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### **Addendum No. 3**

#### **To Offerors:**

#### **Request for Proposals Architectural/Engineering Services Historic St. Mary's City Fort to 400 Boutique Hotel and Conference Center – Preliminary Design Services**

#### **Date Issued:**

**February 27, 2025**

This addendum is hereby made part of the Request for Proposals dated January 24, 2025, as amended, 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 questions submitted along with their respective answers, is attached hereto.
2. Section 3 Purpose and Scope of work has been revised and is attached hereto.
3. A copy of the revised Pricing Form (Attachment H) can be accessed via the ShareFile Link below:  
  
<https://mdstad.sharefile.com/d-s954920285c6e4a53a3ab1387e033841c>
4. A copy of the Historic St. Mary's City Master Plan can be accessed via the ShareFile Link below:  
  
<https://mdstad.sharefile.com/d-sd57581d3f8ac4098bd2db57766167d7f>
5. The closing date of Technical and Financial Proposals has been extended to **March 26, 2025 at 1:00 p.m. (local time).**

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

*PS*

Paige Stinnett  
Procurement Officer

**Request for Proposals  
Architectural/Engineering Services  
Historic St. Mary's City Fort to 400 Boutique Hotel and Conference  
Center – Preliminary Design Services  
Questions & Answers  
Addendum No. 3**

**Action Item**

	<b>Question</b>	<b>Answer</b>
1.	Have you developed a program for the site yet? Or are you expecting the winning firm to collaborate with stakeholders to create one? If you already have a program (including details like the number of rooms, square footage, required spaces, meeting rooms, and offices), could you share it with us?	See Addendum #3.
2.	What is the anticipated number of keys for the hotel?	See Addendum #3.
3.	Can you elaborate more about the project details?	See Addendum #3.
4.	In reviewing the documents, we could not find the RFP information about the hotel and conference center (program).	See Addendum #3.
5.	It appears there is no sports related work yet Stadium experience is required?	See Addendum #2.
6.	Is this a new building or renovation?	New building. See Addendum #3.
7.	Has an operator or flag been identified for the hotel?	No.

8.	The documents requested cost estimating, can we go ahead and get cost estimator onboard?	See Addendum #3.
9.	Is there a brand selected for the hotel?	See Question #7.
10.	The scope includes some other services such as infrastructure analysis, environmental and archaeological analysis, geotechnical engineering, etc. Do we need to get these consultants on board? Please let me know what other additional consultants should be included in this scope? I.e. Commercial kitchen consultant, security consultant, parking consultant, landscape architect consultant, pool consultant, etc.	See Addendum #3.
11.	Do you have a standardized financial proposal that shows the man-hours and the required professional inputs?	See the revised Pricing Form (Attachment H) included in Addendum No. 3.
12.	Is there a desire for any historic elements of the site to be preserved?	There are no historic elements at the site.
13.	How many square feet of conference space is anticipated?	See Addendum #3.
14.	Given the history of the site, will there be existing archeological, geotechnical and other necessary site data provided to the design team during preliminary design?	The hotel site is not the same site as the Fort. See to Addendum #1.
15.	Will the City or State retain ownership of the hotel?	It is unknown at this time.

16.	Please comment about the size and seating capacity of the proposed conference center.	See Addendum #3.
17.	Is parking anticipated to be surface or covered?	To be determined during this effort.
18.	Is there any relationship between this project and St. Mary's College?	No.
19.	What is the determined size and scale of the hotel and convention center?	See Addendum #3.
20.	What is the budget for the overall project?	To be determined during this effort.
21.	Environmental scope? Does it include natural resource impact analysis and/or due diligence Phase 1 Environmental Site Assessment?	See Addendum #3.
22.	Is the firm that is awarded this preliminary design/planning project precluded from serving as A/E for the full design of the hotel/conference center?	See Section 3.2 of the RFP.
23.	Can you provide more information as to the level of schematics desired specifically for the building?	See Addendum #3.
24.	Will restaurants or other amenities be included in the program?	No.
25.	Does Crossroads consulting have a continuing role in this overall project?	No.

