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Governor

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Jodi C. Stanalonis

Capital Projects
Development
Group

Gary McGuigan
Executive Vice President

Eric Johnson
Senior Vice President

Al Tyler
Vice President

Maryland Stadium Authority
The Warehouse at Camden Yards
351 W. Camden Street, Suite 300
Baltimore, MD 21201
410-223-4150
1-877-MDSTADIUM
Fax: 410-333-1888

cpdginfo@mdstad.com
www.mdstad.com

Voice: 800-201-7165
TTY: 800-735-2258

Addendum No. 1

To Offerors:

Request for Proposals Building Commissioning Services Razing and Replacement of the Department of Legislative Services Building

Date Issued:

May 11, 2021

This addendum is hereby made part of the Request for Proposals dated May 6, 2021, 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 Sample Contract (Attachment J) is attached hereto.
2. A copy of the pre-proposal Power Point presentation is attached hereto.
3. A list of pre-proposal attendees is attached hereto.

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

Yamillette Waite
Procurement Officer

End of Addendum 1



BUILDING COMMISSIONING SERVICES AGREEMENT

BETWEEN

MARYLAND STADIUM AUTHORITY

AND

[COMMISSIONING AGENT NAME]

MSA CONTRACT No. _____

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MARYLAND STADIUM AUTHORITY
CONTRACT NO. _____
BUILDING COMMISSIONING SERVICES AGREEMENT

THIS BUILDING COMMISSIONING SERVICES AGREEMENT (this "**Agreement**") is entered into this _____ day of _____, 2021 by and between the MARYLAND STADIUM AUTHORITY, a body politic and corporate and an instrumentality of the State of Maryland ("**MSA**"), and [COMMISSIONING AGENT NAME], a [State of Organization] [Type of Organization] ("**Commissioning Agent**" and together with MSA, the "**Parties**"),

RECITALS

WHEREAS, pursuant to § 10-622 of the Economic Development Article ("**ED**") of the Maryland Annotated Code, MSA and the Department of Legislative Service ("**DLS**"), a department in the Legislative Branch of the State of Maryland (the "**State**") entered into a Memorandum of Understanding dated _____ (the "**MOU**"); and

WHEREAS, the MOU sets forth the conditions and respective obligations of MSA and DLS with respect to programming, design and construction of a DLS facility in Annapolis, Maryland; and

WHEREAS, the MOU requires MSA to enter into certain agreements for the planning, design, and construction of a new or renovated DLS facility (the "**Project**") ; and

WHEREAS, MSA issued a Request for Proposals (the "**RFP**") on _____ for commissioning services (the "**Services**") for the Project; and

WHEREAS, MSA selected the Commissioning Agent based on its professional qualifications, proposal and related submissions; and

WHEREAS, MSA and Commissioning Agent desire to enter into this Agreement

AGREEMENT

Incorporation of Recitals. The foregoing Recitals are incorporated herein by reference and made a part of this Agreement.

NOW, THEREFORE, for and in consideration of the promises and covenants, conditions, representations, and warranties contained herein, and for good and valuable consideration, the sufficiency and adequacy of which is hereby acknowledged, the Parties agree as follows:

ARTICLE 1

GENERAL PROVISIONS

Section 1.1 Relationship

Commissioning Agent accepts the relationship of trust and confidence established with MSA by this Agreement, and covenants to provide Commissioning Agent's reasonable skill and judgment and to cooperate with MSA and its various partners and contractors, including those working on the Project, in furthering the interests of MSA in connection with the Project.

Section 1.2 Compliance with Laws

The Commissioning Agent hereby represents and warrants that:

(a) It is qualified to do business in the State of Maryland (whether a domestic business or a foreign corporation) pursuant to § 7-201 et seq. of the Corporations and Associations Article of the Annotated Code of Maryland, and that it will take such action as from time to time hereafter may be necessary to remain so qualified;

(b) It is not in arrears with respect to the payment of any moneys due and owing the State of Maryland (the “**State**”), or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Agreement;

(c) EPA compliance. Materials, supplies, equipment and other services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable;

(d) Occupational Safety and Health (OSHA). All materials, equipment, supplies or services shall comply with the applicable U.S. and the Maryland Occupational Safety and Health Act Standards and related regulations;

(e) All materials, equipment, supplies or services shall conform to federal and State laws and regulations and to the specifications contained in this Agreement; and

(f) Commissioning Agent shall obtain at its own expense (except as provided in this Agreement), and comply with federal, State, and local permits, licenses, certifications, inspections, insurance, and governmental approvals, required in connection with the Services required under this Agreement.

Section 1.3 Quality of Work & Standard of Care

In performing its duties hereunder, Commissioning Agent shall use a level of skill and exhibit a standard of care that is appropriate for a commissioning agent providing the requisite Services in connection with a large fast-track construction or renovation project of similar size and scope to the Project. Commissioning Agent understands and acknowledges that MSA's decision to appoint Commissioning Agent is based upon the

experience, qualifications, and other materials submitted in response to the RFP. Commissioning Agent further represents and warrants that such materials are, as of the date that they were submitted and as of the date hereof, accurate in all material respects and fairly represent the capabilities of Commissioning Agent and its subcontractors.

Section 1.4 Representations

Commission Agent represents that it is thoroughly familiar with, and understand the requirements of the Project and is experienced in providing commissioning services. It represents to MSA that it has all of the necessary architectural and engineering education, skill, knowledge and experience required for the Project.

Section 1.5 Contract Documents

1.5.1 Contract Document Priority. The Contract Documents consist of this Agreement, the Contract Affidavit, the RFP including all attachments, exhibits and addenda, the Commissioning Agent's Technical Proposal and Financial Proposal (as amended by a best and final offer if applicable). The Technical Proposal and Financial Proposal are together the "**Proposal**".

If there is any conflict among the Contract Documents, then the following order of precedence will govern:

- a. This Agreement, including all exhibits and any amendments thereto,
- b. The Contract Affidavit;
- c. The RFP and subsequent addenda;
- d. The Commissioning Agent's Proposal.

1.5.2 The order of priority in section 1.5.1 notwithstanding, it is the Commissioning Agent's responsibility to inform MSA of any material inconsistencies and confirm any information necessary for the complete, successful prosecution of the Services.

1.5.3 Nothing in the Proposal or other submissions from the Commissioning Agent shall prevail over any Contract Document unless expressly agreed to in writing by MSA with a properly approved Change Order (*see* Article 9) or modification to the Agreement.

1.5.4 Inconsistent Terms or Requirements. Any provisions herein to the contrary notwithstanding, all Contract Documents shall be construed consistently to the extent possible.

1.5.5 Interpretation of the Contract Documents. MSA's Project Manager shall be the final interpreter of the Contract Documents; and it will furnish with reasonable promptness through MSA or the Architect, such clarifications as it may deem necessary for the proper execution of the Services.

1.5.6 Unless otherwise stated in the Contract Documents, words which have well-known technical construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

1.5.7 Contract Representatives. Commissioning Agent's Project Manager identified in its Technical Proposal, shall be deemed to have authority to render any decision or take any action required under this Agreement. MSA's Project Manager identified in Section 14.18 is the Commissioning Agent's MSA contact for the purpose of communicating routine information, requesting assistance, or making routine inquiries regarding this Agreement. This subsection 1.5.7 notwithstanding, only an authorized MSA official acting in the capacity of Contract Representative is authorized to make changes to the scope of Services or to consent to modifications to this Agreement. The Contract Representative may also be MSA's Project Executive.

