

**MARYLAND STADIUM AUTHORITY**



**REQUEST FOR QUALIFICATIONS (RFQ)**

**CONTRACTOR FOR M&T BANK STADIUM**

**CONTROLS UPGRADE PROJECT**

**MSA Project No. 21-019**

**ISSUE DATE: September 11, 2020**

**MARYLAND STADIUM AUTHORITY**

**KEY INFORMATION SUMMARY SHEET**

<b>Request for Qualifications</b>	Contractor for M&T Bank Stadium Controls Upgrade Project
<b>Solicitation Number:</b>	MSA Project No. 21-019
<b>RFQ Issue Date:</b>	September 11, 2020
<b>RFQ Issuing Office:</b>	Maryland Stadium Authority
<b>Procurement Officer:</b>	Sandra Fox Maryland Stadium Authority 333 West Camden Street, Suite 500 Baltimore, Maryland 21201
<b>e-mail:</b>	<a href="mailto:sfox@mdstad.com">sfox@mdstad.com</a>
<b>Office Phone:</b>	410-223-4130
<b>Request for Qualifications Submittals to be submitted electronically to:</b>	<i><a href="https://app.negometrix.com">https://app.negometrix.com</a></i>
<b>Deadline for Submitting Questions</b>	September 23, 2020 by 4:00 p.m.
<b>Request for Qualifications (Closing) Date and Time</b>	October 1, 2020 by 11:00 a.m.
<b>MBE Subcontracting Goal:</b>	TO BE DETERMINED
<b>Primary Place of Performance:</b>	M&T Bank Stadium, Camden Yards Sports Complex

**PREQUALIFICATION FOR M&T BANK STADIUM  
CONTROLS UPGRADE CONTRACTOR  
WAREHOUSE IMPROVEMENTS PROJECT  
MSA PROJECT NO. 21-019**

**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 controls upgrade projects at like facilities that are similar in size and complexity to this project. This prequalification is for prime contractors 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 sealed proposal process for the M&T Bank Stadium Controls Upgrade Project.

**3.0 PROJECT BACKGROUND AND DESCRIPTION OF WORK**

3.1 Background/Project Description:

A. MSA intends to issue a Request for Proposals (RFP) to obtain a highly qualified contractor to install an upgrade to the HVAC and lighting controls, along with the submetering system at M&T Bank Stadium.

B. The existing HVAC controls are a Johnson DDC control network with an Andover Continuum overlay. All HVAC controls will be completely replaced and added as a second building to the existing Schneider Electric EcoStruxure software that MSA currently is installing at the Warehouse at Camden Yards.

C. The existing lighting controls are a Microlite system that is no longer supported. The lighting controls will be completely replaced and integrated into the new BAS.

D. All existing electrical meters will be replaced with new Schneider meters and integrated into the Schneider Power Logic Monitoring software used by MSA in other facilities on the Complex.

Note: Controls upgrades to generators at the Hamburg Street Generator Plant and the Chiller Plant at Oriole Park will be bid as alternates.

D. The selected contractor will be responsible for the entire project, including architectural, mechanical, electrical, controls, IT, etc.

E. The project will be phased construction to minimize disturbance to events, games, etc.

#### **4.0 MINIMUM QUALIFICATIONS**

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

A. Substantial experience completing similar projects, both large and small, that include experience with the following:

- i. installation of new HVAC controls systems in existing buildings; and
- ii. installation of new lighting system controls systems in existing buildings; and
- iii. installation of new metering systems in existing buildings; and
- iv. installation of a new BAS; and
- v. experience and demonstrated familiarity with Schneider EcoStucxure and Schneider Power Logic Monitoring systems; and
- vi. completion of such projects in occupied buildings with phased construction schedules.

B. The Applicant must provide evidence that it is certified by the manufacturer to perform the project installation and that it has experience with projects involving the Schneider software described in the Project Description above.

#### **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 contractors, 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 described herein.

## 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 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.
- F. The Prequalification Applications must be submitted electronically as directed on the Key Information Summary Sheet. Applications must be submitted into the Negometrix eProcurement System no later than the date and time set forth on the Key Information Summary Sheet.

Registration for Negometrix is free. Please refer questions to the Negometrix Help Desk or the MSA Procurement Officer. Applications submitted by email or other electronic means will not be considered.

#### 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. September 23, 2020. 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](http://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.