26.	Can we show more resumes for key personnel than what is listed in RFP?	Refer to Section 4.3.d.1.c of the RFP for minimum resume requirements.
27.	Project experience – can we show completed projects?	Yes.
28.	Please confirm we will need an MEP consultants as part of the team.	See Addendum #3.
29.	Please confirm we need a traffic engineering consultant.	See Addendum #3.
30.	Please clarify if this is a small business set aside.	No.
31.	Will completed hotel projects be acceptable under project experience?	See question #27.
32.	Is the programming for the hotel and conferencing center completed, if so, can you please provide a copy of the program?	See Addendum #3.
33.	Can the prime Offeror be not an MBE certified member but joint venture with engineering firm that is MBE certified member?	The prime Offeror is not required to be MBE certified. Please review the MBE requirements of the RFP carefully.
34.	Are plans to build over the historic site or elsewhere? Is there a site plan available?	See Addendum #1.
35.	What are the insurance requirements? Do we make the insurance certificates out to Maryland Stadium Authority?	Refer to Section 4.3.g.6 of the RFP and the Sample Contract (Attachment G).

36.	Do we have to include Planning and Schematic Design for both sites?	See Addendum #3.
37.	There is no Tab 3 listed in the RFP, but we recognize there is a “Reserved” section just after Tab 2 and before Tab 4. Should we show include a Tab 3 as “Reserved” in our proposal with no contents, assuming an additional Tab is not required via future Addendum?	Yes.
38.	Attachment I - Contract Affidavit is not specifically listed as part of the Proposal Requirements. We do recognize this affidavit is required within five business days after notification of proposed contract award. Should we include a blank or draft of Attachment I - Contract Affidavit as part of Tab 4?	Refer to Section 1.13.c of the RFP. “A copy of this Affidavit is included for informational purposes only”
39.	The Tab 1 - Experience and Qualifications description does NOT specifically reference SF330 form section H - Additional Information, but it is included in Attachment E. Are Offerors encouraged to submit additional information on SF 330 form section H - Additional Information, or would you prefer we not include section H and rather provide additional information under Tab 2 - Work Plan?	Refer to Section 4.3.d of the RFP.
40.	Are we to include preliminary design pricing for both potential sites as shown on the site map?	See Addendum #3.

41.	What are you expecting from the Infrastructure Analysis? What does this consist of?	See Addendum #3.
42.	Is Interior Design part of the Preliminary Design? Like a mood board or concept design for the interior direction of the hotel?	No.
43.	Do you have a site plan with the property lines and acreage you can share?	See Addendum #1 for the site map.
44.	What deliverables are you expecting in the Preliminary Design? Program? Floor plans? Elevations? Exterior renderings? How many schemes do you anticipate? I know you said you want two hard copies and one electronic, but what detail is expected to be included? Different clients have different expectations.	See Addendum #3.
45.	The RFP says it will be a boutique hotel, but will it be part of a hotel brand? If so, do you know which one? Do you know the operator?	No.
46.	Who is involved in the Preliminary Design approval process (ie. Reviewing schemes, etc.)? College? City? Brand? Operator?	The Project Team as identified in the Section 1.2(s) of the RFP.
47.	Are we to assist in the entitlement process in any manner? If so, please define what that is?	No
48.	Would MSA consider expanding the NAICS Codes list to include environmental-focused services, I.E. 541620, to complete the scope of work?	This question is unclear. If this question refers to Attachment M, please note that the attachment is for informational purposes only and that Offerors are encouraged to expand areas of opportunities for MBE

		certified firms based on the scope of work needed to complete this project on time and on budget. The MBE subconsultants that the Offeror lists in its D-1A form shall fulfill a commercially useful function for the project.
49.	Can you define what is expected by community involvement? We would assume it to be a couple presentations at town hearings, but please confirm.	Correct.
50.	Can you expand on what you want included in the Environmental Impact Assessment? NEPA? Environmental Phase I?	See Addendum #3.
51.	What are you looking for in regards to Quality Assurance? It is something that can be handled by each consultant. Do you want a separate line item in the fee chart for quality assurance or can each consultant include it in their base number?	See Addendum #3.
52.	Is there a Tab 3 in the Technical Submission? The request for information skips from Tab 2 to Tab 4.	See Question #37.
53.	Are we to include a completed SF-330 for each of our sub-consultants or does just the Prime need to complete the SF-300?	See Section 4.3.d.1.a of the RFP.
54.	Can you provide the County/City Master Plan?	See Addendum #3.
55.	Soil borings are part of the scope. Will we have permission to have access to the site to complete the	Yes.  The financial proposal will identify the cost to provide geotechnical services at each

