

I. GENERAL INFORMATION - GI-1.01 CONTRACT SUMMARY

ITEM	DESCRIPTION
Contract Title	Comprehensive Real Estate Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports
MDOT MAA Contract Number	MAA-SV-20-006
Invitation for Bids (IFB) Issue Date	November 27, 2019
Applicable Provisions	MDOT Terms & Conditions for Services July 1997 as amended
Provisions for Federal Aid Applicable	YES () NO (X)
MBE Subcontractor Participation Goal	0%
Veteran-Owned Small Business Enterprises Goal	0%
Small Business Preference	YES (X) NO ()
Project Location	BWI Marshall Airport (X) – MTN Airport (X)
Contract IFB/Specifications Cost	Complimentary
Contract Duration	Five (5) years
Pre-Bid Conference	December 10, 2019, 10:00:00 A.M., local time MDOT MAA, Potomac Conference Room. 7001 Aviation Blvd, Glen Burnie, MD 21061 Potomac River Conference Room
IFB Inquiry Period (Questions must be written and sent via mail, facsimile or email)	December 17, 2019, 4:00:00 p.m., local time FAX: 410-694-6290 ldangerfield@bwiairport.com
Bids Due No Later Than	January 9, 2020, 2:00:00 p.m. local time MDOT MAA, Office of Procurement & Materials Mgmt. 7001 Aviation Boulevard Glen Burnie, MD 21061
Bid Opening Date/Time	January 9, 2020, 2:15:00 P.M., local time MDOT MAA, Office of Procurement & Materials Mgmt. 7001 Aviation Boulevard Glen Burnie, MD 21061

INVITATION FOR SEALED BIDS

MAA-SV-20-006, Comprehensive Real Estate Services at Baltimore/ Washington International Thurgood Marshall and Martin State Airports

SMALL BUSINESS PREFERENCE PROCUREMENT

The Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) is issuing this invitation for bids titled Comprehensive Real Estate Services at Baltimore/ Washington International Thurgood Marshall and Martin State Airports **Contract No. MAA-SV-20-006** as a Small Business Preference Procurement (SBPP) under Code of Maryland Regulations (COMAR) 21.11.01.05.

As a SBPP, the procurement agency will accept the most favorable responsive bid from a responsible small business (COMAR 21.01.02.01B(80)) if the bid of the small business does not exceed the most favorable responsive bid received from a responsible bidder who is not a small business by: (1) more than 5 percent; (2) more than 7% for a veteran-owned small business; (3) more than 8% for a disabled-veteran-owned small business; or (4) the percentage otherwise identified in the solicitation as the small business preference. **Only small businesses that are registered with the Office of State Procurement Small Business Reserve Program <https://procurement.maryland.gov/> at the time of bid opening shall qualify for the small business percentage preference.**

The work to be performed under this contract consists of providing all necessary labor, materials, insurance, equipment, and expertise required to perform real property Survey, Settlement and Title, and Appraisal services at Baltimore/Washington International Thurgood Marshall (BWI) and Martin State (MTN) Airports. Work will be performed under the direction of the MDOT MAA Office of Planning.

Sealed Bids for **Contract No. MAA-SV-20-006**, Comprehensive Real Estate Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports shall be submitted to the MDOT MAA's Office of Procurement, 1st floor, 7005 Aviation Boulevard, Glen Burnie, Maryland, **21061, until 2:00:00 p.m., local time, January 9, 2020** and at 2:15:00 p.m. on this date and place they shall be publicly opened and read aloud. **Positively no bids shall be received after 2:00:00 p.m.**

NOTICE TO BIDDERS: Use of UPS, U.S. Mail or other delivery services may delay delivery. Bids sent by U.S. Postal Service should be sent to MDOT MAA, P.O. Box 8766, BWI Marshall Airport, MD 21240-0766, Attention: Linda Dangerfield, CPPB, Director, Office of Procurement & Materials Management, MAC Building. Late bids, late request for modifications or late requests for withdrawal will not be considered. U.S. Postal Service mail is not received at the MAC Building. Hand, Courier or Commercial Delivery is recommended and should be delivered to Office of Procurement & Materials Management, 2nd floor, 7001 Aviation Boulevard, Glen Burnie, Maryland, 21061. MDOT MAA is not responsible for bids received late and shall not accept any bids that are late no matter how transmitted (i.e. U.S. Postal Service, delivered by commercial delivery, or hand delivered, etc.)

