

**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

MEMORANDUM

TO: Distribution

FROM: Benjamin Chin, Director 
Office of Design and Construction

DATE: January 24, 2011

SUBJECT: Design Standard (DST) 2011-02, New Paragraph 4.16, Designated Sub-Contractor Bidding Procedures

Effective immediately, the following new paragraph shall be added to the MAA Design Standards, dated October 2010:

Insert the following new paragraph as section 4.16, Designated Sub-Contractor Bidding Procedures:

4.16 Designated Sub-Contractor Bidding Procedures

The Maryland Aviation Administration maintains several vendors under contract to provide design and installation services on specific systems at the airport. If a construction project requires participation of such a "Designated Sub-Contractor" on a project at Baltimore/Washington International Marshall and Martin State Airports, it shall be the designer's responsibility to coordinate and ensure the following:

- 1) Determine what existing airport systems are within the scope of the design and may require alteration. Coordinate with MAA to determine which systems have vendors under contract to provide alteration, maintenance, or similar services that would be required to be performed under the proposed design. A partial list of sample systems is provided below:

- Fire Alarm System
- Controlled Access Security System (CASS)
- Closed Circuit Television System (CCTV)
- Multi-User Flight Information Display System (MUFIDS) and Baggage Information Display System (BIDS)
- Building Automation and Control (METASYS)
- Distributed Antenna System (DAS)
- Public Address System
- Automated External Defibrillators (AED)
- Flexible Response System
- Wall Mounted Advertisement

- Public Telephones
- Parking Access and Revenue Control Systems (PARCS)
- Air Navigation Systems (NAVAIDS)
- Utilities (Gas, Power, and Communication)
- Airfield Lighting Control System
- Airlines (Equipment and Wiring Systems Owned by Airlines)
- FAA (Equipment and Facilities Owned and Operated by FAA)
- TSA (Equipment and Facilities Owned and Operated by TSA)
- Master Clock System
- Noise Monitoring and Analysis System
- Artificial Turf

In addition, the designer shall add a section to the Engineer's Report titled "Designated Sub-Contractors" and state whether the construction project requires participation of Designated Sub-Contractors. If so, the consultant shall identify and list the vendor(s) and the respective system(s) that are impacted under the project. The consultant shall include a summary of the scope of services and fee estimates received from vendor(s) in the referenced section of the Engineer's Report.

- 2) Coordinate, as necessary, the requirements of the design, the preparation of a scope of services to clearly define the work proposed, and the responsibilities of the owner, designer, contractor, and designated sub-contractor.
- 3) Verify with the Office of Procurement that Sole Source documentation is/is not required.
- 4) Reflect the scope and responsibilities in the contract documents.
- 5) Secure written final scope and cost proposal from the designated sub-contractor.
- 6) It shall be a requirement to have all final scope and cost proposals submitted to MAA from every vendor required for a given project prior to proceeding with advertisement. This requirement may be waived on a case by case basis with prior written approval of the MAA Task Manager.

If the above specifications conflict with any other codes or regulations, or if you should have any questions, please contact the Director, Office of Design and Construction at 410-859-7093.

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