

PUBLIC NOTICE
MARYLAND DEPARTMENT OF TRANSPORTATION

NOTICE
TO
ARCHITECTS & ENGINEERS

REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified to the Transportation Professional Services Selection Board the need to utilize the services of engineers and architects for the following project(s):

Contract Number MAA-AE-18-003 – Comprehensive Professional Architectural & Engineering Design Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports.

Firms interested in being considered for work on any Project must submit an Expression of Interest for the Project as set forth herein. The Expression of Interest shall be in an envelope marked with the specified contract number for the Project. The letter portion of the Expression of Interest 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 required material or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a 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 Expression of Interest. The firm(s) that submits the highest rated Technical Proposal will

be requested to submit Price Proposals. Salary, Payroll Burden, and Overhead limitations have been eliminated. 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.

Questions concerning submissions and procedures will be submitted to the Maryland Department of Transportation Maryland Aviation Administration's Office of Procurement. **All questions concerning submissions and procedures must be submitted by email to lwarehime@bwairport.com no later than 4:00 pm on December 12, 2017.** The contract number must be referenced in the email subject line. Problems submitting emails shall be reported to the Maryland Department of Transportation Maryland Aviation Administration at 410-859-7331. All addendums to this advertisement will be posted only on eMaryland Marketplace and on the Consultant Services Center page of the Maryland Department of Transportation State Highway Administration's Webpage (www.roads.maryland.gov).

Facsimile copies are not acceptable. No response received after 12:00:00 P.M. EST on January 18, 2018 will be accepted, no matter how transmitted. Disadvantaged Business Enterprises (DBE's) are encouraged to respond to this solicitation notice.

Consultants shall have the ability to provide background investigation results for Consultant personnel assigned to work on Maryland Department of Transportation Maryland Aviation Administration (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, Disadvantaged Business Enterprises (DBE) 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. The Maryland Department of Transportation (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 bids 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:

Lynda C. Warehime

Maryland Department of Transportation Maryland Aviation Administration

Office of Procurement

2nd Floor

7001 Aviation Boulevard

Glen Burnie, MD 21061

Expressions of Interest sent by U.S. Postal Service should be sent to MDOT MAA, P.O. Box 8766, BWI Marshall Airport MD 21240-0766, Attention: L. Warehime, MAC Building. Late Expressions of Interest 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 the address stated above. MDOT MAA is not responsible for Expressions of Interest received late regardless of the method of shipment or delivery.

I. Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA)

A. Contract Number: MAA-AE-18-003;

1. Project Description: MDOT MAA is requesting Expressions of Interest from Consultants in support of “Comprehensive Professional Architectural & Engineering Design Services at Baltimore/Washington International Thurgood Marshall and Martin State Airports”. Consultants selected for these projects shall provide the services consistent with MDOT MAA’s requirements over a five (5) year period. MDOT MAA reserves the right to extend this contract for up to one-third (1/3) of the original contract term. It is anticipated that project assignments will be funded with State, Federal, and/or other funds. MDOT MAA has an estimated budget of \$30,000,000 for these services. It is the intent of MDOT MAA to enter into multiple contracts for these services, based on a sufficient number of qualified proponents. To be successful in achieving a contract award, the consultant proponent’s team must be able to perform all elements described in the Scope of Services. Each potential Offeror is encouraged to read this Solicitation carefully and submit proposals outlining in detail its ability to provide the requested services. Contract award(s) is subject to receipt of necessary funding and approval by the Maryland Department of Transportation and the Maryland Board of Public Works.

The airport environment is complex. Project services require an in-depth understanding of the facility and operational aspects of the safe, secure, and efficient air transportation of passengers, goods and aircraft. Project services also require in-depth and recent experience with Federal Aviation Administration

(FAA) grant assurances and airport design and safety standards, and Department of Homeland Security's (DHS) Transportation Security Administration (TSA) and Customs and Border Protection (CBP) security regulations and design standards. Additionally, project services require in-depth and recent experience assisting airport management in its facility planning, programming, and capital investment decision-making processes, and an in-depth knowledge of emerging aviation industry trends.

The required services will be performed primarily at Baltimore/Washington International Thurgood Marshall (BWI Marshall) and Martin State (MTN) Airports with some potential work at Maryland's regional airports. BWI Marshall Airport is a Category X Large Hub Air Carrier Airport comprised of more than 3,600 acres located near Linthicum, Maryland, while Martin State Airport is a General Aviation Reliever Airport of approximately 750 acres located near Middle River, Maryland. On occasion, the Consultant may also be directed by MDOT MAA to perform airport design tasks to assist non-state-owned airports in Maryland. Just as each airport is unique and complex, the disciplines of aviation planning, design and construction are distinctly technical. Consultant(s) must demonstrate how they have applied knowledge of airline industry emerging trends (such as airline mergers, and terminal passenger processing trends at large hub airports) to airport facility evaluations and studies. The consultant must demonstrate recent experience on how these trends affect airport facilities and operations.

