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**Addendum No. 3**

**To Offerors: Request for Proposals  
Preliminary Design Services  
Regency Furniture Stadium Improvements**

**Date Issued: December 23, 2024**

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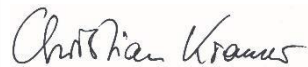
This addendum is hereby made part of the Request for Proposals dated November 21, 2024, on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this solicitation.

This addendum incorporates the following items:

1. A copy of a second set of questions submitted regarding this RFP, along with their respective answers, is attached hereto.
2. The Attachment H – Financial Proposal Forms was amended. The updated version is attached hereto, and can be accessed via the link below:  
<https://mdstad.sharefile.com/d-s7948f9d5d214477d8d418870e559f9c1>.
3. The Proposal Closing Date and Time was amended. Technical and financial Proposals are due on January 10, 2025, at 1:00 p.m., Local Time.
4. The Oral Presentations were rescheduled for February 3, and 4, 2025. In your technical Proposal, please state your availability for the dates provided.
5. Section 3.1 of the RFP was amended to read as follows:  
“[...] MSA anticipates the Project will be accomplished over two phases:  
1. Programming and Due Diligence; and  
2. Study Design, Project Design and Construction Administration.”
6. Section 3.2 of the RFP was amended to read as follows:  
“[...] The Guaranteed Maximum Price Limit (“GMP Limit”) for the Project is Twenty-Two Million Five Hundred Thousand Dollars (\$22,500,000).”
7. Section 4.3.5 of the RFP was amended to read as follows:  
“[...] E. GMP Limit:  
Comment on the adequacy of the GMP Limit amount identified in Section 3.2 to the goals of the Project as presented in the RFP. Highlight any issues or circumstances (i.e., market, administrative, contractual, project cost associated with overtime or expediting, etc.) that could impact the Offeror’s ability to ensure that the Project Design meets the Project Criteria and occurs within the established GMP Limit.”

8. Requirement 3.3 D. Environmental Impact Analysis was stricken, and reads as follows:  
“Reserved.”
9. Requirement 3.3 E. Archaeological Impact Analysis was stricken, and reads as follows:  
“Reserved.”

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



Christian Kramer  
Procurement Officer

**Attachments**

**Request for Proposals  
Preliminary Design Services  
Regency Furniture Stadium Improvements**

**Questions and Answers No.2**

	<b>Question</b>	<b>Answer</b>
1.	Environmental Impact Study: Please clarify the scope.	MSA does not anticipate that an Environmental Impact Study will be necessary. This item has been removed via this Addendum No.3.
2.	Archeology: Can you define the scope for this project?	MSA does not anticipate that an archaeological Impact Analysis will be necessary. This item has been removed via this Addendum No.3.
3.	Will a site survey be required for the preliminary study? We recommend doing the survey after this phase has been completed.	The site survey shall be completed as part of the requirement 3.3.B. Site Development/Planning.
4.	Will MSA kindly consider a due date deadline extension for the proposal?	The Proposal Due Date and Time were extended via this Addendum No.3. Proposals are due on January 10, 2025, at 1:00 p.m. Local Time.
5.	Is there an expectation for completion date of Preliminary Design Services in terms of project schedule? i.e. Six Months	MSA is looking to complete the design efforts in a manner as efficient as possible. Please refer to Section 4.3.5 of the RFP. MSA is looking for Offeror's to provide a Conceptual CPM schedule with durations required for them to complete the scope of work identified. Offeror's should assume a 1-month approval duration following submission of the finalized preliminary design deliverables.
6.	Page-19-20 of the RFP, Under the section 3.3 Scope of Work, it mentions on line G. 'Traffic Analysis', do we need to have a traffic consultant and if so do we need to include their resume?	Traffic analysis is required and can be completed via in-house resources or a subconsultant. Submission of a resume is not requirement, unless Offeror identifies them as Key Personnel. See requirement 4.3.4 A.c. 17).

	<b>Question</b>	<b>Answer</b>
7.	Section 2 of the RFP states that the architectural/engineering firm must have members registered to practice in the State of Maryland prior to the Proposal Closing Date and Time. Our firm does not currently have an individual licensed in the State of Maryland, but we have submitted for reciprocity for an architectural license. Will a proposal still be accepted if our registration is in process at the Proposal Closing Date and Time?	A firm must be registered with SDAT, and registered to practice in the State of Maryland at the time of the award. Due to the potentially long timeframe, it may take to complete the registration procedures, an otherwise successful Proposal may be determined to be not responsive to the RFP, and therefore not eligible to be considered for award.
8.	We are assuming a Concept Phase, 35% SD Phase, 50% CD Phase, 70% CD Phase, 100% CD Phase, and a Construction Phase. How many estimates are required? How many of those estimates will be reconciled from the AE team with the selected construction manager?	Estimates are required with each design phase submission (with the exception of the 100% document package). Estimate reconciliations shall be assumed with each submission.
9.	During which phase will a construction manager join the Team and provide pre-con services?	MSA anticipates the Construction Manager to be under contract in time to review the DD submission package.
10.	What level of LEED certification is being sought for the project? USGBC LEED Silver?	The project shall be designed to meet LEED Silver. Formal certification will not be pursued; however, scorecards documenting compliance are required.
11.	Per Section 1.3, in our fee proposal, the AE is to include “a contingency amount to be used by the MSA at its sole discretion.” Please explain? Can MSA establish that value and provide to the AEs?	Please refer to Attachment H - Financial Proposal Form for Owner’s Contingency Percentage and calculation format.
12.	Given the Christmas and New Year’s holidays, would the MSA consider a one-week extension for the proposal deadline?	See answer to question 4.

