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To Offerors:

Addendum No. 1

**Request for Proposals
On-Call Code Compliance Services
Various MSA Projects**

Date Issued:

October 6, 2026

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This addendum is hereby made part of the Request for Proposals dated September 22, 2026, 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 web pre-proposal PowerPoint, is attached hereto.
2. A copy of the web pre-proposal attendee list, is attached hereto.
3. A copy of the questions submitted along with their respective answers, is attached hereto.
4. A copy of the Financial Proposal Form (Attachment E) can be accessed via the files in Euna.
5. Section 5.2.1 is hereby revised to remove the following language:

~~D. Work Capacity of Offeror, proposed subcontractors, and Key Personnel~~
6. The deadline of submissions is hereby extended to **October 22, 2026 at 1:00 p.m. Local Time.**

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

PS

Paige Sweitzer
Procurement Officer

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MARYLAND STADIUM AUTHORITY

**Request for Proposals
On-Call Code Compliance Services
Various MSA Projects
Pre-Proposal Conference**

September 28, 2026

PROCUREMENT & PROJECT TEAM



PAIGE SWEITZER
PROCUREMENT OFFICER



YAI WAITE
ASSOCIATE VICE
PRESIDENT, PROCUREMENT



CHRIS DEREMEIK
PROJECT MANAGER



POINT OF CONTACT

Paige Sweitzer

Maryland Stadium Authority

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Baltimore, Maryland 21201

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KEY DATES

	<u>ACTIVITY</u>	<u>DATE (Local Time)</u>
	Request for Proposals Issued	September 22, 2026
	Pre-Proposal Web Conference	September 28, 2026 at 12:00 p.m.
	Offeror Questions Due	September 30, 2026 at 1:00 p.m. <u>via Euna</u>
	Technical and Financial Proposals Due	October 15, 2026 at 1:00 p.m. <u>via Euna</u>
	Anticipated NTP	December 2026

SCOPE OF SERVICES

The Maryland Stadium Authority is soliciting proposals from qualified Contractors to provide code compliance services for various capital development projects on an as needed basis, as established in section 3 of this RFP. This RFP will be the basis for selecting code compliance Offerors that will be issued project-specific Task Orders.

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

OFFEROR QUALIFICATIONS

The Offeror shall clearly demonstrate in its Technical Proposal that it meets the qualifications listed below. As indicated in the RFP, for each listed requirement, the Executive Summary shall Include a table with cross-references to each requirement

1. Is registered to operate in the State of Maryland. Provide a copy of the certificate.
2. The Offeror shall demonstrate 5 years of experience specializing in providing code compliance services and code inspection services, and have experience applying federal, state, and local codes applicable to a project when reviewing, interpreting, inspecting and approving project related items to ensure compliance with said codes;
3. Demonstrate 5 years of significant experience participating in all phases of a project, including design review, submittal review, construction inspection and final report sign-off;

OFFEROR QUALIFICATIONS

CONT.

4. Demonstrate 5 years of significant experience in providing code compliance services for renovation and replacement projects of large scale public gathering venues;
5. Demonstrate 5 years of experience managing multiple projects in various stages of design and construction simultaneously, located in various areas throughout the State; and
6. Has the ability to meet the insurance requirements per Section 3.4 of the RFP.

OFFEROR QUALIFICATIONS CONT.

❖ Other Offeror Qualifications

The Offeror must document in its Proposal that it has sufficient experienced personnel available to simultaneously manage multiple projects in various stages.

❖ Personnel Qualifications

See Section 3.2.1 for the list of identified Key Personnel. Offeror must document in its Proposal that the proposed Key Personnel satisfy the required experience and certifications.

NOTE: An Offeror meeting these requirements does not guarantee that the Offeror will be deemed responsible or have its Technical Proposal deemed reasonably susceptible of being selected for award.

MINORITY BUSINESS ENTERPRISES

- ❖ **This RFP has a minimum MBE subcontractor participation goal of:**
 - 10% overall; no subgoals
- ❖ All MBE (not CSB, DBE, etc.) subconsultants named by the Offeror as part of their MBE Schedule must be certified with the Maryland Department of Transportation (“MDOT”).
 - ❖ Must be currently and remain certified throughout the contract term.
- ❖ The most current information on certified MBE firms is available at the MDOT website <https://marylandmdbe.gob2g.com/>. On the right side, select the button labeled “Search Directory of Certified Firms”.
- ❖ Review section 1.22 of the RFP for other MBE requirements.
- ❖ **Note:** The fully executed subcontractor agreements must be submitted within 10 Business Days after receipt of the notice of Award Recommendation.