2. Consultant Services Required: The Consultant shall provide services described for BWI Marshall Airport, MTN Airport, and on occasion, other Maryland airports on an on-call basis at the direction and discretion of the MDOT MAA in accordance with Federal and State laws, guidelines, requirements and standards. Examples of the services expected to be required, include:

- Perform concept development, site planning, schematic design and provide preliminary architectural and engineering studies and reports;
- Prepare artist renderings, design visualizations, and computer simulations;

- Perform design, and prepare plans, technical provisions, cost estimates and bid documents for construction of multi-disciplinary airside, terminal, and landside projects. This will include civil, structural, mechanical, plumbing, electrical, and special systems design drawings, specifications and bid forms;
- Prepare interior space planning and design, including restrooms, signage, furniture, fixtures and equipment layout, design, rendering, and specifications;
- Perform Independent Fee Estimates (IFE);
- Prepare construction phasing, safety, security and scheduling plans;
- Attend meetings and present studies, projects and analyses to airport audiences as needed;
- Review design drawings, specifications, reports, estimate of quantities, and cost estimates for: completeness, accuracy, constructability (construction phasing; construction scheduling), project safety and security, conflicts with existing utilities, effect of construction on adjacent properties, maintenance of traffic, ease of future maintenance and operations, and conformance with MDOT MAA, Federal, State, and local standards;
- Obtain approvals of government agencies having jurisdiction over the project;
- Perform Part 77 airspace analysis and studies, glare and line of sight studies, obstruction analysis and removal, navigational Aids (NAVAID) siting and analysis;
- Prepare Right-of-way plans and appraisals. Manage property acquisition processes;
- Participate in the Safety Management System (SMS) process and implementation in projects;
- Participate in peer reviews and constructability reviews;
- Conduct traffic analysis and level of service studies;

- Perform miscellaneous emergency engineering and design services and inspections;
- Perform structural analyses, inspection, and design of bridges, garages, space-frames, sign structures, and other similar structures and prepare plans, technical provisions, cost estimates, and bid documents for the construction or the rehabilitation of such structures in accordance with the latest codes;
- Perform facility appraisal and condition assessments;
- Perform analysis, inspection and design of baggage conveying systems, passenger conveying systems, and passenger boarding bridges and other similar equipment and prepared plans, technical provisions, cost estimates and bid documents for the construction or rehabilitation of such structures in accordance with the latest codes;
- Collect data and information regarding aircraft and passenger services and facilities and provide advice regarding air operations and facilities;
- Perform project level nondestructive engineering investigations and analysis incorporating civil engineering, surface geophysics, test-pitting, surveying and mapping, non-destructive vacuum excavation, and asset management technologies to identify and classify quality levels of existing subsurface utility data as well as mapping the locations of underground utilities;
- Provide a comprehensive project level pavement condition (distress, ride quality, and skid) data collection and analysis service using the latest state-of-the-art technology. Perform both destructive and non-destructive condition assessment;
- Assist with procurement support and assistance including preparation of Request for Proposals (RFP) for various design/build and design/build/maintain projects;
- Assist with developing project delivery method and implementation of public and private participation and partnering programs associated with MDOT MAA's studies, plans, and construction projects;

- Construction administration support and services including review of shop drawings, submittals, and products for conformance with the design plans;
- Conduct project close-out assistance and record drawing preparation;
- Conduct studies to determine the environmental impact of proposed transportation facilities, including impacts on air quality, water quality, noise, neighborhood impacts and impacts on cultural resources in accordance with local, State, and Federal regulations. Provide environmental services and project permitting, archeological investigations and analysis;
- Develop, incorporate, and review Green/Leadership in Energy and Environmental Design engineering and architectural elements and concepts in the design of airfield, terminals, roadways, garages, parking lots, buildings, and other airport facilities;
- Prepare necessary permit applications for erosion and sediment control, stormwater management, generators, elevators, storage tanks, material disposal, crane height and zoning, right of ways, access, other permits, and obtain approvals, and authorizations necessary for the construction of various airport projects;
- Perform both destructive and non-destructive data collection and analysis services to assess and collect and classify hazmat data and prepare hazmat abatement drawings and specifications for various projects;
- Perform economic and financial analyses and evaluations, cost-benefit analyses and life cycle cost analyses of engineering designs. Evaluate various alternatives of transportation policy and capital proposals to recommend sound investment decisions;
- Conduct research studies, analyses and evaluations of current practices to identify state-of-the-art technologies and procedures that can be utilized at BWI Marshall, MTN and other airports to improve mobility, safety, efficiency, and conserve resources;

