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Addendum No. 2

**To Offerors: Request for Proposals
On- Call Building Commissioning Services**

Date Issued: February 24, 2026

This addendum is hereby made part of the Request for Proposals dated February 9, 2026, 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. The deadline of submissions has been extended to **March 5, 2026 at 1:00 p.m. Local Time.**
2. A copy of the questions submitted along with their respective answers, is attached hereto.
3. A copy of the revised Contractor's Project Experience Form (Attachment J) can be accessed via the files in the Euna platform.
4. Section 4.2.4 is hereby revised to remove the following language:

~~C. If providing an On-Call Services contract as a project example, a list of all task orders completed under the Master Services Agreement should be provided within the project example.~~
5. Section 3.1.r.3 is hereby revised to correct the following items:

"Building maintenance plan as defined in Section 3.21(t) and Building enclosure Preventative Maintenance Program as defined in Section 3.21(u).
6. Section 1.22.9 is hereby revised to update the MBE directory website link:

"The directory is also available on the MDOT website at <https://marylandmdbe.gob2g.com/>."

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

PS

Paige Sweitzer
Procurement Officer

**Request for Proposals
On-Call Building Commissioning Services
Questions & Answers
Addendum No. 2**

Action Item

	Question	Answer
1.	For future Task Orders issued under this contract, does MSA anticipate any scenarios where temporary heating, cooling, dehumidification, equipment for climate control may be required to facilitate testing, startup, or system verification? If so, would such temporary conditioning be owner furnished, contractor furnished by the commissioning team, or procured under a separate contract?	The future Task Order Request to the selected firm(s) would address specific requirements for that project. The specific scope needs and projects are still to be determined.
2.	The link for the current directory of certified MBE's seems to be broken, error 404. Can you please provide with an updated link?	Please see Addendum No. 2 for the updated MBE directory link.
3.	Can proposers also use projects completed by our sub consultants in the Experience and Qualifications section?	No. Provided projects and information must be completed by the Offeror of the project. Please see Section 1.3 of the RFP – Offeror is defined as - An individual or entity which submits a Proposal in response to this RFP.
4.	The rates included a spot for Lead Commissioning Engineer. Does the Authority want a resume for this role?	Yes. Please see Section 3.2.1 Key Personnel for list of key personnel of the resumes that are required be submitted in the Technical Proposal.

5.	Does MSA require resumes for all proposed team members or only key personnel?	<p>Per Section 4.2.5 Key Personnel Experience and Qualifications</p> <p>The Offeror shall: Include Resumes for all proposed Key Personnel. With the exception of the Project Executive, MSA is requesting two resumes for each key personnel role identified in Section 3 of this RFP.</p>
6.	What is the anticipated contract value for this RFP?	Contract value is TBD and will be task order dependent.
7.	What is the anticipated contract duration for this RFP?	<p>Per Section 1.5 Agreement Duration of the RFP.</p> <p>The term of the Agreement will be for three (3) years, with two (2) one-year renewal options.</p> <p>The time for performance of any work assigned pursuant to an awarded Task Order shall be set forth in the NTP, but may not exceed or extend the term of the Agreement.</p>
8.	Is the owner's intent to hire a single or multiple bidders under this contract?	Per section 1.4 Agreement Type of the RFP- The Agreement that results from this RFP will be an indefinite quantity Master contract with multiple awards.
9.	Will MSA consider extending the proposal deadline?	Please see Addendum No. 2.
10.	The RFP says that the MEP reviewers need to be licensed in Maryland. Does that mean the reviewers need to be Professional Engineers (PE)?	Correct.
11.	Please clarify whether the Original and Final Contract Amounts pertain specifically to the	Original and Final Contract Amounts should be for the Commissioning Scope.

	Commissioning scope or to the overall construction contract.	
12.	The Field Superintendent and Field Scheduler positions do not appear to align with commissioning activities. Please clarify whether these roles can be updated or revised to reflect responsibilities specific to the commissioning scope.	Please see Addendum No. 2 for the updated Project Experience Form (Attachment J).
13.	How many contractors will be selected for this IDIQ, SATOC or MATOC, and is this single or multi year.	Per Section 1.4 and 1.5 – the Agreement that results from this RFP will be an indefinite delivery indefinite quantity Master contract with multiple awards. The term of the Agreement will be for three (3) years, with two (2) one-year renewal options. Please see the answer to question #37.
14.	MBE requirement is for prime and sub or can MBE requirement be fulfilled just by prime?	Please see MBE D-1A form (Attachment D), Part 1- Instructions #5- A prime may contribute up to 50% of the overall MBE participation goal.
15.	Please clarify the role of building envelope engineer. Is a licensed architect required for this role or is a certified building envelope commissioning provider acceptable?	A licensed Architect is not a requirement, however qualifications must be met per Section 3.2.1. Certifications shall be provided with resumes.
16.	Can we use current MSA projects we are working as Past performance and reference?	Completed MSA projects can be used as project examples, however, MSA staff cannot be used for references.
17.	Is it acceptable to submit project experience that is still in progress or does all work need to be completed?	Per Section 4.2.4 (b) – the Offeror Shall provide three examples of projects the

