

MARYLAND STADIUM AUTHORITY



REQUEST FOR QUALIFICATIONS (RFQ)

GENERAL CONTRACTOR

RENOVATIONS TO OPERATIONS OFFICE

M&T BANK STADIUM

MSA Project No. 19-013

ISSUE DATE: October 9, 2018

MARYLAND STADIUM AUTHORITY
KEY INFORMATION SUMMARY SHEET

Request for Qualifications	General Contractor – Renovations to Operations Office at M&T Bank Stadium
Solicitation Number:	MSA Project No. 19-013
RFQ Issue Date:	October 9, 2018
RFQ Issuing Office:	Maryland Stadium Authority
Procurement Officer:	Sandra Fox Maryland Stadium Authority 333 West Camden Street, Suite 500 Baltimore, Maryland 21201
e-mail:	sfox@mdstad.com
Office Phone:	410-223-4130
Request for Qualifications are to be sent to:	Maryland Stadium Authority 333 West Camden Street, Suite 500 Baltimore, MD 21201 Attention: Sandra Fox
Request for Qualifications (Closing) Date and Time:	October 25, 2018 by 11:00 a.m.
MBE Subcontracting Goal:	29% of Total Dollar Value of Contract with Subgoals: 7% African American and 4% Asian American
Contract Type:	Firm Fixed Price
Contract Duration:	January 2019 through July 2019
Primary Place of Performance:	M&T Bank Stadium

**PREQUALIFICATION FOR GENERAL CONTRACTOR FOR THE RENOVATION OF
STADIUM OPERATIONS OFFICES AT M&T BANK STADIUM
MSA Project No. 19-013**

1.0 PURPOSE

The intent of this prequalification process is for the Maryland Stadium Authority (MSA) to identify the most qualified General Contractors (GC) with successful experience in phased office renovation projects for occupied office spaces that are similar in size and complexity to this project. This Prequalification is for GCs only. Prequalification packages will NOT be accepted from subcontractors.

2.0 COMPETITION INTENDED

It is the MSA's intent that this prequalification process permits a competitive bidding process for the renovation of the operations offices at M&T Bank Stadium, including the conversion of current storage space into additional general office space (Project).

3.0 DESCRIPTION OF WORK

3.1 The intent of the Project is to modernize existing offices and convert shop and storage space into a new office area.

3.2 The Project will be phased construction so as to limit disturbance to stadium operations.

3.3 GC will be responsible for the entire Project. This will include architectural improvements and converting general shop and storage space into modern office space.

3.4 The Project schedule will span from January 2019 through July 2019 with several completion milestones throughout.

4.0 MINIMUM QUALIFICATIONS

4.1 In its application, Applicant shall demonstrate that it possesses the following preferred qualifications:

A. The Applicant must have been established as a full time general contractor for a minimum of five (5) years of progressive experience in the construction of commercial/government/public facilities. If the Applicant or its principals operated under another name or entity within the past five (5) years, a complete descriptive statement must be submitted describing the company history. MSA reserves the right to review audited financial statements from either or both firms.

B. The Applicant shall have completed at least three (3) new/renovation projects in the amount equal to or greater than \$200,000 pertaining to similar commercial/government public facilities within

the past five (5) years, particularly on projects of a similar size and nature. MSA shall be the sole judge as to the determination of whether similar structures are equivalent to the Project.

C. The designated project manager and site superintendent must have a minimum of five (5) years experience in performing similar size and type of projects.

D. Possession of a valid Maryland Contractor's License prior to submission of the bid or proposal.

5.0 PREQUALIFICATION PROCESS

5.1 General

A. The term Applicant shall be defined as an individual, partnership, or corporation which submits an application in response to this solicitation.

B. Only Applicants that have been pre-qualified in accordance with the procedures herein will be allowed to submit a bid for the Project. Bids received from those who have not been pre-qualified will not be considered.

