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Addendum No. 1

**To Offerors: Request for Proposals
Building Commissioning Services
Hagerstown Multi-Use Sports & Events Facility**

Date Issued: September 16, 2022

This addendum is hereby made part of the Request for Proposals dated September 7, 2022, on the subject work, as though originally included therein. The following amendments, additions, and/or corrections shall govern this solicitation.

This addendum incorporates the following items:

1. A copy of the pre-proposal PowerPoint presentation is attached hereto.
2. A copy of the pre-proposal conference attendee list is attached hereto.
3. The Procurement Officer section of the Key Summary Information sheet has been revised to read as follows. Please note that revised text is in brackets.

Natasha Speaks
Maryland Stadium Authority
351 West Camden Street, Suite 300
Baltimore, Maryland 21201
Phone: [443-202-3885]
E-mail: nspeaks@mdstad.com

4. Section 2.1.b of the RFP has been revised to read as follows. Please note that added text is in brackets.

Offeror shall have significant experience participating in all phases of construction, [as it relates to providing building commissioning services], including design review, submittal review, construction monitoring, owner training, O&M review, post acceptance, final and post occupancy commissioning;

5. A revised and full copy of Attachment F, Design Development Documents, is available via the following link:
<https://mdstad.sharefile.com/d-sefd15acb1a8c4b39bfd6fb91e529f793>

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



Natasha Speaks
Procurement Officer

End of Addendum 1



MARYLAND STADIUM AUTHORITY

Request for Proposals for Building Commissioning Services Hagerstown Multi-Use Sports and Events Facility

Pre-Proposal Conference

September 14, 2022

POINT OF CONTACT

Natasha Speaks

Maryland Stadium Authority

351 West Camden Street, Suite 300

Baltimore, Maryland 21201







Telephone: 443.202.3885

Email: nspeaks@mdstad.com

MARYLAND STADIUM AUTHORITY

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

KEY DATES

	<u>ACTIVITY</u>	<u>DATE (Local Time)</u>
	Request for Proposals Issued	September 7, 2022
	Pre-Proposal Web Conference	September 14, 2022 at 12:00 p.m.
	Offeror Questions Due	September 16, 2022 at 1 p.m.
	Technical Proposals Due	September 27, 2022 at 1 p.m.
	Oral Presentations (if needed)	October 12, 2022 at 1 p.m.
	Anticipated NTP	November 2022

SCOPE OF SERVICES

The Maryland Stadium Authority is issuing this Request for Proposals to Building Commissioning Services firms to implement and manage the commissioning process for the Hagerstown Multi-Use Sports and Events Facility.

The project scope will include, but is not limited to, the commissioning of:

- newly built aluminum entrances, storefronts, and windows;
- brick veneer; and
- new MEP systems which include AHUs, DOAS units, energy recovery modules, make-up air units, air-cooled condensing units, VRF systems, heat pumps, ductless split AC units, terminal heaters, pumps, exhaust fans, VFDs, DDC Control Systems, lighting controls, emergency generator, automatic transfer switch, and lightning protection.

Please refer to Section 3 and Attachment F of the RFP for the full scope of work.

SCOPE OF SERVICES CONT.

The firm selected for award shall fully document and implement the project requirements for system function, performance, and maintenance, as well as verify and document compliance with these criteria throughout design, construction, start-up, and the post occupancy period of operation for mechanical, electrical, plumbing, and life safety systems.

Commissioning services shall be performed on all mechanical, electrical, plumbing, and building enclosure systems.

MINIMUM QUALIFICATIONS

Per Section 2 of the RFP, at a minimum, the Offeror shall:

- Be a firm specializing in providing commissioning services and experienced in establishing, overseeing, monitoring, tracking, and reporting commissioning requirements;
- 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;
- Have significant experience in developing and implementing project specific commissioning plans for new construction projects;
- Demonstrate a minimum of seven (7) years of experience providing fundamental and enhanced building enclosure commissioning services;
- Demonstrate knowledge of LEED accreditation requirements and building techniques;

MINIMUM QUALIFICATIONS CONT.

- Have a minimum of three (3) years of experience in developing building and systems maintenance plans;
- Have experience with complex integration of new systems in buildings 60,000GSF or larger;
- Have experience with large public gathering venues such as athletic facilities, hotels/conference centers, convention centers, educational facilities, office buildings, etc; and,
- Meet the insurance requirements stated in the Sample Contract, Attachment J (to be issued via addendum).

MINORITY BUSINESS ENTERPRISES

- ❖ **Minimum overall MBE subcontract participation goal is 10%.**
- ❖ All subconsultants named by the Offeror as part of their MBE Schedule must be certified with the Maryland Department of Transportation (“MDOT”).
- ❖ **MBE form D-1A shall be submitted with the Technical Proposal.** 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 <https://marylandmdbe.mdbecert.com/?TN=marylandmdbe>. Select the MBE Program label at the left side of the website.
- ❖ The Governor’s Office of Small, Minority & Women Business Affairs has issued a Q&A document regarding how to count participation by MBE primes. Information is available on GOSBA’s website (<http://goma.Maryland.gov/Pages/Reporting-Tool-MBE.aspx>).

