

# **MARYLAND STADIUM AUTHORITY**



## **REQUEST FOR QUALIFICATIONS**

**Warehouse at Camden Yards**

**Architect/Engineer Design Services  
Warehouse Improvements Project**

**MSA Project No. 18-054**

**ISSUE DATE: February 6, 2018**

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## A. Instructions

- 1) Subject to conditions prescribed by Maryland Stadium Authority (“MSA”), responses to MSA’s Request for Qualifications (“RFQ”) are sought from a highly qualified architecture/engineering firm to provide design services for a large improvements project to the Warehouse at Camden Yards.

**Project Name:** Warehouse Improvements Design Services  
**Project Number:** MSA Project No. 18-054

- 2) Submittals must be received by the Procurement Officer identified below no later than **February 26, 2018 by 2:00 p.m. (Local Time)**. Late submissions will not be accepted.

Procurement Officer: Sandra Fox  
Maryland Stadium Authority  
333 West Camden Street, Suite 500  
Baltimore, Maryland 21201  
Phone: (410) 333-4130  
Fax: (410) 333-1888  
Email: sfox@mdstad.com

- 3) **Submittals (1 original and 4 copies) may be submitted by regular mail or courier to the Procurement Officer identified above. E-mail and faxes are not permissible. It is the responsibility of the respondent to contact the Procurement Officer to verify receipt of submittals before the deadline date.**
- 4) All questions should be directed in writing to the Procurement Officer. Email is preferred.

## B. Intent

- 1) The prequalification process is intended to identify responsible and competent service providers that possess the requisite size, skills and experience to meet the demands of performing in a high pressure working environment, such as the world class facilities at the Camden Yards Sports Complex.
- 2) Respondents will be notified of the qualification determination as soon as reasonably practicable after the decision is made. **Only those firms that have been prequalified will be invited to submit proposals for the contract.**

- 3) MSA reserves the right to accept or reject any submittal in its sole and absolute discretion, to waive any technical errors or irregularities, amend the prequalification requirements or to abandon the prequalification process if the interest of MSA appears to be promoted thereby.

### **C. Project Background**

The Warehouse was originally constructed between 1899 and 1905. Major renovations to make the space into an office building were completed in 1990. Tenant fit-outs and other renovations have been completed throughout the building since then. The intent of this project is to modernize several aspects of the building.

### **D. Project Description**

- 1) The consultant will work with MSA, warehouse tenants, and the Baltimore Orioles to recommend and design several renovations to the warehouse. The consultant will provide existing condition surveys, develop conceptual designs, create completed construction documents for each project, and provide construction administration services.
- 2) The consultant shall provide consulting and design services for improvements to both the interior and exterior of the warehouse. Improvements will include but are not limited to electrical, mechanical, plumbing, architectural, and structural upgrades. The following are a list of projects that are desired to be completed with this improvements project:

- Interior and Exterior Lighting Controls and Upgrades
- Public Lobby Renovations
- Public Restroom Renovations
- Window Improvements, Replacement/Repairs, and Locks
- Modernization and Expansion of the existing Prox Card system
- Interior and Exterior Security Camera Upgrades
- Submetering of Tenant Spaces
- Canopy along outside of building
- Exterior Lighting to include sign lighting and building up lighting
- HVAC controls and upgrades (VAV and AHU replacements)
- Signage Upgrades

Projects will be added or deleted from this list throughout the design and construction process.

- 3) Consultant will be expected to submit proposal as a single firm or a team of qualified firms that have the capacity and expertise to design all the above listed projects as well as any other electrical, mechanical, plumbing, architectural, or structural projects that MSA requests.
- 4) Consultant should have experience with designing to a budget, designing phasing and construction plans that can be built in operational buildings, and designing to match the surrounding environment.

5) Supervision/Workforce

- i. The successful vendor must meet all Federal, State, and local laws and regulations including but not limited to: EPA, OSHA, and MDE guidelines.
- ii. All services shall conform to all applicable Federal, State, and local laws and regulations.
- iii. The successful vendor will report without delay any damage to MSA equipment or property and shall be responsible for the repair and/or replacement of any damage caused by its personnel or equipment.

6) The successful vendor shall be required to provide and maintain appropriate insurance, with limits satisfactory to MSA, during the term of the engagement.

7) Minority Business Enterprise Participation

MSA anticipates a minimum of twenty-nine percent (29%) minority business enterprise (MBE) participation goal for this project. All MBE subcontractors identified must be MBE certified with the Maryland Department of Transportation (MDOT).

For information on certified MBE firms, the directory is available at <http://mdot.state.md.us>.

**E. Minimum Qualifications.** Each respondent to the RFQ must demonstrate that it satisfies all the requirements described below in order to be selected as an eligible respondent:

- 1) The firm shall possess, within the last five (5) years of RFQ submission, the following:
  - i. Experience with electrical, mechanical, plumbing, architectural, and structural improvement designs of this size in commercial facilities.
  - ii. Preferred experience with historic building in an occupied setting.

**F. Submittal Requirements**

- 1) Letter of Introduction. Provide a written introduction of the company. Briefly explain why the firm is qualified to perform the work and highlight any special experience or accomplishments that you think should be taken into consideration by MSA.
- 2) Completed Contractor Qualification Statement (with all Attachments). The form is attached hereto as **Attachment A** and should be completed in electronic PDF format.
- 3) Project Manager Key Personnel. Respondent shall submit names and resumes of the key personnel to be assigned to this project if awarded. Resumes must include: years of experience, years with the company, and any renovation design experience with similar contracts.

## **G. Evaluation**

- 1) A uniform evaluation procedure will be applied to evaluate all timely submissions received. **Only those respondents whose qualifications are deemed satisfactory to MSA shall be invited to submit proposals.**
- 2) Evaluation will include evidence of licensing (if applicable), financial capability, history of litigation and claims or other adverse actions, and prior experience providing renovation design services to clients with needs similar to MSA.

During the evaluation process, MSA reserves the right to request, receive and evaluate supplemental information from any respondent in its sole and absolute discretion. MSA may conduct interviews with qualified or potentially qualified respondents at any time during the evaluation process.