



Maryland Stadium Authority
Request for Qualifications
Architectural/Engineering Design Services
for the
Lockerman Middle School
10990 Ridgely Rd.
Ridgely, Maryland 21660

Issue Date: March 10, 2026

A Prospective Offeror that has received this document from a source other than eMarylandMarketplace Advantage (eMMA) <https://procurement.maryland.gov> should register on eMMA.

Minority Business Enterprises Are Encouraged to Respond to this RFQ.

A. Purpose

The Maryland Stadium Authority (“MSA”) is inviting interested Offerors to submit a Statement of Qualifications (“SOQ”) in response to this Request for Qualifications (“RFQ”). This RFQ is the first step in procuring Architectural/Engineering Design Services (“AE”) for the Replacement of the Lockerman Middle School (“LMS”). Through this RFQ, MSA will establish a pre-qualified list of Offerors that will be able to submit proposals in response to the Request for Proposals (“RFP”) that will be issued subsequently to procure the aforementioned services. Only Offerors that are pre-qualified as a result of this RFQ will be issued the project specific RFP.

MSA reserves the right to accept or reject any SOQ in its sole and absolute discretion, to waive any technical errors or irregularities, request clarifications, amend the pre-qualification requirements, or abandon the pre-qualification process, if it is in the interest of MSA.

B. Background Information

This project is pursuant to the memorandum of agreement that became effective as of February 3, 2026, by and between the Board of Education of Caroline County, a body politic and corporate of the State of Maryland (the “School System”, “Local Educational Agency”, or “LEA”) and the Maryland Stadium Authority. Whereas, the LEA and the County desires to design, construct, and equip the replacement of the Lockerman Middle School.

A feasibility study was conducted to determine the current conditions of the Lockerman Middle School Building, and to make recommendations regarding the design strategy to program and replace this structure. The replacement project will be implemented and administered through a combination of MSA and Caroline County Public School’s (“CCPS”) staff. The final design must accomplish the following goals on time and on/under budget:

1. **Academic Upgrade:** Ensure educational adequacy of all program components and spaces to meet the site-specific educational specifications identified in the study.
2. **Building Upgrade:** Replace the Lockerman Middle School building on the North Caroline High School site. (Note: The existing LMS building will not be in the scope of this project.)
3. **Site Upgrade:** Improve vehicular and pedestrian access to the site as well as accommodate ADA, safety, and security upgrades.

The site-specific educational specifications established the total square foot area of the replacement building to be 140,005 square feet. The student capacity of the building is set at 904 students. The modernization of the building will consist of a complete replacement of the existing facility. A copy of the feasibility study and other relevant project information will be provided to

the Offerors who meet the Minimum Qualifications established in this RFQ.

C. Minimum Qualifications:

Interested Offerors shall clearly demonstrate in their SOQ submitted in response to this RFQ that the following minimum qualifications and requirements are met in order to be pre-qualified. The SOQ shall address the qualifications and requirements in the order shown below and include specific documentation narrative to clearly demonstrate how they meet or exceed the stated minimum qualifications.

- a. Offeror is an architectural firm that is licensed to conduct business in the State of Maryland and has members who are registered to practice architecture in the State of Maryland. Provide a copy of the firm's licensing certificate.
- b. Offeror has a minimum of ten (10) years of design experience related to renovations, modernizations, additions and/or replacement of educational facilities, preferably secondary schools in a rural environment.
- c. Offeror presents a minimum of five (5) sample projects that demonstrate it has proven experience with the successful completion of projects of similar size, cost and complexity.
- d. Offeror has a minimum of five (5) years of significant experience with projects that have Construction Manager at Risk delivery methods.
- e. Offeror has a minimum of five (5) years of significant experience on occupied sites.
- f. Offeror has a minimum of five (5) years of experience with community and school-level administrative involvement during the planning, design, and construction phases of a project.
- g. Offeror has a minimum of five (5) years of experience in the design and documentation of LEED certified buildings.
- h. Offeror has a minimum of five (5) years of experience in innovative design methods to meet the goals of building efficiencies, cost containment, and value engineering.
- i. Offeror has demonstrable experience designing schools that follow CPTED (Crime Prevention Through Environmental Design) principles.
- j. Offeror has the ability to meet the insurance coverage requirements for a project of this size and complexity. Minimum limits are listed below. Additional information regarding insurance will be provided to the Offerors who meet the minimum qualifications established in this RFQ.
 - Professional Liability (PL) - \$5,000,000 coverage per occurrence.
 - Commercial General Liability (CGL) - \$2,000,000 per occurrence, \$4,000,000 general aggregate limit and \$4,000,000 products/completed operations limit.
 - Business Automobile Liability (BAL) - Minimum \$2,000,000 combined single limit on coverage.
 - Worker Compensation and Employers Liability – Part A (Workers Compensation) – statutory requirements of the jurisdiction in which the work is being performed, Part B (Employers Liability) - \$1,000,000 for each

accident, \$1,000,000 for each employee and a \$1,000,0000 aggregate policy limit for disease.

