



# PRE-PROPOSAL CONFERENCE

IFB-18-34452

Baggage Handling System Refurbishment Services

April 24, 2019

East Building Conference Room, 2nd floor,  
2505 Abingdon Drive Arlington VA (Ronald Reagan National Airport)





# Disclaimer

**The information contained in this presentation is for informational purposes only**

**In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence**



# LDBE Participation Requirements

This RFP has a **0% Local Disadvantaged Business Enterprise (LDBE)** participation requirement. Firms located within a 100-mile radius and whose 3 year average gross receipts, including all affiliates, do not exceed the specified size standards are eligible for consideration

## LDBE Size Standards:

<u>NAICS Code</u>	<u>Type of Work/Service</u>	<u>LDBE Size Standard</u>
238220	Mechanical Contractors	\$15.0 Million
238290	Conveyor System Installation	\$15.0 Million

For any LDBE/MBE/WBE information, including other LDBE size standards, contact the Supplier Diversity Department at **703-417-8660**



# Summary of Solicitation

- Procurement Method: Two- Step Invitation for Bid Procurement
- The first step of the procurement process is evaluation of the technical proposals by the Airports Authority based on evaluation criteria that are listed in Section X – Attachment 02, Proposal Submission and Evaluation Criteria.
- Only Offerors who submitted acceptable technical proposals from step one will be invited to submit priced bids in step two.
- The low bidder must demonstrate its ability to perform services contained in the solicitation to the satisfaction of the Authority. If the low bidder fails to meet this requirement, the Authority may reject the bidder as non-responsible. This process will continue to the next lowest bidder until a bidder successfully meets the specification requirements.
- The Authority will award the contract to the responsive and responsible Offeror that demonstrates compliance with the technical requirements and offers the lowest price.



# Summary of Solicitation

- The Period of Performance will be one (1) year from the contract effective date with two (2) one (1) - year options to be executed at the discretion of the Airports Authority.
- Anticipated Contract Award: July 2019
- Contract Type: fixed unit-price contract
- Terms and Conditions are not negotiable in any material way. Contractors are encouraged to ask questions or clarifications during the Q&A period



# Proposal Requirements

- Step 1 Technical Proposals are due May 16, 2019 NLT 1:00 PM (EST) at the address identified on the solicitation

**Metropolitan Washington Airports Authority  
PROCUREMENT AND CONTRACTS DEPT.  
SOLICITATION OFFER AND AWARD**



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Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-29 2733 Crystal Drive Arlington, VA 22202		1. FOR INFORMATION CALL NAME: <b>Shafiq R. Choudhary, CPM, CPPB</b> TELEPHONE NUMBER: <i>(No Collect Calls)</i> <b>703-417-8660</b>	
2. SOLICITATION NUMBER <b>IFB-18-34452</b>	3. TYPE OF SOLICITATION <b>TWO-STEP INVITATION FOR BIDS (IFB)</b>	4. DATE ISSUED <b>April 11, 2019</b>	
<b>SOLICITATION</b>			

- Refer to Section X, Attachment Proposal Submission and Evaluation Criteria



# Step 1 - Proposal Submissions

## Envelope 1 – Representation Package

- Submit an original and one (1) copy of the following documents:
  - Solicitation Offer and Award
  - Representations and Certifications (Section IV)
  - Section VII - Contract Provision 42, Brand Name or Approved Equal, Comparability of products of other manufacturers
  - LDDB Certification Exhibits as applicable:
    - Exhibit A, Voluntary Efforts to Obtain MBE/WBE Participation
    - Exhibit D Contract Participation Form
  - Insurance Affidavit, Section X – Attachment 05
  - Copy of Virginia State Contractor’s License

The electronic copy of the Representation Package must be submitted in PDF format on the USB Flash Drive within Envelope 3 as part of the Electronic USB Flash Drive Package.



# Step 1 - Proposal Submissions

## Envelope 2 - Technical Proposal

- Submit an original and one (1) copies:
  - Do not include any reference to price
  - Submit on typewritten 8 ½ x 11” plain white paper
  - Assemble in a three ring binder or staple. No other binding methods are acceptable
  - Do not exceed twenty-five (25), double-spaced, single sided pages. Exhibits and samples of previous work are not included in the 25-page limit
  - Address the evaluation criteria in the order they are presented

**The electronic copy of the Technical Proposal must be submitted in PDF format on the USB Flash Drive within Envelope 3 as part of the Electronic USB Flash Drive Package.**





# Step 1 - Proposal Submissions

## Envelope 3 - Electronic USB Flash Drive Package

- Submit a single USB Flash Drive containing the following:
  - PDF of Representation Package
  - PDF of Technical Proposal

In case of a discrepancy between the hard copy and the electronic copy, the hard copy will take precedence.



## Step 2- Price Proposal

- Only Offerors who submitted acceptable technical proposals from step one will be invited to submit an original and one (1) copy of the following documents:
  - Price Schedule, Section III
  - Contract Participation Form, Exhibit D



Exhibit D

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
CONTRACT PARTICIPATION FORM**

Check One: Original  Revised  Date: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Name of Offeror: \_\_\_\_\_ Project Name: \_\_\_\_\_

Original Contracted LDBE Participation: \$ \_\_\_\_\_ Original Percent Contracted LDBE Participation: \_\_\_\_\_ %

The Offeror shall submit the Contract Participation Form to the Contracting Officer with the offer. Please attach additional sheets if needed.

