

GI-1.01 Contract Summary

ITEM	DESCRIPTION	
Contract Title	Hourly Garage Parking Guidance System Replacement	
MAA Contract Number	MAA-CO-22-001 and MAA-MC-22-016	
AIP Contract Number	N/A	
Applicable Standard Provisions	https://www.airportal.maa.maryland.gov	
Provisions for Federal Aid Applicable	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
MBE/DBE Participation Goal	MBE <input checked="" type="checkbox"/>	DBE <input type="checkbox"/>
MAA-CO-22-001	MAA-MC-22-016	MAA-CO-22-001 MAA-MC-22-016
12% Total MBE Participation	0% Total MBE Participation	0% Total DBE Participation
With Sub-Goals of: 0% African American Owned Firms 0% for Hispanic American-owned 0% Asian Owned Firms	With Sub-Goals of: 0% African American Owned Firms 0% for Hispanic American-owned 0% Asian Owned Firms	No Sub-Goals
Veteran Owned Participation Goal	0%	
Contractor Self-Performance Goal	50%	
Contract Classification	Class E	
Wage Rates Required*	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Airport 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"/>
Technical Provisions and Pricing Documents	https://emma.maryland.gov/	
Contract Duration	MAA-CO-22-001 MAA-MC-22-016	259 5 Years Calendar Days
Liquidated Damages for MAA-CO-22-001	\$750.00 per Calendar Day Holidays: \$22.00 per Calendar Day per Parking Space	
Liquidated Damages for MAA-MC-22-016	Preventive Maintenance Low Incidents High Incidents Critical Incidents	\$50.00 \$50.00 \$100.00 \$500.00 Per Calendar Day Per Calendar Day Per Calendar Day Per Calendar Day
Pre-Proposal Conference	August 26, 2021 at 09:00:00 AM MDOT MAA Potomac River Conference Room 7001 Aviation Blvd, Glen Burnie, MD 21061 To participate via Web Conference: Click here to join the meeting / 443-409-5228 Conference ID# 796 541 572#	
Site Inspection	August 26, 2021 at 11:00:00 AM See GI-1.02 for Instructions	
Questions Due	September 2, 2021 at 04:00:00 PM	
Technical Proposals Due	September 22, 2021 at 10:00:00 AM MDOT MAA Office of Procurement and Materials Management 7001 Aviation Blvd, 2 nd Floor Glen Burnie, Maryland 21061	
Price Proposals Due	November 10, 2021 at 10:00:00 AM MDOT MAA Office of Procurement and Materials Management 7001 Aviation Blvd, 2 nd Floor	

Glen Burnie, Maryland 21061

* Wage Rates are required for proposals in excess of \$500,000 (State-funded projects).

GI-1.02 Notice to Offerors

The *Standard Provisions for Construction Contracts (Volume I: General Provisions and Volume 2: Special Provisions) October 2017, General Conditions for Maintenance Contracts, Special Provisions for Maintenance Contracts and the Technical Provisions* are intended to describe and establish all requirements and standards for this construction and maintenance Contract and shall be binding upon the parties signatory to the Contract. By submitting a proposal for this Contract, the Contractor agrees to adhere to the requirements of all of these Provisions.

Technical Proposals, as defined in Section GI-1.07 of this Request for Proposal (RFP), for the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) project entitled:

**Hourly Garage Parking Guidance System Replacement
at Baltimore/Washington International Thurgood Marshall Airport**
Construction Contract No. **MAA-CO-22-001** and
Maintenance Contract No. **MAA-MC-22-016**

will be received at the MDOT MAA
Office of Procurement and Materials Management
7001 Aviation Blvd., 2nd Floor, Glen Burnie, Maryland 21061

September 22, 2021 at 10:00:00 AM Local Time

Price Proposals, as defined in Section GI-1.07 of this RFP, for the MDOT MAA project entitled:

**Hourly Garage Parking Guidance System Replacement
Baltimore/Washington International Thurgood Marshall Airport**
Construction Contract No. **MAA-CO-22-001** and
Maintenance Contract No. **MAA-MC-22-016**

will be received at the MDOT MAA
Office of Procurement and Materials Management Section
7001 Aviation Blvd., 2nd Floor, Glen Burnie, Maryland 21061

November 10, 2021 at 10:00:00 AM Local Time

Hand Delivery is recommended. Proposals sent by hand or commercial delivery shall be delivered to:

**MDOT MAA
Office of Procurement and Materials Management
7001 Aviation Blvd., 2nd Floor
Glen Burnie, MD 21061
Attn: Karen Davis**

Use of U.S. Mail or other delivery services may delay delivery. **Proposals sent by U.S Mail shall be delivered to:**

**Maryland Department of Transportation
Maryland Aviation Administration
Purchasing and Materials Management Section
7005 Aviation Blvd.
Glen Burnie, Maryland 21061
Attn: Karen Davis**

Late Proposals, late requests for modifications, or late requests for withdrawal will not be considered. MDOT MAA is not responsible for Proposals received late and will not accept any Proposals that are late.