It is the State's intention to obtain services, as specified in this IFB, from a Contract between the selected bidder(s) and the State. The anticipated duration of services to be provided under this Contract is five (5) years.

The bidder must bid on at least one (1) category of services. However, the bidder may bid on one (1), two (2) or all category of services.

Basis of Award: The Contract shall be awarded to the responsible bidder(s) submitting a responsive bid with the most favorable total bid price (as referenced in COMAR 21.05.02.13) with the lowest responsive bid based on the Total Base Bid for each category of services required by this IFB. The MDOT MAA reserves the right to award not more than six (6) contracts to bidders with the lowest responsive bid for each category of service.

It is MDOT MAA's intent to make multiple awards from the Contractors submitting bids based on the scope of work provided in Section II Technical Provisions, and the lowest model labor price for each type of category. MDOT MAA will develop three (3) lists of contractors as follows: 1) survey, 2) title and settlement, and 3) appraisal.

Based on the current program, the MDOT MAA has budgeted approximately \$675,000.00 for this contract. The MAA does not imply or guarantee that the Contractor will receive either the "Grand Total" price bid or the "Amount Budgeted" during the life of the Contract. The Contractor will only be compensated for the actual work, satisfactorily completed and accepted, on a Task-by-Task basis.

A separate task order for specific work will be initiated for each task required to be performed under the contracts. After award, when services are required, MDOT MAA will contact the list of contractors to provide a bid for the required task. All task over \$200,000 must be approved by the Board of Public Works before work can commence.

Bid Bond: A Bid Bond is not required for this procurement.

Performance Bond: A Performance Bond is not required for this solicitation

NOTICE TO BIDDERS: Each bidder, before submitting a bid shall become fully informed as to the extent and character of the work required. No consideration shall be granted for any alleged misunderstanding of the material to be furnished or work to be done. The submission of a bid is an agreement with all of the items and conditions referred to herein.

The IFB should be downloaded from <https://emma.maryland.gov/>. However, the IFB may be reviewed at the MDOT MAA Office of Procurement & Materials Management, 7001 Aviation Boulevard, Glen Burnie, MD 21061.

A Pre-Bid Conference shall be held at **10:00:00 a.m. on December 10, 2019**, for interested bidders. Please assemble at the MAC Building, Potomac River Conference Room, 7001 Aviation Blvd, Glen Burnie MD 21061. Attendance at this meeting is not mandatory but recommended.

If any prospective bidders are physically impaired and are planning to attend the Pre-Bid Conference or Bid Opening Meetings, please call ahead at least five (5) days in advance to 410-859-7081 to advise of any reasonable accommodations required.

Each Bid Submittal Form (Volume II Section B) must be accompanied by the Bid/Proposal Affidavit (Volume II Section A), the Living Wage Agreement (Volume II Section C) and the Hiring Agreement (Volume II Section E).

The Bidder must supply a list of references for eminent domain authorities for which they have prepared appraisals over the preceding three (3) years; including current telephone numbers for each reference with its bid package (Attachment D).

The MDOT MAA hereby notifies all bidders that in regard to any contract entered into pursuant to this solicitation, certified MDOT Minority Business Enterprise (MBE) firms shall be afforded full opportunity to submit bids in response to this notice and shall not be subjected to discrimination on the basis of race, color, sex, or national origin in consideration for an award. MBE firms are encouraged to respond to this solicitation notice.

NOTICE TO BIDDERS: A Prospective Bidder that has received this document from a source other than <https://emma.maryland.gov/> or the MDOT MAA Office of Procurement & Materials Management should go to <https://emma.maryland.gov/> for any changes or additional materials related to this IFB.

In accordance with the COMAR 21.05.02.16, to receive a contract award, a Bidder must be registered on eMaryland Marketplace Advantage as a vendor. To register on eMaryland Marketplace Advantage, go to the Office of State Procurement Website at <https://procurement.maryland.gov/>.

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

By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. 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.

The MDOT MAA has determined under the Maryland Living Wage Law (SP-1.56), the contract resulting from this solicitation has been deemed to be a **Tier 1** contract.

The MDOT MAA reserves the right to reject any and all bids if in its judgment, the interest of the MDOT MAA may so require. The sole point of contact for the purposes of this IFB is the Procurement Officer Linda Dangerfield, (410) 859-7097 ldangerfield@bwiairport.com. Failure to comply with this requirement may result in a bidder being disqualified from further consideration.