

**Metropolitan Washington Airports Authority**

**Request for Qualifications Information**

**1-18-C083**

**Architectural / Engineering Task Contract for Design Services**

**At**

**Metropolitan Washington Airports Authority (Airports Authority) Facilities and  
Dulles Toll Road System**

**July 11, 2018**

## RFQI 1-18-C083

**ARCHITECTURAL / ENGINEERING DESIGN SERVICES FOR  
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY FACILITIES AND  
DULLES TOLL ROAD SYSTEM**

The Metropolitan Washington Airports Authority (Airports Authority) plans to retain Architectural/Engineering (A/E) services for task order type design and construction projects at Ronald Reagan Washington National Airport, Washington Dulles International Airport and Dulles Toll Road System.

A Request for Proposal (RFP) will be issued to the firm(s) deemed to be most highly qualified as a result of the evaluation of qualifications submitted by offerors responding to this announcement. The subsequent contract(s) will be a negotiated, firm fixed unit price contract(s) and will include a requirement that there be a minimum of 35% Local Disadvantaged Business Enterprise (LDBE) participation in this contract.

This is an Indefinite Delivery Indefinite Quantity (IDIQ) type contract. The contract will be issued for a two year base term, with three one-year extensions, at the discretion of the Authority. The base and each option year, if exercised, has an estimated value not-to-exceed \$500,000 per year. At the sole discretion of the Airports Authority, one or more contracts may be awarded.

An LDBE is defined as a small business concern which is organized for profit and which is located within 100 mile radius of Washington, D.C.'s zero mile marker. To qualify as a small business concern for purposes of this announcement, the average gross receipts of Architectural Services (NAICS 541310) must not exceed \$7.5 million, Engineering Services (NAICS 541330) must not exceed \$15.0 million, and see Appendix B for all other applicable services. LDBE size standards are based on the average receipts of the last three years. The receipts of all affiliates shall be counted in the total of the business entity's gross receipts. The Authority encourages the participation of minority and women owned businesses. For information on this program or for additional information on small business standards pertaining to other specialty areas in this project, please call the Department of Supplier Diversity at (703) 417-8660.

**I. GENERAL REQUIREMENTS****1.0 SCOPE OF WORK**

The successful A/E shall furnish all plans, labor (including all required professional disciplines), materials and equipment to perform tasks required by the Airports Authority. This contract is intended to place strong emphasis on Architecture and Interior design, supported by comprehensive engineering team for Design-Bid-Build and Design-Build projects. Services anticipated in different stages of any project's life cycle are highlighted below:

**1.1 PRE-DESIGN**

Services anticipated shall include but not be limited to:

- Existing condition survey, research and documentation. Disciplines include but not limited to Architecture, Interior, Landside and Airside Civil, Structure, Mechanical, Electrical, Plumbing, Fire Protection, Fire Alarm, Baggage Handling Systems (BHS), Vertical Transportation (VT), Passenger Boarding Bridges (PBB)
- Update existing as-built documents if available.

- Create BIM Model of existing condition.
- Subsurface Utilities Engineering (Level A to D), Property line, ALTA (American Land Title Association), topographic, photogrammetric, facility and utility measurements, mapping and land surveying, including aerial photography and photogrammetry, ground positioning satellite surveys and horizontal control "blue book" data conversions and transformations, e.g. NAD 83/27.
- Geotechnical Investigation, including field and laboratory work.
- Hazardous materials survey and documentation.
- Property condition Assessment.
- Feasibility studies.
- Documentation and representation of existing facilities operation including, but not limited to, Loading Docks, Boarding gates, Curb side allocation, Seating utilization, Security Screening Check Points, BHS, etc.