Attachment D-1A.
**Minority Business Enterprise (MBE) Utilization and Fair Solicitation Affidavit &
 MBE Participation Schedule**

SECTION B: For ALL MBE Subcontractors and Third-Tier Contractors

MBE Firm Name: _____ MBE Certification Number: _____ NAICS: _____ MBE Firm Email Address: _____ MBE Classification(Select All That Apply): ☐ African American-Owned ☐ Hispanic American-Owned ☐ Asian American-Owned ☐ Native American-Owned ☐ Women-Owned ☐ Other MBE Classification Brief description of the work to be performed by MBE Firm: _____ Indicate Subcontractor Type: ☐ This MBE firm is a subcontractor ☐ This MBE firm is a third-tier contractor Third-tier subcontracting requires either preapproval as specified in the solicitation or separate written approval in accordance with policy. [Details] This third-tier contractor will be working with this subcontractor: _____	Percentage of Total Contract Value to Be Performed by MBE Firm: Participation Goal for MBE Firm: _____ % Category of Work and Calculations: Select one category that applies to the type of work this subcontractor is performing to calculate the amount being counted towards achieving the MBE Participation Goal(s): ☐ Supplier, Wholesaler, and/or Regular Dealer (count 60%) Enter the percentage amount for work in which the subcontractor is being utilized in this category. The percentage entered should match that of the participation goal entered for this MBE Firm above. [Details] Total Percentage as Supplier: _____ % $\times$ 60% = _____ % ☐ Manufacturer (count 100%) Enter the percentage amount for work in which the subcontractor is being utilized in this category. The percentage entered should match that of the participation goal entered for this MBE Firm above. [Details] Total Percentage as Manufacturer: _____ % ☐ Furnish & Install and/or Other Services (count 100%) Enter the percentage amount for work in which the subcontractor is being utilized in this category. The percentage entered should match that of the participation goal entered for this MBE Firm above. [Details] Total Percentage as Furnish & Install/Other Services: _____ % ☐ Broker (count reasonable fees / commission only) Enter the percentage amount for work in which the subcontractor is being utilized in this category. [Details] Total Percentage as a Broker: _____ % Prime Contractor's Attestation to Subcontractor Engagement: ☐ As Prime Contractor, I acknowledge and attest to having engaged with the listed MBE and intend to continue engagement if this solicitation results in the award of a contract. As Prime Contractor, I agree to State check-ins to verify subcontractor engagement.
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To list additional MBE firms as part of Section B within Part 2 – MBE Participation Schedule, please add continuation sheets of this page (Page 2, Section B) to this section as needed and select the box below. Additional pages of this section are available for download [here](#). Submit each additional page as a separate attachment. Do not combine pages into a single file.

☐ Select this box if you are adding continuation sheets to list additional MBE firms.

For instructions and applicable worksheets to assist in completing any part of this D-1A form, including worksheets and/or tutorials to calculate percentages for MBEs being utilized in certain job categories (i.e. 60% Rule), please refer to [Appendix 4A](#) of the solicitation.

1. MBE identification must be provided as it appears in the MDOT Directory:
 - a. Firm's complete legal name
Note: "xyz, Inc." vs. "xyz Inc", etc.
 - b. MBE Certification Number
 - c. NAICS codes must match the "description of the work"
Note: do not include codes that are not relevant to this specific contract
 - d. Classification
New provision: if an MBE is dually certified may be counted toward both subgoals
2. Description of work: "Professional Services" does not suffice
3. Subcontractor Type, e.g., direct subcontractor, or third-tier contractor
4. Percentage of total contract amount
5. Category of Work, e.g., "Furnish and Install and other Services"
6. "Attestation to Subcontractor Engagement"
7. If more than two MBE subcontractors, select to add "continuation sheets"
8. Appendix 4A- D-1A Instructions
9. OSBA website:
<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