C. Applicants agree that once prequalified, all criteria and requirements contained herein shall be maintained by the Applicant throughout the life of the prequalification and the construction of the Project, to include the Superintendent and Project Manager identified in the prequalification application, unless they are no longer employed by the applicant or MSA has approved a substitution. MSA reserves the right to conduct an independent investigation of any information, including prior experience, identified in a Prequalification Application by contacting project references, accessing public information, contacting independent parties, or any other means.

D. All materials submitted by Applicants shall become the property of MSA and will not be returned. By submitting an application, the Applicant agrees that MSA may research and/or verify information provided and contact any applicable entities associated with such information.

E. Applicants shall submit qualification information in accordance with the requirements identified herein. MSA may, in its discretion, contact an Applicant during the evaluation process for clarification of any entries in the Application for Prequalification submitted by the Applicant and may request additional information. The decision to pre-qualify an applicant shall not, however, constitute a determination that the Applicant is responsible, and such Applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.

5.2 Evaluation of Applications.

5.2.1 The objective of the evaluation is to identify general contractors, in the opinion of MSA, that are sufficiently qualified to perform and complete the work required for this Project. GC's are cautioned that this is a subjective process and that they retain sole responsibility for adequately demonstrating their abilities and qualifications. Only those applicants with qualifications and experience deemed satisfactory to MSA shall be invited and eligible to submit bids or proposals.

5.2.2 Applicants will be notified of the qualification determination as soon as reasonably practicable after the decision is made.

5.2.3 MSA reserves the right to accept or reject any application 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.

6.0 CONTENTS OF THE PREQUALIFICATION APPLICATION

This Section describes specific information that must be included in the Prequalification Application. Applicants shall provide each of the following items below in the order presented. Failure to include any of the requested information may be cause for the Prequalification Application to be considered non-responsive and rejected.

6.1 Transmittal Letter.

A. The Transmittal Letter shall be on the Applicant's letterhead and identify the full legal name and address of the Applicant. The Applicant is defined as the legal entity who will execute the Contract with MSA for the Project. The Letter of Submittal shall be signed by an authorized representative of Applicant's organization. All signatures on the original Letter of Submittal shall be original and signed in ink.

B. Identify the name, title, address, phone and fax numbers, and e-mail address of an individual who will serve as the Point Of Contact for the Applicant.

C. Provide a brief history of your firm to include how many years it has been in business as a construction contractor under its present name and identify other business names used and how long they were in effect. Provide a copy of the Applicant's current organization chart showing numbers of employees by discipline and project and the names and titles down through Project Field Superintendent.

6.2 Documents.

Include required documents, including, but not limited to:

A. Contractor's Qualification Statement (fillable pdf form attached as Attachment A);

B. Acknowledgment of Addenda, if any;

C. Insurance Certificate;

6.3 Verification of Bonding Capability.

Include a letter from a surety or insurance company stating that the Applicant is capable of obtaining a performance and payment bond for a project greater than \$250,000, which bonds will cover the Project and any warranty periods. This letter shall also state the Applicant's per project and total bonding program limits and that the Surety is authorized/licensed to do business in State of Maryland.

6.4 Project Experience.

The Applicant must present evidence in its Qualification Statement (Attachment A) that it has the appropriate experience to construct a project of the size and scope planned by MSA.

6.5. Resumes.

Provide resumes for the proposed project manager and superintendent. The information provided should demonstrate their performance of similar tasks on previous similar projects. The designated project manager and superintendent must have a minimum of five (5) years' experience in similar size and/or types of projects. Provide resumes that include a brief description of current or recently completed projects, role related to the project(s) and completion date of the project(s).

7.0 INSTRUCTIONS FOR SUBMITTING PREQUALIFICATION APPLICATION

7.1 Preparation and Submission of Applications.

A. All Prequalification Applications must be submitted to the Procurement Officer identified herein. The sealed submittal shall indicate the RFQ number, time and due date of the RFQ application.

B. All Prequalification Applications shall be executed by the individual or authorized principals of the firm.

C. All attachments to the Prequalification Application requiring execution by the applicant are to be returned with the Prequalification Application.