1.5.8 Entire Agreement. This Agreement represents the entire and integrated agreement between MSA and Commissioning Agent and supersedes all prior negotiations, representations or agreements, either written or oral.

1.5.9 References to Articles and Sections. As used in this Agreement, any reference to an Article or Section number refers to Articles and Sections in this Agreement unless otherwise stated.

Section 1.6 Period of Performance

The period of performance (the "**Term**") shall commence on the date identified in the Notice to Proceed (the "**NTP**") and unless terminated sooner pursuant to this Agreement, terminate upon the earliest to occur of (i) Commissioning Agent's completion of its Services hereunder; or (ii) as agreed to by MSA and Commissioning Agent. The Agreement may be extended at the sole discretion of MSA and at the prices quoted and accepted in the Commissioning Agent's Proposal.

ARTICLE 2

COMMISSIONING SERVICES

Section 2.1 Generally

2.1.1 The Commissioning Agent is being engaged to perform commissioning services on the Project to ensure that particular building systems are planned, designed, installed, tested, optimized and capable of being operated and maintained to perform in conformity with (i) MSA's goals and requirements as expressed in the RFP; and (ii) the Architect's basis of design.

2.1.2 The Commissioning Agent will assist MSA with the review of designs and construction documents for building equipment and systems; and will develop operational and functional testing programs for all mechanical equipment and systems, and building management, electronic control and security systems.

2.1.3 The Commissioning Agent shall coordinate with MSA to schedule the Services in a manner that supports the Substantial Completion date of the Project.

2.1.4 The systems to be commissioned and the project-specific scope of services to be performed are set forth in **Section 3 of the RFP** attached hereto as Exhibit 1. MSA shall have the unilateral right to require changes in the scope of services in this Agreement, provided such changes are within the general scope of the work to be performed.

2.1.5 **Services Upon Request.** Services provided pursuant to this Agreement are to be performed only when authorized by MSA evidenced with its issuance of an NTP. Commissioning Agent shall not be entitled to payment or reimbursement for expenses incurred, or time spent on Services performed without MSA's prior authorization.

2.1.6 It is understood and agreed that the Construction Manager and the Architect for the Project are responsible to MSA for reconciling all design and construction issues based upon, or with input from the Commissioning Agent.

Section 2.2 Additional Services

Additional Services ("**Additional Services**") requested of or by Commissioning Agent shall be provided upon MSA's and Commissioning Agent's mutual written agreement. Unless otherwise specified, the Commissioning Agent's compensation for additional services shall be paid for in accordance with Article 6 and based upon actual time spent at the hourly rate(s) agreed to in advance in writing by MSA.

Section 2.3 Ownership of Materials

2.3.1 Any work product, whether written or in electronic format, prepared by Commissioning Agent during the term of this Agreement for MSA shall become the sole and exclusive property of MSA. MSA shall have the right to use the same without

restriction and without compensation to the Commissioning Agent other than as specifically provided for herein.

2.3.2 In the event MSA reuses any of the final work product provided in connection with Commissioning Agent's services hereunder for the construction of another project by MSA the Commissioning Agent shall have no liability or responsibility arising from such reuse.

2.3.3 Commissioning Agent agrees that at all times during the term of this Agreement and thereafter, work created under this Agreement, and services performed under this Agreement shall be "works made for hire" as that term is interpreted under U.S. copyright law. To the extent that any materials created under this Agreement are not works made for hire for MSA, the Commissioning Agent hereby relinquishes, transfers, and assigns to the MSA all of its rights, title, and interest, (including all intellectual property rights) to all such products created under the Agreement.

Section 2.4 Patents, Copyrights, Trade Secrets and Protected Matters

2.4.1 The Commissioning Agent assumes the risk that any materials, equipment, processes, or other items required under this Agreement or furnished by the Commissioning Agent are subject to any patent, copyright, trademark, trade secret or other property right of another. Commissioning Agent shall pay for all royalties and license fees and shall obtain all necessary licenses or permits to permit use of any such item by MSA. Commissioning Agent shall defend all suits or claims of infringement of any patent, copyright, trademark, trade secret or other property right of another and shall hold harmless MSA, the State, and the City from loss or expense on account thereof.

Section 2.5 MSA's Responsibilities

MSA shall provide Commissioning Agent with all information regarding its requirements for the Project. MSA at MSA's expense, shall furnish or cause others to furnish all design and engineering services for the Project.

ARTICLE 3 **STAFFING**

Section 3.1 The Project Team

3.1.1 The Commissioning Agent shall not make any changes in the composition of its project team (the “**Project Team**”) identified in its Proposal, or as otherwise consented to in writing by MSA. Any change to the Project Team without MSA’s written consent shall be cause for Termination.

3.1.2 If required by applicable State or federal law, Commissioning Agent’s personnel – including members of the Project Team and any subcontractors, shall be subject to a security and/or criminal background check. Before or after award of the contract, at the sole discretion of MSA, those persons found to be unfit to work on State contracts may be excluded from work on the Project at no additional cost to MSA.

3.1.3 Only personnel thoroughly trained and skilled in the tasks assigned them may be employed for any portion of the commissioning services. Any Commissioning Agent employee, Project Team member, or subcontractor found to be unskilled or untrained shall be removed.

3.1.4 When municipal, county, State or federal laws require that certain personnel (electricians, plumbers, etc.) be licensed, then all such personnel, including subcontractors, employed by, or under contract with, the Commissioning Agent for the Project shall be so licensed.

3.1.5 If the MSA in its sole discretion determines that any employee, including a Project Team member or Commissioning Agent subcontractor is not performing satisfactorily, MSA shall have the right to direct that Commissioning Agent to replace the individual(s). The Commissioning Agent shall provide MSA with resumes of possible replacements and MSA shall have the opportunity, but not the obligation to interview replacement candidates.

ARTICLE 4 SUBCONTRACTORS

Section 4.1 Contractual Responsibility

4.1.1 Except as specified in the Proposal, Commissioning Agent shall not subcontract any of the Services to be performed under this Agreement without the prior written consent of MSA.

4.1.2 The Commissioning Agent is fully responsible to MSA, the State and the City for the acts and omissions of its subcontractors at any tier, and persons either directly or indirectly employed by them, as well as for the acts and omissions of itself and persons directly employed by it.

4.1.3 Nothing contained in the Contract Documents shall create any contractual relationship between a subcontractor at any tier and MSA, the State, or the City, and nothing in the Contract Documents is intended to make any such entity a beneficiary of the contract between MSA and Commissioning Agent. No subcontractor at any tier shall have or make any claim or cause of action directly against MSA, the State or the City.

Section 4.2 Prompt Payment of Subcontractors

4.2.1 If the Consultant withholds payment of an undisputed amount to its subconsultant, the Department, at its option and in its sole discretion, may take one or more of the following actions:

(a) Not process further payments to the Consultant until payment to the subcontractor is verified;

(b) Suspend all or some of the contract work without affecting the completion date(s) for the contract work;

(c) Pay or cause payment of the undisputed amount to the subconsultant from monies otherwise due or that may become due;

(d) Place a payment for an undisputed amount in an interest-bearing, escrow account; or

(e) Take other or further actions as appropriate to resolve the withheld payment.

4.2.2 An "undisputed amount" means an amount owed by the Consultant to a subcontractor for which there is no good faith dispute, Such "undisputed amounts" include, without limitation;

(a) Retainage which had been withheld and is, by the terms of the agreement between the Consultant and subconsultant, due to be distributed to the subconsultant; and

(b) An amount withheld because of issues arising out of an agreement or occurrence unrelated to the agreement under which the amount is withheld.