		Offeror has completed in the past five years that are similar in scope to this RFP.
18.	Is copy of our COI required?	Please see Section 4.2.6 (E) a & b. Either a copy of the current certification of insurance or a statement from the Offeror's insurance carrier on the carrier's letterhead, that indicate the Offeror's ability to comply with the insurance requirements of this RFP.
19.	Can proposed key personnel fill more than one role? (ex. Project Manager also acting as Electrical Design Reviewer)	Yes.
20.	Can you confirm that the MEP design reviewers must be PEs?	Please see answer to question #10.
21.	I assume BE testing fees will be submitted based on each task order?	Building Envelope Testing scope will be determined at each specific task order.
22.	Is there an escalation rate that we should use for the annual increase? How heavily rated are the escalation rates versus the initial rates?	This is not something MSA is to determine.
23.	Do you have to compete on price for each task or are tasks awarded on qualifications or rotational basis?	This will be dependent on the complexity of each task order. Task orders will be rotational or multiple fees will be requested.
24.	Are tasks lump sum or cost plus?	Per Section 1.4 Agreement Type- Task orders issued under the Agreement, will be a fixed fee or not-to-exceed amount for professional services, and an Owner's Contingency.

25.	Can you clarify what kinds of storm water retention facilities are anticipated to be commissioned as part of this contract? Are there specific standards that should be referenced for this commissioning?	The future Task Order Request to the selected firm(s) would address specific requirements for that project.
26.	Are we limited to submitting only three project examples or can additional projects be submitted?	Three projects examples are required at a minimum.
27.	Section 3.1 r.3 of the RFP includes references to sections 3.2(t) and 3.2(u) that do not exist within the RFP. These sections were also not found in the referenced guidelines. Please confirm correct references for these documents.	Please see Addendum No. 2.
28.	Do all blanks in Attachment J – Project Experience Form need to be completed? For example, the team would not commonly include a field superintendent or a project scheduler, but they are listed on the form. Are all cells required for completion of the form?	Please see Addendum No. 2 for the updated Project Experience Form (Attachment J). To the best of the Offerror’s ability, all of the blanks shall be completed.
29.	Please clarify the role of building envelope engineer. Is a licensed architect required for this role or is a certified building envelope commissioning provider acceptable?	The Building Envelope Engineer should be the lead representative performing the Building Envelope Commissioning from the early stages of design through the construction and post construction process.
30.	Does license/certification refer only to MD Professional Engineer/Architect licensure? Should we only respond Y/N or do you want license information including registration number provided? Should we also add	License/Certification in the Personnel Experience form (Attachment K) refers to the licensing required to be submitted by the Key Personnel in Section 3.2.1 of the RFP.

	commissioning certifications, LEED certifications, etc.?	
31.	Would MSA consider issuing the reference questionnaire as part of the RFP package, allowing proposers to forward it directly to their references earlier in the process? This would give references additional time to complete the form and help ensure timely submission.	Unfortunately reference requests need to be requested and received by MSA. We highly recommend giving your references notice that they will be reached out to shortly after proposals are due.
32.	Please confirm it is acceptable for a subcontractor to join multiple team proposals.	Yes.
33.	For Task Orders involving commissioning services that may be single-discipline and performed entirely by the prime contractor using in-house personnel, please confirm whether: 1.) The overall 10% MBE participation goal applies to each individual Task Order regardless of subcontracting; or 2.) The goal applies at the Master Contract level; or 3.) A waiver request would be required where no subcontracting opportunities exist.	The MBE goal of 10% overall, is for this RFP and will be met through the assigned task orders to each selected Offeror for award. Each task order assigned will fall under the master contract.
34.	In the Technical Proposal requirements Section 4.2.4 Offeror Experience and Qualifications: Could you please provide clarification in regards to sub-sections B and C which both state "If providing an On-Call Services contract as a project example, a list of the task orders completed under the Master Services Contract should be included within the project example." Should this	Please see Addendum No. 2.

	information be included as part of sub-section B or separately in sub-section C?	
35.	On page 31 of the RFP, under item 4.2.4 Offeror Experience and Qualifications, please confirm that the two references per project (item 2 (Owner) and item 6 (i.e., Project Manager)) are two different people or can be the same person.	Yes, this can be the same point of contact.
36.	On page 32 of the RFP, under item 4.2.5 Key Personnel Experience and Qualifications, please confirm that two resumes per position should be provided, except for the Project Executive?	Correct.
37.	Please clarify how many firms will be selected and whether those selected will be aligned with MSA's portfolio of types of projects overseen, as listed on page 4 of the RFP?	The number of selected firms will be determined based on the overall ranking of proposals based on the evaluation criteria in Section 5 of the RFP. Please see the answer to question #23.
38.	As listed on page 19 of Section 3. Scope of Services: Please clarify what will be required for the commissioning of the kitchen equipment.	The future Task Order Request to the selected firm(s) would address specific requirements for that project commissioning specific equipment.
39.	Please clarify if the AV & IT Systems position should be listed as a key personnel role?	No.
40.	Please clarify if the IT Network position should be listed as a key personnel role?	No.
41.	Please confirm for a Commissioning Design Review that Electrical, Mechanical & Plumbing	Please see answer to #10.

	PE licenses are required, as this is not typical for Commissioning Services.	
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