

## GI-1.01 Contract Summary

ITEM	DESCRIPTION
Contract Title	Southwest Airlines Operations and University Relocation
MAA Contract Number	MAA-CO-20-010
AIP Contract Number	N/A
Applicable Standard Provisions	<a href="https://www.airportal.maa.maryland.gov">https://www.airportal.maa.maryland.gov</a>
MBE Participation Goal	25% total MBE Participation with Sub-Goals of 7% African-American-Owned Firms 4% Asian-American-Owned Firms
Veteran-Owned Participation Goal	1% Veteran Small Business Enterprise (VSBE)
Contractor Self-Performance Goal	50%
Contract Classification	Class E
Wage Rates Required*	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Project Location	BWI Marshall <input checked="" type="checkbox"/> Martin State <input type="checkbox"/>
DHR Hiring Agreement Applicable	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Contract Drawings and Technical Provisions	<a href="https://emma.maryland.gov">https://emma.maryland.gov</a>
Contract Duration	90 Calendar Days
Liquidated Damages	\$1000 per Calendar Day
Pre-Bid Conference and Site Inspection	<b>09 October 2019 at 10:00:00 AM</b> MDOT MAA Office of Procurement 7001 Aviation Blvd Glen Burnie, Maryland 21061 Potomac River Conference Room
Questions Due	<b>15 October 2019 at 04:00:00 PM</b>
Bids Due	<b>31 October 2019 at 02:00:00 PM</b> MDOT MAA Office of Procurement 7001 Aviation Blvd, 2 <sup>nd</sup> Floor Glen Burnie, Maryland 21061
Bid Opening	<b>31 October 2019 at 02:10:00 PM</b> MDOT MAA Office of Procurement 7001 Aviation Blvd Glen Burnie, Maryland 21061 Potomac River Conference Room

\*Wage Rates are required for bids in excess of \$500,000

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## **GI-1.02 Notice to Contractors**

The *Standard Provisions for Construction Contracts (Volume I: General Provisions and Volume 2: Special Provisions)* and the *Technical Provisions* are intended to describe and establish all requirements and standards for this construction Contract and shall be binding upon the parties signatory to the Contract. By submitting a bid for this Contract, the Contractor agrees to adhere to the requirements of all of these Provisions.

Sealed bids for the State of Maryland (State), Maryland Department of Transportation (MDOT), Maryland Aviation Administration (MAA) project entitled:

**Southwest Airlines Operations and University Relocation  
at BWI Thurgood Marshall Airport  
Construction Contract No. MAA-CO-20-010**

will be received at the MDOT MAA Office of Procurement  
7001 Aviation Blvd., 2<sup>nd</sup> Floor, Glen Burnie, Maryland 21061

**31 October 2019 at 02:00:00 PM Local Time**

All bids submitted on or before the date and time indicated above will be publicly opened and read aloud at:

**31 October 2019 at 02:10:00 PM Local Time  
at the MDOT MAA Potomac River Conference Room  
7001 Aviation Blvd., Glen Burnie, Maryland 21061**

Use of U.S. Mail or other delivery services may delay delivery. **Hand or Commercial Delivery is recommended**, and shall be delivered to:

**Maryland Department of Transportation  
Maryland Aviation Administration  
Office of Procurement  
7001 Aviation Blvd., 2<sup>nd</sup> Floor  
Glen Burnie, Maryland 21061  
Attn: Karen Davis, CPPB, ACE**

Bids sent by U.S. Postal Service shall be sent to:

Maryland Department of Transportation  
Maryland Aviation Administration  
Office of Procurement  
P.O. Box 8766  
BWI Airport, Maryland 21240-0766  
Attn: Karen Davis, CPPB, ACE

**Positively no bids will be received after 31 October 2019 at 02:00:00 PM Local Time. Late bids, late requests for modifications, or late requests for withdrawal, will not be considered. MDOT MAA is not responsible for bids received late and will not receive any bids that are late.**

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**In accordance with Code of Maryland Regulations (COMAR) 21.05.02.16, to receive a contract award, a vendor/offeror must be registered on eMaryland Marketplace Advantage (eMMA) as a vendor. To register on eMMA, go to the Department of General Services website at <https://emma.maryland.gov>.**

The work under this procurement includes, but is not limited to, construction of approximately 15,000 sf of offices, classrooms, training facilities, restrooms, breakrooms, etc. at three (3) locations at BWI Thurgood Marshall Airport. Refer to paragraph GI-1.04 for additional description.