MBE LIAISON

ALTHA WEAVER

Cell: 443.865.8383

Office: 410.223.4112

Email: aweaver@mdstad.com

PROPOSAL SUBMISSIONS

- ❖ All submissions must be sent electronically. DO NOT send them via email. Use the link provided in Section 1.10 of the RFP.
- ❖ See Section 4 of the RFP for all proposal and submission requirements, including format requirements.
- ❖ Technical Volume:
 - Transmittal letter
 - Executive Summary
 - Offeror Experience and Qualifications
 - Work Plan
 - Bid/Proposal Affidavit (Attachment A)
 - Conflict of Interest Disclosure (Attachment B)
 - MBE Form D1-A “MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule”
 - Experience Form (Attachment K)
 - Capacity Summary Worksheet for Key Personnel (Attachment G)
 - Corporate Profile (Attachment E)
 - Proof of Insurance/ability to meet insurance requirements
- ❖ Financial Volume:
 - Pricing Form

EVALUATION CRITERIA

- ❖ Technical criteria has more weight than Financial criteria. Proposals will be evaluated based on the adequacy of their proposed work plan, Offeror's experience and qualifications, and past performance, among other criteria listed in Section 5.2 of the RFP.
- ❖ The Selection Committee will review the Offerors' Technical Proposals upon submission. Firms deemed as meeting all requirements will be ranked and, based on the achieved rankings, selected firms will then be "short-listed."
- ❖ Short-listed firms will be invited to submit Financial/Price Proposals.

SUBMISSION REMINDERS

- ❖ Make sure to indicate your availability for oral presentations in your proposal.
- ❖ Make sure to use the forms issued with the RFP or its addenda. Outdated forms will be returned for Offeror's correction and may impact overall quality of submission.
- ❖ **Failure of an Offeror to properly complete, sign, and submit Attachment D-1A at the time it submits its technical Proposal will result in the rejection of the Proposal and the Offeror being deemed not reasonably susceptible of being selected for award.**

QUESTIONS

- ❖ **All questions regarding the RFP must be submitted to the Procurement Officer in writing via the link included in Section 1.9 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.
- ❖ Addenda will be posted on 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
Hagerstown Multi-Use Sports and Events Facility**

**Virtual Pre-Proposal Conference
Attendance & Registration List**

September 14, 2022

Name	Company Name	Email	Prime or Subcontractor	Attended
Danielle Donnelly	Advanced Building Performance, Inc	danielle@abpcx.com	Prime	Yes
Paul Tseng	Advanced Building Performance, Inc.	paul@abpcx.com	Prime	Yes
Max Palmer	AVI-SPL	max.palmer@avispl.com	Subcontractor	Yes
Jochen Schaefer	Baumann Consulting	j.schaefer@baumann-us.com	Prime	Yes
Gly Mendon	BLV Engineering Associates Inc.	blvengg2010@gmail.com	Subcontractor	Yes
Jeffrey Dukes	Brinjac Engineering	jdukes@brinjac.com	Prime	Yes
Kat Sabo	Budova Engineering	ksabo@budovaengineering.com	Prime	Yes
Jules Willinger	CJL Engineering	jwillinger@cjlengineering.com	Subcontractor	No
Tabitha Bouchard	Commissioning & Green Building Solutions, Inc. (CxGB)	tbouchard@cxgbs.com	Prime	Yes
Harry Enck	Commissioning & Green Building Solutions, Inc. (CxGB)	hjenck@cxgbs.com	Prime	Yes
Amir Malek	DEI Consulting	amalek@dei-consulting.com	Prime	Yes
Colisa Harris	Delon Hampton and Associates	charris@delonhampton.com	Prime	Yes
Movser Ngai	ECS Mid-Atlantic, LLC	mngai@ecslimited.com	Subcontractor	Yes
Keith Nelson	ECS Mid-Atlantic, LLC	knelson@ECSlimited.com	Subcontractor	Yes
Evan Landis	ECS Mid-Atlantic, LLC	elandis@ecslimited.com	Subcontractor	No
Nandini Mouli	eSai Consutling	mouli.nandini@gmail.com	Subcontractor	Yes
Steven J. Bohlen	Gale Associates, Inc.	sjb@gainc.com	Prime	Yes
Bridget Jones	James Posey Associates, Inc.	marketing@jamesposey.com	Subcontractor	Yes
Jim Hoffman	Market First	Sales.marketfirst@gmail.com	Subcontractor	No
Sun Ahn	Min Engineering, Inc.	sahn@minengineering.com	Subcontractor	Yes
Kyra Coley	RMF Engineering, Inc., PC	kyra.coley@rmf.com	Prime	Yes
Jon Logue	RMF Engineering, Inc., PC	jon.logue@rmf.com	Prime	Yes
Rhonda Wilson	Salas O'Brien	rhonda.wilson@salasobrien.com	Prime	No
Phil Jones	Salas O'Brien	phil.jones@salasobrien.com	Subcontractor	Yes
Will Bernard	Setty	will.bernard@setty.com	Prime	No
Tony Dicola	Setty	tonyd@setty.com	Prime	Yes
Sierra Nguyen	Setty	sierra.nguyen@setty.com	Prime	No
Tom Boyer	Setty	thomas.boyer@setty.com	Prime	Yes
Rose Fetter	SitelogIQ	rose.fetter@sitelogiq.com	Prime	No
Heather Coughlin	SitelogIQ	heather.coughlin@sitelogiq.com	Prime	Yes
William Wright	Wright Commissioning	will.wright@wrightcx.com	Prime	Yes