## Attachment H – Price Form Instructions

Each Bidder/Offeror shall submit its response via the Price Form in accordance with the instructions specified herein. **Do not alter the Price Form;** otherwise, the Bid may be determined to be not responsive or the Proposal may be determined to be not reasonably susceptible of being selected for award. If the Price Form contains a signature box, it must be signed and dated by an individual who is authorized to bind the Bidder/Offeror to the prices entered on the Price Form.

Follow these instructions carefully when completing your Price Form:

- A) All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
- B) All Unit Prices must be the actual price per unit the State will pay for the specific item or service identified in this IFB/RFP and may not be contingent on any other factor or condition in any manner.
- C) All calculations shall be rounded to the nearest cent, e.g., .344 shall be .34 and .345 shall be .35.
- D) Any goods or services required through this IFB/RFP which are proposed to be provided at **No Cost to the State** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
- E) Every editable field in the Price Form shall be completed. Any changes or corrections made to the Price Form by the Bidder/Offeror prior to submission due date shall be initialed and dated, if required, or submitted as a new Price Form through eMMA. Partial or incomplete Bids/Proposals will be rejected unless otherwise stated in the solicitation.
- F) Except as instructed on the Price Form, nothing shall be entered on or attached to the Price Form that proposes conditions or contingencies on the prices. Conditions may render the Bid not responsive or the Proposal not reasonably susceptible for being selected for award.
- G) It is imperative that the prices included on the Price Form have been entered correctly and calculated accurately by the Bidder/Offeror and that the respective total prices agree with the entries on the Price Form. Any incorrect entries or inaccurate calculations by the Bidder/Offeror will be treated as provided in COMAR 21.05.02.12 and may cause the Bid/Proposal to be rejected.
- H) All pricing, including labor rates, entered in the Price Form must be fully loaded prices that include all costs/expenses associated with the provision of services required by the IFB/RFP. Examples may include all labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor.
- J) Unless indicated elsewhere in the IFB/RFP, sample amounts used for calculations on the Price Form are typically estimates for evaluation purposes only. Unless stated otherwise in the IFB/RFP, a minimum or maximum number of units or usage in the performance of the Contract is not guaranteed.
- K) Failure to adhere to any of these instructions may result in the Bid being determined not responsive or the Proposal being determined not reasonably susceptible of being selected for award.
- L) Nothing shall be entered on or attached to the Financial Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render the Proposal not reasonably susceptible of being selected for award.

**Attachment H  
Architectural/Engineering Services  
Regency Furniture Stadium Improvements**

**Pricing From**

<b>DESCRIPTION OF ITEM &amp; AMOUNT (In Written Words)</b>	<b>AMOUNT</b>
1.0 Programming and Due Diligence (RFP Section 3.3)	\$ -
Phase Specific A/E Reimbursable Allowance	\$ -
<b>Sub-total:</b>	<b>\$ -</b>
Owner Contingency (equal to 15% of sub-total)	\$ -
<b>Total:</b>	<b>\$ -</b>
2.0 Study Design, Project Design & Construction Administration (RFP Section 3.4 and 3.5)	
PERCENTAGE RANGE IF COST OF WORK IS:	
Up to \$17.5 million	%
\$17.5 million to \$25 million	%
\$25 million and above	%

*Financial proposals will be evaluated based on the amount included in Item #1 (Preliminary Design), and an analysis of the percentages included in Item #2 (Study Design, Project Design and Construction Administration).*

**Submitted By:**

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(FEIN)

\_\_\_\_\_  
(Typed Name & Title)

\_\_\_\_\_  
(eMMA no.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(SDAT Department No.)

\_\_\_\_\_  
(Date)

**Attachment H**  
**Architectural/Engineering Services**  
**Regency Furniture Stadium Improvements**

**Hourly Rates**

<b>Line #</b>	<b>NAME</b>	<b>POSITION</b>	<b>FIRM</b>	<b>HOURLY RATE (FULLY LOADED)</b>
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
11				\$ -
12				\$ -
13				\$ -
14				\$ -
15				\$ -
16				\$ -
17				\$ -
18				\$ -
19				\$ -
20				\$ -
21				\$ -
22				\$ -
23				\$ -

**Attachment H**  
**Architectural/Engineering Services**  
**Regency Furniture Stadium Improvements**

**Work Task Durations**

<b>START</b>		<b>COMPLETE</b>	<b>NUMBER OF MONTHS</b>
Notice To Proceed	to	Preliminary Design	
Preliminary Design	to	Schematic Design	
Schematic Design	to	Design Development	
Design Development	to	Construction Documents (50%)	
Construction Documents (50%)	to	Construction Documents (70%)	
Construction Documents (70%)	to	Construction Documents (95%)	
Construction Documents (95%)	to	Construction Documents (100%)	