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Addendum No. 1

**To Offerors: Request for Proposals
Building Commissioning Services
Baltimore City College High School**

Date Issued: October 21, 2024

This addendum is hereby made part of the Request for Proposals dated October 7, 2024, 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 conference PowerPoint presentation slides are attached hereto.
2. A copy of the pre-proposal conference attendance list is attached hereto.
3. A copy of the questions submitted regarding this RFP, along with their respective answers, is attached hereto.
4. A copy of the Baltimore City Public School System Technology Design Standards can be accessed via the link below:

<https://mdstad.sharefile.com/d-sb29e5636047d40cf9468d43943d6cd42>

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

PS

Paige Stinnett
Procurement Officer

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Built to Learn
Pre-Proposal Conference Registration List
Building Commissioning Services -Baltimore City College High School
10/15/2024

Name	Company	Email	Prime or Subcontractor	MDOT MBE Certified	SBR Certified	Attended
Franco Tartaglia	Allen & Shariff	ftartaglia@allenshariff.com	Prime	Yes	No	Yes
Mohamed Abaza	Allen and Shariff	mabaza@allenshariff.com	Prime	Yes	No	Yes
James Gardler	Bala Consulting Engineers	jpgardler3@bala.com	Subcontractor	No	No	Yes
Kelly Adighije	Baumann Consulting	k.adighije@baumann-us.com	Prime	No	No	Yes
Jochen Schaefer	Baumann Consulting	j.schaefer@baumann-us.com	Prime	No	Yes	No
Catherine DeWitt	BKM	cdewitt@bkma.com	Prime	No	Yes	Yes
Katherine Cox	BKM	kcox@bkma.com	Prime	No	Yes	Yes
Peter Feldmann	BKM Engineering, Inc	pfeldmann@bkma.com	Subcontractor	No	Yes	Yes
Kevin Barnett	Bowman	kbarnett@bowman.com	Prime	No	No	Yes
Sue Stevanovic	Bowman	sue.stevanovic@bowman.com	Prime	No	No	Yes
KJ Rodgers	Building Envelope Consultants & Scientists	kj.rodgers@wearebecs.com	Subcontractor	No	Yes	No
David Cantrill	Commissioning and Green Building Solutions	dcantrill@cxgbs.com	Prime	No	No	Yes
Amir Rezaei	Cyclone Energy Group	arezaei@cyclone.energy	Prime	No	Yes	Yes
Benjamin Skelton	Cyclone Energy Group	bskelton@cyclone.energy	Prime	No	Yes	No
Mardochee Pierre	D&D MULTISERVICES	Mardocheepierre2017@gmail.com	Subcontractor	Yes	No	No
Sam Hamzehp	DEI CONSULTING	shamzehpoor@dei-consulting.com	Prime	No	No	No
Tahmida Begum	Dulles Geotechnical and Material Testing	tahmida@dullesgeotechnical.com	Subcontractor	Yes	No	No
Evan Landis	ECS Mid-Atlantic, LLC	elandis@ecslimited.com	Subcontractor	No	No	No
Nichole McGuire	ECS Mid-Atlantic, LLC	nmcguire@ecslimited.com	Subcontractor	No	No	Yes
Allison Dunn Wilson	EXP	ALLISON.DUNN2@EXP.COM	Prime	No	No	No
Christian Paunon	Falcon Engineering Co LLC dba The Falcon Group	cpaunon@falconengineering.com	Prime	No	No	Yes
Nicole Madensky	FST	Nicole_Madensky@fsttechnical.com	Prime	No	No	Yes
Courtney Stasko	Gale Associates	cas@Gainc.com	Subcontractor	No	No	Yes
Adam Herzer	HBS	aherzer@hbsolutionsinc.com	Subcontractor	No	No	No

