



ADDENDUM No. 1

July 27, 2022

SECTION II PRE-PROPOSAL CONFERENCE

**REQUEST FOR PROPOSALS
MDOT MAA-RFP-22-001**

**FOR THE NON-EXCLUSIVE RIGHT TO
REDEVELOP, RENOVATE, LEASE & MANAGE
THE RETAIL, RESTAURANT & COMMERCIAL SERVICES
AT
BALTIMORE/WASHINGTON INTERNATIONAL
THURGOOD MARSHALL AIRPORT**

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

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SECTION II – PRE-PROPOSAL CONFERENCE SUMMARY

A meeting was held on June 15, 2022 to officially discuss with interested parties and potential Proponents the purpose and requirements for Request for Proposals No. MAA-RFP-22-001 (“RFP”). The objective and purpose of the RFP specifications is to redevelop, renovate, lease and manage the retail, restaurant and commercial services at BWI Marshall Airport and to list all requirements necessary for entering into a contract for providing such concession services as described in the RFP or as mutually agreed upon.

The following representatives from the Maryland Department of Transportation Maryland Aviation Administration (“Administration”) were in attendance for the Pre-Proposal Conference:

Mr. Jim Ports, Maryland Secretary of Transportation
Mr. Morris E. Williams, III, Deputy Director, Office of Commercial Management
Ms. Angela Martin, Director, Office of Fair Practices
Ms. Jo Schneider, Director, Office of Architecture

Section V of this Addendum No. 1 to the RFP provides a copy of the Pre-Proposal Conference sign-in-sheet and reflects the number of individuals and interested business organizations in attendance.

Mr. Williams delivered the Pre-Proposal Conference opening and greeting and provided an overview of the concessions program opportunity. Mr. Williams explained the purpose of the RFP, provided an overview of the Mandatory Qualifications and requirements for submitting a Proposal Guaranty as part of the Technical Proposal submission process. Mr. Williams further

communicated the key terms of the contract to be awarded including the three phases of the contract term (Development Phase, Renovation Phase, and the Operation & Management Period), the ACDBE participation goals of the contract to be awarded and the financial consideration for the Selected Proponent awarded the contract.

Further, Mr. Williams advised attendees of the evaluation criteria that will be used to determine the Selected Proponent by the Administration. Mr. Williams stated, “the Administration will evaluate Technical Proposals and award the contract to the Proponent presenting the most advantageous Technical Proposal and Financial Proposal to the Administration.” Mr. Williams then stated the categories in which the evaluation criteria would be applied and in descending order of consideration and importance, which was stated as follows:

- 1. Airport Concessions Master Plan**
- 2. Customer Service & Marketing Plan**
- 3. Financial Ability to Perform**
- 4. Experience and Qualifications**
- 5. Economic Benefits to the State of Maryland**
- 6. Diversity & Inclusion Outreach**

Finally, Mr. Williams advised attendees that the award of the Contract is contingent upon the approval of the Executive Director of the Maryland Aviation Administration, the Secretary of Transportation for the State of Maryland, and the Maryland Board of Public Works (BPW).

Ms. Angela Martin gave an overview of the Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and discussed the methods Proponents may employ to achieve the thirty-five percent (35%) and twenty percent (20%) ACDBE participation goal for restaurant and retail concessions, respectively. Ms. Martin explained with emphasis that the concession management program does not require MBE or DBE participation as would be typical under a procurement contract, however emphasized that Proponents are encouraged to include minority owned businesses in all aspects of their proposal, including renovation/construction roles and management positions. It was communicated to attendees that the solicitation and contract to awarded does not fall under the State’s procurement laws, but is governed under federal regulations. In addition, Ms. Martin explained Proponents responsibility to submit a detailed ACDBE Plan to accomplish the ACDBE participation goals. Finally Ms. Martin discussed

specific ways in which the participation goal could be accomplished using goods/services purchased, subcontracts and sublessees.

Ms. Martin further explained that ACDBE participants must be MDOT-certified. And if an entity is certified as an ACDBE in another state, that entity would be required to complete and submit an application with the Maryland Department of Transportation and then be certified as an ACDBE by MDOT.

At the end of Ms. Martin's ACDBE Participation overview, Ms. Schneider was introduced by Mr. Williams and delivered the design and development overview of the Pre-Proposal Conference. Ms. Schneider expressed the importance of an immersive and interactive customer experience as part of the passenger's journey and new concessions program. Ms. Schneider emphasized the importance of a well designed concessions program and focused attendee's attention on the Administration's design criteria outlined in Exhibit "F" of the RFP. Attendees were encouraged to review the Administration's design criteria document for inspiration and examples for formulating their own design criteria as part of the contract to be awarded. Reference was also given to the mechanical, electrical and plumbing capacity study outlined in General Information No. 8 of the RFP.

Ms. Schneider explained to attendees the impactful improvements and initiatives of the Administration's Restroom Improvement program. Each concourse impacted by the Restroom Project was reviewed and Ms. Schneider provided the net gain or net loss of square footage for leasable concessions space within each concourse. Additionally, Ms. Schneider reviewed the Administration's A/B Core Expansion Project which adds 142,00 square feet of terminal building and 42,867 square feet of new concessions space.

After the conclusion of Ms. Schneider's overview, Mr. Williams provided an overview of the RFP's critical dates post the Pre-Proposal Conference. Attendees were then advised that the Administration may defer answering questions, however all that questions will be answered in a follow-up Addendum to the RFP. Attendees were also advised that all questions asked during the Pre-Proposal Conference and those written and submitted to the Administration by

June 23, 2022 would be included in an Addendum. Mr. Williams emphasized that any clarification, interpretations, or changes to the RFP will be made as part of that Addendum. Questions were presented to the Administration's personnel by attendees. The Pre-Proposal Conference was later concluded.

A copy of the Pre-Proposal Conference presentation is provided in Section V in this Addendum No. 1 to the RFP as General Info No. 14.