Positively no Technical Proposals will be accepted after September 22, 2021 at 10:00:00 AM Local Time.

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 Office of State Procurement website at <https://emma.maryland.gov>

The work associated with **MAA-CO-22-001** consists of replacement of the automated parking guidance system in the Hourly Garage. See paragraph GI-1.03 for additional description.

The work associated with **MAA-MC-22-016** consists of maintenance following completion of construction for MAA-CO-22-001 Hourly Garage Parking Guidance System Replacement. See paragraph GI-1.03 for additional description.

This project has been advertised via eMaryland Marketplace Advantage. Volume I Technical Provisions and Volume II Proposal Bond, Mandatory Affidavits, and Pricing 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 Office of Procurement and Materials Management, 7001 Aviation Blvd., 2nd Floor, Glen Burnie, MD 21061. If you prefer your contract drawings mailed, please contact the Procurement Officer at kDavis1@bwiairport.com. Your company's UPS or Fed-Ex account number will be required for mailing. All price proposals must be submitted on the pricing documents provided in Volume II.

A Pre-Proposal Web Conference will be held on:

August 26, 2021 at 09:00:00 AM Local Time
MDOT MAA Potomac River Conference Room
7001 Aviation Blvd.
Glen Burnie, MD 21061

Interested parties may also participate **via Web Conference**. Please use the following link to access the meeting or phone number to dial in:

[Click here to join the meeting](#) / 443-409-5228 Conference ID: 796 541 572#
Please complete the Pre-Proposal RSVP form to confirm your intent to attend.

A Site Inspection will be held on:

August 26, 2021 at 11:00:00 AM Local Time

Those interested in attending the site inspection should RSVP on the attached form and email the form to Karen Davis at kdavis1@bwiairport.com no later than August 25, 2021 02:00:00 PM.

Attendees shall meet at the BWI Thurgood Marshall Airport Terminal Lower Level Concourse C elevator. Participants will be led on foot via guided Site Inspection.

Attendance at the Pre-Proposal Conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals. Attendance may increase the Offeror'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 MBE/DBE program.

Appropriate auxiliary aids and service for qualified individuals with disabilities will be provided upon request. Please call the Office of Procurement and Materials Management 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 Price Proposal, if over \$100,000.00, must be accompanied by a Proposal Guaranty in the amount of five percent (5%) of the total contract cost in the name of the "State of Maryland".

The Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule must accompany the Technical Proposal. **If an Offeror fails to submit these documents, the MDOT MAA shall deem the Proposal as not reasonably susceptible for award. Also, please be advised that the documents must be completed in their entirety with accurate information. Failure to abide by these requirements may render the Proposal not susceptible for award.**

All mandatory affidavits shall accompany the Technical Proposal.

Performance and Payment Bonds in the amount of the total Contract cost will be required of the successful Offeror with issuance of Notice of Recommended Award.

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

Minority Business Enterprise (MBE) Requirements

Offerors shall carefully review all instructions related to MBE requirements under Standard Provisions for Construction Contracts Volume 2: Special Provisions Part III.

Offerors are hereby notified that in regard to any contract entered into pursuant to this advertisement, MBE/DBE 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, creed, or national origin. MBEs/DBEs are encouraged to respond to this solicitation notice.

It is the goal of the Maryland Department of Transportation (MDOT) that MBE/DBE firms participate in all contracts, and the Offeror is encouraged to utilize MBE/DBE 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 (if applicable) as follows:

Overall MBE Contract Goal	Twelve percent	12%
• African American-Owned Business	Zero percent	0%
• Asian-Owned Business	Zero percent	0%
• Hispanic American-Owned Business	Zero percent	0%
• Women-Owned Business	Zero percent	0%

MBE/DBE 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/DBE participation subgoals in a particular contract, an MBE/DBE firm that has dual certification may participate in 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/DBE 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/DBE 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
00-000

By submitting a response to this solicitation the Offeror 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 partner(s) must accomplish the MBE subcontract goal with certified MBE subcontractors.

As an option for meeting the MBE participation goal set out for this procurement in part or in total, the MDOT MAA strongly encourages joint venture partnerships between the prime and MBEs.

There is no Veteran-Owned Small Business Enterprise (VSBE) subcontract participation goal for this project.

Please be informed all bidders/offerors must furnish the names and address of the firms that submitted quotes for your bid/proposal and to include the age of the firm and annual gross receipts or revenues. The MDOT MAA will verify this information.

Liquidated Damages Provision (MBE/DBE): This contract requires the contractor to make good faith efforts to comply with the Minority Business Enterprise/Disadvantaged Business Enterprise (“MBE/DBE”) Program and contract provisions. The State and the Contractor acknowledge and agree that the State will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE/DBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the State might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision.

Therefore, upon determination by the State that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE/DBE Program requirements or contract provisions, the Contractor agrees to pay liquidated damages to the State at the rates set forth below. The Contractor expressly agrees that the State may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

- a. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$ 25.45 per day until the monthly report is submitted as required.
- b. Failure to include in its agreements with MBE/DBE subcontractors a provision requiring

submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$ 89.09 per MBE/DBE subcontractor.

