

Metropolitan Washington Airports Authority

Request for Qualifications Information

**Task Architectural/Engineering/Planning Services for the
Metropolitan Washington Airports Authority**

At

**Washington Dulles International Airport
And
Ronald Reagan Washington National Airport**

June 2017

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY WASHINGTON DULLES INTERNATIONAL
AIRPORT RONALD REAGAN WASHINGTON NATIONAL AIRPORT FOR TASK
ARCHITECTURAL/ENGINEERING/PLANNING SERVICES
INFORMATION PACKAGE FOR RESPONDENTS TO
REQUEST FOR QUALIFICATIONS INFORMATION (RFQI) No. 1-17-C095**

1. INTRODUCTION

The Metropolitan Washington Airports Authority (Airports Authority) is seeking expressions of interest from professional architecture/engineering/planning (AEP) firms to provide on-call airport planning and programming studies for Washington Dulles International (IAD) and Ronald Reagan Washington National (DCA) Airports. Services are expected to cover a range of planning processes and technical subjects using a task order format. Many of the anticipated tasks will be themed toward the phasing and implementation of projects in the Capital Construction Program (CCP) and/or Capital Development Program (CDP).

2. ROLE OF THE CONSULTANT

The selected on-call consultant team (Consultant) will be the principal external source of airport planning expertise and assistance to the Airports Authority's Planning Department, which is a subdivision of the Office of Engineering. The Consultant will work at the direction of the Manager of the Planning Department. The assignments will range from broad, conceptual comprehensive studies to detailed pre-design analysis for the implementation of individual projects.

The focus of the assignments will be on-airport, and related to facilities or property. Lead involvement in strategic business planning, financial planning, or off-site noise compatibility planning is not expected; these areas are the primary responsibility of other Airports Authority departments. However, the Consultant may be tasked to assist in some manner with efforts in these areas.

The Consultant will also be required to provide expertise for regional transportation planning, traffic engineering, and traffic expertise to support the Airports Authority's regional transportation efforts. These efforts will principally relate to the Airports Authority's roles and responsibilities with interagency surface transportation policy and planning, especially in view of the Airports Authority's stewardship of Dulles Corridor rights-of-way (Airport Access Highway, Dulles Toll Road and Greenway, Route 28, air rights, future regional rail rights-of-way, and a portion of Dulles' perimeter arterial public roads, other supporting structures such as park-and-ride lots), and multi-modal transportation.

The Consultant shall be required to work with other consultants of the Airports Authority including Planning's Archeological/Architectural Historic Preservation consultant, Dulles Toll Road Design Services consultant and those consultants providing design services to the Office of Engineering's Design Department.

The contract resulting from this solicitation will include a conflict of interest provision which precludes the task planning firm (or any of its sub-consultants) from providing design services on projects for which planning services were performed. We expect the task planning firm to perform all work assigned and not to decline work because of potential participation in future design contracts.

3. SELECTION / CONTRACTING PROCESS; OVERVIEW OF THE CONTRACT

An invitation to interview will be sent to a shortlist of teams that will result from the evaluation of qualifications submittals received in response to this RFQI. References will be contacted for shortlisted teams only. A

Request For Proposal will be sent to the team selected as a result of evaluating the qualifications statements, the interviews, and references.

Negotiation of the selected team's proposal will result in rates and escalators for the duration of the contract, and the initial task orders. The Consultant's team will be required to include a minimum of 25 percent participation from firms certified as a Local Disadvantaged Business Enterprise (LDBE) and are encouraged to voluntarily increase participation by Minority Business Enterprise / Woman Business Enterprise (MBE/WBE) firms, all of which are defined below.

This is an Indefinite Delivery Indefinite Quantity (IDIQ) type contract. The contract will be issued for a base of three years, with one 2-year extension at the sole option of the Authority. Each base year and each option year, if exercised, has an estimated value not-to-exceed \$2,500,000 per year.

4. **STATEMENT OF WORK: ANTICIPATED TASK ASSIGNMENTS**

Tasks are expected to cover the range of responsibilities and perspectives handled by the Planning Department, which generally classifies its assignments as one of the following types:

Comprehensive Planning — a system-wide examination of needs and alternatives conducted from a Master Plan perspective.