## 1.2 DESIGN

Services shall include but not be limited to:

- Architectural design & Interior design.
- Prepare submission materials to Government Agencies including but not limited to TSA, FAA, NPS, SHPO and NCPC.
- Professional presentation graphics support including diagrams, animated graphics, presentation materials, renderings, animation and phasing animation.
- Landside and Airside Civil engineering design, including Storm Water Management.
- Structural engineering design and 3<sup>rd</sup> Party Peer review of work designed by others.
- Mechanical engineering, including HVAC and Plumbing design.
- Electrical engineering.
- Life Safety System engineering, including Fire Protection and Fire Alarm design.
- Coordinate with Airports Authority's Special System consultants for Communication, Security, Public Information, Radio and Public Address system.
- Wayfinding design.
- Code Analysis.
- Prepare cost estimate and construction schedule per Airport Authority's requirements.
- Design-Build (DB) Bridging documents.

- Technical review of Design-Builder design submissions.

### 1.3 CONSTRUCTION SUPPORT

Services shall include but not be limited to:

- Review of contractor submittals; response to Request for Information (RFI) and Technical Request Service (TSR)
- Attend Construction Progress Meetings and provide site observation reports.
- Construction surveying.
- Integrate and update BIM inventory using models provided by others.
- Special Inspection.
- Construction quality Inspection.
- Materials, equipment, systems testing and commissioning.
- Resident Engineer services.
- Review Proposal and Support Change Order analyses and negotiations.
- Consultation on construction.
- Analysis of construction documents for compliance with the Virginia Uniform Statewide Building Code.

All work shall be in accordance with each task assignment and the applicable portions of this Statement of Work (SOW). When required, the A/E shall prepare and provide, as part of these areas of services, all documents such as drawings, specifications, construction cost estimates, renderings, reports, logs, measurements, all models (including Building Information Models' (BIM) Revit files, digital models used for renderings and physical models), lab analyses, material samples, calculations, etc. All work is to be done in accordance with the latest edition of the Authority Design Manual, requirements specified in this document and other applicable codes.

### 2.0 PERFORMANCE

Unless otherwise specified by the Task Contract SOW, all work shall be performed in accordance with the latest edition of the Airports Authority Design Manual in effect at the 30% Design Submittal stage. The Design Manual shall give the guidance for the preparation of all documents specified in the Statement of Work to be provided as part of any Task Contract assigned. Further, the Design Manual shall govern the quality control of the work. The A/E will be fully responsible for ensuring that the application of Design Manual procedures and criteria are followed and incorporated into all assigned Task Contracts. The Design Manual is available on the Airports Authority's website at [mwaa.com](http://mwaa.com).

### 3.0 TASK COMPLETION DATES AND SCHEDULES

Each task assignment will specify a completion time. A schedule describing the time, events and personnel may be required and, if so, will reflect Airports Authority review periods and will be subject to Airports Authority acceptance.

#### **4.0 AUTHORITY REVIEWS, ACCEPTANCES AND REJECTIONS**

Each task assigned shall be subject to Airports Authority review and shall be in the depth deemed necessary by the Airports Authority. Reviews may be on site, at the A/E's offices or at Airports Authority offices. The A/E shall be notified in writing of the results of Authority reviews. Results will be classified as accepted, accepted with comments, rejected, or rejected with comments. The A/E will respond in writing to any rejected work stating corrective actions taken and the impact on the task completion date. If it is indicated that the task completion date will not be met, appropriate corrective action will be taken in accordance with the applicable provisions of the contract. The A/E will also respond in writing to the Airports Authority regarding the resolution of comments.

#### **5.0 A/E ACCESS REQUIREMENTS**

Upon award of the contract, the A/E shall obtain and maintain necessary security clearance badges, vehicular inspections and licenses to allow immediate, unescorted access by key employees to the airfield operations areas of both airports. The A/E shall develop a familiarity with requirements and procedures to gain clearance to work in restricted areas, arrange for taxiway/runway shutdowns and special requirements for conducting work, including construction work, in and around the airports.

#### **6.0 SPECIALIZED REFERENCES**

Upon contract award, the A/E shall obtain and maintain access to, and familiarity with, current reference materials necessary to execute the work. References include but are not limited to FAA Advisory Circulars, Federal Aviation Regulations, TSA design guidelines and Airport Orders and Instructions.