- Utilize and conduct automated scripts for quality check of projects' CADD & GIS data sets for conformance with MDOT MAA and FAA standards prior to delivery to MDOT MAA;
- Document scanning and electronic document management, Computer Aided Design and Drafting (CADD), Building Information Modeling (BIM) services, Geographic Information System (GIS) web reporting, FAA Airport GIS (AGIS) data processing and compliance, Subsurface Utility Engineering (SUE), topographic surveying, aerial photogrammetry, photography, mapping, and LiDAR;
- Provide on-site program management services and on-site technical and administrative staff support;
- Provide assistance with obtaining Federal and/or other funding.

On-site consultant staff will operate under the direction of MDOT MAA management. All on-site support staff are subject to the annual audited field overhead rate.

The Administration may request the above services concurrently or independently as various task order assignments warrant. The Consultant shall demonstrate and possess the experience, technical ability and staff resources to respond to and act immediately on task order assignments without any delay and interruption to other MDOT MAA task order assignments being completed by the Consultant. The required services will be performed almost exclusively at BWI Marshall and MTN airports.

- 3. Specific Type Firm Solicited:** A firm (Prime or Joint Venture) or team of firms (Prime/Joint Venture and Sub Consultants) with demonstrated, recent experience performed within the past five (5) years in the types of services listed in Item 2 above at medium/large hub U.S. air carrier airports and U.S. reliever airports such as MTN. The Consultant shall be proficient in the types of services listed under Item 2, and bring an experienced and expert staff to the Project. Within the

Expression of Interest, each Proponent will be asked to thoroughly describe how the Consultant/Team has supplied this same expertise for similar contracts, particularly specifying experience in on-call, task-order contracts. The Consultant should demonstrate, through similar project experience, expertise in the architectural and engineering design of terminal buildings, aircraft ramps, taxiways, and runway systems; NAVAIDS; roadways; bridges; and other airport structures, facilities, and systems at medium/large hub airports. The Consultant shall have demonstrated ability to successfully integrate said improvements both functionally and aesthetically into an airport environment. Additionally, the Consultant must have demonstrated capabilities for aviation, civil, architectural, environmental, traffic, structural, electrical, mechanical, navigational aid facilities, baggage handling systems, security systems, life safety systems, communications systems design, and other design and studies associated with airport operations and facilities.

The Consultant must also demonstrate recent experience with implementing the Life Safety Code National Fire Protection Act (NFPA), building codes and sustainability design. Additionally, the Consultant or Consultant team must demonstrate recent experience working with Maryland and Federal regulations in obtaining permits and approvals for construction on similar type projects.

The Consultant must also have demonstrated experience in implementing projects within Federal Aviation Administration (FAA), Department of Homeland Security (DHS), Transportation Security Administration (TSA), Customs and Border Protection (CBP), and other appropriate federal agency(ies) guidelines for design and construction compliance and reimbursement. Experience with the Washington Office of the FAA may be given preference over other FAA experience.

- 4. Required Information:** The Consultant shall submit one (1) unbound original containing signatures, ten (10) bound copies and three (3) copies on flash drives of its signed original Expression of Interest, which shall include the following:

- a. One (1) Letter of Interest - Limited to two (2) pages in total, which must contain:
 - i. The name, company affiliation and email address for their “Consultant Liaison Officer for Minority Affairs.”
 - ii. The information that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
 - iii. The Consultant shall identify in its Letter of Interest, if the Prime or any Subconsultants proposed are not in compliance with MDOT MAA contract reporting requirements (i.e. D/MBE goal achievement, annual audit reporting, utilization of unauthorized Subconsultants, invoicing practices, etc.) at the time of this solicitation. Furthermore, the consultant shall state what corrective action is being taken to bring the firm(s) into compliance.
- b. One (1) US Government Form Standard Form 330.
- c. A copy of the firm’s current certificate(s) of insurance.
- d. The Organizational Chart required for Part I.D of SF330 shall contain at a minimum the Key Staff and defining team organization. In addition, for every individual proposed for this project and shown on the organization chart, the chart shall clearly show their company affiliation and their permanent office location.
- e. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the documentation.

Note: US Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the SF330.

5. Documentation Requirements:

- a. The information required for SF330 Part I.E Resumes of Key Personnel Proposed, Key Personnel, shall be limited to the eleven (11) Key Staff proposed for performing significant productive time on the Project, and shall not exceed eleven (11) pages in total.