This project has been advertised via eMaryland Marketplace Advantage. Volume I Technical Provisions and Volume II Bid Documents are available for download via eMaryland Marketplace Advantage: <https://emma.maryland.gov>. Contract drawings are on a disk and available for pick up at the MDOT MAA's Office of Procurement at 7001 Aviation Blvd, Second Floor, Glen Burnie, Maryland 21061. If you prefer your contract drawings mailed, please contact the Procurement Officer. Your companies UPS or Fed-Ex account number will be required for mailing. All bids must be submitted on the bid documents provided in Volume II.

A Pre-Bid Conference will be held on:

**09 October 2019 at 10:00:00 AM Local Time**

Maryland Aviation Administration  
Potomac River Conference Room  
7001 Aviation Blvd.  
Glen Burnie, Maryland 21061

A Site Inspection will be held immediately following the Pre-Bid Conference. Bidders will be required to travel to the Hourly Garage by way of its own transportation. There is a fee of \$4.00 per hour for each vehicle.

Contractors interested in attending the Site Inspection must e-mail a list of the following information to Karen Davis (kdavis1@bwiairport.com) no later than **07 October 2019 by 2:00:00 PM:**

Company Name  
Attendee's Full Name (as shown on Driver's License)Gender  
Date of Birth  
Phone Number

**Or**

MDOT MAA Badge No.

**Please Note: Only attendees with prior approval from MDOT MAA will be allowed to attend the Site Inspection. This scheduled Site Inspection will be the only time to inspect the site. Please bring valid identification, either a driver's license, passport or MDOT MAA Badge.**

It is highly recommended that contractors attend the Pre-Bid Conference.

Attendance at the Pre-Bid Conference and the Site Inspection is not mandatory, but all interested bidders are encouraged to attend in order to facilitate better preparation of their bids. Attendance may also increase the bidder's understanding of, and ability to meet the State's Minority Business Enterprise (MBE) subcontractor participation goals.

A State Equal Opportunity Officer will be available to discuss the Minority Business Enterprise program.

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Appropriate auxiliary aids and service for qualified individuals with disabilities will be provided upon request. Please call the Office of Procurement at least five business days in advance of the meeting at 410-859-7081 or via MD Relay by dialing 7-1-1 or 1-800-201-7165 to advise of any reasonable accommodations required.

The Bid, if over \$100,000.00, must be accompanied by a Bid Guaranty in the amount of five percent (5%) of the Bid Price in the name of the "State of Maryland".

The Bid/Proposal Affidavit shall accompany the bid.

Performance and Payment Bonds in the amount of the Contract Price will be required of the successful Bidders.

Assistance in obtaining Bid, Performance and Payment Bonds may be available to qualifying small businesses through the Maryland Small Business Development Financing Authority (MSBDF). Questions regarding the bonding assistance program should be referred to: MSBDF, 826 East Baltimore Street, Baltimore MD 21202, (410) 333-4270 (phone) (410) 333-6931 (fax).

### **Minority Business Enterprise (MBE) Requirements**

Bidders shall carefully review all instructions related to MBE requirements under GI-1.06. The Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule must also accompany the bid. **Be advised that the documents must be completed in their entirety with accurate information. If a bidder fails to submit these documents the MDOT MAA will deem the bid as non-responsive.**

Bidders are hereby notified that in regard to any contract entered into pursuant to this advertisement, MBE firms will be afforded full opportunity to submit bids in response to this notice and will not be subjected to discrimination on the basis of race, color, sex, creed, or national origin. MBE firms are encouraged to respond to this solicitation notice.

It is the goal of the Maryland Department of Transportation (MDOT) that MBE firms participate in all contracts, and the Contractor is encouraged to utilize MBE subcontractors when there is opportunity to do so. Based on the total contract dollar amount, the MDOT MAA has established a minimum overall goal and subgoals as follows:

Overall MBE Contract Goal	Twenty-five percent	25%
• African American-Owned Business	Seven percent	7%
• Asian-Owned Business	Four percent	4%
• Hispanic American-Owned Business	Zero percent	0%
• Women-Owned Business	Zero percent	0%

Minority Business Enterprise (MBE) firms may elect to be dually certified as Woman-Owned Businesses and as members of an ethnic or racial category. For purposes of achieving any gender or ethnic/racial MBE participation sub goals in a particular contract, an MBE firm that has dual certification may participate in

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the contract either as a Woman-Owned Business or as a business owned by a member of a racial or ethnic minority group, **but not both**.