Program Planning — the packaging of individual projects and pre-requisite actions that lead to implementation of necessary facilities.

Project Planning — concept alternatives, site identification, general scope, phasing and preliminary cost estimates for an individual plan component.

Project Programming — concept detailing of an individual action to generate a project scope and a cost estimate that will guide design and budget processes.

Environmental Planning — advising on wetland and stream mitigation, rare threatened, and endangered species, biotic communities, landscape and buffer preservation. Task assignments may include the preparation and submission of appropriate National Environmental Policy Act (NEPA) documents and wetlands and stream permit applications.

Considering this potential assignment range, the Consultant will be expected to provide a team that can be tailored to perform top-down planning as well as detailed pre-design programming for individual projects, which will require some team experience in design and construction issues.

Although the following list is tentative, and may not reflect the breadth of expertise that is either detailed later in this document or may be requested in the future under this contract, the following summarizes tasks that may be anticipated for this contract:

Master Planning —Develop master plans for terminal, airfield, landside, cargo, general aviation, and support facilities with regard to regional and global best practices. Exploit opportunities available to enhance airport capacity in a passenger centric environment while balancing differing service level requirements driven by differing airline business models, changing passenger mix, specialized cargo handling, and other non-aeronautical requirements such as third party commercial service providers and public-private partnerships. Facility competitiveness should be evaluated and achieved through a combination of change and information technology. All stakeholder groups should be engaged in a collaborative manner.

Demand/Capacity Assessment of Major Airport Elements —Assess the key areas of airport activity in terms of capacity to handle anticipated demand. This task will be similar to the like-named portion of a Master Plan study. It is intended to help staff anticipate imminent deficiencies as well as to highlight when undeveloped, reserved land use areas might reach build-out. The task is also intended to engage the Consultant into the broader view of competing demands and constrained resources so that the Consultant's team may more effectively offer advice from a Master Plan perspective. It is expected that, at the time of award of contract, the

Consultant will have comprehensive computer simulation software capability for assessing the adequacy of all major airport functions including airfield, terminal, curb and parking and passenger conveyance and all surface transportation modes. The software that the Airports Authority is currently utilizing includes SIMMOD for airfield/airspace modeling, CAST Terminal for passenger flow modeling, and VISSIM for vehicle flow modeling.

Advanced Planning / Conceptual Design – Preparation of advanced planning documentation to identify programmatic facility requirements, siting alternatives, develop appropriate level project or program level cost estimates, phasing plans for program improvements. This advance planning may also be necessary to identify environmental impacts in support of subsequent environmental analysis. These efforts may be applicable to facilities such as terminal, cargo, airport and airline support facilities, as well as taxiways, aircraft parking aprons, automobile parking, roads, and other infrastructure necessary to support proposed development. Planning, design, and construction scheduling will be incorporated into the analysis as will costing estimating and cash flow analysis.

Graphics Support —Provide graphics guidance and CADD and Geographic Information Systems (GIS) operator support for the update and maintenance of Airport Layout Plan (ALP) sets for DCA and IAD as well as other specialty graphics for projects and presentations. Also, provide GIS operational services, advice, or guidance in support of MWAA Geographic Information System. Services include but are not limited to: mapping and cartography, FAA 150/5300-18b support, topographic data development, airfield layout plans GIS support, GIS console viewer support, obstruction analysis, 2D/3D/4D interactive visualization packages, BIM, BIM accessibility, data interpretation, engineering GIS tool creation, emergency and disaster management mapping, road and highway mapping maintenance, engineering design/analysis, asset data development, file scanning and documentation, building code data and tool support, ground surveying and repo graphics. The Authority uses, AutoCAD, Bentley Microstation, ESRI GIS and has a custom set of CADD standards for its record drawings. This task may also include 3D animated illustration of airport plans and proposed projects.