4.2.3 An act, failure to act, or decision of a Procurement Officer or a representative of the Department, concerning a withheld payment between the Consultant and a subconsultant under this provision, may not:

(a) Affect the rights of the contracting parties under any other provision of law;

(b) Be used as evidence on the merits of a dispute between the Department and the contractor in any other proceeding; or

(c) Result in liability against or prejudice the rights of the Department.

4.2.4 The remedies enumerated above are in addition to those provided under COMAR 21. 11. 03. 13 with respect; to subconsultants that have contracted pursuant to the Minority Business Enterprise (MBE) program.

4.2.5 To ensure compliance with certified MBE subcontract participation goals, the Department may, consistent with GOMAR.21. 1 1.03. 13, take the following measures:

(a) Verify that the certified MBEs listed in the MBE participation schedule actually are performing work and receiving compensation as set forth in the MBE participation schedule. This verification may include, as appropriate:

(i) Inspecting any relevant records of the Consultant;

(ii) Inspecting the jobsite; and

(iii) Interviewing subconsultants and workers.

(b) Verification shall include a review of the:

(i) The Consultant's monthly report listing unpaid invoices over thirty (30) days old from certified MBE subcontractors and the reason for nonpayment; and

(ii) ii. The monthly report of each certified MBE subcontractor, which lists payments received from the Consultant in the preceding thirty (30) days and invoices for which the subconsultant has not been paid.

(c) If the Department determines that the Consultant is not in compliance with certified MBE participation goals, then the Department will notify the Consultant in writing of its findings and will require the Consultant to take appropriate corrective

action, Corrective action may include, but is not limited to, requiring the Consultant to compensate the MBE for work performed as set forth in the MBE participation schedule.

(d) If the Department determines that the Consultant is in material noncompliance with MBE contract provisions and refuses or fails to take the corrective action that the Department requires, then the Department may:

- (i) Terminate the contract;
- (ii) Refer the matter to the Office of the Attorney General for appropriate action; or
- (iii) Initiate any other specific remedy identified by the contract, including the contractual remedies required by any applicable laws, regulations, and directives regarding the payment of undisputed amounts.

(e) Upon completion of the Contract, but before final payment or release of retainage or both, the Consultant shall submit a final report, in affidavit form under the penalty of perjury, of all payments made to, or withheld from, MBE subconsultants.

Section 4.3 RESERVED

Section 4.4 Subcontract – Contract Provisions

4.4.1 In addition to any other required term or provision contained herein, the Commissioning Agent must bind every subcontractor - and will see that every subcontractor agrees to be bound - by the terms of the Contract Documents, as far as applicable to its work, unless specifically noted to the contrary in a subcontract approved by MSA. Commissioning Agent must include in any subcontracts the following provisions:

4.4.2 Subcontractor agrees to be bound to the Commissioning Agent by the terms of the Contract Document between the Commissioning Agent and MSA, and to assume toward it all obligations and responsibilities that the Commissioning Agent, by those documents assumes towards MSA.

4.4.3 Subcontractor agrees to submit to the Commissioning Agent applications for payment in such reasonable time as to enable the Commissioning Agent to apply for payment under Article 6.

4.4.4 The provisions required by Sections 4.2 and 4.4.

4.4.5 Each contract shall be assignable to MSA at MSA's election in the event the Commissioning Agent is terminated or fails to perform its obligations under the Contract Documents. MSA may assign its rights under those documents and this Agreement to any other unit or instrumentality of the State without notice to the subcontractor.

4.4.6 The Commissioning Agent shall have the right to require the subcontractor to accelerate performance of its work at its own cost (and not as a cost to MSA) as necessary to satisfy the time requirements set forth in the Project Progress Schedule.

4.4.7 The provisions of this Section 4.4 notwithstanding, unless there is an assignment of contract pursuant to this Section the Commissioning Agent shall be solely responsible for all subcontractors and none of MSA, the City, or the Architect shall have privity of contract with, or, obligations or liabilities to the subcontractors.

ARTICLE 5
PREVAILING WAGE REQUIREMENTS

Not applicable.

ARTICLE 6

COMPENSATION AND PAYMENT PROVISIONS

Section 6.1 Compensation and Method of Payment

6.1.1 Contract Price. For performing the Services specified in the Contract Documents, MSA shall pay Commissioning Agent the lump sum of _____ Dollars (\$_____) as identified in Commissioning Agent's Financial Proposal attached hereto as Exhibit 3.

6.1.2 Additional Services. Additional Services performed pursuant to subsection 2.2 shall be paid for in accordance with this Article 6. Compensation for Additional Services shall be based on actual time spent at hourly rates mutually agreed upon by Commissioning Agent and MSA.

6.1.3 Invoices. Commissioning Agent shall submit detailed invoices (“**Invoice**”), setting forth (i) the name of the employee or subcontractor performing services; (ii) the date(s) of service(s); (iii) a complete description of services performed; (iv) the agreed upon rates charged for said services; and (v) the hours - or fractional hours expended.

6.1.4 Payment Commissioning Agent's compensation will be based upon a reasonable number of actual hours expended by Commissioning Agent's employees and subcontractors in the performance of Services, as approved by MSA, multiplied by the agreed upon rates for such Services.

Section 6.2 State Payment Provisions

6.2.1 Invoices are reviewed and approved by MSA. Payment is made by the Maryland State Treasurer subject to the following:

(a) In addition to any other information required by the Procurement Officer, the Commissioning Agent's invoices shall include a tax payer identification number and contract identification number and MSA's Blanket Purchase Order Number (to be provided by MSA).

(b) Payments to the Commissioning Agent pursuant to this Agreement and which are not in dispute shall be made no later than thirty (30) days after MSA's receipt of a proper invoice from the Commissioning Agent.

(c) Charges for late payment of invoices, other than as prescribed by SF Title 15, Subtitle 1, or by the Public Service Commission of Maryland with respect to regulated public utilities as applicable, are prohibited.

6.2.2 Commissioning Agent shall be paid by Electronic Funds Transfer as required by the RFP unless it has requested and been granted an exemption.

6.2.3 Taxes. The State nor MSA shall not withhold federal, State, local or FICA taxes, if any, from payments made pursuant to this Agreement.

Section 6.3 Reimbursable Expenses

6.3.1 Commissioning Agent shall be reimbursed for all reasonable, allowable and allocable direct costs and expenses incurred by the Commissioning Agent in the performance of this Agreement, subject to the terms and conditions set forth in the RFP, this Agreement, and the approval of MSA, and shall include but not be limited to:

6.3.2 The *actual costs* of reproducing and delivering (via USPS, messenger or overnight delivery services) project documents to MSA and other State agencies that will issue permits for the Project or for required review submissions.

6.3.3 Transportation expenses are included with Services. Therefore, reimbursement will only apply to transportation expenses incurred by the Commissioning Agent in connection to travel that is (a) over and above what is included with Services; and (b) requested by, or with the prior approval of MSA. Reimbursement shall be at the standard State rate of travel.

6.3.4 Such other expenses incurred in connection with the Project with the prior written authorization by MSA.

6.3.5 Reimbursable expenses shall be documented with receipts and highlighted in expense reports if combined with non-reimbursable expense. Any reimbursable expenses in excess of \$1,000 requires prior written approval from MSA.