PROPOSAL SUBMISSIONS

- ❖ All submissions must be submitted via Euna. DO NOT send them via email. Technical and Financial proposals are due on the Proposal Closing Date and Time located in the Key Summary Sheet and per the instructions on provided in Section 1.13 of the RFP.
- ❖ See Section 4 of the RFP for all proposal and submission requirements, including format requirements.
- ❖ Technical Proposal:
 - Transmittal letter
 - Title and Table of Contents
 - Executive Summary
 - Work Plan
 - Offeror and Personnel Experience and Qualifications
 - Bid/Proposal Affidavit (Attachment A)
 - Conflict of Interest Disclosure (Attachment B)
 - MBE D-1A Form (Attachment D)
 - Corporate Profile (Attachment G)
 - Proof of Insurance/ability to meet insurance requirements
 - Prime Consultant's List of all Subcontractors(Attachment I)
 - Project Experience Form (Attachment J)

PROPOSAL SUBMISSIONS

Cont.

❖ Financial Proposal:

- Financial Proposal Form (Attachment E) (to be issued via addendum)

❖ **Euna Procurement, formerly known as Bonfire**

- <https://mdstad.bonfirehub.com/>
- Have your IT accept emails from “@gobonfire.com”
- Create accounts for both Points of Contact
- Have both Points of Contact upload the Proposal documents
- Check your junk/spam folders frequently

EVALUATION CRITERIA

- ❖ Technical criteria has more weight than Financial criteria. Proposals will be evaluated based on the adequacy of their proposed work plan, Offeror's experience and qualifications, and past performance, among other criteria listed in Section 5.2.1 of the RFP.
- ❖ The Selection Committee will review the Offerors' Technical Proposals after the Proposal Closing Date and Time. Firms deemed as meeting all requirements will be ranked and, based on the achieved rankings, selected firms will then be "short-listed" to participate in the Financial Proposal Phase.
- ❖ The Selection Committee will review the Financial Proposals and rank the Proposals based on the overall proposed fee.
- ❖ The Offeror deemed by the Selection Committee to provide the most advantageous offer (technical and financial) to the Project will be recommended for award.

GENERAL SUBMISSION ISSUES

- Make sure to use the forms issued with the RFP or its addenda. Outdated forms will be returned for Offeror's correction – could impact overall quality of submission. DO NOT ALTER State issued forms.
- SDAT Compliance – Make sure that your firm is in good standing with the Maryland Department of Assessments and Taxation.
- Review the RFP (including addenda and attachments) in its entirety.
- MSA checks references and will call those listed in Attachment G. Please make sure they are aware of this and that their contact information is current. DO NOT list MSA staff as references.

QUESTIONS

- ❖ All questions regarding the RFP must be submitted to the Procurement Officer in writing via the Euna portal, prior to the deadline given for questions in order to receive an official response from the Maryland Stadium Authority.
- ❖ Only responses provided in writing by MSA will be considered official answers to questions regarding this RFP.
- ❖ Addenda will be issued via Euna.