Forecast Review and Update – As directed by the Planning Department, the Consultant may review existing forecasts of demand and update those forecasts in responses to changes in demand patterns. Forecasts may cover such elements as passenger and cargo demand, aircraft activity, vehicle traffic, property development, utility and resource consumption and waste generation.

Assistance and Coordination with Airline Tenants for Aircraft Gate/Docking Layout — Provide technical assistance to each airport with adjustments and rearrangements at concourse gates. This may include analyzing existing and new aircraft parking layouts, loading bridge configurations and aircraft ground handling requirements. Knowledge in aircraft ground handling, maneuvering, loading bridges, and airline operating procedures will be required. Use of aircraft parking and maneuvering software, such as PathPlanner or Aero TURN may also be required.

Wetlands Mitigation Program - The Airports Authority currently has a wetlands mitigation program in place involving the purchase of wetland mitigation credits from commercial mitigation banks. The Authority has not fully addressed the issue of stream mitigation and mitigation strategies and may require expertise in regulations related to wetlands and stream mitigation. The Consultant may be requested to advise and represent the Authority in discussions or negotiations with the regulatory agencies (USACE, VDEQ, EPA, FAA) on stream and wetland mitigation issues.

Sustainable Development Initiatives – The Consultant may be asked to work with Planning Staff to identify opportunities to maximize cost effective sustainable features in the planning, design and construction of new airport facilities. Individual tasks may include development of renewable power generation initiatives, recycling and reuse initiatives, fostering the introduction of new technologies to reduce the use of and conserve energy and natural resources, alternative-fuels vehicles, Low Impact Development (LID), the establishment of a program for achieving 3rd party energy/sustainability accreditation for individual airport projects, and an energy Return on Investment calculator for efficiency or generation projects. The consultant should have expertise in renewables.

Comprehensive Utility Planning —The Consultant may be asked to conduct demand/ capacity analysis of existing utilities when evaluating future facilities. The Consultant may also conduct master plan level of analysis for all major utilities, including telecommunications and security systems in vacant lands on the west side of IAD.

Community Issues – At the direction of the Planning Department, the Consultant may be asked to respond to community concerns involving noise, off-airport land use, on-airport development and FAR Part 77 obstructions. Tasks include interpretation of noise contour data, studies of aviation impacts from off-airport obstructions, potential impacts on community resources and compatibility of development planned near the airport.

Airport Safety and Security – The Consultant may work with the Planning Department and both Airport Operations and Public Safety to develop and maintain an effective security regime for airfield, terminal, roadway, public and non-public spaces. This effort may involve coordination with Federal agencies, including the FAA, TSA and DHS, on planning studies for new facilities intended to bolster the security of airport facilities and the safety of the traveling public.

Cost/Benefit Studies for FAA Grants — The FAA requires that a formal cost/benefit analysis, conducted by their published methodology, accompany any grant application for any project where the applicant seeks discretionary funds in excess of \$5 million. The Consultant should have the expertise to assist in the preparation of these types of analysis.

5. **REQUESTED EXPERTISE AND CAPABILITIES**

The selected Consultant must demonstrate qualified staff and resources in the following traditional areas of airport planning, with direct experience at large hub airports:

Activity Forecasting	Airspace and Airfield Planning
Air Carrier Ground and Support Facilities	Cargo Facilities
Commercial Development/Business Planning	General Aviation Facilities
Ground Transportation and Access Planning	Infrastructure and Utilities
Noise and Noise Compatibility	Terminal Complexes
Airport Safety and Security	Airport – Land Use Compatibility

Also, the selected firm must demonstrate high-caliber expertise in areas of special importance to the Authority during this contract; these *specific or additional critical disciplines*, which together comprise one of the evaluation categories described below, include:

Airfield Simulations	Obstruction Survey/Analysis
NAVAID Siting/Design	Airside Passenger Transportation Systems
Cost Estimating	Natural and Cultural Resource Planning
Environmental Planning	Plan (graphic) Illustration using CADD, GIS
Project Programming	Transportation Planning
Traffic Engineering and Technology	Knowledge of FAA and Other Governmental
Regulations, Policies, and Advisory Circulars	

Expertise in other supporting areas listed below is a plus:

Financial Planning	Benchmarking
Business Planning	Emerging Facility Technologies
Strategic Planning	Urban & Regional Planning and Urban Design
Geodesy	Public-Private Partnerships

The Consultant must demonstrate access to expertise in architectural and civil/mechanical/electrical design if needed in project programming.