6.3.6 Commissioning Agent's projected itemized schedule of reimbursable expenses is included in Exhibit 3.

Section 6.4 Non-Reimbursable Expenses

6.4.1 Commissioning Agent shall not be reimbursed for indirect or miscellaneous office expenses such as: (i) secretarial services; (ii) preparation and review of billings; (iii) in-house messenger services; (iv) employee overtime costs; (v) long distance telephone or other communication services between Commissioning Agent and MSA or between employees or subcontractors of Commissioning Agent; and (vi) cost to reproduce and deliver documents between Commissioning Agent's (or its subcontractors') offices.

ARTICLE 7

MINORITY BUSINESS ENTERPRISE

Section 7.1 MBE Certification

7.1.1 Commissioning Agent submitted an MDOT-Certified MBE Utilization and Fair Solicitation Affidavit (the “**MBE Affidavit**”) with its Proposal. A copy of the MBE Affidavit is attached hereto as Exhibit 6. Unless otherwise permitted by MSA in accordance with SF Title 14, subtitle 3 and the regulations promulgated pursuant thereto, Commissioning Agent shall utilize the MBE’s as specified in the MBE Affidavit. Commissioning Agent may not terminate, cancel, or change the scope of work/value of a subcontract with a certified MBE listed on the MBE Affidavit without:

- (a) Showing good cause why the subcontract with the certified MBE should be terminated or cancelled;
- (b) Obtaining the prior written consent of MSA's MBE liaison and Executive Director; and
- (c) Subsequently amending this Agreement.

Section 7.2 Reporting Requirements

7.2.1 Commissioning Agent shall:

- (a) Permit MSA to inspect any relevant matter, including records and the jobsite and to interview subcontractors and workers;
- (b) Using MSA’s web-based system (B2G), submit monthly to MSA a report listing payments made to each MBE subcontractor in the preceding thirty (30) days and any unpaid invoices over thirty (30) days old received from a certified MBE subcontractor, and the reason payment has not been made;
- (c) Include in its agreements with its certified MBE subcontractors a requirement that the certified MBE subcontractors (through MSA’s web-based system (B2G)) submit monthly to MSA a report identifying the prime contract, and listing:
 - (i) Payments received from Commissioning Agent in the preceding thirty (30) days, and
 - (ii) Invoices for which the subcontractor has not been paid; and
 - (iii) Before final payment and release of any retainage, submit a final report, in affidavit form and under penalty of perjury, of all payments made to, or withheld from, MBE subcontractors.

Section 7.3 MBE Liquidated Damages

7.3.1 If MSA has determined that Commissioning Agent will not fulfill its MBE requirements as identified in the Contract Documents, MSA may withhold an amount equal to the liquidated damages set forth below until Commissioning Agent has satisfied the goal.

Effective July 1, 2019 COMAR 21.07.01.14 requires liquidated damages for violations of MBE requirements for all contracts with certified MBE participation goals.

7.3.2 Violations and Liquidated Damages Amounts

<u>MBE COMPLIANCE</u>	
<u>COMPLIANCE FAILURE</u>	<u>LIQUIDATED DAMAGES CALCULATION</u>
(a) Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B(3)	\$120 per day until the monthly report is submitted as required.
(b) Failure to include in its agreements with an MBE subcontractor a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B(4)	\$60 per MBE subcontractor
(c) Failure to comply with COMAR 21.11.03.12 in terminating, cancelling or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule.	The difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific firm and the dollar value of the work actually performed by that MBE firm under this Agreement.
(d) Failure to meet the Construction Manager's total MBE participation goal and sub-goal commitments.	The difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

ARTICLE 8 **INSURANCE**

During the Term of this Agreement, including any extension, Commissioning Agent shall obtain, maintain, and provide satisfactory evidence of insurance coverage satisfying at least the minimum requirements set forth in Exhibit 8 of this agreement.

ARTICLE 9

CHANGES TO SERVICES OR AGREEMENT

Section 9.1 Change Directives

9.1.1 MSA may, without invalidating the Agreement, and without notice to or approval of any surety, order changes in the Services required under the Agreement, including additions, deletions or modifications. Any such change must be conveyed by MSA to Commissioning Agent via an executed written change directive (a “**Change Directive**”).

Subject to provision of prompt notice set forth in subsection 9.1.2, Commissioning Agent may be entitled to a Change Directive extending the time for performance, or increasing the price for Services, upon discovery of conditions or events (together “**Conditions**”) having a material impact on the schedule or the cost.

9.1.2 Prompt Notice. If Commissioning Agent encounters or discovers Conditions which it reasonably believes may have a material impact on the Services to be provided it shall promptly notify MSA in writing of such Conditions, and the possible effect on cost and schedule. Any notice shall be given as soon as possible, but in no event more than five (5) calendar days following the earlier of when Commissioning Agent knew or should have known of the Conditions. Commissioning Agent acknowledges that failure to provide timely notice may limit or eliminate MSA's ability to investigate, verify or mitigate such Conditions. Any adjustment to Commissioning Agent's price shall be determined by MSA after its review and consideration of the Conditions. Commissioning Agent shall include provisions similar to this provision in all of its subcontracts.

9.1.3 Failure to Agree. In the event of a dispute between MSA and the Commissioning Agent as to whether any Services are included in the scope of the Agreement such that the Commissioning Agent would be obligated to provide that Service at no additional cost to MSA, the Project Manager may order the Commissioning Agent under this Section 9.1 to perform the Service with issuance of a Change Directive. Commissioning Agent shall proceed with the work and MSA's Change Directive, without interruption or delay, and may make a claim as provided in Section 10 of this Agreement. Failure to proceed due to a dispute over a Change Directive shall constitute a material breach of this Agreement and entitle MSA to all available remedies for such breach, including, without limitation, termination for default.

ARTICLE 10 **DISPUTES**

Section 10.1 Dispute Resolution

Except as otherwise may be provided by law, all disputes arising under or as a result of a breach of this contract that are not disposed of by mutual agreement shall be resolved in accordance with this Section.

10.1.1 As used herein, "claim" means a written demand or assertion by one of the parties seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief, arising under or relating to this Agreement. A voucher, invoice, or request for payment that is not in dispute when submitted is not a claim under this Article. However, if the submission subsequently is not acted upon in a reasonable time, or is disputed as to liability or amount, it may be converted to a claim for the purpose of this Article.

10.1.2 A claim shall be made in writing and submitted to the Project Executive for decision within thirty days of when the basis of the claim was known or should have been known, whichever is earlier.

10.1.3 When a claim cannot be resolved by mutual agreement, the Commissioning Agent shall submit a written request for final decision to the Project Executive. The written request shall set forth all the facts surrounding the controversy.

10.1.4 The Commissioning Agent shall be afforded an opportunity to be heard and to offer evidence in support of its claim.

10.1.5 The Project Executive shall render a written decision on all claims within 90 days of receipt of the Commissioning Agent's written claim, unless the Project Executive determines that a longer period is necessary to resolve the claim. If a decision is not issued within 90 days, the Project Executive shall notify the Commissioning Agent of the time within which a decision shall be rendered and the reasons for such time extension. The decision shall be furnished to the Commissioning Agent, by certified mail, return receipt requested, or by any other method that provides evidence of receipt. The Project Executive's decision shall be deemed the final action of the MSA.

