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**Addendum No. 2**

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

**Date Issued: September 20, 2022**

This addendum is hereby made part of the Request for Proposals dated September 7, 2022, on the subject work, as amended, 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 questions submitted, along with their respective answers, is attached hereto.

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

Natasha Speaks  
Procurement Officer

**End of Addendum 2**

**Addendum No. 2**  
**Request for Proposals**  
**Building Commissioning Services**  
**Hagerstown Multi-Use Sports & Events Facility**

**Questions and Answers**

**Action Item**

	<b>Question</b>	<b>Answer</b>
1.	The DD documents include the HVAC commissioning specification 230800. Please confirm the commissioning firm awarded the contract will be able to replace this section as part of RFP requirements to provide commissioning specifications.	Confirmed, per RFP Section 3.2.c.
2.	The electrical specifications include Electric Vehicle Charging Stations. Please confirm they are excluded from the commissioning scope.	Confirmed.
3.	Please confirm only one generator will be provided. Two or more generators require paralleling gear and more extensive commissioning.	Confirmed. The project has one (1) generator.
4.	Please confirm whether the stadium lighting and stadium lighting controls are to be included in the commissioning scope.	Stadium lighting and stadium lighting controls are included in the commissioning services scope of work.
5.	Neither security or A/V are included in the commissioning scope. Please confirm they are excluded.	Please include security as a part of the base scope. A/V commissioning to be provided as an Add Alternate.
6.	There doesn't appear to be any renewable energy sources included in the project. Please confirm whether Solar PV will be included, and if so, whether it should be added to the commissioning scope.	This is not applicable.

7.	<p>Oral presentations are noted as occurring on October 12, 2022. Based on the project being awarded by the end of October and a two week Cx review period, there doesn't appear to be sufficient time for the A/E team to respond to Cx review comments on the DD documents that will be issued on 09/13/2022 before the 70% CDs are issued on 11/23/2022. Please confirm the DD design review is to remain in the commissioning scope.</p>	<p>DD review is to remain in the commissioning scope, per RFP Section 3.2.b.</p>
8.	<p>Please confirm opposite season HVAC commissioning is required. It is not included in Attachment I – Project Schedule.</p> <p>a. On opposite season HVAC, please confirm that it can be performed concurrently with the 10th month warranty-end review or if it must be done separately.</p>	<p>MSA confirms that opposite season HVAC commissioning is required for enhanced commissioning. It can be performed concurrently with the 10-month warranty-end review.</p>
9.	<p>The quantity of commissioning meetings during the design and construction phases is not specified. Please confirm the commissioning provider can provide their own details based on experience as to the number of meetings, or whether there is a minimum expected number.</p>	<p>The expectation is for the successful Offeror to conduct the appropriate number of meetings to fulfill the requirements set forth in Section 3.2 of the RFP.</p>
10.	<p>Please confirm that attendance of progress meetings and hosting of commissioning meetings can be performed virtually.</p>	<p>Confirmed.</p>
11.	<p>The RFP states Commissioning Services should also be in accordance with ASHRAE Guideline 0-2005. One important requirement of this Guideline is to have an Owner's Project Requirement (OPR). Please confirm whether the client will be providing an OPR, or whether the commissioning provider should include time to help develop one.</p>	<p>The expectation is for this document to be developed by the successful Offeror, with input from the Owner.</p>
12.	<p>What is the extent of the Building Envelope Commissioning that is required?</p>	<p>Enhanced Commissioning Option 2 (Building Envelope Commissioning).</p>
13.	<p>Will this be held by the Commissioning Authority or will MSA hold a separate contract?</p>	<p>The Building Envelope Commissioning shall be performed by the successful Offeror selected as a result of this RFP.</p>

14.	Has an Owner's Project Requirements document been created for the project?	No, the expectation is for this document to be developed by the successful Offeror selected as a result of this RFP, with input from the Owner.
15.	If the project will be LEED certified, Offeror assumes project will be attempting the following credits and prerequisites: Fundamental Commissioning and Verification, Enhanced Commissioning Option 1, Path 1 (Enhanced Commissioning), and Enhanced Commissioning Option 2 (Building Enclosure Commissioning). Please confirm.	Although MSA is not seeking formal LEED Certification, the LEED Silver rating has been established as the minimum standard.  The project will attempt Enhanced Commissioning, Path 12 (Enhanced and Monitoring-Based Commissioning) and Enhanced Commissioning Option 2 (Building Envelope Commissioning).
16.	Will the project be attempting LEED credit Enhanced Commissioning Option 1, Path 2 (Enhanced and Monitoring-Based Commissioning)?	See response to Question #15.
17.	Are the specifications provided in the RFP specific to this project?	Yes.
18.	Will a full DD set of documents be provided to assist with pricing proposals?	Yes, please see full DD set as provided in Addendum #1.
19.	The provided .pdf version of attachment G does not appear to have enough spacing to provide the requested information. Is there an .xls version that can be provided?	An excel version is provided in the link to RFP attachments provided on page 32 of the RFP.
20.	The provided .pdf version of attachment K does not appear to have enough spacing to provide the requested information. Is there a .xls or .doc version that can be provided?	An excel version is provided in the link to RFP attachments provided on page 32 of the RFP.
21.	The RFP document includes ES and AV sheets from the design documents. Would you be able to provide copies of the architectural drawings for review?	Yes, please see full DD set as provided in Addendum #1.

22.	<p>Often, commissioning scopes of work include review of the Owner's Project Requirements (OPR) document created by the owner along with the basis-of-design documents created by the Architect. The OPR is a written document that details the goals, concepts, and criteria that are determined by the Owner to be important to the success of the project. Will review of the OPR be included in the scope of work for the commissioning agent for this project?</p>	<p>Please refer to the response to question #14.</p>
23.	<p>The project appears to be pursuing LEED Certification. Please confirm if the project is pursuing the 2 points for enhanced building envelope commission and if so, would you be able to confirm if it will be under LEED 4.0 or 4.1?</p>	<p>See response to Question #15. The expectation is LEED 4.1.</p>
24.	<p>Section 2, Qualifications, page 19 – do the following items relate strictly to the Offeror's commissioning expertise or might they apply to relevant design and/or construction experience?</p> <ul style="list-style-type: none"> <li>a. Offeror shall demonstrate knowledge of LEED accreditation requirements and building techniques;</li> <li>b. Offeror shall have a minimum of three (3) years of experience in developing building and systems maintenance plans;</li> <li>c. Offeror shall have experience with complex integration of new systems in buildings 60,000GSF or larger;</li> <li>d. Offeror shall have experience with large public gathering venues such as athletic facilities, hotels/conference centers, convention centers, educational facilities, office buildings, etc.</li> </ul>	<p>The minimum qualifications listed in Section 2 of the RFP refer to the Offeror's Commissioning expertise.</p>
25.	<p>The PDF document contains a list of drawings, most of which are not included in the PDF. Only the AV and ES drawings are included, and may be partial sets. Please provide a full set of DD drawings as noted in the RFP.</p>	<p>Please see full DD set as provided in Addendum #1.</p>

26.	Please provide the Design Narrative document (if developed) to determine the overall scope and size of the project, project intent, and give an overall understanding of architectural construction and MEP systems.	Please see narrative documents as provided in Addendum #1.
27.	Because drawing set is incomplete, please consider extending the bid period by 7-10 days to allow review of architectural, food service, and MEP details.	An extension to the proposal due date cannot be granted.
28.	The RFP requires a 10% MBE Participation Goal. Could we use a WBE firm to satisfy this goal?	Yes, as long as the WBE is certified by MDOT, per the instructions in Attachment D, form D-1A.