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**Addendum No. 1**

**To Offerors:**                    **21<sup>st</sup> Century School Buildings Program  
Request for Proposals  
Architectural/Engineering Services  
Hagerstown Multi-Use Sports and Events  
Facility**

**Date Issued:**                    **November 13, 2019**

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This addendum is hereby made part of the Request for Proposals dated October 31, 2019, 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 pre-proposal conference attendee list is attached hereto.
2. A copy of the pre-proposal power point presentation is attached hereto.

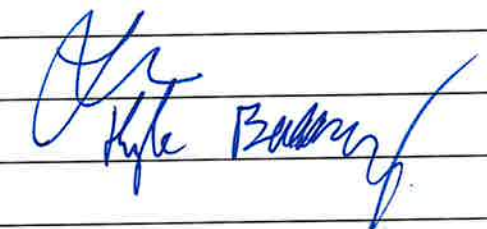
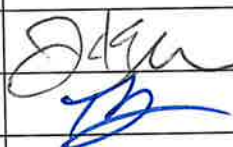


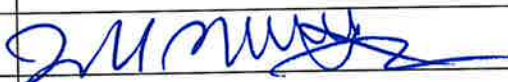
**Note: All addenda must be acknowledged by the Offeror in the Technical Proposal.**

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Yamillette Waite  
Procurement Officer

**End of Addendum 1**

**Pre-proposal and Site Visit**  
**Architectural/Engineering Services - Hagerstown Multi-Use Sports & Events Facility**  
11/8/19

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## **MARYLAND STADIUM AUTHORITY**

**Request for Proposals for Architectural/Engineering  
Services**

**Hagerstown Multi-Use Sports and Events Facility**

**Pre-Proposal Conference & Site Visit**

*November 8, 2019*

# POINT OF CONTACT

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# PROJECT TEAM

- **The Maryland Stadium Authority**
- **The City of Hagerstown**
- **Any firm or government agency MSA may engage on the Project**

# KEY DATES

<b>Activity</b>	<b>Date</b>
<b>Request for Proposal (RFP) Release</b>	<b>October 31, 2019</b>
<b>Pre-Proposal Conference</b>	<b>November 8, 2019</b>
<b>Offeror Questions Due</b>	<b>November 15, 2019</b>
<b>Technical Proposals Due</b>	<b>November 25, 2019 at 1:00 p.m.</b>
<b>Oral Presentations</b>	<b>December 17-18, 2019</b>
<b>Financial Proposals Due</b>	<b>January 2020</b>
<b>Anticipated Start Date</b>	<b>Early 2020</b>



# MARYLAND STADIUM AUTHORITY

- ❖ **Established by the Maryland General Assembly in 1986.**
- ❖ **Original mission was to build, manage, and maintain quality facilities to retain major league baseball, and return NFL football to Maryland.**
- ❖ **Legislation enacted in 1987 approved Camden Yards as the site for the new stadium complex and granted MSA administrative and operational powers.**
- ❖ **Pursuant to MD Code Ann., Econ. Dev. §10-622, the Authority is authorized, among other things, to prepare studies and design projects for political subdivisions of the State.**

# SCOPE OF WORK OVERALL

- ❖ **Preliminary Design and engineering services to include, but is not limited to:**
  - ❖ Site development planning
  - ❖ Infrastructure Analysis
  - ❖ Environmental Impact Analysis
  - ❖ Archaeological Impact Studies
  - ❖ Geotechnical Analysis/Engineering
  - ❖ Traffic Studies (Pedestrian and Vehicular)
  - ❖ Analysis of land acquisition and parking needs
  - ❖ Value Engineering
  - ❖ Quality Assurance
  - ❖ Assist MSA with Professional and Technical Service Procurements as requested, and other deliverables outlined in the sample agreement.
- ❖ **If constructed, the contract with the A/E may be modified to include the Project Design and Construction Administration services.**

# SCOPE OF WORK CON'T

**Offerors must review and be familiar with the contents of the following RFP attachments referenced in section 3.4 of the RFP's Scope of Work:**

- ❖ Phase I Report – attachment C**
- ❖ Phase I Environmental Report – attachment J**
- ❖ MUSEC Phase II Environmental Study – attachment K**
- ❖ Traffic and Parking Memo – attachment L**

# MINIMUM QUALIFICATIONS

- ❖ **Architectural and/or engineering firm that has members registered to practice in the State of Maryland.**
- ❖ **Been in business for at least five (5) years.**
- ❖ **Has substantial design experience related to the complex design of large public venues such as sports arenas and entertainment venues, among others.**
- ❖ **Has experience in innovative design methods to meet programmatic goals of building efficiencies, on-time delivery, cost containment, and value engineering strategies; and**
- ❖ **Has the ability to meet the insurance coverage requirements listed in Attachment G to the RFP.**