EX	SAMPLE	TYPE OF FIRM (see below)	FEDERAL TAX ID (also known as Employer Identification Number) nine digit number.	Enter "X" for all that apply				ADDRESS (Number, Street, City, State, ZIP)	DESCRIBE TYPE OF WORK (Electrical, Paving, etc. with notation e.g. "Labor Only", "Material Only", "Complete") Item Number if Applicable, Quantity, Unit Price	AGREED PRICE
				LDBE	MBE **	WBE ***	OTHER			
		S	55-5555555	X	X			12345 Main Street, Washington, DC 20001	Furnish and install Structural Steel	\$986,000.00
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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14										
15										
16										
17										
<b>TOTAL AGREED PRICE MUST EQUAL TOTAL OFFERED PRICE:</b>										

I, \_\_\_\_\_, a duly authorized representative of \_\_\_\_\_, certify that the above information is true and correct.  
(type or print name) (name of firm)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TYPE OF FIRM**

\*P = Prime Contractor  
S = Subcontractor  
JV = Joint Venture

SP = Stocking Supplier/Distributor  
B = Broker, Agent, Packager  
H = Hauler  
MFG = Manufacturer

\*\* MBE = A certified Minority Business Enterprise (Attach current certification letter)  
\*\*\* WBE = A certified Women Business Enterprise (Attach current certification letter)  
(Information regarding MBE/WBE participation will be used for generalized statistical purposes and program analysis.)



# Contract Scope

- The Airports Authority will issue task orders against this contract for the performance of specified BHS refurbishment services.
- The contractor shall expect that the majority of this work will be performed during the evening and night time hours. The contractor shall perform as much prep work as possible in advance of this work to minimize BHS downtime.
- All parts, materials and hardware shall be new.
- The contractor shall provide sufficient staffing to ensure minimum downtime for each BHS. All work shall be coordinated through the COTR to ensure minimal impact to airline operations.



# Contract Scope (Continue)

- The contractor shall be responsible for performing all installations and adjustments in strict accordance with the original equipment manufacturer's guidelines. In addition, the contractor shall ensure that all work is performed in compliance with all applicable local, state, federal and airport laws, codes and safety standards.
- The Contractor shall purchase and install Original Equipment Manufacturer (OEM) (or equal) parts to refurbish baggage handling system Make-Up Devices (as identified in Appendix B & C) and Claim Devices (as identified in Appendix B & D) at each area indicated in Appendix B at Ronald Reagan Washington National Airport (DCA).



# Contract Scope (Continue)

- The Contractor shall field measure and verify all parts for accuracy; including gearbox nomenclature, motor HP, belt feet per minute, gear ratios, shaft diameters, electrical characteristics, proximity of motor gearbox assemblies to existing structural framing/conditions, and all other characteristics prior to performance of work.
- The Contractor is responsible for performing all installations and adjustments in strict accordance with the original equipment manufacturer's guidelines.



# Technical Evaluation Criteria

## Criteria 1: Experience, Qualifications and Past Performance of the Firm

- Evaluation of this criterion will include the Offeror's experience and qualifications as demonstrated by prior performance of work relevant to or similar to the requirements of the Statement of Work (SOW). In addition, the evaluation under this criterion will also consider how long and how well the Offeror has performed on prior or current contracts.

## Criteria 2: Project Understanding

- Evaluation of the criterion will include offeror's plan to demonstrate its understanding and ability to successfully perform refurbishment, maintenance and repair services of the Baggage Handling Systems (CD & MU) at a complex high customer volume facility, which operates 24 hours per day, 7 days per week, and 365 days per year. Detail proposed plan to accomplish all elements of the Statement of Work (SOW) including acquisition of necessary Original Equipment Manufacturers (OEM) or equal replacement parts outlined in the Statement of Work.



# Technical Evaluation Criteria

## Criteria 3: Experience and Qualifications of Personnel

- Evaluation of the criterion will include the experience and qualifications of key personnel that will be assigned to manage and provide services under the contract. Provide key personnel resumes with names, titles, education, with a minimum of five years of experience. Indicate whether the proposed personnel have worked on similar contracts and the role they performed. Submit a detailed plan that demonstrates understanding of the staffing/manpower requirement described in the Statement of Work.

## Criteria 4: Quality Control

- This criterion will consider the comprehensiveness of offeror's proposed quality control program. Describe how the quality control program will be used to identify deficiencies and follow up plan to correct the deficiencies. Describe reporting process and procedures including a sample quality control program report.





# On-Line Resources

- The Pre-Proposal Conference Attendees List and this presentation will be posted to the Airports Authority website
- All questions must be submitted through the Airports Authority website by 3:00 PM April 26, 2019
- Answers to all questions received will be posted on-line, and all registered Planholders will be notified



# Planholders List

## **PLANHOLDER LIST FOR SOLICITATION IFB-18-34452 BAGGAGE HANDLING SYSTEM REFURBISHMENT, NATIONAL AIRPORT**

CONTRACTOR NAME	PRIMARY CONTACT	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	FAX NUMBER	HOW FIRM INTENDS TO PARTICIPATE IN SOLICITATION				
						PRIME	J.V.	SUB	SUPPL	OTHER
1. ICCG, INC.	HANFORD JONES	14 SOUTH BURNT MILL ROAD	VOORHESS, NJ 08043	609-864-4756	856-541-7243					X
2. JBT	JIM HIGDON	100 INTERSTATE 45 NORTH, SUITE 500	CONROE, TX 77301	832-549-0758	936-494-2072	X				
3. OXFORD AIRPORT TECHNICAL SERVICES	CHRISTOS PAPACHRISTOU	474 MEACHAM AVENUE	ELMONT, NY 11003	516-326-6262	516-327-6051	X				X



# QUESTIONS?



METROPOLITAN  
WASHINGTON  
AIRPORTS AUTHORITY

**MWAA.COM**



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@Dulles\_Airport

@Dulles\_Toll\_Road



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FlyDulles

dullestollroad

