

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

REQUEST FOR PROPOSALS NO. 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

TECHNICAL PROPOSAL SUBMITTAL CHECKLIST

See Section VIII of this RFP for information regarding how and where to submit Proposals. Proponents may use this Submittal Checklist to determine completeness of proposal, but the Administration makes no representation that this checklist is complete. Technical Submittals should include one (1) signed and bound original, twelve (12) bound copies, one (1) unbound copy, and one (1) electronic version in Microsoft compatible or PDF format on USB flash drive containing detailed information regarding Proponent's product services and equipment and should include the following:

- | | | |
|-----|--|--------------------------|
| 1. | Title Page | <input type="checkbox"/> |
| 2. | Transmittal Letter | <input type="checkbox"/> |
| 3. | Table of Contents | <input type="checkbox"/> |
| 4. | Executive Summary | <input type="checkbox"/> |
| 5. | Confidentiality Statement | <input type="checkbox"/> |
| 6. | Exceptions | <input type="checkbox"/> |
| 7. | Acknowledgement of Receipt & Commitment Statement | <input type="checkbox"/> |
| 8. | Proposal Guaranty | <input type="checkbox"/> |
| 9. | Procurement Affirmation and Bid/Proposal Affidavit | <input type="checkbox"/> |
| 10. | Consultant & Professional Acknowledgment | <input type="checkbox"/> |
| 11. | Non-Collusion Statement Affidavit | <input type="checkbox"/> |
| 12. | Maryland Public Ethics Law Affidavit | <input type="checkbox"/> |
| 13. | Description of Legal Entity | <input type="checkbox"/> |
| 14. | Guarantor | <input type="checkbox"/> |
| 15. | Qualifications | <input type="checkbox"/> |

16. Experience at Other Locations
17. Contracts Terminated, Bankruptcy, Debarment,
Taxes, Licenses and Other Affirmations
18. Audit Review or Investigation
19. References
20. Diversity & Inclusion Initiative
21. Team Composition Plan
22. Personnel Management Plan
23. Project Transition Plan
24. Architectural & Project Design Plan
25. Retail, Restaurant & Commercial Services Development Plan
26. Passenger/Guest Experience & Marketing Plan
27. Quality Assurance Plan
28. Facility Operation & Maintenance Plan
29. Delivery & Distribution Plan
30. Commercial Terms & Other Obligations
31. ACDBE Plan
32. Micro Business & Startup Entrepreneurship Program
33. Capital Investment Plan
34. Financing
35. Financial Ability to Perform
36. Pro-Forma Statement
37. Economic Benefits to the State
38. Other Information
39. Technical Proposal Checklist