David Wilkinson	HBS Solutions	dwilkinson@hbssolutionsinc.com	Subcontractor	No	No	No
Wade Myers	Johnson, Mirmiran & Thompson, Inc.	wmyers@jmt.com	Prime	No	No	Yes
Denise Little	Johnson, Mirmiran & Thompson, Inc.	dlittle@jmt.com	Prime	No	No	Yes
Sushant Upadhyaya	Kaveree, Inc.	sushant.upadhyaya@kaveree.com	Subcontractor	Yes	Yes	No
Andrew Sailo	Kim Engineering Inc	andrewsailo@kimengineering.com	Prime	Yes	Yes	No
Tonda Arbaugh	Leading Edge Construction Services	tarbaugh@leadingedgecon.com	Subcontractor	Yes	Yes	No
Todd Steffens	Loring Consulting Engineers, Inc.	tsteffens@loringengineers.com	Prime	No	No	Yes
Akia Izaguirre	Loring Consulting Engineers, Inc.	aizaguirre@loringengineers.com	Prime	No	No	Yes
Anthony Manigault	Manitechsolutionsinc.com/ Construction	Tmani@manitechsolutionsinc.com	Prime	Yes	Yes	No
Liling Tien	P.E.L.A. Design, Inc.	liling@peladesign.net	Subcontractor	Yes	Yes	Yes
Sandra Kiser	Procon Consulting LLC	skiser@proconconsulting.com	Prime	Yes	No	Yes
Robert Lutz	Procon Consulting LLC	rlutz@proconconsulting.com	Prime	Yes	No	No
Sandeep Murthy	Reclaim company LLC	sandeep@reclaimco.com	Prime	Yes	Yes	No
Sara Baynes	RMF Engineering, Inc., PC	sara.baynes@rmf.com	Prime	No	No	Yes
Spring Covington	SCC Investing LLC	Lifecreatespring@gmail.com	Subcontractor	No	No	Yes
Anthony DiCola	Setty & Associates	tonyd@setty.com	Prime	Yes	No	Yes
Justin Long	SK&A, P.A.	justinl@skaengineers.com	Subcontractor	No	No	No
Rajiv Bhonsle	TAI Engineering	rajiv.bhonsle@taiengineering.com	Subcontractor	No	No	Yes
Jennifer Pomeroy	Willdan	Justinl@skaengineers.com	Prime	No	No	Yes
William Wright	Wright Commissioning	will.wright@wrightcx.com	Prime	No	No	Yes
Jacqui Creveling	WSP	jacqui.creveling@wsp.com	Prime	No	No	Yes
David Nichols	WSP USA Buildings Inc.	david.nichols@wsp.com	Prime	No	No	Yes

WELCOME

**Request for Proposals
Building Commissioning Services
Baltimore City College High School
Web Pre-Proposal Conference**

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

THE PRE-PROPOSAL CONFERENCE WILL BEGIN AT 10:00 AM

PLEASE 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
Baltimore City College High School**

Pre-Proposal Conference

October 15, 2024

PROCUREMENT & PROJECT TEAM



PAIGE STINNETT
PROCUREMENT OFFICER



YAI WAITE
ASSOCIATE VICE
PRESIDENT, PROCUREMENT



TIARA MOORMAN
PROJECT MANAGER



POINT OF CONTACT

Paige Stinnett

Maryland Stadium Authority







351 West Camden Street, Suite 300

Baltimore, Maryland 21201

Telephone: 443-286-1630

Email: pstinnett@mdstad.com

KEY DATES

	<u>ACTIVITY</u>	<u>DATE (Local Time)</u>
	Request for Proposals Issued	October 7, 2024
	Pre-Proposal Web Conference	October 15, 2024 at 10:00 a.m.
	Offeror Questions Due	October 17, 2024 at 1:00 p.m.
	Technical Proposals Due	October 28, 2024 at 1:00 p.m.
	Oral Presentations (if needed)	November 7 and 8, 2024
	Anticipated NTP	December 2024

SCOPE OF SERVICES

The MSA/City Schools are issuing this Request for Proposals to implement and manage building commissioning services for Baltimore City College High School. The objective of commissioning is to ensure that all energy-related and other building systems installed are in accordance with the contract documents, performing per the design intent and provide documented confirmation that the new facility systems fulfill the operational, functional, and performance requirements of MSA/City Schools, its occupants, and the maintainability standards of the Operation and Maintenance (O&M) personnel.

Please refer to **Section 3** of the RFP for the full scope of work.

MINIMUM QUALIFICATIONS

Interested Offerors shall clearly demonstrate in their responses to this RFP that the following minimum qualifications and requirements are met in order to be deemed qualified.