#### **7.0 TASK MANAGEMENT**

The A/E shall report and correspond with the Contracting Officer's Technical Representative (COTR) named on the task order for all task order technical and progress issues. Meeting minutes and reports for each task order are to be prepared and submitted by the A/E monthly as a minimum.

The A/E firm shall furnish all plans, labor (including all required professional disciplines), materials and equipment to perform tasks required by the Authority. The A/E will be required to work and coordinate with the Authority's consultants for building electronic systems (security, MUFIDS, communications, etc.). The A/E firm may be required to obtain supplemental professional expertise in response to project conditions. Additions to the professional staff will be subject to the approval of the Authority.

## **II. QUALIFICATIONS**

Each firm, team or joint venture shall have in-house or subcontractor capabilities to handle the following:

- Architectural Design & Interior Design; strong in-house team to lead and precisely coordinate existing condition survey, research and documentation; produce BIM deliverables; space planning; FF&E; concept drawings; construction documents; provide comprehensive phasing analysis and represent phasing designs in diagrams, drawings, animated graphics and animations formats; thorough coordination of work provided by supporting engineering team.
- Supporting engineering team; civil, structural, mechanical, electrical, life safety system, VT engineering design, etc. to support services noted.

- Aviation specific engineering including BHS and PBB engineering design
- Possess experience and thorough understanding of submission requirements of government agencies including but not limited to TSA, FAA, NPS, SHPO and NCPC.
- Aviation or applicable related architectural expertise, particularly in the areas of repair and rehabilitation of existing landside and airside facilities, historical facilities and renovations for Americans with Disabilities Act (ADA) compliance.
- Cost estimates and construction schedule.
- Federal Aviation Regulations (FAR) Part 77 requirements and airport planning.
- Land survey and mapping, including expertise in American Land Title Association (ALTA) requirements, datum transformations, North American Datum 1983 and Virginia State Plane Coordinates, Global Positioning Systems, construction layout and aerial photography.
- Civil and structural engineering, including design using Virginia Department of Transportation (VDOT) standards and specifications, Federal Aviation Administration Advisory Circulars, as well as other applicable design guides and codes. Civil engineering design to include site improvements, pavement design, pavement marking, pavement management system, non-destructive testing, aircraft ramp drainage and grading, site utilities, airfield lighting, and erosion and sediment control.
- Geotechnical engineering, including expertise and equipment necessary to conduct geotechnical investigations and analyses.
- Environmental studies and investigations including the identification and sampling of hazardous materials and the identification, surveying, testing and reporting of suspect asbestos and lead containing building materials. Completion of environmental assessments to include the collection and analysis of soil and groundwater samples.
- Overall experience coordinating and managing several ongoing design efforts simultaneously and ability to coordinate design work between the various disciplines and provide effective quality control.
- Construction Management Service experience to include on-site Resident Engineer to support Owner's representative as applicable supporting the construction process to meet project schedule completion.
- Experience in using Project Management Support System (e.g. Unifier or similar systems).
- Experience in delivering projects in Design-Bid-Build and Design-Build methods.

### **III. SELECTION OF THE A/E WILL BE BASED ON THE FOLLOWING CRITERIA IN DESCENDING ORDER OF IMPORTANCE**

The Authority will evaluate the qualifications of the applicants based on their demonstrated experience in the following areas, which are in descending order of importance:

1. **Team Experience.** Experience of the firm as prime consultant and subcontractor experience within the previous seven (7) years on task type contracts for projects as indicated in the General Requirements and Qualifications. Prime consultant is required to have experience in architecture and interior design. Provide a minimum of five (5) example projects, indicates past involvement of proposed subcontractors in each example if applicable. Aviation related experience, experience involving work in operational facilities, and work that required conformance with specialized codes, design standards, operational

procedures. Demonstrate BIM capability. A minimum of two (2) example projects shall be in Design-Build Bridging Document Category and shall be identified as such. A minimum of five (5) references shall also be provided (only one of which may be MWAA) and each reference shall include the project description, a point of contact of someone who was directly involved and their phone number. References may be checked and considered in the evaluation of an Offeror's experience.