In addition to the above technical expertise and experience, the Consultant should show qualifications in managing different types of planning processes, including those that require consensus-building and group facilitation.

It is very desirable that the Consultant be familiar with the Airports Authority in terms of its economic base, its jurisdictional and agency entities, and its policy processes.

6. **EVALUATION CRITERIA/ SELECTION PROCESS**

Responses to this solicitation will be evaluated on the following criteria. The criteria are listed in equal or descending order of importance with the first having the most weight and with each of the following criteria having equal or less weight than the one preceding it. The evaluation will be based on information provided by the Offeror, as well as any other relevant information available to the Airports Authority. The quality of submittal and interviews are indicative of the firm's ability to perform under this contract.

(1) Key Personnel

- (a) Qualifications
- (b) Experience
- (c) Availability/Commitment
- (d) Past Performance

(2) Team Experience

- (a) Large/Medium Hub Airport Experience and Expertise
- (b) Specific or Additional Critical Disciplines
- (c) Capacity/Quick Response
- (d) Experience in On-Call Planning
- (e) Experience working as a team
- (f) LDBE Plan and Diversity

3) Company Past Performance

- (a) Quality of Services
- (b) Timeliness of Performance
- (c) Business Practices
- (d) Customer Satisfaction

For "Key Personnel," the Consultant should identify the project manager, assistant or deputy project manager, and three to five senior planners who are expected to make the most significant contribution to the on-call services contract. The qualifications should list current and pending project obligations for each of these individuals, and indicate a level of commitment of their time they are available to perform on-call services.

For "Large/Medium Hub Airport Experience and Expertise", the successful Consultant should show substantial master planning experience at a minimum of three large-hub or medium hub airports, including the production

of at least two Master Plans or Master Plan Updates in which both key team members and corporations had primary responsibility. Demonstration of successful on-call planning services with a major airport operator will also influence the evaluation. The consultant team should clearly demonstrate how they have collaboratively worked together on past projects.

For “LDBE Plan and Diversity”, provide the following:

1. Describe or submit the Firm’s organizational commitment and past experiences and successes in utilizing small business firms in performing work for the federal; state or local area governments and describe the impact the Firm’s efforts have had within the small business community.
2. Firm must submit a Local Disadvantaged Business Enterprise (LDBE) plan that complies with the participation requirements identified in the solicitation. The LDBE Plan should describe in detail the following:
 - a. Identify the disciplines /tasks that the Firm proposes will be performed by LDBE firms.
 - b. Describe how the Firm’s LDBE subcontracting strategy will be effectively implemented and how the Firm will monitor the LDBE participation requirement against the Firm’s overall subcontracting plan throughout the term of the contract.
 - c. Methods for managing and monitoring of LDBE’s performance and provide technical assistance if required in meeting the requirements of the contract.
 - d. Innovative approaches and targeted outreach in recruiting LDBE firms.
3. Describe or submit the Firm’s policies regarding the attainment and/or presence of diversity within the Firm’s workforce, the actions of the Firm to implement and achieve these policies, and the Firm’s performance under these policies.

7. **SUBCONSULTANTS**

It is expected that the Consultant’s team will include the services of a number of subconsultants in order to ensure the range and depth of expertise necessary to perform the expected on-call tasks. The proposed team of subconsultants will be reviewed by the Authority during the selection process, especially where designated with responsibilities for the *specific or additional critical disciplines* identified above. Based on its review, the Authority reserves the right to recommend replacement of any proposed subconsultant, and request that the successful Consultant review other candidate firms and recommend to the Authority an acceptable alternative.

8. **LOCAL DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS**

The comprehensive planning contract will include a requirement that there be a minimum of 25 percent LDBE participation.