10.1.6 The Project Executive's decision shall be final and conclusive without prejudice to the rights of the Commissioning Agent to institute suit after completion of the Services in a court of competent jurisdiction for losses incurred by Commissioning Agent as a result of the Project Executive's decision. Commissioning Agent hereby waives any rights that it may have at any time to institute suit or file other claims or causes of action, at law or in equity, prior to completing all of the Services under the Contract Documents.

10.1.7 Pending resolution of a claim, the Commissioning Agent shall proceed diligently with the performance of the Agreement in accordance with the Project Executive's decision.

ARTICLE 11
INDEMNIFICATION AND RESPONSIBILITY
FOR CLAIMS AND LIABILITY

Section 11.1 Indemnification

(a) Commissioning Agent agrees to indemnify, defend, protect and hold harmless MSA and its officers, agents, members and employees from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including reasonable attorney fees, arising out of, caused by, or resulting from Commissioning Agent's negligence or willful misconduct.

(b) Commissioning Agent shall not be responsible for the acts or omissions of MSA, or any contractor or subcontractor hired or engaged directly by MSA with respect to the Project.

(c) Force Majeure: Except for payments that are due, a force majeure event shall, upon notice, excuse the party claiming force majeure from performance during the event. In the event of force majeure, the party claiming force majeure shall use due diligence to restore its ability to meet its obligations under this Contract. Force Majeure includes those events not reasonably foreseeable, preventable, and not within the reasonable control of the party claiming force majeure including but not limited to acts of God, changes in government regulations, declaration, action or restraint by court order or governmental authority.

(d) The above indemnity shall survive expiration or termination of this Agreement.

Section 11.2 Responsibility for Claims and Liability

The Commissioning Agent shall be responsible for all damage to life and property due to its activities or those of its agents or employees, in connection with the Services required under the Agreement. Further, it is expressly understood that Commissioning Agent shall indemnify and save harmless MSA, its officers, agents, and employees from and against all claims, suits, judgments, expenses, actions, damages and costs of every name and description, including reasonable attorney's fees and litigation expenses arising out of or resulting from the negligent performance of the Services of the Commissioning Agent under the contract.

ARTICLE 12

RETENTION OF RECORDS

The Commissioning Agent shall retain and maintain all records and documents relating to this Agreement for *three* years after final payment by MSA or the State hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of MSA, including the procurement officer or designee, at all reasonable times.

ARTICLE 13
DISSEMINATION OF INFORMATION

Unless Commissioning Agent has obtained the prior written consent of MSA, Commissioning Agent shall not (a) release, disseminate, publish, distribute, or circulate, in any manner whatsoever, any information, data, document or materials related to the Services or performance of the Services under this Agreement, or (b) publish any final reports or documents.

ARTICLE 14 **STATE TERMS**

Section 14.1 General State Terms

14.1.1 Governing Law. The provisions of this Agreement shall be governed by the laws of the State of Maryland and the parties hereto expressly agree that the courts of the State of Maryland shall have jurisdiction to decide any question arising hereunder after all administrative remedies, if any, have been exhausted.

14.1.2 Amendment. This Agreement may be amended by and only by an instrument executed and delivered by each party hereto.

14.1.3 Assignment. This Agreement may not be assigned by either Party, in whole or in part without the written consent of the other; provided however, that MSA may assign any or all of its rights under this Contract to the State of Maryland, or any agency or department thereof. The Commissioning Agent shall notify the MSA immediately in writing of any significant changes in its ownership or organization or in the ownership or organization of any of the joint venturers comprising the Commissioning Agent.

14.1.4 Incorporation by Reference. All terms and conditions and any changes thereto, are made a part of this Agreement.

14.1.5 Non-Hiring of Employees. No official or employee of the State as defined in State Government Article § 15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this Agreement shall, during the pendency or term of this Agreement and while serving as an official or employee of the State, become or be an employee of the Commissioning Agent or any entity that is a subcontractor on this Agreement.

14.1.6 Articles and Headings. The Article and Section headings contained in this Agreement are solely for convenience of reference and shall not affect the meaning or interpretation of this Agreement or provision thereof.

14.1.7 Personal Liability of Public Officials. In carrying out any of the provisions of the Agreement, or in exercising any power or authority granted to them by or within the scope of this Agreement, there shall be no personal liability upon the members of MSA, either personally or as officials of the State, it being understood that in all such matters the act solely as agents and representation of MSA.

Section 14.2 Non-Discrimination Provisions

14.2.1 Nondiscrimination in Employment. Commissioning Agent agrees not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment and to post and to cause subcontractors to post in

conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

14.2.2 Commercial Nondiscrimination. As a condition of entering into this Agreement, the Commissioning Agent represents and warrants that it will comply with the State's Commercial Nondiscrimination Policy, as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland. As part of such compliance, the company may not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Commissioning Agent retaliate against any person for reporting instances of such discrimination. The Commissioning Agent shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace. The Commissioning Agent understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the Commissioning Agent from participating in State contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

As a condition of entering into this agreement, upon the request of the Commission on Civil Rights, and only after the filing of a complaint against the Commissioning Agent under Title 19 of the State Finance and Procurement Article, as amended from time to time, the company agrees to: provide to the State within 60 days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the company has used in the past 4 years on any of its contracts that were undertaken within the State of Maryland, including the total dollar amount paid by the contractor on each subcontract or supply contract. The company further agrees to cooperate in any investigation conducted by the State pursuant to the State's Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland; and to provide any documents relevant to any investigation that is requested by the State. The company understands and agrees that violation of this clause shall be considered a material breach of this agreement and may result in contract termination, disqualification by the State from participating in State contracts, and other sanctions.

Section 14.3 Disclosures and Ethics

14.3.1 Financial Disclosure. Commissioning Agent shall comply with State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which requires that every business that enters into contracts, leases or other agreements with the State and receives in the aggregate \$200,000 or more during a calendar year shall, within 30 days of the time when the \$200,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business.

14.3.2 Statement of Political Contributions. Commissioning Agent shall comply with the Election Law Article, Title 14 Subtitle 1, Md. Code Ann., which requires that a person doing public business with the State, shall file a statement with the State Board of Elections as provided in section 14.

14.3.3. Generally, this applies to every person that enters into contracts, leases, or other agreements with the State of Maryland or a political subdivision of the State, including its agencies, during a calendar year in which the person receives in the aggregate \$200,000 or more, shall file with the State Board of Election a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

14.3.4 Anti-Bribery. Commissioning Agent warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

14.3.5 Contingent Fees. Commissioning Agent warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for Commissioning Agent, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

14.3.6 Appropriation of Funds. If funds are not appropriated or otherwise made available to MSA to support continuation of this Agreement, this Agreement shall terminate automatically as of the beginning of the fiscal year for which funds are not available; provided, however, that this will not affect either party's rights under any termination clause in this Agreement. The effect of termination of the Agreement hereunder will be to discharge both Commissioning Agent and MSA from future performance of this Agreement, but not from their rights and obligations existing at the time of termination. The Commissioning Agent shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of this Agreement. MSA shall notify the Commissioning Agent as soon as it has knowledge that funds may not be available for the continuation of this Agreement for each succeeding fiscal period beyond the first. Commissioning Agent may not recover anticipatory profits or costs incurred after termination.

14.3.7 False Statements. Commissioning Agent shall be governed by all laws and regulations prohibiting false or fraudulent statements and claims made to MSA in connection with this Agreement.

Section 14.4 Drug and Alcohol Free Workplace

The Commissioning Agent warrants that it shall comply with COMAR 21.11.08 Drug and Alcohol Free Workplace, and that it shall remain in compliance throughout the term of this Agreement.

