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Addendum No. 2

To Offerors:

**Request for Proposals
Architectural/Engineering Services
Department of Legislative Services
Building Improvements**

Date Issued:

August 9, 2019

This addendum is hereby made part of the Request for Proposals dated July 10, 2019, as amended, 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 copy of the questions submitted in response to this RFP, along with their respective answers, is attached hereto.
2. The deadline for the submission of proposals has been extended to September 6, 2019 at 1:00 p.m., Local Time. Proposals shall be submitted in the manner indicated in section 1.10 of the RFP, as amended.
3. Oral presentations will take place during the week of September 16, 2019. Details will be provided to short-listed Offerors only.

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

Yamillette Waite
Procurement Officer

End of Addendum 2

Addendum No. 2
Request for Proposals
Architectural/Engineering Services
Department of Legislative Services Building Improvements

Action Item

	Question	Answer
1.	Was it mandatory for prime firms to attend the pre-proposal that took place on July 23, 2019?	No. Please refer to section 1.7 of the RFP, as amended.
2.	Can you provide the sign in sheet/list of attendees for the pre-proposal conference held on 7/23/19 for this RFP?	Please refer to addendum No. 1 to the RFP, issued on July 29, 2019.
3.	Are you looking for an architectural prime or a mechanical/electrical prime?	Please refer to section 3.1 of the RFP, as amended.
4.	The study that was posted with the solicitation begins on page 500. Can we please receive pages 1-499?	Please refer to the RFP. The RFP was posted as two separate documents on eMaryland Marketplace Advantage ("eMMA") and MSA website (www.mdstad.com/contracts/request-proposals-architecturalengineering-services).
5.	Section 4.2.4.A. in the revised RFP contained in Addendum No. 1 indicates the SF 330 form is required and indicates Attachment E should be utilized. Regarding the Programming, Design & Construction Projects that are to be included: can you confirm that where the RFP uses "A/E" Projects, that can be taken to mean those projects should be projects that were completed by the Prime Firm (whether that firm is an Architectural firm and/or if the Prime Firm is multidisciplinary firm providing Architectural and Engineering?	Confirmed.
6.	Sections G and H within the SF 330 are not mentioned specifically in Section 4 of the RFP, as some other sf 330 Sections are. a. Can you confirm that you would like SF 330 Section G to be included in proposal submissions? b. Can you confirm that you would like SF 330 Section H included in proposal submissions?	6(a). Confirmed 6(b). Confirmed

7.	<p>If Section G of the SF 330 is desired to be included within proposal submissions, there are 10 spaces available on that form for projects (as supplied in Attachment E, Item 29. Example Projects Key). There are 24 total projects to be included within the 330 Form pursuant to the RFP, as follows: 12 sample projects from the A/E (4 Programming, 4 Renovation, and 4 New Construction), 4 from the Civil Engineer (2 Renovation/2 New Construction); 4 from the Structural Engineer (2 Renovation/2 New Construction) 2 from the Mechanical Engineer (1 Renovation/1 New Construction) and 2 from the Electrical Engineer (1 Renovation/1 New Construction). Which 10 of these projects should be listed on Section G?</p>	<p>All projects must be included. Offeror must provide separate/additional sheets for the following type of projects:</p> <ul style="list-style-type: none"> • Programming • Renovation • New Construction
8.	<p>Addendum No. 1 indicates that Architect-Engineer Qualifications should include key subcontractors and/or consultants that will participate in each of the two (2) potential design scenarios. Could some clarification of that statement be provided, i.e. does that statement mean that proposal submissions should include qualifications for any and all subcontractors/consultants that would be needed beginning with the Programming and Due Diligence Phase up to and including the Construction phase – for both the Renovation and the Razing/New Construction scenarios?</p>	<p>Please refer to section 4.3.4(a)(1) of the RFP for requirements.</p>
9.	<p>If Section G of the SF 330 is desired to be included within proposal submissions, there are 20 spaces available on that form for 26. Names of Personnel (as supplied in Attachment E). It is conceivable that resumes of more than 20 personnel may be needed for the project and therefore included within the proposal submission. If there are more than 20 personnel included within the proposal submission, which 20 names should be included on Section G?</p>	<p>Please refer to the answer provided to question 7 above.</p>

