

SECTION I – INTRODUCTION

A. Contract Summary

| ITEM | DESCRIPTION |
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| Contract Title | Comprehensive Airport Acoustical Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports |
| MAA Contract Number | MAA-SV-19-001 |
| Request for Proposals (RFP) Issue Date | August 1, 2018 |
| Applicable Provisions | MDOT Terms & Conditions (TC) for Services July 1997 as amended |
| Provisions for Federal Aid Applicable | YES () NO (X) |
| DBE Subcontractor Participation Goal | 3% Overall |
| Small Business Reserve | YES () NO (X) |
| Project Location | BWI Marshall Airport (X) MTN Airport (X) |
| Contract RFP/Specifications Cost | Complimentary |
| Contract Duration | 5 years |
| Pre-Proposal Conference | August 14, 2018 at 11:00 a.m. Local Time MDOT MAA Finance Conference Room 991 Corporate Boulevard Linthicum MD 21090 |
| RFP Inquiry Period (Questions must be written and sent via mail, facsimile or email) | August 22, 2018 at 2:00 p.m. Fax: 410-694-6290 Email: avadasz@bwiairport.com |
| Proposals Due No Later Than | September 18, 2018 at 2:00:00 p.m. Local Time MDOT MAA Office of Procurement MAC Bldg., 7001 Aviation Blvd Glen Burnie MD 21061 |

C. Notice to Offerors

MAA-SV-19-001, Comprehensive Airport Acoustical Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports

Sealed proposals for the State of Maryland (“State”), Maryland Department of Transportation (MDOT) Maryland Aviation Administration (“MDOT MAA”) project entitled, Comprehensive Airport Acoustical Services at Baltimore/Washington International Thurgood Marshall (BWI Marshall) and Martin State (MTN) Airports, MAA-SV-19-001 **will be received** at the MAA’s Office of Procurement, 7001 Aviation Boulevard, Glen Burnie, MD 21061 until **September 18, 2018 at 2:00:00 pm Local Time**.

Proposals sent by U.S. Postal Service should be sent to MDOT MAA, P.O. Box 8766, BWI Marshall Airport MD 21240-0766 Attention: A. Vadasz, MAC Building. Late proposals, late request for modification, or late request for withdrawal will not be considered. U.S. Postal Service mail is not received at the MAC Building. Hand or Commercial Delivery is recommended, and should be delivered to 7001 Aviation Boulevard, Glen Burnie, MD 21061, Attention: A. Vadasz. MDOT MAA is not responsible for proposals received late regardless of the method of shipment or delivery.

MDOT MAA is seeking Offerors with demonstrated experience and thorough knowledge of airport acoustical services, as more fully described in the Request for Proposals (“RFP”). Each Offeror, prior to submitting a proposal shall become fully informed as to the extent and character of the work required. A submission of an offer is agreement with all terms and conditions referenced in the RFP.

The RFP should be downloaded from <https://emaryland.buyspeed.com/bs/>. Copies of the RFP may be viewed at the MDOT MAA Office of Procurement, 7001 Aviation Boulevard, Glen Burnie, MD 21061.

A Prospective Offeror that has received this document from a source other than <https://emaryland.buyspeed.com/bs/>, should go to <https://emaryland.buyspeed.com/bs/>, for any changes or additional materials related to this RFP.

A Pre-Proposal Conference will be held **August 14, 2018, at 11:00 A.M. local time**, for interested Offerors. Please assemble in the MDOT MAA Finance Conference Room, 991 Corporate Boulevard, Linthicum, MD 21090. Attendance is not mandatory, but interested Offerors are encouraged to attend. A State Equal Opportunity Officer may be available to discuss the Disadvantaged Business Enterprise (DBE) program requirements.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please call MDOT MAA’s Office of Procurement at 410-859-7081 at least five (5) days in advance of the meeting to advise of any reasonable accommodations required.

Offerors are hereby notified that regarding any contract entered into pursuant to this RFP DBEs will be afforded full opportunity to submit offers in response to this notice and will not be subjected to discrimination based on race, color, sex, creed, or national origin. DBE firms are encouraged to respond to this solicitation notice.

It is the goal of MDOT that M/DBE firms participate in all contracts, and the MDOT MAA has established a minimum overall goal of Three (3%) DBE subcontractor participation of the total contract value for this Contract. **All proposed DBE firms must be certified by MDOT at the time of Proposal submission.**

By submitting a response to this solicitation:

- 1) an Offeror certifies that it is, or intends to be, a registered vendor on eMarylandMarketplace;
- 2) an Offeror agrees that the established DBE goal will be performed by one (1) or more certified DBE firms including any classifications specified. A prime contractor, including an M/DBE contractor and/or a registered Small Business Reserve contractor must accomplish the DBE subcontract goals with MDOT-certified DBE subcontractors. A current directory of certified DBEs is available through the Maryland State Department of Transportation (MDOT), Office of Minority Business Enterprise, 7201 Corporate Center Drive, Hanover, Maryland 21076. The phone numbers are (410) 865-1269, 1-800-544-6056, or TTY (410) 865-1342. The directory is also available on the MDOT website at <http://mbe.mdot.state.md.us/directory/>. The most current and up-to-date information on DBEs is available via this website. **Only MDOT-certified DBEs may be used to meet the DBE subcontracting goals.**
- 3) the Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for the Contract award;
- 4) the Offeror agrees to accept payments by electronic funds transfer, for Contracts with a value of \$100,000 or more, unless the State Comptroller's Office grants an exemption. Questions regarding electronic funds transfers should be referred to the Office of the Comptroller, General Accounting Division, 80 Calvert Street, Room 200, Annapolis MD 21401; 410-260-7820; or compnet@comp.state.md.us
- 5) The Offeror agrees, that if selected for award, shall be deemed to have accepted the terms of this RFP and all accompanying documents. Any exceptions to this RFP and Contract documents must be clearly identified in the Proposal Submittal Form (Section X.1) included as part of the Offeror's proposal. A proposal that takes exception to these terms may be rejected.

The State reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the State. The State also reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.

If there should be any questions regarding this RFP, please contact:

Agnes Vadasz
Procurement Administrator
Office of Procurement
Maryland Department of Transportation
Maryland Aviation Administration
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