- i. **The Consultant shall only submit information for the eleven (11) Key Staff individuals; no information for other individuals will be evaluated or considered.**
- ii. The following disciplines are considered of primary importance for this contract and must be documented under SF330 Part I.E. The eleven (11) Key Staff will be:
 - 1) Principal in Charge;
 - 2) Project Manager - Professional Engineer, licensed in Maryland, minimum 15 years aviation engineering experience;
 - 3) Architect - Registered Architect, licensed in Maryland, minimum 10 years aviation design experience;
 - 4) Electrical Engineer - Professional Engineer, licensed in Maryland, minimum 10 years aviation engineering experience;
 - 5) Mechanical Engineer - Professional Engineer, licensed in Maryland, minimum 10 years engineering experience, aviation experience preferred;
 - 6) Civil Airport Engineer - Professional Engineer, licensed in Maryland, minimum 10 years aviation engineering experience;
 - 7) Pavement/Geotechnical Engineer - Professional Engineer, licensed in Maryland, minimum 10 years engineering experience, aviation experience preferred;
 - 8) Structural Engineer - Professional Engineer, licensed in Maryland, minimum 10 years engineering experience, aviation experience preferred;
 - 9) Fire Protection/Code Engineer - Professional Engineer, licensed in Maryland, minimum 10 years engineering experience;
 - 10) Systems Engineer - communications, security, and similar systems, 10 years engineering experience, aviation experience preferred; and
 - 11) GIS Specialist - minimum 5 years' experience, must possess Geographic Information Systems Professional (GISP) Certification.

Preference shall be given to key staff experience at large and/or medium hub commercial service airports.

- b. The Consultant must document in writing in SF330 Part I.E that the proposed key staff individuals meet the following requirements:
 - i. The Principal in Charge shall have the absolute authority to plan, organize, direct, and commit resources to accomplish projects assigned to the firm by the MDOT MAA in a timely manner. This individual shall be in the firm's top management and leadership whose primary function for this project is the general oversight and monitoring of the firm's staffing and services in connection with this project and to support and assist the Project Manager in the performance of his/her responsibilities associated with this Project. He/she shall have a thorough understanding of the airport industry and be highly knowledgeable in general architectural and engineering practices.
 - ii. The proposed Principal in Charge and the Project Manager must be employees of the Prime Consultant.
 - iii. The Project manager must have a thorough knowledge of airport operations and have successfully managed contracts of similar size, scope, and complexity.
 - iv. It is not required that the other Key Staff personnel be employees of the Prime Consultant or be located at the Project Office. It is required that at least five (5) of the proposed Key Staff personnel be located at the proposed project office location.
 - v. All members of the Key Staff shall be residents of the United States with demonstrated expertise in the disciplines listed.
 - vi. Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include in block 17 of Part I.E of the SF330 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual.
 - vii. The Project Manager must be licensed in good standing in the State of Maryland at the time of this solicitation. Without exception, the MDOT MAA will allow consultant's qualified professional engineers and architects

who are currently registered in other states to be part of the consultant's team with the status of "Maryland Registration Pending" for those individuals at the time of Expression of Interest submittal. Where a consultant proposes an out of state professional engineer or architect, the consultant shall include in block 17 of Part I.E of the SF330 the words "Maryland Registration Pending" along with the license registration number, discipline, and the US State where the individual is currently registered. Pending status must be resolved at the time of Technical Proposal submittal if short listed. Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

- viii. The key staff individual experiences set forth must have been performed within the past ten (10) years. Preference will be given to those that can demonstrate that the required experience was performed on similar tasks as outlined in Item #2 above.
- c. The information required for Part I.F (Example Projects) of the SF330, shall be limited to five (5) relevant projects performed within the past ten (10) years and shall not exceed one (1) page per project in total length.
- d. Part I.H of SF330 shall be limited to five (5) pages to summarize in an Executive Summary form the specialized expertise of the team.
- e. A copy of the Prime/JV's current certificate(s) of insurance.
- f. As per State Finance and Procurement, State Government Article 17-701 - 17-707 of the Annotated Code of Maryland, a firm engaging in investment activities with companies appearing on the Investment Activities in Iran list is ineligible for bid/proposal/award. The Investment Activities in Iran list is located at www.bpw.state.md.us of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-11, Date Issued January 1, 2013, an officer of the Prime/JV firm shall provide a signed original certification as per language listed on the BPW Advisory page.

The Consultant shall comply with the "Required Information" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.