10.	Addendum No. 1 indicates that Architect-Engineer Qualifications should include an Organizational Chart. Is there a manner in which MSA would prefer the Organizational Chart to be organized, if proposal submissions should include qualifications for any and all subcontractors/consultants that would be needed beginning with the Programming and Due Diligence Phase up to and including the Construction phase – for both the Renovation and the Razing/New Construction scenarios? (some consultants will be needed for only one of those 2 scenarios, while some may be needed in both scenarios).	Offeror must provide organizational charts for each case scenario.
11.	Regarding the Cost Estimates required in the Work Samples Tab, do summary pages suffice, or would you like to see the documents in its entirety?	Offeror must provide all documents.
12.	A Conceptual CPM Schedule is requested to be included within the Work Plan Tab of the Proposal submission that includes the Programming effort and considers each of the two potential project execution scenarios. Can you confirm that statement means that the Conceptual CPM schedule is to include dates/durations/tasks/submissions/etc. for Programming/Due Diligence through Study Design, or is the Conceptual CPM schedule to include dates/durations/tasks/submissions/etc. for Programming/Due Diligence through Construction Completion?	The CPM schedule must include dates/durations/tasks/submissions, etc. from Programming/Due Diligence through Study Design.
13.	And, also regarding the Conceptual CPM Schedule, would it be permissible to include 2 separate schedules – one for each of the two potential project execution scenarios?	Yes.
14.	In consideration of renovation versus razing and rebuilding, can you confirm the new building would be located in the same place as the existing building?	Confirmed.

15.	Should the Programming and Due Diligence Phase include considerations for relocating all existing building users during a new construction project execution scenario? If so, can you confirm the number of users is approximately 300 people?	No. Relocation of existing building users will be handled separately by DLS.
16.	In the renovation project execution scenario, should the Programming and Due Diligence Phase include considerations for construction phasing to minimize user relocation, or can it be assumed that all users will be relocated for the duration of any Renovation Construction?	Building users will be relocated regardless of the option that MSA/DLS ultimately pursue.
17.	Was the pre-proposal meeting for this opportunity mandatory?	Please refer to the answer provided to question #1 above.
18.	Does the State plan to require preservation of existing conditions on this project through the use of 3D Lidar Scanning, similar to what GSA is doing at the federal level on some of its larger projects?	No.
19.	Will the names of firms that are “short-listed” be made public to give the MBE subcontracting firms a chance to reach out to them for possible inclusion on their team?	Short-listed firms will not be announced publicly. Small and MBE firms are encouraged to reach out to prime consultants to try to partner up with one or more of the interested prime consultants. Please refer to the pre-proposal sign-in sheet issued with Addendum No. to this RFP.
20.	Please include the number of projects to be included under Section F. The way the RFP reads, it seems we are to include a total of 24 projects, however the matrix in part G of the SF-330 form only has space for 10 projects.	Please refer to the answer provided to question 7 above.
21.	Per the requirements for Work Samples specified on page 30 of the RFP, can you please provide additional details describing the parameters for the required samples, including if they must be for projects that are completed and/or constructed and/or occupied?	Please refer to section 4.3.6 of the RFP.
22.	On page 20 of the RFP, Offeror Qualifications are listed. Where in the proposal should offerors respond to these qualifications?	Please refer to section 4.3.4 of the RFP, as amended. Experience and qualifications must be included in Tab 1. Also, please refer to Attachment E to the RFP.

23.	On pages 27 and 28 of the RFP, the desired requirements for the Architect-Engineer Qualifications – SF330 are outlined, but do not include Section G or Section H. Are these sections required for this proposal?	Please refer to the answer provided to question 6 above.
24.	Page 28 of the RFP requires four (4) projects for the A/E, two (2) for the civil engineer, two (2) for the structural engineer, one (1) for the mechanical engineer, and one (1) one for the electrical engineer. Can MSA please confirm that offerors are to submit 10 total projects? Are the projects to be attributed to a person/position included in the proposal (e.g., our structural engineer) or should they be a firm's projects (e.g., the structural engineering firm's project)?	Please refer to section 4 of the RFP.
25.	Are firms able to upload a test file to the upload link prior to the submittal deadline to ensure there are no technology issues?	No. Offerors are highly encouraged to submit their proposals prior to the deadline for submission. Each Offeror will receive a confirmation receipt email once its proposal is received.
26.	If the building is a major renovation, will the building need to remain operational throughout the construction duration?	No.
27.	What type of materials are typically loaded and unloaded at the loading dock to facilitate normal operations of the building?	This question is not applicable to this project.
28.	Can the same project example be used to fulfill more than one project type requirement? For example: can the same project be used as a programming example and an A/E renovation example?	Yes.
29.	Is a bid/fee due with this proposal?	No. Please refer to section 4.3 of the RFP for technical submission requirements. Short-listed Offerors will be invited to submit a financial proposal, which will include a bid bond. MSA will provided further instructions regarding the financial proposal to short-listed Offerors only.
30.	What is the physical address of the DLS building which is a part of the project?	Please refer to the RFP as amended, Key Information Summary Sheet, pre-proposal conference address. The pre-proposal conference was held at the DLS building.