- Excess Liability/Umbrella Liability - \$5,000,000 coverage per occurrence.

When listing projects to demonstrate that an Offeror meets or exceeds the minimum qualifications listed above, **all of the following information shall be provided for each project:**

- Project Title and Location
- Owner and Owner Reference
- Gross Square Footage
- AE Contract Amount - Initial and Final Value (if applicable)
- Project Construction Value
- Dates of Performance - Start and Completion (Actual or Projected)
- Description of the Offeror's involvement in the project

Note that Offerors may add cross references to projects that address multiple minimum qualification items.

D. MSA Procurement Officer

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MSA may change the Procurement Officer at any time by written notice to the Offerors.

E. E-Procurement Platforms

1. e-Maryland Marketplace Advantage (“eMMA”)

eMMA is the electronic commerce system for the State of Maryland. In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. You can register at: <https://emma.maryland.gov>. Click on “New Vendor? Register Now” to begin the process and follow the prompts.

2. Euna Procurement (“Euna”)

Euna, formerly known as Bonfire, is the electronic procurement system used by MSA. Any transaction, submission, or communication, unless otherwise directed by the Procurement Officer, shall be facilitated electronically via Euna. You can register at: <https://mdstad.bonfirehub.com/>.

Warning: Offerors will not be able to receive or respond to communications related to this RFQ, or any subsequently issued RFP, if their designated points

of contact for this RFQ do not have individual accounts. It is the Offeror's responsibility to make sure that communication can be conducted in a timely manner. Offeror's points of contact are responsible for logging into Euna periodically to check for updates.

F. Questions

Questions regarding this RFQ shall be submitted via Euna, no later than **March 17, 2026, at 1:00 p.m., Eastern Time.**

Based on the availability of time to research and communicate an answer, the Procurement Officer will decide whether an answer can be given before the SOQ submission date. Answers to all substantive questions, and that are not clearly specific to the requestor, will be provided via addendum.

Only responses provided by written addendum to this RFQ are binding on MSA. Any other communication is deemed informal, whether delivered verbally or in writing, and shall not be construed as an amendment/addendum to the RFQ.

G. Statement of Qualifications

1. Submission Instructions

Offerors interested in being considered Eligible Consultants shall submit an SOQ labeled "A/E Lockerman MS- SOQ – Offeror Name" via Euna, no later than the Closing Date and Time of **March 24, 2026, at 1:00 p.m., Eastern Time** ("SOQ Due Date"). An SOQ submitted in any other manner will not be accepted. An SOQ submitted after the SOQ Closing Date and Time will be rejected. Requests for extensions of the SOQ Closing Date and Time will not be granted.

2. SOQ Submission Requirements

An SOQ submitted in response to this RFQ shall include the following:

a. Letter of Transmittal, including the following:

- 1) RFQ Title
- 2) Offeror's full legal name and Federal Tax Identification Number
- 3) Joint Venture information – include the legal name of the joint venture and legal names of the firms that comprise the joint venture.
- 4) NOTE: If a joint venture is pre-qualified in response to this RFQ, proposals in response to the RFP will only be accepted from the pre-qualified joint venture comprised of the identified joint venturers. The prequalification of a joint venture in response to this RFQ shall not be construed as pre-qualification of any of the joint venturers comprising that joint venture nor of any other joint venture comprised of any of the

- joint venturers.
- 5) Offeror's point of contact information (preferably 2 individuals) including:
 - Name(s)
 - Title(s)
 - Email address(es)
 - Direct phone number(s)
 - b. Project examples to show minimum qualifications in Section C.
 - c. Provide a copy of the licensing certificate for the Offeror.
 - d. Provide a certificate of insurance or a letter from the Offeror's insurance carrier showing limits as listed below that demonstrates that the Offeror can obtain insurance meeting the RFQ requirements if awarded a contract.

Proof of Qualifications presented in the manner indicated in section C of this RFQ. Offerors shall follow the formatting requirements stated in this section of the RFQ. An SOQ that does not follow the requirements, including formatting and presentation requirements, of sections C and G of this RFQ may be rejected.

H. Evaluation

The Statements of Qualifications will be reviewed after the Closing Date and Time for the submission of Statements of Qualifications. Each SOQ will be reviewed by a selection committee. Offerors that demonstrate in their SOQ that they meet all the minimum qualifications stated in section C above will be pre-qualified to participate in the pool of pre-qualified consultants that will receive a project specific RFP.

The names and point of contact information of all pre-qualified Offerors will be posted to the MSA website and eMaryland Marketplace Advantage (eMMA).

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