**Capital Projects
Pre-Proposal Conference
On-Call Code Compliance Services
Various MSA Projects 2026
9/28/2026**

Name	Company	Email	Prime or Subcontractor	MDOT MBE Certified	CSB Certified	Attended
Nicole Allen	Allen-Norris Permitting and Inspections	nallen@allen-norris.com	Prime	Yes	No	No
Genell Anderson	AMAR Group	Genellanderson@amargroupplc.com	Prime	Yes	No	No
Rick Arvin	Annapolis Fire & Life Safety Engineering	rickarvinpe@yahoo.com	Subcontractor	Yes	Yes	Yes
Cynthia Stuber	Arium AE, LLC	cynthias@ariumae.com	Prime	No	No	Yes
Subrata Das	Bengal Engineers LLC	info@bengalengineers.com	Prime	Yes	Yes	No
Thomas Almore	CECA LLC	talmore@cecallc.com	Prime	Yes	Yes	Yes
John Obas	CMTS LLC	jobas@cmtslc.com	Subcontractor	Yes	No	Yes
Harry Sigley	CMTS LLC	hsigley@cmtslc.com	Subcontractor	No	No	No
Bill Holaday	Convergent Technologies Design Group	bholaday@ctdginc.com	Subcontractor	Yes	No	Yes
Robert Huffman	Curbs Gone Wild dba Capital Curbs & Barriers	rob@curbsgonewild.com	Subcontractor	No	No	No
Carmen Lopez	Institute for Building Technology and Safety	clopez@ibts.org	Prime	No	No	No
Virginia Hief	Institute for Building Technology and Safety	vhief@ibts.org	Prime	No	No	Yes
Patricia Zimmerman	Koffel Compliance	pzimmerman@koffel.com	Subcontractor	Yes	No	Yes
Christine Chatfield	Orcus Fire & Risk, LLC	christine.chatfield@orcusfireandrisk.com	Subcontractor	No	No	No
Robert Smith	RMF ENGINEERING, INC. ,P.C.	bob.smith@rmf.com	Subcontractor	No	No	No
Charles Bergen	Sheladia	Cbergen@sheladia.com	Prime	No	No	Yes
Alexander Raetzloff	Sheladia Associates, Inc.	araetzloff@sheladia.com	Prime	Yes	No	Yes
Yan Wang	Sheladia Associates, Inc.	ywang@sheladia.com	Prime	No	No	Yes
Elizabeth Weigand	Weigand Associates, Inc.	eweigand@wainet.net	Prime	Yes	Yes	No
Meetings WAI	Weigand Associates, Inc.	Meetings@wainet.net	Prime	Yes	Yes	No
Aileen Hepler	Weigand Associates, Inc.	ahepler@wainet.net	Prime	Yes	Yes	Yes
Xiaodong Zhang	Zest LLC	zhangxder@gmail.com	Subcontractor	Yes	Yes	Yes

Request for Proposals
On-Call Code Compliance Services- Various MSA Projects
Questions & Answers
Addendum No. 1

Action Item

	Question	Answer
1.	Can you provide us with a list of where the projects will be in the State of Maryland?	See section 1.2 of the RFP. Projects may be located anywhere within the State of Maryland.
2.	What seating capacity qualifies as large scale?	The RFP does not establish a specific seating capacity requirement. Offerors are encouraged to review Section 1.2 of the RFP for additional information regarding the types, scope, and anticipated nature of projects MSA is currently undertaking and expects to undertake during the term of the contract.
3.	May one qualified individual cover multiple listed key roles?	Individuals may serve in multiple identified key personnel roles as long as they meet the experience requirements for each role.
4.	May Offerors propose only selected code compliance disciplines (e.g., life safety, fire protection, and firestopping), or is MSA seeking firms capable of providing all plan review and inspection disciplines identified in Section 3 (e.g. Architectural, Structural, Mechanical, etc.)?	Offerors shall present a team capable of providing all of the code compliance services identified in the RFP.
5.	Would the awarded Code Compliance Consultant(s) be precluded from providing design services on MSA projects?	Yes.
6.	Compensable inspection activities and travel time – Section 1.1,	Pursuant to section 1.1 of the RFP, travel reimbursement shall be limited to project-

	3.1.B.2, 3.3.1.A - Please clarify which activities may be included in inspection fees: on-site inspection, report preparation, coordination, and travel time. Section 1.1 excludes reimbursement of travel time within 50 miles of the Camden Yards Sports Complex. For assignments outside that radius, may travel time be compensated separately with MSA's prior written approval?	related travel exceeding 50 miles from either the Camden Yards Sport Complex or the Offeror's Maryland office, based on the location that results in the shorter reimbursable travel distance to the project. Only mileage and travel time attributable to travel in excess of the 50-mile threshold shall be eligible for reimbursement. The Offeror shall not be permitted to select the starting location that results in the greater mileage or travel time reimbursement. Prior written approval by the MSA Project Manager shall be obtained for any travel reimbursement under this provision.
7.	Minimum billable inspection hours. Section 3.1.B.2, 3.3.1.A; Attachment E - Does MSA permit a minimum number of billable hours per inspection visit? Specifically, would a three-hour billing allowance for up to two hours on site, and a four-hour allowance for visits exceeding two hours on site, be acceptable? If so, please clarify the time covered by each allowance and the treatment of additional hours, reporting, and coordination.	See response to question #6.
8.	Individuals serving in multiple key personnel roles. Section 3.2.1, 4.2.5. May one individual be proposed for multiple key personnel roles, provided the individual independently meets the experience and credential requirements for each role and has sufficient availability? In particular, may the same qualified individual perform both plan review and inspection services within the same discipline?	See response to question #3.