2. **Key Personnel.** Qualifications, locations and availability of key personnel assigned to this work. Submitting firms must demonstrate the education, training, registration, overall and relevant experience with the firm of key management and technical personnel. A minimum of ten (10) years of relevant experience is required. Current professional registration or ability to obtain professional registration prior to award in the Commonwealth of Virginia is also required for Architecture and Engineering disciplines. List key personnel's current project commitments to others.
  - a. Prime Project Manager
  - b. Quality Assurance/Quality Control (QA/QC) Manager
  - c. Project Architect
  - d. BIM Manager
  - e. Project Code Consultant
  - f. Project BHS Engineer
3. **Project Organization/Management.** Provide an organizational structure of the project team including key personnel and proposed subconsultants with reporting lines and responsibilities to the Prime Project Manager and with the QA/QC Manager function reporting to one level above the Prime Project Manager. Describe the specific strategy proposed to manage the design process in order to achieve timely and high quality project delivery, communication with COTR and completion of concurrent Task Contract projects. Include the firm's ability to respond on short notice and within tight timelines for multiple tasks. Firms shall show current and projected workload within the firm.
4. **Cost Effectiveness & Quality Control.** Describe the design quality control organization structure and process and list the responsible personnel. Discuss the past performance of the prime consultant and subcontractors with respect to working within the original project design budget, construction budget and schedule. Include projects listed as examples of relevant design experience in Selection Criterion 1 (Team Experience) and provide an explanation of variances between original and final budgets and schedules. Provide and/or submit an established QA/QC Program that has been in existence in the last five (5) years and used successfully to manage the design of projects.

#### IV. **SUBMITTAL INFORMATION REQUIRED**

Firms which meet the requirements of this announcement are invited to submit an ORIGINAL AND FIVE (5) copies (**Total of six (6)**) of the following:

- A. Cover Letter.
- B. Qualifications package not to exceed a total of sixty (60) pages single-sided (30 pages double-sided), 11 pt font minimum. This total 60-page limitation encompasses the cover letter, Standard Form 330, statement of LDBE commitment and any additional documentation you wish to submit describing the organization and responsibilities of the firm, sub-consultants, and/or joint venture partners; as well as supporting graphics. Use of 11x17 size paper is only acceptable on organizational chart and will count as one page.
- C. One page statement of commitment to meeting the 35% LDBE participation requirement.

- D. Documentation of LDBE certification (e.g. letter from the Supplier Diversity Programs Office or current certification number).
- E. LDBE certification application or indication that the firm has a pending LDBE application, for each proposed LDBE firm (waiver of this requirement shall be considered only under extreme extenuating circumstances). This information shall be made as an attachment to your submittal.
- F. Provide information if the A/E firms, as prime consultant and/or sub-consultants have received any written notices of incidences of errors and omissions and/or back charges with contracts in the last 5 years. Does not count toward the 60 page limit.

Responses to this RFQI must be submitted to:

Metropolitan Washington Airports Authority  
Procurement and Contracts, MA-29  
2733 Crystal Drive  
Arlington, VA 22202  
Attention: Marissa Arco, Contracting Officer

The due date and time for submittals is **August 21, 2018 at 1:00 p.m.** local time. Please identify the package with an exterior labeling stating, "**RFQI No. 1-18-C083, A/E Task Contract Design Service at Metropolitan Washington Airports Authority (Airports Authority) Facilities and Dulles Toll Road System**"

All questions concerning this solicitation must be submitted by 3:00 PM, July 23 2018 via the Authority's website at: <http://www.mwaa.com/business/upcoming-contracting-opportunities>

No other general notification for this project will be made and no further action beyond submission of the information listed above is required or encouraged. This is not a request for proposal.

The Airports Authority is not an agency of the United States Government.

**Do not contact Airports Authority consultants or Airports Authority personnel,  
other than the Contracting Officer, regarding this solicitation**



### Appendix A – Additional Instructions Standard Form 330

The following provides clarification to the Standard Form (SF) 330.