- a.** Offeror shall be a firm licensed to do business in the State of Maryland specializing in providing enhanced commissioning services and experienced in establishing, overseeing, monitoring, tracking, and reporting commissioning requirements. Copy of the license shall be provided;
- b.** Offeror has 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;
- c.** Offeror has significant experience in developing and implementing project specific commissioning plans for both building renovation and building replacement projects;

QUALIFICATIONS CONT.

- d. Offeror has LEED certified personnel as required to obtain applicable LEED credits with regard to enhanced commissioning;
- e. Offeror has the ability to manage multiple projects in various stages of design and construction at one time;
- f. Offeror has significant experience in performing building envelope commissioning services;
- g. Offeror has experience in developing building and systems maintenance plans; and,
- h. Offeror has been engaged for a minimum of ten (10) years in providing enhanced commissioning services.

QUALIFICATIONS CONT.

- i. Offeror shall submit proof of its ability to meet the minimum insurance coverage requirements outlined in section 2.1, for a project of this size and complexity. Additional information regarding insurance can be found in Exhibit 1 of the Sample Contract attached as Attachment J.

- j. All of the following information shall be provided for each project listed to demonstrate that the minimum qualifications listed above are met. Note that Offerors may add cross references to projects that address multiple minimum qualification items.
 - Project Title and Location
 - Owner and Owner Reference
 - Gross Square Footage
 - Contract Amount - Initial and Final Value (if available)
 - Project Construction Value
 - Dates of Performance - Start and Completion (Actual or Projected)
 - Description of the Offeror's involvement in the project.

MINORITY BUSINESS ENTERPRISES

Minimum overall MBE subcontract participation goal is 12%; with no subgoals.

- ❖ 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 must 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/>. On the right side, select the button labelled “Search Directory of Certified Firms”.
- ❖ 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 <https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

MINORITY BUSINESS ENTERPRISES CONT.

- ❖ Math needs to add up.
- ❖ MBE's shall currently be certified. Check the MDOT MBE directory to verify.
- ❖ MBE's only will be accepted to count towards the MBE goal (not SBE, DBE, etc.)
- ❖ Check only one box for the firm's classifications (i.e. African-American, Woman Owned, etc.)
- ❖ Review section 1.20 of the RFP for Minority Business Enterprise.
- ❖ Note: The fully executed subcontractor agreements must be submitted within 10 business days after notice of award recommendation.

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 Proposal:
 - Transmittal letter
 - Title and Table of Contents
 - Executive Summary
 - Work Plan and Offeror Experience/Qualifications
 - Bid/Proposal Affidavit (Attachment A)
 - Conflict of Interest Disclosure (Attachment B)
 - Capacity Summary Worksheet for Key Personnel (Attachment G)
 - Corporate Profile (Attachment L)
 - Proof of Insurance/ability to meet insurance requirements
 - MBE D-1A Form (Attachment D)
 - Corporate Diversity Affidavit (Attachment M)
- ❖ Financial Proposal:
 - Pricing Form (Attachment H)

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 after the Proposal Closing Date and Time. Firms deemed as meeting all requirements will be ranked and, based on the achieved rankings, selected firms will then be "short-listed" to participate in oral presentations **(if needed)**.
- ❖ After oral presentations, firms will be short-listed again. Those firms will be invited to submit Financial Proposals.
- ❖ Award will be made to the Offeror whose proposal is determined to be the most advantageous, considering technical and financial evaluation factors.

GENERAL SUBMISSION ISSUES

- Make sure to use the forms issued with the RFP or its addenda. Outdated forms will be returned for Offeror's correction and could impact overall quality of submission. DO NOT ALTER State issued forms.
- MBE forms need to include both the NAICS code and a description of the work to be performed by the MBE on the project. Do not list NAICS codes that are not relevant for this project.
- SDAT Compliance – Make sure that your firm is in good standing with the Maryland Department of Assessments and Taxation.
- MSA checks references and will call those listed in Attachment L. Please make sure they are aware of this and that their contact information is current. DO NOT list MSA staff as references.

