

MARYLAND STADIUM AUTHORITY



REQUEST FOR QUALIFICATIONS (RFQ)

BUILDING COMMISSIONING SERVICES

WAREHOUSE IMPROVEMENTS PROJECT

MSA Project No. 19-052

ISSUE DATE: January 11, 2019

MARYLAND STADIUM AUTHORITY
KEY INFORMATION SUMMARY SHEET

Request for Qualifications	Building Commissioning Services for Warehouse Improvements Project
Solicitation Number:	MSA Project No. 19-052
RFQ Issue Date:	January 11, 2019
RFQ Issuing Office:	Maryland Stadium Authority
Procurement Officer:	Sandra Fox Maryland Stadium Authority 333 West Camden Street, Suite 500 Baltimore, Maryland 21201
e-mail: Office Phone:	sfox@mdstad.com 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
Deadline for Submitting Questions	January 17, 2018 by 4:00 p.m. (local time)
Request for Qualifications (Closing) Date and Time	January 24, 2019 by 2:00 p.m. (local time)
MBE Subcontracting Goal:	None
Contract Type:	Firm Fixed Price
Primary Place of Performance:	Warehouse at Camden Yards

**PREQUALIFICATION FOR BUILDING COMMISSIONING SERVICES
WAREHOUSE IMPROVEMENTS PROJECT
MSA PROJECT NO. 19-052**

1.0 PURPOSE

The intent of this prequalification process is for the Maryland Stadium Authority (MSA) to identify well qualified service providers with successful experience in building commissioning services at like facilities that are similar in size and complexity to this project. This Prequalification is for prime consultants only. Prequalification packages will NOT be accepted from subconsultants.

2.0 COMPETITION INTENDED

It is the MSA's intent that this prequalification process permits a competitive sealed proposal process for the Building Commissioning Services for the Warehouse Improvements Project (Project).

3.0 PROJECT BACKGROUND AND DESCRIPTION OF WORK

3.1 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 that time. The intent of this project is to modernize several aspects of the building.

3.2 Project Description:

A. MSA intends to issue a Request for Proposals (RFP) to obtain a highly qualified Commissioning Agent to manage building commissioning services for the proposed Warehouse Improvements Project.

B. The Commissioning Agent will work closely with the MSA, the Architectural/Engineering ("A/E") team, the Construction Management ("CM") team, and other contracted firms in a cooperative and coordinated fashion. The MSA will deliver the projects via the Construction Manager at Risk ("CMR") method. The Construction Management firm for the Warehouse Improvements Project is not yet selected and the Architectural/Engineering firm is Murphy & Dittenhafer. This project will be designed to meet all requirements of the existing LEED EBOM certification.

C. The Commissioning Agent will be responsible for all commissioning activities in accordance with ASHRAE Guidelines on a single project, inclusive of design input and reviews, installation verification, equipment startup, pre-functional checkout and full system functional testing. Commissioning services will be provided throughout the warranty period (12 months after substantial completion). All activities necessary to comply with the requirements of the existing LEED EBOM certification will be the responsibility of this Consultant. Testing, verification and reporting on the performance of all

commissioned systems is to be completed in a systematic fashion based on an approved project-specific commissioning plan.

D. The Commissioning Agent will commission the following systems:

- 1) All system required to be commissioned by the existing LEED EBOM certification
 1. HVAC&R
 2. Domestic Hot Water
 3. Lighting Controls
 4. On-Site Renewable Energy Systems (if applicable)
 5. Emergency Power Systems Related to HVAC&R and Lighting Controls

E. Applicants are expected to submit a proposal as a single firm or a team of qualified firms that have the capacity and expertise to commission all the above listed items as well as any other electrical, mechanical, or plumbing projects that MSA requests.

4.0 MINIMUM QUALIFICATIONS

4.1 In its application, Applicant shall demonstrate that it possesses, within the last five (5) years, the following minimum qualifications and experience:

- A. Specialization in providing enhanced commissioning services and experienced in establishing, overseeing, monitoring, tracking and reporting commissioning requirements. If the Applicant or its principals operated under another name or entity within the past five (5) years, a complete descriptive statement for a minimum of the previous two (2) years may be required.
- B. Substantial participation in all phases of construction including design review, submittal review, construction monitoring, owner training, O&M review, post acceptance, final and post occupancy commissioning;
- C. Substantial experience in developing and implementing project specific commissioning plans for both building renovation and building replacement projects;
- D. LEED certified personnel as required to comply with applicable LEED requirements;
- E. Ability to manage multiple projects in various stages of design and construction at one time;
- F. Substantial experience in performing building commissioning services; and
- G. Experience in developing building and systems maintenance plans;

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 or proposal for the Project. Bids or proposals 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. Such additional information must be submitted to MSA no later than five (5) business days after the request. 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 design consultants, in the opinion of MSA, that are sufficiently qualified to perform and complete the work required for this Project. Applicants 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.

B. Identify the name, title, address, phone 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 of providing the applicable service under its present name and identify other business names used and how long they were in effect.

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;

D. Insurance Certificate;

6.3 Project Experience.

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

6.4 Resumes.

Provide resumes for the proposed project manager and technical staff. The information provided should demonstrate their performance of similar tasks on previous similar projects. The designated project manager and staff must have a minimum of five (5) years of 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).

6.5 Intentionally Omitted.

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.

C. All Prequalification Applications shall be signed in ink by the individual or authorized principals of the firm.

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

E. Prequalification Applications must be received by the Procurement Officer prior to 11:00 a.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.

F. The Prequalification Applications may be submitted via one of the following options: US Mail ; 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.**

G. Each applicant shall submit one (1) original and six (6) copies of their Prequalification Applications to the Procurement Officer as indicated on the cover sheet of this RFQ. Each applicant shall also submit one single PDF file of their entire Prequalification Application.

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 provided, however, that all questions are received by 4:00 p.m. January 17, 2019. 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 in the bid or proposal solicitation 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.

The solicitation resulting contract and all services rendered shall be governed and construed in all respects by the laws of the State of Maryland.

9.0 PREQUALIFICATION SUBMISSION FORMS FOR THE PROJECT

Attachment A – Contractor’s Qualification Statement.