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Addendum No. 4

To Offerors:

Request for Proposals On- Call Staff Augmentation Services Master Contract 2025

Date Issued:

September 30, 2025

This addendum is hereby made part of the Request for Proposals dated September 11, 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 regarding this RFP, along with their respective answers, is attached hereto.
2. Section 3.3.1(E) Structural Engineer and 3.3.1(F) Civil Engineer are hereby revised to correct the following:

"Shall have a minimum of five (~~10~~ 5) years of experience serving in a similar capacity."

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

PS

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Procurement Officer

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**Request for Proposals
On-Call Staff Augmentation Services
Master Contract 2025
Questions & Answers
Addendum No. 4**

Action Item

	Question	Answer
1.	<p>Would the MSA welcome responses from firms that would only offer PE, PMs and APMs, and either exclude positions C-J in our response, or offer them as sub consultants?</p> <p>OR</p> <p>Is it your preference to award this procurement to a firm that offers all these services in-house under a single umbrella?</p>	<p>Proposals must include all of the personnel identified in the RFP. Offerors may use sub consultants to meet the personnel needs identified in the RFP. The Offeror shall meet the qualifications set forth in section 2 of the RFP.</p>
2.	<p>Are the offerors required to provide all listed positions or allowed to propose only some of the positions?</p>	<p>See response to Question #1.</p>
3.	<p>Will MSA allow an annual unit rate increase, or are the offerors expected to hold their proposed rates throughout the duration of the contract? Or, will increases only be entertained at each renewal option?</p>	<p>Please reference the Financial Proposal Form (Attachment E) issued via Addendum No. 1, which establishes rates for each year of the resulting Agreement.</p>
4.	<p>What equipment (i.e. computers, monitors) and/or workspaces (i.e. offices, trailers, desks, and chairs) will be provided by MSA, and what should the offeror expect to provide?</p>	<p>Offerors will be responsible for providing computer/cellphone for any employee performing work under this Agreement. MSA will provide office space with desk, chair, secondary monitor at the respective location for which work will be performed.</p>

5.	Are the hours assumed in Attachment E the number of hours expected per year, or for the duration of the contract?	The hours provided are estimated usage expectations for the duration of the initial 3-year term. Please note that the hours provided are an estimate and not constitute a usage guarantee.
6.	We noticed there in no Attachment F listed in the documents. Is that intentional?	The Sample Agreement (Attachment F) will be issued via addendum.
7.	Are offerors to assume that the Geotechnical Engineer position will only be for the engineering role, or are we to include crews and drilling for geotechnical testing in our hourly rate?	The Geotechnical Engineering rate is to be based on an engineering role only. Drilling and testing fees are not to be included in the rates provided.
8.	Can you provide us with the potential upcoming projects and anticipated workload for this contract?	MSA anticipates utilizing services to support the Baltimore Vacants Reinvestment Initiative and may utilize the on-call staffing services to support other future projects which are not yet known at this time. The potential projects are to be determined on an as-needed basis.
9.	Can you please confirm is the Pre-Bid Meeting Mandatory?	No. The pre-proposal conference meeting is not mandatory.
10.	Could you clarify whether the roles outlined in the RFP are intended as full-time positions or only required during specific stadium events?	<p>MSA anticipates the utilization of the Project Manager; Assistant Project Manager and Field Superintendent roles will be full time for durations that will be established at the time of task order awards.</p> <p>MSA anticipates the utilization of the engineering roles would be for specific short-term consulting tasks and are not expected to be full time.</p>
11.	Is there a local preference for vendors, considering the scope of work?	No. Work under the resulting Agreement may be performed anywhere within the State. All firms demonstrating the ability to

		provide required services in a timely manner will be considered.
12.	What are the estimated funds that are estimated to be allocated for this contract?	We are not able to release this information at this time.
13.	What is the tentative start date of this engagement?	MSA anticipates awarding the contract Agreement in December 2025. Use of services under the Agreement may follow at any point after award.
14.	What is the work location of the proposed candidates?	The projects are located throughout the State of Maryland.
15.	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	This is a new contract. The previous Construction Management Staff Augmentation Services Agreement was held by Johnson, Mirmiran and Thompson.
16.	Are there any pain points or issues with the current vendor(s)?	Please note that MSA is required to advertise and seek competition, to the extent feasible, on most of its solicitations. When an existing contract expires or is about to expire, MSA shall publicly solicit the services and seek competition to the extent possible.
17.	Could you please share the previous spending on this contract, if any?	Spending on the previous On-Call Staff Augmentation Agreement exceeded \$1.25M.
18.	Is subcontracting mandatory? If yes, can we replace a subcontractor after an award?	The RFP includes an MBE goal which will have to be met through the use of subcontractors. To replace a subcontractor, the Consultant will have to make a written request for substitution. If the subcontractor is being utilized to meet the MBE goal established for this solicitation, the Consultant shall make a written request

		to MSA and submit a detailed explanation for the request. MSA will make a determination whether to grant or deny the substitution.
19.	Can we submit good faith efforts if we are unable to find a subcontractor?	Please refer to Attachment D, specifically D-1C Good Faith Efforts Documentation to Support Waiver Request.
20.	How many positions were used in the previous contract (approximate)?	Spending on the previous On-Call Construction Management Staff Augmentation Agreement exceeded \$1.25M.
21.	How many positions will be required per year or throughout the contract term?	Please see response to Question #5.
22.	If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?	Yes. Please refer to Section 3.3.3 Substitutions.
23.	Can we provide hourly rate ranges in the price proposal?	No. Please see Financial Proposal Form issued via Addenda #1.
24.	Is it entirely onsite work or can it be done remotely to some extent? Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	Offerors shall assume that work will be performed out of either the MSA office or the respective onsite project location for designated tasks.
25.	Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	Yes. Please refer to Section 3.4.2 Task Order Process and Section 3.3.3 Substitutions.