**WARNING – PLEASE READ:**

- ◆ **A firm must be listed in the MDOT MBE/DBE Directory with the gender category in order to be used to meet the gender subgoal.**
- ◆ **A firm must be listed in the MDOT MBE/DBE Directory with an ethnic/racial category in order to be used to meet the ethnic/racial subgoal.**
- ◆ **A firm must be listed in the MDOT MBE/DBE Directory with both the gender and ethnic/racial categories in order for a contractor to have the option of selecting which of those categories it will use for the firm on a State contract.**
- ◆ **Contractors should designate whether the MBE firm will be used as a woman-owned business or as a business owned by a member of a racial/ethnic group before calculating the percentage of MBE participation goals and subgoals they intend to meet.**

Maryland's MBE/DBE Directory will reflect the dual certification status. You can access the MBE/DBE Directory at <http://mbe.mdot.state.md.us>. Firms with dual certification will now be listed as follows:

Example:

ABC Corporation, Inc.  
123 Corporate Circle  
Hanover, MD 21076

**Female/African American**

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By submitting a response to this solicitation the Bidder agrees that this amount of the contract be performed by one or more MBE firms (**including the classifications of MBE specified**). A Prime contractor, including an MBE prime contractor, must accomplish the MBE subcontract goals with certified MBE subcontractors. A prime contractor comprising a joint venture that includes MBE/DBE partner(s) must accomplish the MBE subcontract goal with certified MBE/DBE subcontractors.

In accordance with COMAR 21.11.03.10(E), all contracts containing Minority Business Enterprise Program Goals must include the Liquidated Damages Provision as found in Special Provisions Section MBE-4.04.

A Veteran-Owned Small Business Enterprise (VSBE) subcontract participation goal of one percent (1%) of the total contract dollar amount has been established for this procurement. By submitting a response to this solicitation, the offeror agrees that this percentage of the total dollar amount of the contract will be performed by verified veteran-owned small business enterprises. VSBEs, must be verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs. The VSBE list is here: <http://www.vetbiz.gov>. Questions or concerns regarding the VSBE requirements of this solicitation must be raised before the opening of bids or receipt of initial proposals.

By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Bidder shall register with the EFT Registration, General Accounting Division form using the COT/GAD X10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the reason for exemption.

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Questions regarding the Electronic Funds Transfer should be referred to Office of the Comptroller, General Accounting Division, 80 Calvert Street, Room 200, Annapolis, Maryland 21401, (410) 260-7375 or [mmcmahon@comp.state.md.us](mailto:mmcmahon@comp.state.md.us).

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, 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.

The MDOT Maryland Aviation Administration reserves the right to reject any and all bids if in its judgment the interest of the Administration may so require.

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

Kareen Davis, CPPB, ACE  
Deputy Director  
Office of Procurement  
Maryland Department of Transportation  
Maryland Aviation Administration  
410-859-7792

### **GI-1.03 Basis of Contract Award**

The MDOT Maryland Aviation Administration will award this Contract to the responsible Bidder with the lowest responsive bid based on the Total Base Bid and any combination of Add or Deduct Alternates included in the Contract Documents, whichever is in the best interest of the State.

The apparent low bidder must provide a Schedule of Values in accordance with SP-2.02, Paragraph D.

### **GI-1.04 Description of Project**

The Work associated with **MAA-CO-20-010** is defined by the Contract Documents and includes, but is not limited to, the following. The project includes the renovation of spaces in three (3) areas of BWI Thurgood Marshall Airport – A/B Mezzanine; Lower Level Concourse A; and Lower Level Concourse B. It also includes the relocation of an airline tenant from existing lease spaces to the new reconfigured spaces.

The A/B Mezzanine work will consist of the renovation of approximately 11,000 sf. The space currently consists of vacant office space. It will be reconfigured to accommodate new offices, classrooms, training facilities, and an airline command center.

The Concourse A work will consist of the renovation of approximately 1,700 sf. The space currently consists of restrooms, a breakroom, and offices will be reconfigured to accommodate a restroom and men's locker room.

The Concourse B work will consist of the renovation of approximately 2,700 sf. The space currently consists of offices and will be reconfigured to accommodate a new restroom, men's locker room, and offices.