	physical borings? Do you know how many soil borings are required at a minimum?	location. The number is to be determined by the Offeror.  MSA will coordinate access to the site(s).
56.	For the Financial Submission, you want us to put hours per person in the chart, then hourly rates in Attachment H along with meeting fees. Is there anywhere to display our total or is that something that MSA handles?	See Addendum #3.
57.	What if any site surveying exists? a. Are there any measurable metes and Bounds? b. Are there any easements through the property or properties? c. Are there any setbacks around the property or properties? d. Has there been any topographic/contour mapping done for the property or properties? e. Are there any utilities currently through or on the property or the properties? f. Zoning data? i.e.- Maximum area, height, FAR, etc..	See Addendum #3.
58.	Has there been any more specific hospitality related marketing survey performed? a. As it relates to the hotel is there a total square footage in mind? b. Has a particular key count been assessed? c. Has a particular room mix been assessed? d. Is there a restaurant envisioned, if so, what size? e. Is there a coffee shop sun dries shop or other supporting retail envisioned, if so, what sizes?	See Addendum #3.

	<p>f. Would the laundry be done on site or offsite?</p> <p>g. Is there a brand in mine?</p> <p>h. Is there an operator in mind?</p>	
59.	<p>As it relates to the conference center is there a total square footage in mind?</p> <p>a. Of that conference center square footage is there a specific breakdown of meeting or boardroom room sizes envisioned?</p> <p>b. Is it envisioned that the conference center would be operated independently or directly associated with the hotel?</p> <p>c. Is there a brand in mine?</p> <p>d. Is there an operator in mind?</p>	See Addendum #3.
60.	<p>If no specific hospitality, marketing study has been done, is it expected to propose a consultant to perform it?</p> <p>a. If no specific hospitality, marketing study has been done. Is it expected to carry that consultant on our team within our proposal?</p> <p>b. Is it correct to assume that we are to carry only the consultants specified by the disciplines outlined in the scope of work? No more no less for now?</p> <p>c. Has any prior budget, schedule or cost estimate been developed?</p> <p>d. Has any prior Archeology survey been done on property? What examples of discovery have been found in the area?</p> <p>e. Is it expected to have an MEP related narrative or 10% design as part of this Proposal response?</p> <p>f. Is it expected to have a structural</p>	The Offer must comply with the requirements of the RFP and all Addenda issued.

	<p>engineering related narrative or 10% design as part of this proposal response?</p> <p>g. I think we now know that specific Sports Facility experience is no longer required, but just to be sure is any Sports Related Experience required?</p> <p>h. How related to the County Commissioner, College organization or Alumni Organization will this design effort be? Any College staff involvement?</p> <p>i. Are there any particular resources that you would suggest for further historical or American Indian knowledge?</p> <p>j. Is the barn on site part of the program or privately owned?</p>	
61.	<p>Please confirm following team members will be needed for this phase of the project:</p> <ul style="list-style-type: none"> <li>· Civil Engineer with site survey</li> <li>· Geotech Engineer</li> <li>· Archeologist</li> <li>· Structural Engineer</li> <li>· MEP Engineer</li> <li>· Cost Estimator</li> </ul>	See Addendum #3.
62.	<p>Can you elaborate on a range of programs or square footages that have been discussed previously such as:</p> <ol style="list-style-type: none"> <li>1. Number and size of conference spaces.</li> <li>2. Number of hotel rooms initially discussed.</li> <li>3. Number and type of amenity spaces.</li> </ol>	See Addendum #3.
63.	Can you provide a tentative list of the key stakeholders and decision	See Question #46