Section D should include the proposed team organization chart.

Sections E and F are to contain all information necessary to address the Selection Criteria. The project experience listings of individuals (in Section E) and firms (in Section F) are expected to contain that individual's or firm's specific role on each project listed. Experience listings that are for "related" vs. "direct" project experience should contain a brief statement as to why that project's experience is considered related and/or relevant. All projects listed should include a brief description of the type of project, the specific role of the firm or individual, and other information that is considered relevant to this project. Clearly identify if work experience cited for an individual was done while working for another firm; and if previous work experience cited for a firm (or business unit within a firm) was performed while operating under another name, was performed before acquisition by the current parent firm, or was performed by persons not proposed for this project.

Section F, Line 24 should include project presentation drawings and/or photographs.

Section F, Line 24, should include the estimated cost and should show both the firm's fee amounts and the project construction cost amounts, differentiated by parentheses around the fee amounts.

Section H,

- Should include all information and discussion necessary to address Selection Criteria.
- Shall have a minimum 11-point type size.
- Is not to contain extensive repetition of material presented in previous sections.
- Should include an additional copy of the proposed organization chart, along with a discussion of the proposed project organization, specific responsibilities of the member firms, previous working relationships and all other pertinent information necessary to address Qualification Criterion 1 through 4 above. The organization chart and accompanying discussion should be well coordinated with the personnel resumes in Section E, particularly regarding job titles and responsibility designations.
- Should be used to elaborate on any relevant issues expected to influence the course of this design project, your ideas on dealing with them, and your experience in dealing with them in the past, including (a) coordination with large multi-departmental client organizations, (b) coordinating and taking full responsibility for the efforts of a large number of specialty sub-consultants working in different cities, (c) managing the design of projects remote from the various design production offices, and (d) any other issues you deem pertinent.

Tabbing and/or other easy-to-follow cross references between SF 330 text and the Selection Criteria being addressed would be greatly appreciated.

**Appendix B – Local Disadvantaged Business Enterprise (LDBE)  
Size Standards for Solicitation 1-18-C083**

<u>NAICS Code</u>	<u>Type Of Work / Service</u>	<u>LDBE Size Standard</u>
541310	Architectural Services	\$7.5 Million
541320	Landscape Architectural Services	\$7.5 Million
541330	Engineering Services	\$15.0 Million
541360	Geophysical Surveying & Mapping	\$15.0 Million
541380	Testing Laboratories	\$15.0 Million
541611	Administrative Management & General Management Consulting Services	\$15.0 Million

For the purposes of this solicitation, only firms certified by the Metropolitan Washington Airports Authority's LDBE Program may be utilized for LDBE participation. The directory of currently certified LDBE firms is available on the Airports Authority's website at <http://www.mwaa.com/contracting>. (Click on "LDBE/DBE Directory Search".)

To be considered an LDBE, a business firm's average annual gross receipts (AGR) or average number of employees (ANE) for the last three (3) years cannot exceed the applicable LDBE size standard. AGR or ANE of all affiliates of the firm are included when determining the firm's eligibility for LDBE certification.

Firms will only be certified as an LDBE for services or goods that they are able to provide at the time of LDBE certification and for which they do not exceed the applicable LDBE size standard, as noted above. An LDBE firm adding services or goods during the term of its certification may request the Authority's Equal Opportunity Programs Department to amend the LDBE certification to include these new services or goods, provided the firm also meets the applicable LDBE size standards for these new services or goods.

Your firm must be certified for the work you plan to perform or for the goods you plan to manufacture or supply on this contract.

There may be other NAICS codes approved for this project. If this list does not include an LDBE NAICS code and size standard for work that you anticipate may be needed for this project, you must request it through the Contracting Officer.

The Authority will review your request. If the NAICS code is accepted for this solicitation, the change will be formally communicated in an amendment to the solicitation.

Contact the Authority's Department of Supplier Diversity at 703-417-8625 for questions on LDBE certification requirements.