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 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
Baltimore City College High School
Questions & Answers
Addendum No. 1**

Action Item

	Question	Answer
1.	It will be difficult to develop a project-specific approach unless the Maryland Stadium Authority (MSA)/Design Team provides project-specific information. The Design Team is requested to provide additional information regarding MSA's requirements and/or design. Project-specific information can include an assessment that the project design scope of work will be based upon.	Project specific information is included in the RFP as Attachment F – SCHEMATIC DESIGN SUBMISSION. The Attachment contains both a Schematic Design Narrative and a full set of the Schematic Design Drawings. Also, refer to Attachment E – OWNER'S PROJECT REQUIREMENTS (OPR) TEMPLATE for additional CxA requirements.
2.	Please provide any Baltimore City Public School-specific vendor information related to building automation, and/or electronic security.	Please refer to the Baltimore City Public School System (BCPSS) Design Standards available at https://www.baltimorecityschools.org/o/bcps/page/buildings
3.	Please provide the construction cost for the project.	The Net Construction Budget (Trade Costs) is \$133 million.
4.	Shortlist Award Criteria and Weight are requested.	Please refer to section 5, particularly to section 5.2 of the RFP for the evaluation criteria that will be used to evaluate and short-list Offerors. The evaluation factors carry the following weight: 70% for the technical and 30% for the financial proposal.
5.	There are several options for the mechanical systems included in the schematic design. Which system should we base our pricing on?	See the answer to Question #1. The mechanical systems option to be utilized in the design is identified in the Schematic Design Narrative.

6.	Please provide example systems and equipment for the instructional technology and A/V systems to be commissioned for use in the development of our proposal.	Please see Addendum No. 1 for the Baltimore City Public School System Technology Design Standards.
7.	Please provide more detail for the milestone design schedule. e.g. dates of submissions, submission titles / percentages.	Additional milestone dates will be determined by the successful Offeror in conjunction with the AE team and CM following contract award.
8.	Please confirm intent for CxA reviews of milestone design submissions that will have been superseded by the time CxA NTP is awarded.	Confirmed. CxA design submission reviews will start with the 100% Design Development submission.
9.	Are resumes for subconsultants required as part of the proposal?	Please refer to Section 4.2 (d) (3) of the RFP. Provide resumes of key management personnel.
10.	Please confirm whether the CxA will be responsible for executing the envelope testing, or if this will be the responsibility of the Contractor with CxA performing witnessing and verification as is typical.	Testing will be executed by the CM and the CxA witnesses and provides documentation.
11.	Is MSA going to provide a copy of the terms and conditions?	A copy of the Sample Contract (Attachment J) will be issued via addendum to short-listed Offerors only.
12.	Can MBE Primes self-fulfill the MBE Goal?	Please refer to MBE form D-1A (Attachment D) Part 1 instructions #5. Guidelines Regarding MBE Prime Self-Performance. MBE primes can only fulfill up to 50% of the overall MBE participation goal.
13.	Can a firm be a prime and a sub to another prime?	Yes.
14.	In what case does Attachment H need to be submitted?	The Pricing Form (Attachment H) will be requested from short listed offerors

		only. Only technical proposals are being requested at this time.
15.	Is full building enclosure scope expected for this project, include thermal scans by Cx agent or others?	Thermal scans are not included in the CxA scope.
16.	Is Monitoring Based Cx also included?	Monitoring Based Cx (MBCx) is not included in the RFP scope of work.
17.	Are there any project design or construction documents available?	See the answer to Question #1.
18.	There is mention of LEED, is project pursuing LEED certification?	Yes, LEED Silver certification.
19.	The LEED Scorecard indicates 6 points are being pursued under EA Credit 1 for Enhanced Commissioning. Please confirm that Monitoring Based Cx is required scope. If so, please also provide information regarding any MBCx platform preference and if purchase of any licensing is required by the CxA.	See the answer to Question #16.
20.	Will the primes be completing the Pre-Functional Checklists (PFC's) created by the Commissioning Authority (CxA), or will the CxA be completing the PFC's during the monthly site visits as stated in Section 3.2.L on Page 25 of the Request For Proposal (RFP)?	The PFC forms would be developed by the CxA, completed by the CM and back checked for accuracy and completeness by the CxA.
21.	Will the Maryland Stadium Authority (MSA) make construction or design documents available for review prior to the proposal deadline?	See the answer to Question #1.
22.	Can MSA provide any additional details or clarifications regarding the project scope that would assist in preparing a comprehensive proposal?	See the answer to Question #1.