	makers that the team will need to engage in and get approvals from?	
64.	The Market Assessment notes that both a Boutique hotel and Full-Service Hotel 'could be the best fit for HSMC'. Can you confirm whether you intend to do a Boutique Style, Full-Service, or if that decision will be born out by the preliminary study.	See Addendum #3.
65.	Is there a timeframe that MSA / HSMC would like to have this preliminary effort completed by?	To be determined by the Offeror. See Section 4.3.e.2 of the RFP.
66.	Some of the documents show diagrams or imagery from an HSMC master plan document. Can that be made available to the bidders?	See Question #54.
67.	Please confirm there are no subgoals of the 10% MBE requirement.	Confirmed.
68.	Can you please provide a preliminary budget that has been allotted for this study?	There is \$250,000 of funding available for this effort.
69.	For the archeological impact study, does HSMC prefer the Prime to contract with a local Archeologist, or can they contract with an independent Archeologist?	See Addendum #3.
70.	Site visit confirmed larger property site for project, out of the previous two, that were in the original RFP. Will we be getting a confirmation of the boundary within the confirmed property option for the project?	See Addendum #1.

71.	The project site currently appears to be outside of existing water and sewer service area, will it be annexed into the St Mary's College water and sewer service area?	See Addendum #3.
72.	Will water and sewer record drawings for the surrounding area (PDF and CAD files) be made available to the winning project team?	See Addendum #3
73.	Will St Mary's County GIS data be acceptable for a basemap for the Preliminary Design Phase deliverable?	To be determined by the Offeror.
74.	Please confirm the reference in 3.3 – Scope of Work to “Preliminary Design (10 to 15% Schematic Design) defines the entire design product to be required for this RFP equals approximately the completion of 15% of Schematic Design	See Addendum #3.
75.	Can you send a list of approved MWBE Consultants that are already registered with MSA?	See Section 1.20.e.4.f of the RFP. MSA does not maintain a list of Minority Business Enterprises.
76.	Does HSMC intend to operate the hotel and conference center?	No.
77.	Has a desired construction start or end date been determined?	No.
78.	Clarification needed for instructions for Volume I - Technical Proposal: On page 26 of the solicitation, item F, titled "Reserved," does not contain any information, nor is it specifically labeled as Tab 3. Please (1) clarify	See Question #37.

	whether any content was meant to be placed by respondents in this section and (2) if not, please confirm that there is no requirement for a Tab 3 in our response (item E. Work Plan is Tab 2 and item G. Other Required Submissions is Tab 4).	
79.	Are there any historical records or is there any local knowledge about previous buildings on either of these sites?	See Addendum #3.
80.	Should we include a Structural consultant in this preliminary design proposal?	See Addendum #3.
81.	Should we include an MEP consultant in this preliminary design proposal? If so, how much work should they do? (Conceptual, to allow for preliminary pricing, etc?)	See Addendum #3.
82.	Please confirm that the consultants required for this project are the Geotechnical engineer, Cost estimator, and Archaeological consultant. Are there any other consulting engineers required to be included in this proposal?	See Addendum #3.
83.	Is there any re-zoning required for the proposed use of either site?	To be determined during this effort.
84.	Can a site plan of the proposed site(s) be provided showing which properties are owned by St. Mary's College and which ones will require third part involvement or easements?	The sites are owned by Historic St. Mary's City. St. Mary's College is not involved in this effort. See Addendum #1.

85.	Is there any need for business consulting as a part of this RFP as it relates to Operations, Square footage of meeting space, quantity of guestrooms and/or tourism programs?	See Addendum #3.
86.	<p>It seems that there will be some phases from starting the design to complete the construction as follows:</p> <p>Phase1: Site visibility study, site selection study, master planning, massing study, and preliminary concept design. Geotech, site survey, utility analysis and other services may be required as well as MEP narratives for the proposed systems and cost estimate.</p> <p>Phase 2: Finalized concept design, interior space design, MEP / structural narratives and cost estimate.</p> <p>Phase 3: Contract documents (bidding and permit) and final cost estimate.</p> <p>Phase 4: Construction administration services. Can we assume our estimated fees based on the above? If yes, are we required to provide estimated professional fees for all phases or just phase 1 for now?</p>	See Addendum #3
87.	Can you please let us know the schedule/duration of the design through the construction?	See Section 4.3.e.2 of the RFP.
88.	Can you please list all the detailed scope so we can confirm our consultants that will be needed for the project?	See Addendum #3.