26.	Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?	Maryland State Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, American Heritage Day, and Christmas Day. Awardees will be compensated for actual hours worked based upon the rates provided on the financial proposal form.
27.	What turnaround time does MSA expect between task order issuance and staff mobilization?	Offerors should assume 2-week turnaround under most circumstances, however, the on-call nature of this agreement may require a more expedited turnaround time on some tasks.
28.	How many concurrent task orders should consultants plan capacity for?	To be determined on an as needed basis.
29.	Which positions do you anticipate being needed most frequently?	Please see question #5.
30.	Will Maryland PE/RA licensure be required for all engineering and architect roles under every task order?	Yes.
31.	What is the typical approval timeline for staff substitutions?	Substitution requests will be reviewed on a timely basis at the time of submissions. No set substitution approval timeline is established.
32.	Since the initial posting of the solicitation documents was incomplete (Attachment F was missing), will MSA extend the deadline for submitting questions regarding the terms and conditions in Attachment F?	Yes. Questions regarding the Agreement will be accepted once it is issued via addendum.

33.	What is the required minimum number of years of experience for the Structural Engineer position? Page 22 of the RFP contains a discrepancy, stating the Structural Engineer “shall have a minimum of five (10) years.”	Please refer to Addendum No. 4.
34.	What is the required minimum number of years of experience for the Civil Engineer position? Page 23 of the RFP contains a discrepancy, stating the Civil Engineer “shall have a minimum of five (10) years.”	Please refer to Addendum No. 4.
35.	What is the estimated budget of the contract? If unknown, please provide previous spending.	Please see question #20.
36.	Is this a new requirement? If not, please provide list of the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?	Please refer to question #15 & 16.
37.	As mentioned in Section 1.41 – "Project Management Information System", our understanding is that the “Project Team Capital Program Management Software” will be provided by MSA (including user credentials and training) and that vendors will only need to supply hardware, internet access, and any related resources to use the platform. Could you please confirm if this is correct, or is the vendor expected to procure and maintain	Confirmed.

	the Project Team software themselves?	
38.	<p>Could you please clarify whether MSA already has an established team providing construction management and design support, and this contract is intended to supplement/add on that team?</p> <p>If yes, could you provide a brief overview of the current team's composition, roles, or size, so we can better understand how the selected consultant's staff would integrate with them?</p>	The pending award would provide staff augmentation to the MSA staff.
39.	Could you please confirm whether MSA expects the vendor to supply its own internal employees to perform the services under this contract?	Please see response to Question #1.
40.	<p>We noticed that MSA requests three references in the "Attachment G - Corporate Profile" and also asks for project examples with details in "Attachment J – Project Experience Form".</p> <p>Could you please confirm whether the same three references can be used in both sections, or do you expect separate references for each attachment?</p>	Confirmed.
41.	As noted in Section 4.3 of the RFP, the Financial Proposal must be submitted as a password-protected PDF, and the Procurement Officer will request the password from short-listed offerors. Could you please confirm the preferred method for providing the password once requested (e.g., email reply,	All transactions will take place electronically. Short-listed Offerors will be required to submit their passwords through the Euna platform.

	phone call, or via the Euna portal) and whether there are any formatting or security requirements for sharing it?	
42.	Do you anticipate school projects?	Staff Augmentation services may be utilized to support any projects under MSA control.
43.	Are there any opportunities for IT Staffing?	No.
44.	Can a proposal be submitted for just one service, such as Civil Engineering, only?	Please see response to Question #1.
45.	The RFP references Attachment I (Prime Consultant's List of All Subconsultants), but this attachment was not included in the package. Could MSA please provide Attachment I?	Prime Contractor's List of ALL Sub consultants (Attachment I) can be accessed via Euna in the files section.
46.	Can Offerors use commercial past performance examples, or must all three required project examples be from government/public sector contracts?	Commercial project experience is acceptable.
47.	The RFP states that Key Personnel must maintain "certifications or licenses." Could MSA please clarify exactly what types of certifications and licenses are required for each Key Personnel role (e.g., Professional Engineer (PE), Registered Architect, PMP, or other relevant certifications)?	Individuals performing any of the identified engineering roles shall have respective licenses to perform work within the State of Maryland.
48.	Are there any particular requirements for submitting as an MBE Prime Contractor?	An MBE prime can count their participation for up to 50% of the overall MBE goal of 10%. Please refer to Part 1 Instructions of the MBE D-1A form for more details and instructions.

49.	Are we expected to propose teams that satisfy every role (i.e. CMs team with A/Es), or do we list the roles we are able to satisfy?	Please see response to Question #1.
50.	Will multiple contractors be selected to provide these services and do you have an estimated quantity of potential staff that will be needed? What is the duration of the contract?	Please see response to Question #1 and Question #5.
51.	Do we also need to provide proof of our minimum experience in construction management and design consulting services with our proposal?	Yes.
52.	Is the expectation that the engineering scopes below Item C be a part of this contract? Or will those engineering services be procured separately?	All identified roles are be included under this procurement and subsequent award.

End of Q&A document