- 6. Special Requirements - DBE/MBE Provisions:** The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement; DBEs will be afforded full opportunity to submit Expressions of Interest in response to this notice and will not be subject to discrimination on the basis of age, race, color, sex or national origin or disability in consideration for an award (23 CFR 200, 49 CFR 21 and 26). It is the goal of MDOT that certified businesses participate in all contracts. Each contract may contain a goal for DBE participation, on a contract-by contract basis. Consultants interested in submitting an Expression of Interest must comply with the "SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987, ISTEA OF 1991 AND MAP 21 OF 2012, which is obtainable from the MDOT MAA Contract Representative at the email address noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit Expressions of Interest must clearly set forth the DBE Prime firm(s) or DBE subcontractor(s) proposed for goal attainment indicating:

- a. the proposed work,
- b. percentage of total work,
- c. MDOT certification number, and
- d. Applicable NAICS codes for each DBE. **Said information shall be shown under the firm name on Part I.C.9 Proposed Team of the Federal Government SF330 form.**

Since there are tasks that are eligible to be funded with Federal funds, proposed DBE firms must be certified by MDOT at the time of submission to participate on federally funded projects.

Consultants shall also identify in the letter portion of the Expression of Interest the name of their “Consultant Liaison Officer for Minority Affairs.” The Consultant’s failure to submit all of the required DBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

CONTRACT GOALS

For the purpose of this contract, a goal of **Nineteen percent (19%)** has been established for DBE participation. DBE proposers have to meet the established DBE goal by either their own forces or approved DBE Subconsultant(s). Per 49 CFR 26.55(b), when a DBE performs as a participant in a joint venture, they may count a portion of the total dollar value of the contract equal to the distinct and clearly defined portion of the work that the DBE performs with its own forces, toward the DBE goals and the proposed participation must be listed under the firm name in Part I.C.9 of the SF330.

In addition to listing the Proposed Team, Consultants must also include the percentage of work for each proposed firm under the firm name in Part I.C.9 of the SF330.

- 7. Contract Representative:** Lynda Warehime, lwarehime@bwairport.com

- 8. Additional Information:** The Administration reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.

- 9. Electronic Transfer:** By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller’s Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD x-

10 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 OCT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.

10. Rating Criteria: The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:

- a. Key Staff qualifications, recent experience on similar projects and/or tasks (listed under Item #1 above) within the discipline which the Key Staff are proposed to serve (Part I.E of the SF330);
- b. Demonstrated expertise of the Consultant team in airport facility design and operational planning (project manager and key staff/team on the key projects included in Part I.H of the SF330) listed under Item #2 above;
- c. Current and/or recent experience and performance of the Consultant team on similar, on-call task contracts (Part I.F of SF330);
- d. Capability and Capacity - Key Staff and Team availability to perform the required services in the required time and the compatibility of the size of firm with the size of proposed project
- e. Consultant team's location;
- f. Past performance in achieving MBE/DBE Goals for contracts referenced in c. above.

11. Other Requirements:

- a. Ratings developed in the Reduced Candidate's List process for Key Staff individuals and subconsultants proposed may be retained and used in the final selection process.
- b. MDOT MAA must be notified in writing, by email to lwarehime@bwiairport.com, of any substitution of Key Staff members after Expression of Interest has been submitted. The MDOT MAA will reevaluate

the individual substituted using the same criteria used at the Expression of Interest stage. Failure by the Consultant to advise MDOT MAA of substitutions will result in the individual(s) substituted not scored in the final selection process.

- c. MDOT MAA must be notified in writing, by email to lwarehime@bwiairport.com, of any deletions, additions, and/or substitution of proposed Subconsultants after Expression of Interest has been submitted. The MDOT MAA will re-evaluate the requested change using the same criteria used at the Expression of Interest stage. This may result in a revised score. Failure by the Consultant to advise MDOT MAA of any change to the proposed Subconsultant team may result in reduction of respective score in the final selection process.
- d. All Key Staff proposed must be able to and upon selection must take the necessary action to obtain BWI Marshall Airport security identification badge immediately after contract notice to proceed as necessary to perform assigned Tasks.
- e. If selected, the Prime may be required to designate a person as an “Authorized Signer” who shall be responsible for signing Primes’ and Subconsultants’ staff applications for obtaining BWI Marshall Airport security identification badge.
- f. All scores will remain confidential for short-listed firms until after final selection.

12. RESPOND BY: January 18, 2018 prior to 12:00:00 P.M. EST

RESPOND TO:

Lynda C. Warehime

Maryland Department of Transportation Maryland Aviation Administration

Office of Procurement

2nd Floor

7001 Aviation Boulevard

Glen Burnie, MD 21061