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**Addendum No. 1**

**To Offerors: Request for Proposals  
Landscaping and Soil Testing Services for  
the Fair Hill Special Event Zone**

**Date Issued: February 19, 2020**

This addendum is hereby made part of the Request for Proposals dated February 6, 2020, 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 sign-in sheet from the pre-proposal conference and site visit is attached hereto.
2. A copy of the talking points from the pre-proposal conference is attached hereto.
3. A second site visit has been scheduled for **February 21, 2020 at 10:00 a.m.** Please click on the following Eventbrite link for details and to register:

<https://www.eventbrite.com/e/a-second-site-visit-for-fair-hill-rfp-landscaping-soil-testing-services-tickets-95462704519>

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

Yamillette Waite  
Procurement Officer

**End of Addendum 1**



**Request for Proposals  
Landscaping & Soil Testing Services  
for the Fair Hill Special Event Zone**

**February 13, 2020  
1:30 p.m. – 3:30 p.m.**

**Introduction of MSA Representatives:**

Chris Deremeik, MSA  
Yai Waite, MSA

Point of Contact: Yamillette Waite, Procurement Officer

**Discussion of GovDelivery Platform:**

GovDelivery is MSA's preferred method of delivering procurement solicitations and the method upon which you will receive all future addenda related to this procurement. Please check your junk/spam folders and update your e-mail settings to ensure that you receive MSA Contracting GovDelivery e-mails. Email the procurement officer directly if your firm would like to add a back-up contact(s) to the RFP/Addenda distribution list.

MSA will send requests for confirmation e-mails to firms that do not open the GovDelivery e-mails in order to make sure the firm has received the solicitation notice.

**eMMA:**

eMaryland Marketplace is now eMaryland Marketplace Advantage. This platform is a direct result of Governor Hogan's 2016 Commission to Modernize State Procurement. It is not an MSA initiative. The link to the registration site is located in Section 1.8 of the RFP. Please make sure that you are registered. We want to ensure that you receive notification of all MSA opportunities as well as opportunities advertised by other state agencies.

**Key Procurement Dates:**

**Offeror's Questions Due:** February 19, 2020 at 1:00 p.m.

- All questions must be submitted electronically via the link provided in Section 1.9 of the RFP

**Technical Proposals Due:** February 28, 2020 at 1:00 p.m.

- Technical proposals must be submitted electronically via the link provided in Section 1.10 of the RFP.

**Scope of Services:**

This RFP was issued to landscape, lawn, and soil testing services firms to provide labor, equipment, and supplies for equine surfaces landscaping and soil testing, as needed, to assist in the establishment and maturation of newly installed turf surfaces.

For a detailed scope of work, please review Section 3 of the RFP and pay special attention to sub-section 3.2 and the attachments relevant to the SOW.

**MBE Participation:** See Section 1.20 of the RFP for details.

- A minimum overall MBE subcontract participation goal of five percent (5%) has been set for this procurement. There are no subgoals.
- **MBE firms in attendance to identify themselves and network with potential prime contractors.**
- 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. This information must be submitted with the Financial Proposal.
- For information on certified MBE firms, please visit the MBE directory available on the MDOT website: <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, Minority, and Women Business Affairs has issued a Q&A regarding counting participation by MBE primes. Information is available on GOSBA's website (<http://goma.maryland.gov/Pages/Reporting-Tool-MBE.aspx>)

**Proposal Submissions:**

- All submissions must be sent electronically. DO NOT send them via email. Please use the link provided in Section 1.10 of the RFP.
- See Section 4 of the RFP for all proposal and submission requirements, including format requirements.
- Technical Volume:
  - Transmittal letter
  - Title Page and Table of Contents
  - Executive Summary
  - Work Plan
  - Bid /Proposal Affidavit
  - Conflict of Interest Disclosure Affidavit
  - Capacity Summary Statement
  - Corporate Profile
  - Landscaping & Soil Testing Services Experience Form
  - Insurance Verification, including policy limits and current deductible amounts
  - **MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule (MBE Form D-1A)**
- Financial Volume:
  - Financial/Pricing Form

**Evaluation Criteria:**

- Technical Proposal – weighs heavier than financial with breakdowns pertaining to work plan, key personnel/staffing, firm experience, and oral presentations, among other factors.
- Financial Proposal – Submit only if requested.
- Selection Committee will review the Offerors' Technical Proposals upon submission. Firms deemed as meeting all requirements will be ranked and, based on the achieved rankings, selected firms will then be "short listed".

- The Selection Committee will then request Financial Proposals of selected firms.

**Questions:**

This section is for informational purposes only. 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.

**MBE firms in attendance and potential prime contractors are encouraged to take a few minutes and network to potentially partner up on the project.**