Section 14.5 Tax Exemption

MSA is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. Where a Contractor (or the Commissioning Agent) is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Contractor shall pay the Maryland Sales Tax and the exemption does not apply.

Section 14.6 Governmental Immunities

Nothing in the preceding provision, or in any other term or provision in this Agreement, shall waive, limit, or otherwise affect in any way the limitations, immunities or notice requirements applicable to claims against MSA as unit of the State of Maryland.

Section 14.7 Tort Claims Acts

Commissioning Agent agrees for itself and for its insurers, that neither Commissioning Agent nor its insurers may raise or use any governmental immunity from or limitation of liability for torts (including under the Maryland Tort Claims Act and/or the Maryland Local Government Tort Claims Act) in the adjustment of claims or in the defense of suits against MSA, the State or the City, unless requested by MSA.

Section 14.8 Independent Contractor Status

The Commissioning Agent is an independent Contractor and neither the Commissioning Agent nor its employees, agents or representatives shall be considered employees, agents or representative of the State or of MSA. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners, joint venturers or an association between the State or MSA or the City and the Commissioning Agent.

Section 14.9 No Arbitration

No Arbitration: No dispute or controversy under this Agreement shall be subject to binding arbitration.

Section 14.10 Approvals

This Agreement shall not be effective until all required approvals of the Maryland Stadium Authority Board and the State of Maryland Board of Public Works (if required) have been obtained. No work shall be commenced hereunder until MSA notifies the Commissioning Agent that such approvals have been obtained.

Section 14.11 No Third Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either MSA or the Commissioning Agent. There are no intended third party beneficiaries of this Agreement.

Section 14.12 Time of the Essence

Time is of the essence in the performance of the obligations of the Commissioning Agent under this Agreement.

Section 14.13 Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Section 14.14 Termination

14.14.1 Termination for Default. If the Commissioning Agent fails to fulfill its obligation under this Agreement properly and on time, or otherwise violates any provision of the Agreement, MSA may terminate the contract by written notice to the Commissioning Agent. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Commissioning Agent shall, at MSA's option, become MSA's property. The State / MSA shall pay Commissioning Agent fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Commissioning Agent's breach. If the damages are more than the compensation payable to the Commissioning Agent, the Commissioning Agent will remain liable after termination and MSA or the State can affirmatively collect damages. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

14.14.2 Termination for Convenience. The performance of work under this Agreement may be terminated by MSA in accordance with this clause in whole, or from time to time in part, whenever MSA or the State shall determine that such termination is in the best interest of the State. The State /MSA will pay all reasonable costs associated with this Agreement that the Commissioning Agent has incurred up to the date of termination and all reasonable costs associated with termination of the Agreement. However, the Commissioning Agent shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12A(2).

Section 14.15 Severability

If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement.

Section 14.16 Contract Affidavit

Simultaneously with the execution of this Agreement, Commissioning Agent shall execute, seal and deliver to MSA the signed contract affidavit attached hereto as Exhibit 5.

Section 14.17 Authority to Execute

The individual signing this Agreement on behalf of Commissioning Agent represents and warrants that (i) Commissioning Agent is duly organized and authorized to do business in the State of Maryland; and (ii) this Agreement has been duly authorized and is validly executed by an authorized officer of the Commissioning Agent.

Section 14.18 Contract Representatives

The following individuals are designated as representatives for the purposes of the routine management of the Agreement and communication between the parties.

MSA Contract Representatives: Gary McGuigan

Project Manager: Matt Bodt

Project Executive: Al Tyler

Commissioning Agent's Contract Representative(s):

Project Manager:

Section 14.19 Notices

All notices required or permitted hereunder shall be in writing and delivered personally or by registered or certified mail (restricted delivery) return receipt requested, postage prepaid to the addresses set forth below:

If to MSA:

Maryland Stadium Authority
351 West Camden Street, Suite 300
Baltimore, MD 21201-2435
Attn: Al Tyler, Vice President

With copy to:

Office of the Attorney General
Attn: Cynthia Hahn, Counsel / MSA
200 St. Paul Place, 20th Floor
Baltimore, MD 21202

If to Commissioning Agent:

Name
Address
City, State, Zip
Attn: (Name & Title)

Any party may designate another addressee or change its address by notice given to the other party pursuant to this Section. All notices shall be deemed given upon receipt thereof or at the time delivery is refused.

The effective date (the “**Effective Date**”) of this Agreement shall be the last date that this Agreement is executed either by the Contractor or the Maryland Stadium Authority.

ATTEST:

MARYLAND STADIUM AUTHORITY

By:_____

By:_____ (SEAL)

Michael J. Frenz, Executive Director

Approved for legal form and sufficiency

Amy K. Mataban
Assistant Attorney General
Maryland Stadium Authority

ATTEST:

COMMISSIONING AGENT

By:_____

By:_____ (SEAL)

Authorized Officer

BUILDING COMMISSIONING SERVICES AGREEMENT

LIST OF EXHIBITS

Exhibit 1	Request for Proposals
Exhibit 2	Technical Proposal
Exhibit 3	Price Proposal
Exhibit 4	Bid/Proposal Affidavit
Exhibit 5	Contract Affidavit/Disclosure
Exhibit 6	MDOT-Certified MBE Utilization and Fair Solicitation Affidavit
Exhibit 7	Conflict-of-Interest Information and Disclosure Affidavit
Exhibit 8	Insurance Requirement

Exhibit 1
Request for Proposals

Exhibit 2

Technical Proposal

Exhibit 3
Price Proposal

Exhibit 4
Bid/Proposal Affidavit

Exhibit 5
Contract Affidavit

Exhibit 6
MDOT-Certified MBE Utilization and Fair Solicitation Affidavit

Exhibit 7
Conflict-of-Interest Information and Disclosure Affidavit

Exhibit 8

Insurance Requirements

Insurance coverage shall include:

A. Professional Liability (PL) Insurance

The Consultant shall obtain and maintain, from and after the date of the Contract, Professional Liability (PL) Insurance to protect MSA and the State of Maryland, the from damages arising from, and against liability for, errors and omissions in design work performed by the Consultant or any member of the Consultant's team. A minimum coverage limit of \$1,000,000 Aggregate is required.

Additional PL insurance requirements:

1. The Consultant shall furnish evidence demonstrating that the limits of coverage stated above are available and unencumbered by previous losses on the policy. During the Contract term, if the available limits in aggregate fall below 50%, the Consultant shall notify the Procurement Officer and take action promptly to restore the limits to the required level.
2. Deductible shall be the responsibility of the Consultant and may not exceed \$25,000 without prior approval by the Procurement Officer.
3. There shall be no exclusion for environmental claims arising out of the performance of the professional services.
4. Firms performing work under a joint venture agreement must furnish evidence in the form of an endorsement by the issuer that the joint venture is insured under the policy.

B. Commercial General Liability Insurance

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for general liability claims (including, but not limited to, claims for bodily injury and property damage, including loss of use) arising from the operations of the Consultant, subconsultants, and suppliers that satisfies the following requirements:

1. Commercial General Liability ("CGL") insurance to be provided through the use of ISO Coverage Form CG-00-01-1001 or its equivalent.
2. Minimum coverage limits of: \$1,000,000 as a per occurrence limit; \$2,000,000 as a general aggregate limit (applied separately to claims arising from the Consultant's performance under the Contract); and \$2,000,000 as a products/completed operations limit.