9.	Mileage and other travel expenses. Section 1.1, 4.2.3.F- Must mileage, parking, and tolls be included in the fully loaded hourly rates, or may any of these expenses be reimbursed separately? Please distinguish the requirements for assignments within and beyond the 50-mile radius of the Camden Yards Sports Complex and identify the applicable reimbursement basis.	See response to question #6.
10.	Travel included in rates versus separately reimbursable travel. Section 1.1, 4.2.3.F - Section 4.2.3.F requires acknowledgment that travel is included in the Offeror's rates, while Section 1.1 permits consideration of travel reimbursement beyond 50 miles with prior written approval. Please confirm how these provisions should be reconciled when preparing rates. For approved travel beyond the radius, is reimbursement calculated for the entire trip or only the portion exceeding 50 miles, and is the threshold measured by road distance or geographic radius?	See response to question #6. Additionally, and as indicated in the Financial Proposal Form, included with this addendum, rates shall be fully loaded.
11.	Proposal deadline extension - Key Information Summary Sheet; Section 1.13, 3.2.1, 4.2.5 - Would MSA consider issuing an addendum extending the proposal deadline by two weeks, from October 15 to October 29, 2026, at 1:00 p.m. Eastern Time? The additional time would allow Offerors to verify qualifications for all 17 key personnel roles, finalize specialty subcontractor commitments, and establish	Please see Addendum No. 1.

	sufficient staffing capacity to support concurrent statewide assignments.	
12.	Acceptability of electrical inspector certification Section 4.2.5.F - Please confirm whether the attached certificate, which identifies the holder's inspection authority as "Nongovernmental Electrical Inspector," satisfies the requirement for a State of Maryland Fire Marshal-approved Electrical Inspector certification. If it does not, please identify the additional certification, approval, or documentation required.	A certified Non-Governmental Electrical Inspector, as certified by the Office of the State Fire Marshal, satisfies the requirement.
13.	Subcontractor projects as required project examples – Section 4.2.4.B–C; Attachment J - May projects completed by proposed subcontractors satisfy any of the three required project examples and associated references, or must all three demonstrate the prime Offeror's own experience? If subcontractor examples are permitted, please identify any minimum number of examples that must be attributable to the prime.	Project examples shall be projects performed and completed by the prime Offeror in a prime capacity.
14.	Prime versus collective team minimum qualifications Section 2.1, items 2–5 - Must the prime Offeror independently satisfy each five-year experience requirement in Section 2.1, or may the prime and its proposed subcontractors collectively demonstrate compliance? Please specifically address experience with large-scale public gathering venues and	The prime Offeror must meet the minimum qualifications outlined in Section 2.1.

	simultaneous projects throughout Maryland.	
15.	Sources and format of sample reports – Section 4.2.4.G - May the required plan review, site inspection, and final inspection samples be supplied by proposed subcontractors? May the three samples come from different projects, and may they come from projects other than the three examples submitted under Section 4.2.4.B? Please also confirm whether redacted samples are acceptable.	It is preferred that the samples be from a single project; however, MSA will accept samples from multiple projects. All samples shall reflect the Offeror's work. Samples of work from proposed subcontractors will not be accepted. Similarly, it is preferred that the sample come from one of the three projects submitted under 4.2.4.B; however, MSA will accept Offeror's samples from other projects. Offerors may submit redacted samples, however, it may impact evaluation review if the level of redaction limits ability to assess.
16.	Role-specific credentials and municipal fire inspection experience – Section 3.2.1, 4.2.5.B–L Please confirm which qualifications and credentials in Section 4.2.5 apply to each key personnel role. In particular, is municipal fire inspector experience mandatory for the Life Safety Reviewer, or may relevant fire protection and life safety plan-review experience satisfy that role's experience requirements?	Relevant Life Safety/Fire Protection review experience will be acceptable for the Life Safety Reviewer.
17.	Financial Proposal Form and contract-year rates- Section 3.3.1.A, 4.3; Attachment E - Please confirm when Attachment E will be issued, if it has not already been released. Will the form require separate rates for each year of the five-year contract, and must prime and subcontractor personnel be priced separately? Please clarify whether annual escalation is	Please see Addendum No. 1 for Financial Proposal Form Attachment E.

	permitted or rates must remain fixed for the full contract term.	
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