

PUBLIC NOTICE  
MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE  
TO  
ARCHITECTS & ENGINEERS

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REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified the need to utilize the services of engineers and architects for the following project:

Contract Number MAA-AE-23-002 - Comprehensive Airport Planning Services for Maryland Aviation Administration (MAA) at Baltimore/Washington International Thurgood Marshall (“BWI Thurgood Marshall”) and Martin State (“MTN”) Airports.

Firms interested in being considered for work on any project must submit an Expression of Interest (EOI) for the project as set forth herein. The EOI shall be in an envelope marked with the specified contract number for the Project. The letter portion of the EOI shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise that will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in the Project, those judged most qualified will be requested to submit Technical Proposals. Additional information will be supplied to the selected firms, so they can prepare such proposals for the Project. If an interested firm is requested to submit a Technical Proposal, their proposal should substantially reflect the same composition and area of involvement

as their EOI. The firm(s) that submits the highest rated Technical Proposal will be requested to submit Price Proposals. Salaries shall be actual per hour salary rates as supported by Certified Payroll Records while Payroll Burden and Prime and Subconsultants' overhead shall be supported by an annual overhead audit performed by an independent Certified Public Accountant in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT Guidelines. The annual overhead audits shall identify separate rates for both home office overhead and field overhead rates. If negotiations with the firm are timely and successful, a contract may be awarded to that firm.

**IMPORTANT:** If a Joint Venture responds to this Project Advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for this Project Advertisement. Also, a firm that responds to this Project Advertisement as a Prime or a Prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a Prime to this Project Advertisement. Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) Prime responding to this Project Advertisement.

**A Pre-Proposal meeting will be held on November 1, 2022 at 11:00:00 AM local time.** The meeting will take place via Microsoft Teams. Please click on the below link to join the meeting [Click here to join the meeting](#), Or call in (audio only) [+1 443-409-5228](tel:+14434095228), Phone Conference ID: 826 645 764#. Please provide **Attachment A, "Pre-Proposal Conference Response Form"** by **October 21, 2020 at 4:00:00 PM local time** to Gayle Mealy via e-mail at [gmealy2@bwairport.com](mailto:gmealy2@bwairport.com) advising whether your firm plans to attend the Pre-Proposal Conference.

All questions concerning submissions and procedures must be submitted to the MDOT MAA's Office of Procurement & Materials Management Procurement Officer **by email to [gmealy2@bwairport.com](mailto:gmealy2@bwairport.com) no later than 2:00 pm on November 8, 2022.** The contract number must be referenced in the email subject line. Problems submitting emails shall be reported to the

Procurement Officer at 410-859-7331. All addenda to this advertisement will be posted only on eMaryland Marketplace Advantage. (<https://emma.maryland.gov>).

Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on MDOT MAA projects.

MDOT MAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 200d to 200d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this Project Advertisement, Minority Business Enterprises (MBE) will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. DBE firms are encouraged to respond to this solicitation. MDOT hereby notifies all bidders/offerors that in regard to any contract entered into pursuant to this advertisement, whenever the term “disadvantaged” and “minority” is used, it is understood to include women. The terms “disadvantaged” and “minority” include certified female owned businesses, which will be afforded full opportunity to submit proposals in response to this notice and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award. It is the goal of MDOT that disadvantaged business enterprises participate in all federal-aid contracts. Each contract will be evaluated for the placement of a goal for DBE participation on a contract-by-contract basis.

RESPOND TO:

Gayle Mealy

Maryland Department of Transportation Maryland Aviation Administration

Office of Procurement & Materials Management

7001 Aviation Boulevard

Glen Burnie, MD 21061