3. Maryland Stadium Authority and the State of Maryland (together, “Additional Parties”) shall be added as Additional Insureds by additional insured endorsements ISO CG-20-10 and CG-20-37 or their equivalents. As Additional Insureds, the Additional Parties shall have coverage for liability arising out of the Consultant’s ongoing and completed operations performed for either or both of MSA and the State of Maryland.
4. The CGL insurance policy shall include waivers of subrogation in favor of the Additional Parties.
5. The CGL insurance policy shall be primary and noncontributory with respect to the coverage afforded to the Additional Parties.
6. The CGL insurance policy shall not contain any exclusion for: X, C and/or U hazards; third party actions over claims; or punitive damages.
7. The CGL insurance policy shall include Blanket Written Contractual Liability covering all contractual liabilities and indemnities assumed by the Consultant pursuant to the Contract.
8. The CGL insurance policy shall also include the following extensions:
 - a. The general aggregate limit shall apply separately to the Contract;
 - b. Premises/Operations;
 - c. Actions of Independent Consultants;
 - d. Products/Completed Operations to be maintained for at least two (2) years after the expiration or termination of the Contract;
 - e. Personal injury liability including coverage for offenses related to employment and for offenses assumed under the Contract (including deletion of any standard employment and/or contractual exclusions if contained in the personal injury coverage section); and
 - f. If a Program encroaches within fifty (50) feet of the centerline of a railroad, the CGL insurance policy shall include ISO Endorsement CG-24-17 or its equivalent prior to the Consultant beginning any work on such Project.

C. Automobile Liability

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for third party legal liability claims arising from bodily injury and/or damage to property of others resulting from the ownership, maintenance, or use of any motor vehicle (whether owned, hired, or not owned), both on-site and off-site. Such Business Automobile Liability (“BAL”) insurance shall also include coverage against uninsured motorists and automobile contractual liability. The BAL insurance shall satisfy the following requirements:

1. Minimum \$2,000,000 combined single limit on coverage.
2. The BAL insurance policy shall include waivers of subrogation in favor of the Additional Parties.
3. The BAL insurance policy shall name the Additional Parties as Additional Insureds.
4. If a Project encroaches within fifty (50) feet of the centerline of a railroad, the BAL insurance policy shall include ISO Endorsement CA- 20-70 or its equivalent prior to the Consultant beginning any work on such Project.

D. Workers Compensation and Employers Liability

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for claims arising from Workers Compensation statutes and from Employer’s Liability or other third party legal liability claims arising from bodily injury, disease, or death of the Consultant’s employees. Such insurance shall satisfy the following requirements:

1. The Consultant shall provide Workers Compensation coverage for all employees and require that their subconsultants provide Workers Compensation coverage for all their employees in accordance with the statutory requirements of the jurisdiction in which the work is being performed.
2. The policy shall provide for both Workers Compensation coverage (“Part A”) and Employers Liability coverage (“Part B”).
3. The minimum limits of coverage for Part A (Workers Compensation) shall be in accordance with the statutory requirements of the jurisdiction in which the work is being performed. The minimum limits of coverage for Part B (Employers Liability) shall be \$1,000,000 for each accident, \$1,000,000 for each employee, and a \$1,000,000 aggregate policy limit for disease.
4. Part B (Employers Liability) of such insurance policy shall include waivers of subrogation in favor of the Additional Parties. The Additional Parties shall

be named as Additional Insureds with respect to Part B (Employers Liability).

E. Excess Liability / Umbrella Liability

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for third party legal liability claims against the Consultant that exceed the per occurrence or general aggregate limits of the CGL insurance policy, the BAL insurance policy, and Part B (Employer's Liability) of the Workers' Compensation and Employer's Liability insurance policy. Such excess/umbrella insurance shall satisfy the following requirements:

1. Unless otherwise specified by the Procurement Officer, the required minimum coverage limits for such insurance is \$2,000,000 per occurrence.
2. The Additional Parties shall be named as Additional Insureds with respect to such excess/umbrella liability insurance.
3. The excess/umbrella liability insurance policy shall include waivers of subrogation in favor of the Additional Parties.
4. The excess/umbrella liability insurance shall be primary and noncontributory with respect to the coverage afforded to the Additional Parties.

F. Additional insurance requirements

1. The amount of insurance coverage specified herein shall be the minimum amount of insurance available to satisfy claims. The Consultant shall purchase and maintain such insurance with a minimum of the limits of liability as specified herein, as otherwise specified by the Procurement Officer with respect to a particular project, or as required by law, whichever is greatest.
2. A policy is not acceptable if it allows the costs associated with investigating, managing, or defending against any claim or any other costs incurred by the insured or the insurer to be deducted from the policy limits.
3. Required insurance shall be purchased from and maintained with a company or companies lawfully authorized to do business in the State of Maryland. Insurance companies providing coverage as required herein shall have an AM Best rating of A-VII or better. All policies must be on a primary basis. All policies, except Professional Liability and Workers' Compensation, shall name the Additional Parties as "Additional Insured."
4. Consultant shall be responsible for the maintenance of this insurance regardless of whether the work is performed directly by Consultant, by any

subconsultant, by any person employed by the Consultant or any subconsultant, or by anyone for whose acts the Consultant may be liable.

5. The Consultant agrees, for itself and for its insurers, that neither Consultant nor its insurers may raise or use in the adjustment of claims or in the defense of suits against the Additional Parties, any immunity from or limitation of liability for torts (including under the Maryland Tort Claims Act and/or the Maryland Local Government Tort Claims Act) unless requested by MSA.
6. MSA prefers that all liability insurance policies (whether for professional liability, commercial general liability, business automobile liability, excess and/or umbrella liability, employer liability, or otherwise) be written on an "occurrence basis." However, if any liability insurance policy is on a "claims made" basis, the insurance must be maintained for a period of no less than ten (10) years after the end of the term of the Contract and the retroactive date must be listed as prior to or on the date on which the Contract is executed. If the policy is scheduled to be cancelled, not renewed, or not replaced prior to the expiration of such ten (10) year period, then prior to such cancellation, nonrenewal, or non- replacement, the Consultant must purchase an Extended Reporting Coverage (Tail) to cover the exposures past the cancellation, termination, or expiration date, as applicable.
7. No acceptance and/or approval of any insurance by MSA shall be construed as relieving the Consultant, or the surety or bond, if any, from any liability or obligation imposed upon any of them by the Contract.

WELCOME

BUILDING COMMISSIONING SERVICES FOR THE RAZING AND REPLACEMENT OF THE DEPARTMENT OF LEGISLATIVE SERVICES BUILDING Web Pre-Proposal Conference

**THANK YOU FOR YOUR INTEREST IN DOING BUSINESS WITH THE
MARYLAND STADIUM AUTHORITY.**

THE PRE-PROPOSAL CONFERENCE WILL BEGIN AT 11 A.M.

- PLEASE BE SURE TO PROVIDE YOUR NAME, COMPANY NAME AND EMAIL ADDRESS IN THE CHAT ROOM UPON JOINING THIS CONFERENCE.
- DURING THE PRESENTATION, THE LINES WILL BE MUTED AND QUESTIONS MAY BE SUBMITTED VIA THE CHAT ROOM. THE PHONE LINES WILL BE OPENED FOR ADDITIONAL QUESTIONS AT THE END OF THE PRESENTATION.



