. 03 - Line Item 01**



**Maryland Stadium Authority  
Request for Proposals  
Construction Management Services  
Baltimore Convention Center Capital Improvements**

**Issue Date: April 11, 2024  
Amended: April 25, 2024  
Amended: April 29, 2024  
Amended: May 9, 2024**

Minority Business Enterprises are encouraged to respond to this Request for Proposal. Please refer to Section 1.19 of this RFP for information regarding the MBE submission and compliance requirements.

demonstrate the Offeror's experience and any of its proposed sub-consultants. If applicable, Offerers should highlight experience with CIP planning and execution projects.”

- b. The project examples shall include the following information:
  - i. Identification of project, role of Offeror (preconstruction, construction, etc.), project location, project gross square footage, project type, and building type.
  - ii. Method of delivery such as: D/B with GMP, D/B, CM at Risk, GC, CM Agency.
  - iii. Original project construction cost at time of award, final project cost and percentage change, explain variance.
  - iv. Original completion date at time of award and actual completion date, explain variances.
  - v. Similarities of the reference project to this Project. If performed within an occupied environment, detail the level of occupancy/ major events hosted during construction operations and any measures taken to accommodate ongoing operations during the construction process.
  - vi. Project owner's name, email address, and telephone number.
  - vii. Identification of the Project Executive, Project Manager, Project Superintendent, and Project Scheduler for the Project.
  - viii. Identification of any of the proposed Key Personnel who were involved in the project including their role and responsibilities.
  - ix. Project color photographs.
  - x. Summary of the projects must be submitted in the Project Experience Form, included in this RFP as Attachment F.
- 3. Key Personnel Experience and Past Performance
  - a. Provide an Organizational Chart identifying the Key Personnel that will be assigned to the Project. At a minimum, the Key Personnel shall include the positions listed in subsection (f) herein.
  - b. Clearly identify the individual(s) that will attend design meetings and serve as the day-to-day contact for the Project Team.