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**Addendum No.2**

**To Offerors: Request for Proposals  
Preliminary Design Services  
Harry Grove Stadium Improvements**

**Date Issued: January 15, 2025**

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This addendum is hereby made part of the Request for Proposals dated December 20, 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. Section 2.3. of the RFP was amended to read as follows:  
     “[...]  
     C. Environmental Conditions and Soil Erosion;  
     [...]  
     I. Waterproofing and Air Barriers;  
     [...]”;
2. Section 3.2 of the RFP was amended to read as follows:  
     “[...]  
     2. Environmental Conditions and Soil Erosion  
     [...]”;
3. A copy of the Pre-proposal conference attendance list is attached hereto;
4. A copy of the Pre-proposal conference slide deck is attached hereto; and
5. A copy of a Questions and Answers document is attached herete.

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

Christian Kramer  
Procurement Officer

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**Capital Projects**  
**Virtual Pre-proposal Conference - Request for Proposals**  
**Testing & Inspection Services**  
**Harry Grove Stadium Improvements**  
**January 7, 2024**  
**11:00 am**

Name	Company	Email	Prime or Subcontractor	MDOT MBE Certified	SBR Certified	Attended
Steven Foster	AB Consultants inc.	steve.foster@abconsultantsinc.com	Subcontractor	Yes	Yes	Yes
Sukhveer Singh	Dulles Geotechnical and Material Testing Services	ssingh@dullesgeotechnical.com	Subcontractor	Yes	No	No
Tariq Hamid	Dulles Geotechnical and Material Testing Services, Inc	thamid@dullesgeotechnical.com	Subcontractor	Yes	No	No
Redha Hasan	EBA Engineering	redha.hasan@ebaengineering.com		Yes	No	Yes
Matthew Dumrauf	ECS Mid-Atlantic LLC	mdumrauf@ecslimited.com	Prime	No	No	Yes
Matt Bailey	ECS Mid-Atlantic, LLC	MDBailey@ecslimited.com	Prime	No	No	Yes
Terra Barnes	Froehling & Robertson	tbarnes@FandR.com	Subcontractor	No	No	Yes
Bryce Brueder	Froehling & Robertson, Inc.	BBrueder@FandR.com	Subcontractor	No	No	No
Maxwell Abbey	Global Geotechnical Consultants	mabbey@globalgeotechllc.com	Prime	Yes	No	Yes
Andrew Sailo	Kim Engineering Inc	andrewsailo@kimengineering.com	Subcontractor	Yes	No	No
Salim Short	MP Engineers +	salshort13@gmail.com		Yes	No	Yes
Andrew Nigro	MP Engineers +	anigro@mpengs.com		Yes	No	No
Stephen Sokol	Specialized Engineering	ssokol@specializedengineering.com	Prime	No	Yes	No
Clive Diaz	Stratified, Inc.	cdiaz@stratified.us	Prime	No	Yes	Yes
Emmanuel Wehjala	Stratified, Inc.	ewehjala@stratified.us	Prime	No	Yes	Yes
Marguerite Connolly	Stratified, Inc.	mjconnolly@stratified.us	Prime	No	Yes	Yes
Eaton King	Terracon Consultants Inc.	edking@terracon.com	Prime	No	No	Yes



## **REQUEST FOR PROPOSALS PRE-PROPOSAL CONFERENCE**

# **TESTING AND INSPECTION SERVICES HARRY GROVE STADIUM IMPROVEMENTS**

**JANUARY 7, 2025 – 11:00 AM**

### **Notice**

In participating in this session you agree that you will not record, keep, share or post any content of this session without prior express permission from MSA. In particular, for the time of this meeting, the use of automated tools as provided, for instance, by open-loop Artificial Intelligence is strictly prohibited.

# PROCUREMENT & PROJECT TEAM



Yai Waite  
Associate VP, Procurement



Christian Kramer  
Procurement Officer



Jonathon Irby  
Project Manager



# POINT OF CONTACT

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# KEY DATES

	<u>ACTIVITY</u>	<u>DATE (Local Time)</u>
	Request for Proposals Issued	December 20, 2024
	Pre-Proposal Web Conference	January 7, 2025, at 2:00 p.m.
	Site Visit	Not applicable
	Questions Due	January 13, 2025, at 1:00 p.m.
	Technical & Financial Due	January 21, 2025, at 1:00 p.m.
	Anticipated NTP	March 2025

# SCOPE OF SERVICES

MSA issued this Request for Proposals to Testing and Inspection firms, to provide testing and inspection services for the Harry Grove Stadium.

As part of the requirements outlined in the construction documents and project specifications (see Attachment J), the scope of testing, inspection, and lab services may include, but is not limited to, the following:

1. Earthwork/Soils/support of excavation
2. Asphalt
3. Environmental Conditions and Soil Erosion
4. Concrete
5. Masonry
6. Steel
7. Roofing
8. Fireproofing/Fire Resistant Materials
9. Waterproofing and Air Barriers
10. Windows and skylights
11. Painting

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

# OFFEROR'S QUALIFICATIONS

At a minimum the Offeror shall meet the following qualifications to be considered for award:

1. Has been in business for at least five (5) years;
2. Is a firm that is licensed to operate in the State of Maryland;
3. Has a minimum of five (5) years of significant experience in providing testing and inspection services. List projects that your firm has performed as a prime consultant that demonstrate how you meet these requirements.
4. Is able to provide testing and inspection services in accordance with the applicable codes and practices, including, without limitation, the 2021 International Building Code, American Council of Independent Laboratories, Frederick County Code, and as specified in the applicable Project construction documents.
5. Offeror shall clearly and accurately demonstrate specialized knowledge and experience in the aforementioned categories, as well as with the requirements for testing and inspections set forth in the Design Development Documents (Attachment J).
6. Has the ability to meet the insurance coverage requirements stated in the Sample Contract (Attachment L).