MARYLAND STADIUM AUTHORITY

Request for Proposals for Building Commissioning Services Razing and Replacement of the Department of Legislative Services Building

Pre-Proposal Conference
May 11, 2021

INTRODUCTION OF THE PROCUREMENT & PROJECT TEAM

YAMILLETTE WAITE
PROCUREMENT
OFFICER

PAIGE STINNETT
PROCUREMENT
PROJECT
COORDINATOR

MATT BODT
PROJECT
MANAGER



*Murphy &
Dittenhafer*
ARCHITECTS



POINT OF CONTACT

Yamillette “Yai” Waite

Maryland Stadium Authority

351 West Camden Street, Suite 300







Baltimore, Maryland 21201

Telephone: 443.602.0681

Email: ywaite@mdstad.com

Ms. Paige Stinnett, Project Coordinator, will assist with this procurement

KEY DATES

	<u>ACTIVITY</u>	<u>DATE (Local Time)</u>
	Request for Proposals Issued	May 6, 2021
	Pre-Proposal Web Conference	May 11, 2021 at 11 a.m.
	Offeror Questions Due	May 17, 2021 at 1 p.m.
	Technical Proposals Due	May 26, 2021 at 1 p.m.
	Oral Presentations	June 14 & 15, 2021
	Anticipated NTP	July 2021

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 the NFL to Baltimore, 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 responsibilities, to prepare studies and design projects for political subdivisions of the State.

PURPOSE

MSA is issuing this RFP to contract with a highly qualified building commissioning services firm to implement and manage the commissioning process for the new Department of Legislative Services Building under the Razing and Replacement of the Department of Legislative Services Building.

MINIMUM QUALIFICATIONS

At a minimum, the Offeror shall:

- ❖ Offeror shall be a firm specializing in providing commissioning services and experienced in establishing, overseeing, monitoring, tracking, and reporting commissioning requirements;
- ❖ Offeror shall have significant experience participating in all phases of construction including design review, submittal review, construction monitoring, owner training, O&M review, post acceptance, final and post occupancy commissioning;
- ❖ Offeror shall have significant experience in developing and implementing project specific commissioning plans for both new construction and building replacement projects;
- ❖ Offeror shall demonstrate a minimum of seven (7) years in providing fundamental, enhanced, and building enclosure commissioning services;
- ❖ Offeror shall demonstrate knowledge of LEED accreditation requirements and building techniques
- ❖ Offeror shall have a minimum of three (3) years of experience in developing building and systems maintenance plans;
- ❖ Offeror shall have experience with complex integration of new and existing systems in buildings 140,000GSF or larger.
- ❖ Offeror shall have experience with large public gathering venues such as hotels/conference centers, convention centers, educational facilities, office buildings, etc.
- ❖ Offeror shall meet the insurance requirements stated in the sample contract, Attachment J.

SCOPE OF WORK OVERVIEW

MSA is seeking a commissioning firm to implement the commissioning process in the new building. The objective of commissioning is to ensure that all energy-related and other building systems installed are performing per the design intent and provide documented confirmation that the new and existing facility systems fulfill the operational, functional, and performance requirements of MSA, its occupants, and the maintainability standards of the Operation and Maintenance (O&M) personnel. Commissioning services shall be performed on all mechanical, electrical, plumbing, and building enclosure systems.

Please refer to Section 3 of the RFP for the full scope of work, and all references to attachments relevant to the scope of work.

MINORITY BUSINESS ENTERPRISES

MBE form D-1A shall be submitted with the technical proposal. Failure to do so may deem your proposal not reasonably susceptible of being selected for award.

- ❖ A minimum overall MBE subcontract participation goal of ten percent (10%), with no subgoals, has been established for this RFP.
- ❖ 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 of work 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, 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

- ❖ **Solicitation will follow a multi-step process to select the successful Offeror.**
 - ❖ **Step 1** – Submission of Technical Proposals
 - ❖ **Step 2** – Review of Technical Proposals
 - ❖ **Step 3** – Oral Presentations (short-listed firms only)
 - ❖ **Step 4** – Financial Proposals
 - ❖ **Step 5** – Award Recommendation
- ❖ **Submitted no later than 1:00 p.m. (Local Time) May 26, 2021 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 and 4.3 of the RFP for format and content requirements.**
- ❖ **Technical Volume: Required Submissions**
 - ❖ Bid/Proposal Affidavit
 - ❖ Conflict of Interest Affidavit/Disclosure
 - ❖ MBE Attachment D-1A - MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule

**** Please note- NO pricing should be submitted with the technical proposals. All pricing will be included in the Financial Proposals if short-listed by the selection committee.**
- ❖ **Financial Volume (*to be submitted at later date*):**
 - ❖ Pricing Form (Financial Proposal)

EVALUATION CRITERIA

- ❖ Selection Committee will review the Offerors' Technical Proposals upon submission.
 - ❖ Short-listed firms may be requested to participate in a virtual oral presentation, per Section 1.11 of the RFP.
 - ❖ Shortlisted 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: May 17, 2021 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.

**Request for Proposals
Building Commissioning Services
Department of Legislative Services Building**

**Virutal Pre-Proposal Conference
May 11, 2021**

Name	Company Name	Email
Amanda Stacy	WSP	amanda.stacy@wsp.com
Amir Malek	DEI CONSULTING	amalek@dei-consulting.com
Ben Roush	FSi Engineers	benr@fsi-engineers.com
Charles Abbott	Soil and Land Use Technology Inc.	cabbott@salutinc.com
Chris Sylvia	Concord Engineering	csylvia@concord-engineering.com
Christopher Conley	ECS MID-ATLANTIC, LLC	kconley@ecslimited.com
Danielle Donnelly	Advanced Building Performance, Inc	danielle@abpcx.com
Darryl Huften	Affiliated Engineers, Inc.	dhuften@aeieng.com
Dave Straume	EA Engineering, Science, and Technology, Inc.	dstraume@eaest.com
Evan Landis	ECS MID-ATLANTIC, LLC	elandis@ecslimited.com
Franklin Cedillo	Horizon Engineering	fcedillo@horizon-engineering.com
GLY Mendon	BLV Engineering Associates Inc.	blvengg2010@gmail.com
Harry Haywood	Maryland Energy Advisors	hhaywood@mdenergyadvisors.com
James Almodoval	Horizon Engineering	jalmodoval@horizon-engineering.com
Jeffrey Dukes	Brinjac Engineering	jdukes@brinjac.com
John Thornton	Chinook Systems, Inc.	jthornton@chinooksystems.com
Julia Webster	Kibart	jbw@kibart.com
Julius Willinger	Edge Engineers	jwillinger@edge-engineers.com
Kat Sabo	Budova Engineering	ksabo@budovaengineering.com
Kim Conley	ECS MID-ATLANTIC, LLC	kconley@ecslimited.com
Kyra Coley	Rmf Engineering, Inc. PC	kyra.coley@rmf.com
Michael Ford	Kibart	rmf@kibart.com
Pamela O'Deen-Pishler	Raths, Raths & Johnson, Inc.	pjodeen@rrj.com
Patti Wilson	Affiliated Engineers, Inc.	pwilson@aeieng.com
Paul Clary	Maryland Energy Advisors	paul@mdenergyadvisors.com
Robert Lutz	Procon Consulting	rlutz@proconconsulting.com
Rose Fetter	SitelogIQ	rose.fetter@sitelogiq.com
Sarah Flock	Raths, Raths & Johnson, Inc.	skflock@rrj.com
Sean McGovern	Affiliated Engineers, Inc.	smcgovern@aeieng.com
William Wright	Wright Commissioning	will.wright@wrightcx.com