D. Prequalification Applications must be received by the Procurement Officer prior to 2:00 p.m., local time on date identified on the cover of this RFQ. Requests for extensions of this time and date will not be granted, unless deemed to be in MSA's best interest. Applicants mailing their Prequalification Application shall allow for sufficient mail time to ensure receipt of their Application by the Procurement Officer by the time and date fixed for acceptance of the applications. Prequalification Applications or unsolicited amendments to Prequalification Applications received by MSA after the acceptance date and time will not be considered.

E. The Prequalification Applications may be submitted via: US Mail to or hand delivered or private carrier (UPS/FedEx) to the Procurement Officer listed on the Key Information Summary Sheet. Faxed and e-mailed Prequalification Applications will not be accepted.

F. Each applicant shall submit one (1) original hard copy and one PDF version of their Prequalification Applications to the Procurement Officer as indicated on the cover sheet of this RFQ.

7.2 Questions and Inquiries.

Questions and inquiries will be accepted, in writing, from any and all applicants. The Procurement Officer is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other MSA staff regarding the Prequalification Application may result in the disqualification of the

applicant. Inquiries pertaining to the Prequalification Application must give the RFQ number. Material questions will be answered in writing with an Addendum. It is the responsibility of all applicants to ensure that they have received all Addenda and to include signed copies with their application. Addenda can be downloaded from www.mdstad.com.

7.3 MSA Not Obligated for Costs of Application.

MSA assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to Prequalification Application. All of such costs shall be borne solely by each Applicant and its team members.

7.4 Miscellaneous Requirements.

A. All Prequalification Applications shall provide a straight-forward, concise delineation of the Applicant's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

B. Applicants who submit a Prequalification Applications in response to this RFQ may be required to make an oral presentation of their Prequalification Applications. If required, the Procurement Officer will schedule the time and location for this presentation.

C. Contents of the Prequalification Applications submitted by the successful Applicant and this RFQ will become part of any construction contract awarded as a result of the Prequalification Application contained herein.

7.5 Debarment.

By submitting an application, the applicant is certifying that they are not currently debarred by the State.

7.6 Insurance Coverage.

Applicant shall include with their application a copy of their current Certificate of Insurance that illustrates the current level of coverage the applicant carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for MSA.

8.0 TERMS AND CONDITIONS

8.1 Additional Qualifications.

MSA reserves the right to impose additional Minimum Qualifications above and beyond those requirements contained herein on the Invitation Prequalification for the Project.

8.2 Licensure To the extent required by the State of Maryland.

The Applicant shall be duly licensed to perform the services required to be delivered pursuant to this solicitation.

8.3 Authority to Transact Business in Maryland.

Applicant organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the State of Maryland. Any business entity described herein that enters into a Contract with MSA shall not allow its existence to lapse or its registration to transact business in the State, to be revoked or cancelled at any time during the term of the Contract. MSA may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

8.4 Compliance with the Law in Maryland.

Failure to comply with the law with regard to those legal requirements in Maryland regarding your ability to lawfully offer and perform any services proposed or related to the Project may render your Prequalification Application, in the sole and reasonable discretion of MSA, non-responsive and/or non-responsible.

8.5 Governing Law/Forum.

This Prequalification process shall be governed and construed in all respects by its terms and by the laws of the State of Maryland.

8.6 Minority Business Enterprise Participation.

MSA anticipates an overall minority business enterprise (MBE) participation goal of twenty-nine percent (29%), with subgoals of 7% African American and 4% Asian American. In order to qualify for the Maryland MBE program, MBE subcontractors must be certified by the Maryland Department of Transportation (MDOT).

For information on certified MBE firms, the directory is available at <http://mdot.state.md.us>. Potential subcontractors that would like to attend the Pre-Bid Conference, once the IFB is issued, may send an email to inquire about the date and time. Email requests to the Procurement Officer.

Potential subcontractors who would like to attend the Pre-Proposal Conference, once the Request for Proposal is issued, may send an email to inquire about the date and time. Email requests to: sfox@mdstad.com

9.0 PREQUALIFICATION SUBMISSION FORMS FOR THE PROJECT

Attachment A – Contractor’s Qualification Statement.