

MARYLAND DEPARTMENT OF TRANSPORTATION
REQUEST FOR PROPOSALS NO. MDOT-AC-2023
FOR THE NON-EXCLUSIVE RIGHT TO REDEVELOP,
RENOVATE, LEASE & MANAGE THE RETAIL, RESTAURANT &
COMMERCIAL SERVICES
AT
BALTIMORE/WASHINGTON INTERNATIONAL
THURGOOD MARSHALL AIRPORT

PROPOSAL SUBMITTAL CHECKLIST

See Section IX of this RFP for information regarding how and where to submit Proposals. Proposers may use this Submittal Checklist to determine completeness of proposal, but the Maryland Department of Transportation makes no representation that this checklist is complete. Submittals should include one (1) electronic version in Microsoft compatible or PDF format on USB flash drive containing detailed information regarding Proposer’s product services and equipment and should include the following:

1. Title Page
2. Transmittal Letter
3. Table of Contents
4. Executive Summary
5. Proposal Guaranty
6. Acknowledgement of Receipt & Commitment Statement
7. Procurement Affirmation and Bid/Proposal Affidavit
8. Consultant & Professional Acknowledgment
9. Non-Collusion Statement Affidavit
10. Exceptions
11. Maryland Public Ethics Law Affidavit
12. Confidentiality Statement
13. Proposal Checklist
14. Other Information
15. Description of Legal Entity
16. Qualifications
17. Experience at Other Locations
18. Contracts Terminated, Bankruptcy, Debarment,
Taxes, Licenses and Other Affirmations

19. Audit Review or Investigation
20. References
21. Corporate Diversity Form
22. Team Composition Plan
23. Personnel Management Plan
24. Project Transition Plan
25. Architectural & Project Design Plan
26. Concession (Retail, Restaurant & Commercial Services) Development Plan
27. Quality Assurance Plan
28. Facility Operation & Maintenance Plan
29. Delivery & Distribution Plan
30. Commercial Terms & Other Obligations
31. Passenger/Guest Experience & Marketing Plan
32. ACDBE Plan
33. Micro Business & Startup Entrepreneurship Program
34. Financial Ability to Perform
35. Financing and Capital Investment Plan
36. Pro-Forma Statement
37. Economic Benefits to the State
38. Rent and Financial Offer to the Administration