

## SECTION I – INTRODUCTION

---

### A. Contract Summary

ITEM	DESCRIPTION
<b>Contract Title</b>	Comprehensive Airport Acoustical Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports
<b>MAA Contract Number</b>	MAA-SV-25-001
<b>Request for Proposals (RFP) Issue Date</b>	June 6, 2023
<b>Applicable Provisions</b>	MDOT Terms & Conditions (TC) for Services March 2022
<b>Provisions for Federal Aid Applicable</b>	YES ( X ) NO ( )
<b>DBE Subcontractor Participation Goal</b>	8% Overall
<b>Small Business Reserve</b>	YES ( ) NO ( X )
<b>Project Location</b>	BWI Thurgood Marshall Airport (X) MTN Airport (X)
<b>Contract RFP/Specifications Cost</b>	Complimentary
<b>Contract Duration</b>	5 years
<b>Pre-Proposal Conference</b>	June 20, 2023 at 2:00 PM Local Time Microsoft Teams meeting <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Or call in +1 443-409-5228, 884560700#</b> Phone Conference ID: 884 560 700#
<b>RFP Inquiry Period</b> (Questions must be written and sent via mail, or email)	June 27, 2023 at 4:00 PM Email: <a href="mailto:Gmealy2@bwiairport.com">Gmealy2@bwiairport.com</a>
<b>Proposals Due No Later Than</b>	July 24, 2023 at 2:00 PM Local Time MDOT MAA Office of Procurement & Materials Management 7001 Aviation Blvd., 2nd Floor Glen Burnie MD 21061 Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made.

**B. No-Proposal Notice**

**In order to help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this Contract, please email this completed form to the attention of the Procurement Officer (see Contract Summary above for contact information).**

**Title:                   COMPREHENSIVE AIRPORT ACOUSTICAL SERVICES AT BWI  
THURGOOD MARSHALL AND MARTIN STATE AIRPORTS**

**Solicitation No: MAA-SV-25-001**

1.     If you have chosen not to respond to this solicitation, please indicate the reason(s) below:  
      ☐ Other commitments preclude our participation at this time.  
      ☐ The subject of the solicitation is not something we ordinarily provide.  
      ☐ We are inexperienced in the work/commodities required.  
      ☐ Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)  
      ☐ The scope of work is beyond our present capacity.  
      ☐ Doing business with the State of Maryland is simply too complicated. (Explain in REMARKS section.)  
      ☐ We cannot be competitive. (Explain in REMARKS section.)  
      ☐ Time allotted for completion of the Bid/Proposal is insufficient.  
      ☐ Start-up time is insufficient.  
      ☐ Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)  
      ☐ Bid/Proposal requirements (other than specifications) are unreasonable or too risky.  
          (Explain in REMARKS section.)  
      ☐ DBE or VSBE requirements. (Explain in REMARKS section.)  
      ☐ Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)  
      ☐ Payment schedule too slow.  
      ☐  
      Other: \_\_\_\_\_
2.     If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.).

**REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_  
Offeror Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### **C. Notice to Offerors**

#### **MAA-SV-25-001, 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 Thurgood Marshall) and Martin State (MTN) Airports, MAA-SV-25-001 **will be received** at the MDOT MAA’s Office of Procurement, 7001 Aviation Boulevard, 2<sup>nd</sup> Floor, Glen Burnie, MD 21061 until July 24, 2023 at 2:00 PM

Proposals sent by U.S. Postal Service should be sent to MDOT MAA, P.O. Box 8766, BWI Thurgood Marshall Airport MD 21240-0766 Attention: G. Mealy, 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, 2<sup>nd</sup> Floor, Glen Burnie, MD 21061, Attention: G. Mealy. 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 eMaryland Marketplace Advantage at: <https://emma.maryland.gov/>. Copies of the RFP may be viewed at the MDOT MAA Office of Procurement, 7001 Aviation Boulevard, 2nd Floor, Glen Burnie, MD 21061.

A Prospective Offeror that has received this document from a source other than eMaryland Marketplace Advantage should go to: <https://emma.maryland.gov/> for any changes or additional materials related to this RFP.

A Pre-Proposal Conference will be held June 20, 2023 at 2:00 PM local time, for interested Offerors. The meeting will take place via Microsoft Teams using either the following link or phone number and Conference ID to join: Click here to join the meeting Or call in (audio only) +1 443-409-5228, Phone Conference ID 884 560 700#. 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 410-859-7331 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, DBE firms 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 DBE firms participate in all contracts, and the MDOT MAA has established a minimum overall goal of eight percent (8%) 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.** The subcontracting opportunities identified for this project, applicable North American Industry Classification System (NAICS) codes linked to the subcontracting opportunities, and the number of certified minority business enterprises in the industries include, but not limited to the following NAICS codes: **541820, 541611 and 541360.**

In accordance with COMAR 21.11.03.10(E), all contracts containing DBE Program Goals must include the Liquidated Damages Provision as found in Section V of this RFP.

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 a 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 <https://marylandmdbe.mdbecert.com/>. 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](mailto: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.

**Personal Protective Equipment ("PPE"):**

- 1) In order to promote workplace safety, to mitigate and minimize risk to employees who may be exposed to various hazards related to their work responsibilities, the Employer shall provide personal protective equipment to employees in the performance of their job duties and train on the use of PPE.
- 2) The Firm must ensure that the Firms Personnel make full use of such equipment as the circumstances demand. This includes but not limited to safety helmets, eye protection, face shields, safety shoes, gloves, mask etc.
- 3) Where it is a site/facility rule that such items of equipment must be worn, the owner has the right to request removal from the Premises of any Personnel not complying with this rule. For the purposes of this section, personal protective equipment shall mean equipment required under applicable federal and state laws, rules, and/or regulations (including Occupational Safety and Health Administration regulations) or required by Employer policy.

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:

Gayle Mealy, Procurement Officer  
Office of Procurement & Materials Management  
Maryland Department of Transportation  
Maryland Aviation Administration  
Phone: 410-859- 7331  
Email: [Gmealy2@bwiairport.com](mailto:Gmealy2@bwiairport.com)