89.	The documents proposed 2 site options, can you let us know if there is any preference to select one of them? Do you expect the design team to study both sites and provide concept design option for each site?	See Addendum #3.
90.	We know that an addendum will be issued but we do not know when it will be issued. Do you consider extending the due date of the submission after March 12 <sup>th</sup> , 2025?	See Addendum #3.

End of Q&A Document

## **SECTION 3**

### **PURPOSE AND SCOPE OF WORK**

#### **3.1. Purpose**

MSA is issuing this RFP to contract with a highly qualified A/E firm to provide preliminary design services related to the potential development of the Project, as described in this RFP.

#### **3.2. Scope Overview**

The selected A/E will provide preliminary design services necessary to analyze the ability of the two sites selected by Historic St. Mary's County to support the future development of a boutique style hotel and conference center. The selected A/E will work closely with the Project Team in a cooperative and coordinated fashion to complete the scope of work outlined below.

The project includes preliminary design for a boutique hotel defined as a small, stylish hotel that offers personalized service and a unique experience. They often have a theme and incorporate local culture and history. They usually have fewer than 100 rooms.

The project includes preliminary design of a conference center that would be complimentary to the boutique hotel. The square footage of the conference center will be determined during the preliminary design effort.

The desired outcome is to produce a document(s) to be used by interested private sector participants in their analysis of developing the Project.

The selected A/E will not be precluded from tendering future offers on the actual design and construction administration of the Project if the Project reaches the construction phase.

#### **3.3. Scope of Work – Preliminary Design**

Preliminary design and engineering services include, but are not limited to, the following:

- **Preliminary** Concept Design (10 to 15% Schematic Design)
- Site Development/Planning **including a site fit analysis**

- Infrastructure Analysis (i.e. location and capacity of public utilities, etc.)
- Environmental Impact Analysis (Phase 1 Environmental Site Analysis)
- Archaeological Impact Analysis (Phase 1 Archeological Analysis)
- Geotechnical Analysis/Engineering
- Ingress/Egress Impact Analysis- Pedestrian and Vehicular
- Project Scheduling
- Cost Estimating (Cost of land preparation for development)

~~· Value Engineering~~

~~· Quality Assurance~~

- Assisting MSA with Professional and Technical Service Procurements as requested.
- All other deliverables outlined in the Sample Contract, **Attachment G**.

#### **a. Services**

1. The A/E shall work with MSA and the Project Team, as directed, to plan, schedule and coordinate site access, meetings and interviews with key stakeholders identified by MSA and the HSMC. The A/E will meet with the HSMC staff as many times as the parties deem necessary for the A/E to conduct the preliminary design. This may include, by way of example and not limitation, individual meetings, walk-throughs of the proposed site(s), etc.
2. The A/E shall conduct a kick-off meeting with the Project Team within seven (7) days of receiving a Notice to Proceed for preliminary design services.
3. The A/E shall provide preliminary reports and updates on the progress of the preliminary design as requested by MSA.

#### **b. Scheduling**

1. The A/E shall prepare and periodically update a master project schedule that tracks and monitors the progress of the preliminary design and

identifies milestones and critical decision points required by the Project Team including MSA, the HSMC and the A/E.

2. The A/E shall provide scheduling services to produce a high-level project schedule for the construction scenario identified during the preliminary design. The schedule shall outline the major items of the work and clearly show the expected overall duration to complete the work.

**c. Cost Estimating**

The A/E shall provide cost estimating services to produce a cost estimate for scenario(s) identified during the preliminary design. **The cost estimate(s) should include costs to prepare each site to support the development of the Project.**

**d. Deliverables**

1. Upon completion of the preliminary design, the A/E shall provide a minimum of two (2) hard copies and one electronic copy (in .pdf format) of the preliminary design.

2. The A/E shall meet with MSA and the HSMC to discuss the A/E's findings and conclusions set forth in the preliminary design.

**3.4. Reference Documents**

The following resource(s) are included as attachments to the RFP for use in **Attachment C – Project Information**, reference, and consideration by the A/E while executing the scope of work outlined in Section 3.3.

1. Crossroads Consulting LLC Phase 1 Market Assessment of Future Development Opportunities in Historic St. Mary's City
2. Crossroads Consulting LLC Phase 2 Economic Impact Analysis of the St. Mary's Fort in a Stabilized Year of Operations
3. Site Map