- c. Failure to comply with COMAR 21.11.03.13 in terminating, canceling, or changing the scope of work/value of a contract with an MBE/DBE subcontractor and/or amendment of the MBE/DBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE/DBE participation schedule for that specific MBE/DBE firm and the dollar value of the work performed by that MBE/DBE firm for the contract.
- d. Failure to meet the Contractor's total MBE/DBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE/DBE participation commitment on the MBE/DBE participation schedule and the MBE participation actually achieved.

Notwithstanding the use of liquidated damages, the State reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.

By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Offeror shall register with the EFT Registration, General Accounting Division form using the COT/GAD X10 Offeror Electronic Funds (EFT) Registration Request Form, which is 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.

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.

By submitting a response to this solicitation, an Offeror 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 MAA reserves the right to reject any and all Proposals 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 and Materials Management
Maryland Aviation Administration
Maryland Department of Transportation
Phone: 410-859-7792
Email: kdavis1@bwiairport.com

Attachment A. Pre-Bid Conference Response Form

Solicitation Number MAA-CO-22-001 and MAA-MC-22-016

Hourly Garage Parking Guidance System Replacement at
Baltimore/Washington International Thurgood Marshall Airport

A Pre-Bid conference will be held at MDOT MAA Potomac River Conference Room, 7001 Aviation Blvd., Glen Burnie, MD and via **Microsoft Teams** at **9:00:00 a.m. on August 26, 2021** for interested Bidders.

[Click here to join the meeting](#) or call into [+1 443-409-5228](tel:+14434095228) United States, Baltimore (Toll)
Conference ID: 796 541 572#

Please return this form by 4:00:00 p.m. August 24, 2021, advising whether or not your firm plans to attend. The below information will be posted in an upcoming Addendum as an interested party. The completed form should be returned via e-mail to the Procurement Officer at Kdavis1@bwiairport.com

Please indicate:

Yes, the following representatives will be in attendance.

Attendees

- 1.
- 2.
- 3.

No, we will not be in attendance.

Company Name: _____

Bidding as a Prime or Sub: _____

Printed Name: _____

E-Mail Address: _____

Date: _____

Site Visit RSVP Form

Solicitation Number: MAA-CO-22-001

HOURLY GARAGE PARKING GUIDANCE SYSTEM REPLACEMENT

A site inspection will be held on **August 26, 2021 at 11:00:00 AM Local Time**. Attendees shall meet at the BWI Thurgood Marshall Airport Terminal Lower Level Concourse C elevator. Participants will be led on foot via guided Site Inspection.

Please return this form by **August 25, 2021 at 02:00:00 PM** advising that your firm plans to attend. The completed form should be returned via e-mail to the Procurement Officer at the contact information below:

Kareen Davis, CPPB, ACE
MDOT MAA
E-mail: kdavis1@bwiairport.com

Please indicate:

Yes, the following representatives will be in attendance.

Attendees

- 1.
- 2.
- 3.

Bidder:

Company Name (please print or type)

Printed Name:

Point of Contact

Email:

Email Address

Title:

Title

Date:

Date

GI-1.03 Description of Project

The work associated with **MAA-CO-22-001** consists of furnishing supervision, labor, materials (including delivery, testing, sampling, certifying, storage, handling, and installation), equipment, tools, and associated work necessary for the Hourly Garage Parking Guidance System Replacement project.

The work includes:

Replacement of the parking guidance system at the Hourly Garage as detailed in specifications and drawings to include but not limited to:

- Removal of existing and provision of new individual space monitoring equipment for parking facilities inclusive to project.
- Removal and replacement of drive aisle sensors as outlined in the general specifications and design drawings.
- Installation of grounding, bonding and shielding at each location to meet manufacturer's requirements.
- Removal and replacement of electronic signage indicating to patrons guidance to unused parking stalls.
- Phased construction scheduling. Removal of existing parking guidance system equipment and installation of new parking guidance system equipment must be coordinated and approved by MDOT MAA so as to minimize disruption of services to parking patrons.
- Provide all electronics necessary to establish a network on MDOT MAA owned fiber.

Work includes selective demolition and cutting and patching required for the performance of the work. Patching of adjacent surfaces damaged as a result of the work must match adjacent existing surfaces to remain.

The work associated with **MAA-MC-22-016** includes a five-year full service Maintenance agreement on the new parking guidance system to commence upon substantial completion. In addition, this contract includes provision for modifications or repairs not included in the maintenance contract on an on-call basis.

The work will be constructed under a single prime contract.

GI-1.04 Special Construction Requirements

A. Phasing:

1. As required by the Standard Provisions, the Contractor is required to submit a fully detailed schedule for the entire work that shall include all phase milestones and tasks required to achieve those milestones. This phasing schedule shall include specific descriptions of each phase, with sequences and sub-phases, anticipated off-work hours, and any other information necessary to clearly describe and delineate the intention of work. The Contractor's proposed construction