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 all other support services (NAICS 561990) \$11.0 million 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 Richard Gordon, Manager, Department of Supplier Diversity, at (703) 417-8360.

9. MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE VOLUNTARY GOALS

The Airports Authority is committed to achieving significant participation in its contracting programs by business enterprises that are owned and operated by minorities and women (MBEs and WBEs) regardless of the size of the enterprise. All offerors are strongly encouraged to take active steps to maximize the participation of MBEs and WBEs in this contract. To communicate the Authority's strong desire for significant MBE/WBE participation in this contract, the Authority has set a voluntary MBE/WBE participation percentage of 15%. This percentage is derived from the types of contract opportunities arising from the work to be performed, and the availability of appropriate firms that have been certified by the Authority or by other agencies as firms that are at least 51% owned and controlled by minorities or women.

The voluntary goal may be satisfied by LDBE team members that also possess MBE or WBE certification with the Authority, or provide indication that the LDBE firm has a pending MBE or WBE certification application.

10. QUALIFICATION SUBMITTAL REQUIREMENTS

Individuals, firms or teams that meet the requirements above are invited to submit an ORIGINAL (identify on the outside front cover) and six copies (7 complete sets) of the following:

- (1) A one page cover letter on company letterhead.
- (2) Standard Form 330 with no more than ten (8-1/2" x 11") pages of correspondence describing the organization and responsibilities of the firm, subconsultants, or joint venture partners, and five pages of supporting graphic exhibits. (Reference: Appendix A – Additional Instructions for Standard Form 330). You may include 11x17 pages for graphics or tables that would be more easily understood and read on this size page.
- (3) List the qualifications, experience, and capacity of individual, firm or team for this project and indicate previous projects that best demonstrate recent (within last 5 years) experience. Experience as requested in the areas listed in Section 5 of the RFQI must be demonstrated. Capacity should demonstrate a capability for immediate start-up of work, including a listing of current workload.
- (4) Detail the recent (within last 5 years) specialized qualifications and experience of key personnel in the full range of capabilities listed in Section 5 above at medium and large airports in the United States and throughout the world, describing the systems in place prior to and after services were rendered.
- (5) Statement of commitment to meeting the 25% LDBE participation requirement.
- (6) Identification of the proposed LDBE firm(s) and their expertise.
- (7) Documentation of LDBE certification (e.g. letter from the MWAA Equal Opportunity Programs Office or current certification number).
- (8) LDBE certification application or indication that the firm has a pending LDBE certification application, for each proposed LDBE (waiver of this requirement shall be considered under extreme extenuating circumstances).

Submissions will be reviewed and a list of the most qualified created. Those entities may be orally interviewed or requested to provide supplemental information at the sole discretion of the Authority.

Send the qualifications submittals to:

Mr. Richard D. Myrah
Metropolitan Washington Airports Authority
Procurement and Contracts Department, MA-29 IAD
45025 Aviation Drive, Suite 240
Dulles, VA 20166

The due date and time for submittals is July 7, 2017 at 1:00 p.m. local time. Please identify the package with an exterior label stating “**RFQI No. 1-17-C095 Qualifications: On-Call Consultant for Aviation Planning and Programming Services.**”

All questions concerning this solicitation must be submitted by 3:00 PM, June 20, 2017 via the Authority's website at: <http://www.mwaa.com/business/current-contracting-opportunities>

No other general notification of 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.

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

Do not contact the 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 Selection Criteria 1 through 3 above. 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 be briefly but clearly explained as to the type of project (type of building, new vs. rehab. etc.), the specific role of the firm or individual (prime vs. sub-consultant role, planning vs. program/design management vs. detailed designer role, involvement in construction phase services, etc.) and the time period in that role. If the previous work experience cited for an individual was done while working for another firm that should be made clear. If the 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, that should be made clear also.

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:

- May contain up to 20 pages (in addition to the 10 page limit specified in paragraph 10. 2.), with a minimum 11-point type size.
- Should not 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, and all other pertinent information necessary to address Qualification Criterion 1 through 3 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 include all information and discussion necessary to address Selection Criteria 1 through 3 above.
- 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.