# MINORITY BUSINESS ENTERPRISES

- ❖ **MBE forms must be submitted by short-listed Offerors with their Financial Proposals.**
- ❖ **A minimum overall MBE subcontract participation goal of ten percent (10%) has been established for this solicitation. No MBE subgoals are required for this solicitation.**
- ❖ **All subcontractors named by the Offeror as part of their MBE Schedule must be certified with the Maryland Department of Transportation (MDOT).**
- ❖ **Offerors' submissions must also include the MBE subcontractor's MDOT certification number & NAICS product and service description to be performed.**
- ❖ **For information on certified MBE firms, the directory is available at <http://mdot.state.md.us>. Select the MBE Program label at the left side of the website. The most current and up-to-date information on MBEs is available at this website.**
- ❖ **The Governor's Office of Small, Women and Minority Business Affairs has issued a Q&A regarding counting participation by MBE primes. Information is available on GOMA's website (<http://goma.maryland.gov/Pages/Reporting-Tool-MBE.aspx>).**
- ❖ **This information can be found in section 1.20 of the RFP.**

# PROPOSAL SUBMISSIONS

- ❖ **Solicitation will follow a multi-step process to select the successful Offeror.**
  - ❖ **Step 1** – Submission of Technical Proposal
  - ❖ **Step 2** – Submission of Financial Proposal, including MBE forms (short-listed Offerors only)
  - ❖ **Step 3** – Award of Contract
  
- ❖ **Technical Proposals must be submitted no later than 1:00 p.m. (Local Time) November 25, 2019 in order to be considered.**
  - ❖ Technical proposals must be submitted electronically via the link provided in section 1.10 of the RFP.
  - ❖ See Section 4.2 for all proposal format requirements.
  
- ❖ **Technical Volume: Required submissions**
  - ❖ Bid Affidavit
  - ❖ Conflict of Interest Disclosure
  
- ❖ **Financial Volume: *(to be submitted at later date)***
  - ❖ Pricing Form (Financial Proposal – Attachment H)
  - ❖ MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule (attachment D)



# TECHNICAL PROPOSAL FORMAT

- ❖ **Transmittal Letter**
- ❖ **Title and Table of Contents**
- ❖ **Executive Summary**
- ❖ **Experience and Qualifications**
- ❖ **Architect-Engineer Qualifications (Attachment E)**
  - ❖ Include key subconsultants that you propose to participate on the project.
  - ❖ Organizational Chart
  - ❖ Resumes of Key Personnel
  - ❖ Sample Projects
  - ❖ Small Business Status
- ❖ **Insurance – please refer to Sample Contract Agreement (attachment G) for details**

# TECHNICAL PROPOSAL FORMAT (CON'T)

## ❖ Work Plan

- ❖ **Staffing Plan (Attachment F)**
- ❖ **Conceptual A/E Schedule**
- ❖ **Descriptive Summary of Offeror's Approach**
  - ❖ Design Management (See section 3 of the RFP)
  - ❖ Project Challenges and Opportunities:
    - ❖ Identify three (3) challenges
    - ❖ Identify three (3) opportunities
    - ❖ Provide a narrative on how your firm plans to approach said challenges and opportunities
- ❖ **Narrative describing the Economic Benefit to Maryland**
  - ❖ Estimated percentage of contract dollars to be recycled into Maryland's economy through use of Maryland subconsultants, Maryland based employees, and Joint Venture partners.
  - ❖ Estimated percentage of subcontract dollars committed to Maryland small businesses and MBE certified firms.
  - ❖ Do not include actual fees.

# TECHNICAL PROPOSAL FORMAT (CON'T)

## ❖ **Work Samples**

- ❖ **Provide two (2) projects that illustrate the Offeror's experience and qualifications to engage in this Project.**

## ❖ **Required Submissions**

- ❖ **Bid/Proposal Affidavit (Attachment A)**
- ❖ **Conflict of Interest information/affidavit and disclosure (Attachment B)**

# EVALUATION CRITERIA

- ❖ **Selection Committee will review the Offerors' Technical Proposals for compliance with section 5.2 of the RFP.**
  - ❖ Short-listed firms will be required to conduct an oral presentation, per Section 1.11 of the RFP.
  - ❖ Short-listed firms will be requested to respond to a Request for Financial Proposal.
  
- ❖ **Award will be made to the Offeror deemed to provide the best value (Technical and Financial) to the Project as determined by the Selection Committee.**

# Questions

- ❖ **All questions regarding the RFP must be submitted to the Procurement Officer in writing prior to the deadline given for questions in order to receive an official response from the Maryland Stadium Authority. Only responses provided in writing by the Maryland Stadium Authority will be considered official answers to questions regarding this RFP.**
  - ❖ **Due Date: November 15, 2019 at 1:00 p.m.**
  - ❖ **All questions must be submitted electronically via the link provided in section 1.9 of the RFP**
  
- ❖ **Addenda will be posted in eMMA, MSA's website, and will be sent via GovDelivery to everyone who participated in this pre-proposal. Please check your junk/spam folders and update your e-mail settings to ensure that you receive MSA Contracting GovDelivery e-mails.**

# SITE VISIT