



**Maryland Stadium Authority
Request for Qualifications
Architectural Services**

**Planning, Design, & Contract Administration
Kent County Middle School**

July 18, 2024

Notice

A Prospective Offeror that has received this document from a source other than eMarylandMarketplace Advantage (eMMA) <https://procurement.maryland.gov> should register on eMMA.

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND
TO THIS RFQ.**

A. Purpose

The Maryland Stadium Authority (“MSA”) is inviting interested Offerors to submit a Statement of Qualifications in response to this Request for Qualifications (“RFQ”) to participate in the procurement of Architectural Services for the Kent County Middle School. This RFQ is the first step in procuring the aforementioned services for MSA and Kent County Public Schools (“KCPS”). Through this RFQ, MSA intends to establish a list of pre-qualified Offerors that will be invited to submit proposals in response to the subsequently issued Request for Proposals (“RFP”) to procure the aforementioned services. Only Offerors that are pre-qualified as a result of this RFQ will be issued the project specific RFP.

MSA reserves the right to accept or reject any Statement of Qualifications in its sole and absolute discretion, to waive any technical errors or irregularities, request clarifications, amend the pre-qualification requirements, or abandon the pre-qualification process, if it is in the interest of MSA.

B. Background Information

This project is pursuant to the Built to Learn Act of 2020 (“the Act”), which became effective on March 14, 2021 as a result of the Legislature’s veto override of HB1300-2020. The Act authorizes MSA to engage in the renovation and/or replacement of KCPS’ buildings and will be implemented and administered through a combination of MSA and KCPS staff.

A feasibility study was conducted to determine the current conditions of the Kent County Middle School Building, and to make recommendations regarding the design strategy to program and modernize this structure. The final design must accomplish the following goals on time and on/under budget:

1. Academic Upgrade: Ensure educational adequacy of all program components and spaces to meet the site-specific educational specifications identified in the study.
2. Building Upgrade: Modernize the building, including all interior and exterior elements and systems, while respecting its historic nature.
3. Site Upgrade: Improve vehicular and pedestrian access to the site as well as accommodate ADA, safety, and security upgrades.

The site-specific educational specifications established the total square foot area of this building to be 88,250 square feet. The student capacity of the building is set at 520 students. The modernization of the building will consist of a complete replacement of the existing facility. A copy of the feasibility study and other relevant project information will be provided to the Offerors who meet the Minimum Qualifications established in this RFQ.

C. Minimum Qualifications

Interested Offerors shall address the Minimum Qualifications and requirements in the

order shown below and include specific documentation and narrative to clearly demonstrate how the Offeror meets or exceeds the stated Minimum Qualifications and requirements. Please note that Offerors may add cross-references to projects that address multiple Minimum Qualification items.

1. Offeror is an architectural firm that is licensed to conduct business in the State of Maryland and has members who are registered to practice architecture in the State of Maryland. Provide copies of the licensing certificates for the firm.
2. Offeror has a minimum of ten (10) years of design experience related to modernization, addition and/or replacement of educational facilities, preferably secondary schools in suburban environments with occupied sites. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
3. Offeror has a minimum of five (5) years of design experience related to modernization of middle or K-8 schools that employ a team-teaching approach to student learning. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
4. Offeror presents a minimum of five (5) sample projects that demonstrate it has proven experience with the successful completion of projects of similar size, cost and complexity. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.

5. Offeror has a minimum of five (5) years of significant experience with projects that have Construction Manager at Risk delivery methods. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
6. Offeror has a minimum of five (5) years of experience with community and school-level administrative involvement during the planning, design, and construction phases of a project. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
7. Offeror has a minimum of five (5) years of experience with the submission requirements of the Interagency Commission on School Construction, and/or the Maryland Stadium Authority. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
8. Offeror has a minimum of five (5) years of experience in the design and documentation of LEED certified buildings. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.