# MINORITY BUSINESS ENTERPRISES

- **This RFP has a minimum MBE subcontractor participation goal of:**
  - 10% overall with no sub-goal
- All subcontractors named by the Offeror as part of their MBE Schedule must be certified with the Maryland Department of Transportation (“MDOT”).
- Keep in mind we are looking for MBE certified firms (NOT SBE, DBE, etc.).
- MBE shall be currently – and must remain throughout the contract term; appropriately certified.
- The most current information on certified MBE firms is available at the MDOT website at <https://marylandmdbe.mdbecert.com/>. On the right side, select the button labelled “Search Directory of Certified Firms”.
- **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 receipt of the notice of Award Recommendation.

# MINORITY BUSINESS ENTERPRISES

- **D-1A must be fully completed and submitted with your Proposal.**
- Must include the MBE's:
  - Complete legal name – as it appears in the MDOT Directory of Certified Firms, e.g. “xyz, Inc.” vs. “xyz Inc”, etc.
  - MDOT issued MBE Certification Number
  - Classification  
Note: check only one box even if an MBE is dually certified, e.g., as African American-owned and Women-owned
  - NAICS code(s)  
Note: do not include codes that are not relevant
  - Type of service, e.g., “Furnish and Install and other Services...”
  - Percentage of total contract amount
  - Description of work: “Professional Services” does not suffice
- Math needs to add to up.
- The Governor’s Office of Small, Minority & Women Business Affairs has issued Sample MBE Forms on how to fill out the D-1A form. The samples are available at the GOSBA website at <https://gomdsmallbiz.maryland.gov/Pages/mbe-Program.aspx>. On the right side, select the link labelled “[Sample MBE Forms](#)”.

# PROPOSAL SUBMISSIONS

- All submissions must be sent electronically via the ShareFile links provided on the Key Information Summary Sheet. See Section 4 of the RFP for all submission requirements, including formatting. No other form is permissible!
- Technical Proposal
  - Transmittal letter
  - Executive Summary
  - Experience and Qualifications
    - Experience Form (Attachment I)
    - Corporate Profile (Attachment E)
  - Work Plan
    - Approach
    - Resumes
  - Other Required Submissions
    - Bid/Proposal Affidavit (Attachment A)
    - Conflict of Interest Disclosure (Attachment B)
    - MBE Form D1-A (Attachment D)
    - Capacity Summary Worksheet (Attachment G)
    - Prime Contractor List of All Subcontractors (Attachment N)
    - Proof of Insurance/ability to meet insurance requirements (see Attachment L)
- Financial Proposal
  - Financial Proposals must be password protected.
  - Password will be requested from short-listed Offerors only.
  - Financial Proposal Forms (Attachment H)

# EVALUATION AND SELECTION

- Section 5 of the RFP
- Technical criteria have more weight than Financial criteria.
- Proposals will be evaluated based on the adequacy of their proposed work plan, Offeror's and Key Personnel's experience and qualifications, and past performance, among others.
- The Selection Committee will review the Offerors' technical Proposals. Firms deemed as meeting all requirements will be ranked and, based on the achieved rankings, selected firms may then be invited to conduct Oral Presentations.
- After the Technical Evaluation, the Selection Committee will short-list Offerors to participate in the financial phase of the procurement.
- Offerors will be required to provide the password to their financial Proposal within one (1) business day of MSA's request.
- An award will be made to the Offeror whose Proposal is determined to be the most advantageous, considering technical and financial evaluation factors.

# SUBMISSION REMINDERS

- 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 the description of the work to be performed by the MBE. DO NOT LIST NAICS codes that are not relevant to the description of work of the prime or sub-contractor.
- SDAT Compliance – Make sure that your firm is in Good Standing with the Maryland Department of Assessments and Taxation.
- Review the RFP (including attachments) and its addenda in their entirety.

# QUESTIONS

**All questions regarding the RFP, must be submitted to the Procurement Officer in writing via the link included in the Key Information Summary Sheet prior to the deadline in order to receive an official response.**

Only responses provided in writing by MSA's Procurement Officer will be considered official answers to questions regarding this RFP.

Addenda will be issued via GovDelivery, eMMA, Bonfire, and will be published on MSA's website. 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  
Preliminary Design Services  
Harry Grove Stadium Improvements**

**Questions and Answers No.1**

	<b>Question</b>	<b>Answer</b>
1.	Sections 2 and 3 of the RFP list “Erosion and Sediment Control” in the scope items. However, these items are typically handled by the MDE or associated municipal entity. Can you confirm whether the selected Offeror will actually be responsible for this scope item?	Confirmed, as indicated in Section 3 of the RFP. MDE does approve the Standard Erosion and Sediment Control plans. However, MSA reserves the right to request compliance inspections from the Offeror throughout the course of the project.