



REQUEST FOR PROPOSAL (RFP)

Construction

Welcome Center at BWI

Visit Annapolis and Anne Arundel County

Introduction and Background

Visit Annapolis and Anne Arundel County (VAAAC) is a non-profit 501(c)(6), partnership-focused Destination Marketing Organization (DMO) that drives revenue for the local economy by promoting Annapolis and Anne Arundel County to leisure and business travelers across the country and around the world.

To learn more about VAAAC, please visit: www.visitannapolis.org.

Our Mission

To foster a welcoming destination and promote tourism on behalf of our visitors, partners, and community.

Background Information

As part of its ongoing efforts to enhance the visitor experience and strengthen regional tourism, VAAAC is establishing a new welcome center at Baltimore/Washington International Thurgood Marshall Airport (BWI) within the airport's baggage claim. The Welcome Center will serve as a key point of first contact for millions of travelers arriving through one of the busiest airports in the Mid-Atlantic region.

The facility will be designed to:

- Provide visitors with comprehensive travel and hospitality information, including attractions, accommodations, dining, events, and cultural experiences throughout Maryland.
- Reflect the character and mission of Visit Annapolis & Anne Arundel County through its design, materials, and presentations emphasizing hospitality, authenticity, and the region's maritime and historical identity.
- Serve as a functional and welcoming space for both in-person and digital engagement, incorporating technology for interactive information delivery and accessibility for all travelers.

This Request for Proposals (RFP) is to solicit responses for the selection of General Contractor (GC) services in connection with the pre-construction, permitting, and construction of the new Welcome Center which will be located at Baltimore/Washington International Thurgood Marshall Airport (BWI).

Project Overview

- Project Title: Welcome Center at BWI
- Location: Baltimore/Washington International Thurgood Marshall Airport
 - Baggage Claim lower level between door 2 and door 4.
- Project Type: Create a free-standing structure to accommodate a public-facing visitor information facility
- Estimated Square Footage: Approximately 400 sqft.
- Anticipated Start Date: Q2 2026
- Anticipated Completion Date: 120 days from start date.

Scope of Services

The selected GC will deliver an open book Guaranteed Maximum Price (GMP) bid document. The selected GC will provide constructability analysis and commentary on the feasibility of the proposed designs that coincide with delivery of the cost estimate. All GCs may attend a pre-bid walk through on site at a day/time selected by VAAAC. No make-up dates will be allowed.

The selected General Contractor will interact with VAAAC and JP2 Architects through the following:

1. Pre-Construction Request for Information
2. Site/Building Analysis
3. Drawing & Specification Review. In preparing cost estimates, the GC will review drawings and specifications provided by VAAAC. The GC will work with the design team to provide constructability and means and methods comments.
4. Schedule Review- In preparing cost estimates, the GC will propose project construction schedules that align with constraints provided by VAAAC and maximize value.
5. Permits- The GC will obtain all applicable permits to be paid for by VAAAC.

Respondents should ensure a thorough review of the manual, giving primary consideration to Volume 8, which outlines the permitting requirements and construction process.

Baltimore Washington Airport Requirements

2025 Planning and Engineering Guidelines & Standards (PEGS) Manual

[PEGS - MDOT-MAA Planning and Engineering Guidelines & Standards](#)

The selected contractor will provide all labor, materials, equipment, transportation, supervision, permits, coordination, and other resources required for the construction and delivery of the Welcome Center.

Key Dates in the RFP Schedule

It is anticipated that a Project award will be made in connection with this Request for Proposals (RFP) based on the following schedule:

February 2, 2026	Issuance of Request for Proposals
TBD-Week of February 16	Walk Through-Virtual
February 23, 2026	Question/Clarification Submission Deadline
February 27, 2026	Proposal Submission Deadline
March 2 -6, 2026	Proposal Evaluation Period
March 8, 2026	Award of Contract

Please note: VAAAC reserves the right to change any of the dates stated in this RFP. If such change occurs the Authority will notify all entities who received the RFP directly from VAAAC and post the changes to www.vaaac.org/proposal

Proposal Submission Requirements

Each proposal must include the following:

1. Cover Letter – Introduce the firm, key personnel, statement of interest and summary of qualifications.
2. Company Profile – Legal name, address, history, and organizational structure
3. Licenses & Insurance – Proof of required state and local contractor licenses, bonding capacity, and insurance coverage.
4. Relevant Experience – Portfolio of at least three similar projects within the last five (5) years including size, scope, location and a minimum of three (3) client references with contact details.
5. Project Approach – Describe your approach to construction management, quality control, proposed team members, and subcontractors.
6. Schedule-Provide an estimated construction timeline with major milestones.
7. Quality Control & Safety – Description of quality assurance and safety management practices.
8. Cost Proposal – Detailed line-item estimate with allowances, exclusions, and assumptions clearly identified.
9. Core Values-Adhere to Visit Annapolis and Anne Arundel County’s core values.

Proposal Submission Instructions

Proposals must be received no later than February 27, 2026. Submissions received after this deadline will not be considered.

Send proposals **electronically in PDF format** to:

Susan Hill, Director of Finance
Subject: The Welcome Center at BWI RFP
Visit Annapolis and Anne Arundel County
accounting@visitannapolis.org