9. Offeror has experience in innovative design methods to meet the goals of building efficiencies, cost containment, and value engineering, including the investigation of Net Zero Energy (NZE) building options that may be applicable to the subject project. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
10. Offeror has experience in innovative design methods to meet the goals of building efficiencies, cost containment, and value engineering. List a project(s) that your firm has performed as a prime consultant that demonstrate how you meet this requirement. You must include all of the following items in your response:
 - a. Project Title and Location;
 - b. Owner's Name;
 - c. Gross Square Footage;
 - d. Contract Amount - Initial and Final Value;
 - e. Project Construction Value;
 - f. Dates of Performance - Start and Completion; and
 - g. Description of the Offeror's involvement in the project.
11. Offeror has the ability to meet the insurance coverage requirements for a project of this size and complexity. Minimum limits are listed below. Additional information regarding insurance will be provided to the Offerors who meet the minimum qualifications established in this RFQ. Provide an insurance certificate and/or a letter from the Offeror's insurance carrier showing limits as listed below that demonstrates that the Offeror can obtain insurance meeting the RFQ requirements if awarded a contract.
 - a. Professional Liability (PL) - \$5,000,000 coverage per occurrence.
 - b. Commercial General Liability (CGL) - \$2,000,000 per occurrence, \$4,000,000 general aggregate limit and \$4,000,000 products/completed operations limit.
 - c. Business Automobile Liability (BAL) - Minimum \$2,000,000 combined single limit on coverage.
 - d. Worker Compensation and Employers Liability – Part A (Workers Compensation) – statutory requirements of the jurisdiction in which the work is being performed, Part B (Employers Liability) - \$1,000,000 for each accident, \$1,000,000 for each employee and a \$1,000,000 aggregate policy limit for disease.
 - e. Excess Liability/Umbrella Liability - \$5,000,000 coverage per occurrence.

D. Submission Requirements

A Statement of Qualifications (“SOQ”) submitted in response to this RFQ shall include the following:

1. Letter of Transmittal, including the following:
 - a. RFQ title;
 - b. Offeror’s full legal name and Federal Tax Identification Number;
 - c. Joint Venture information – include the legal name of the joint venture and legal names of the firms that comprise the joint venture. NOTE: If a joint venture is pre-qualified in response to this RFQ, proposals in response to the RFP will only be accepted from the pre-qualified joint venture comprised of the identified joint venturers. The prequalification of a joint venture in response to this RFQ shall not be construed as pre-qualification of any of the joint venturers comprising that joint venture nor of any other joint venture comprised of any of the joint venturers.
 - d. Offeror’s point of contact information (preferably 2 individuals) including:
 - A. Name(s);
 - B. Title(s);
 - C. Email address(es); and
 - D. Phone number(s).
2. Proof of Qualifications presented in the manner indicated in section C of this RFQ.

E. Submission of Questions

All questions regarding this RFQ must be uploaded via the following ShareFile link, no later than **July 24, 2024, at 12:00 p.m. Eastern Time**:

<https://mdstad.sharefile.com/r-r3bocbaf500bc4fd1af971ad44b501ae1>.

F. Submission of Statements of Qualifications

Statements of Qualifications labelled “B2L-AE-KCMS-SOQ-OfferorShortName” shall be uploaded to the following ShareFile link, no later than **August 1, 2024, at 1:00 p.m., Eastern Time**. Statements of Qualifications submitted in any other manner will not be accepted. Statements of Qualifications submitted after the indicated date and time will be rejected.

<https://mdstad.sharefile.com/r-r03306fd78b444bf4bdbdb9228b442ab2>.

G. Evaluation

A uniform evaluation procedure will be applied to evaluate all timely submissions. Offerors deemed qualified will be shortlisted and invited to respond to the subsequent Request for Proposals (RFP). The names and point of contact information of all

pre-qualified Offerors will be posted to the MSA website and eMaryland Marketplace Advantage (eMMA).

H. Procurement Officer

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