



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

RFP 18-34810 Museum Quality Art and Exhibition Services, National and Dulles Airports April 25, 2019

Questions and Answers

Notice: Questions may have been edited for clarity and relevance.

- 1. Question:** The Solicitation includes the following statement: "The Offeror must demonstrate the ability to accomplish in-house all aspects of arts and exhibits development, including consulting, master planning, design, production, fabrication, installation and maintenance." Will a teaming approach be acceptable, or does one company have to possess all required skills in-house?

Answer: As suggested by the statement in the solicitation, the Authority strongly prefers a single company that possesses all of the requisite skills in-house and proposals offering in-house skills may be rated more highly than offerors who propose to subcontract aspects of the work. That said, other approaches will be considered.
- 2. Question:** Will the Authority be producing / supplying all digital content and assets or will the chosen contractor be required to supply / create?

Answer: The creation of digital content will be a shared responsibility by the Authority and/or the selected contractor depending on its purpose and the nature of the project. This will be addressed in the specific task orders.
- 3. Question:** When graphics are required will the Authority be providing production-ready art files or require the chosen contractor to create the art files?

Answer: In most cases, the contractor will be required to create graphics/art files.
- 4. Question:** Will all electrical needs be provided by the Authority?

Answer: The Authority will provide all electrical power as needed. However, the contractor will be required to install any necessary power systems within the exhibits and connect them to the power supply.
- 5. Question:** Will installations be performed during normal business hours or after hours?

Answer: Installations could be performed during normal business hours or after hours depending on the complexity and location of the installation. This will be specified in the task order

6. **Question:** RFP states that “contractor / employees” will not be afforded parking. Please confirm that the contractor's delivery/installation truck will be provided extended parking during the delivery / installation phases, and, if possible, proximity to the installation site.
- Answer:** Contractor vehicles needed for delivery and/or installation will be provided extended parking as close as possible to the installation site. Actual proximity will be determined by the safe maintenance of airport operations.
7. **Question:** How big is/are the exhibition/s? Is this RFP for additional Exhibits to what both airports currently have?
- Answer:** Exhibits could range in size from several thousand square feet to a small display case or framed image. This RFP is for additional exhibits at both airports.
8. **Question:** Does the Authority desire a permanent exhibition or a mixture of rotating artwork schedules for the length of the contract? I.e. Periodically artwork theme could change. This would give more artists the opportunity to participate.
- Answer:** This contract is primarily focused on creating permanent exhibits that are the permanent property of the Authority. That does not preclude the possibility of airport exhibits featuring rotating art/artifacts.
9. **Question:** Are the exhibition areas in pre and/or post security?
- Answer:** Exhibitions will be in both the pre-security and post-security areas.
10. **Question:** May offerors adjust the estimated hours on the Price Schedule?
- Answer:** No, offerors are expected to provide fully loaded hourly rates for each category. The hourly rates will be used to negotiate the number of hours in each labor category necessary to complete the task.
11. **Question:** Is the \$50,000 Allowance under Fabrication Cost meant to cover everything under the Fabrication category except the labor?
- Answer:** The allowance is a place holder in the price schedule that represents non-labor costs, including fabrication and other costs.
12. **Question:** For artwork not belonging to the Authority, who will insure to cover the artwork, if damaged, lost, stolen, etc.?
- Answer:** The Authority will provide insurance within parameters defined by the Authority's Office of Risk Management and in the event that a particular exhibit requires specialize insurance, the insurance will be addressed in the task order.
13. **Question:** Will the contractor be required to integrate with any existing AV systems?
- Answer:** There is a possibility the contractor may be required to integrate into some existing audiovisual systems, however, there are no known requirements for that at the present time. If a circumstance arises where there would be a need to integrate with AV systems, those costs would be addressed in the task order.

14. **Question:** When working onsite will the contractor be responsible for the removal and disposal of existing material or will dumpsters be provided?
- Answer:** The contractor will be responsible for the removal of moderate amounts of waste material. The Authority will provide dumpsters or refuse receptacles when they are needed to dispose of large amounts of waste material.
15. **Question:** What is the payment process on projects regarding deposit and terms?
- Answer:** See Section VII Article 42 “Payments” regarding the payment process. The task orders will address any specific milestone payments for the particular exhibit.
16. **Question:** Item 7 of the Statement of Work provides that the “contractor may be asked to perform other exhibition related services throughout the contract term, additional to services mentioned in the initial statement of work.” What work is contemplated in this section?
- Answer:** This section permits the Authority to issue task orders for work related to arts and exhibits in our airports, but which is not specifically listed in Items 1 – 6 of the Statement of Work.