



# PRE-PROPOSAL CONFERENCE

RFP-19-12726

Landscape Maintenance and Litter Control, DCA

August 13, 2019



# 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 100% **Local Disadvantaged Business Enterprise (LDBE)** participation requirement and a Voluntary MBE/WBE goal. Firms located within a 100-mile radius of the Washington, DC zero mile marker and whose 3 year average annual gross receipts, including all affiliates, do not exceed the specified size standards are eligible for LDBE consideration.

## LDBE Size Standards:

<u>NAICS Code</u>	<u>Type of Work/Service</u>	<u>LDBE Size Standard</u>
561730	Landscaping Services	\$7.5 Million

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



# LDBE Certification Requirements

- Race- and gender-neutral program
- Small business, organized for profit, that is not dominant in its field
- Average annual gross receipts (based on the firm's last three years), must not exceed the small business size standard
- Must be located within a 100-mile radius of the Washington, DC's Zero Mile Marker
  - As of application date, the business has an established office where the firm's owner, management, or employees are present and conduct the firm's business on a regular and frequent basis

LDBE certification is valid for a period of 3 years  
Apply for re-certification 60 days before expiration  
Be specific with your NAICS code



# Prime Contractor Responsibility

- Firms have to be LDBE certified by MWAA by contract award date
- LDBE Contract participation form (Exhibit D) must be submitted with Proposal
- Successful firms must submit the Letter of intent (Exhibit E) and/or the sample subcontract with the proposal or within 3 days of the request of the contracting Officer
- Successful firm must contact the Department of Supplier Diversity to schedule and complete the mandatory e-Contract Compliance trainings within 30 days from date of award letter. Required trainings include:
  - Introduction to the new System - Learn how to successfully navigate the system
  - Contract Compliance Reporting – Learn how to report subcontractors payments



Exhibit D

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
CONTRACT PARTICIPATION FORM (ORIGINAL)

Solicitation Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Offeror Name: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

LDBE Participation Percent Requirement: \_\_\_\_\_  
 Base Contract Price: \_\_\_\_\_  
 Original Contracted LDBE Eligible Participation: \_\_\_\_\_  
 Original Percent Contracted LDBE Eligible Participation: \_\_\_\_\_

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

LIST THE PRIME AND ALL FIRST TIER FIRMS PARTICIPATING IN THIS CONTRACT Identify whether firms are "P, S, JV, SP, B, H, MFG, in next column.		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**** (Base Contract Only)	LDBE ELIGIBLE PERCENTAGE	LDBE ELIGIBLE DOLLARS
				LDBE	MBE	WBE	OTHER					
EX	SAMPLE	S	55-5555555	X	X			12345 Main Street, Washington, DC 20001	Furnish and install Structural Steel	\$985,000.00		
	Prime Contractor or Joint Venture											
P												
	LDBE and Non-LDBE Subcontractors, Suppliers, etc.											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
TOTAL AGREED PRICE MUST EQUAL BASE CONTRACT PRICE AS SHOWN ON THE PRICE SCHEDULE												

I, \_\_\_\_\_ (Type or Print Name), a duly authorized representative of \_\_\_\_\_ (Type or Print Name of Firm or Prime Contractor) certify that the information furnished above is correct and to the best of my knowledge represents the current status of the Firm or Prime Contractor's subcontracts with the listed Subcontractors.

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

Title: \_\_\_\_\_

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

\* TYPE OF FIRM

- P = Prime Contractor (if LDBE, counts at 100%)
- S = Subcontractor (if LDBE, counts at 100%)
- JV = Joint Venture (if LDBE, counts at 100%)
- SP = Stocking Supplier/Distributor (if LDBE, counts at 60%, unless 100% LDBE Requirement)
- B = Broker, Agent, Packager (if LDBE, typically counts at 5%, unless 100% LDBE Requirement)
- H = Hauler (if LDBE, counts at 60%, unless 100% LDBE Requirement)
- MFG = Manufacturer (if LDBE, counts at 100%)

- \*\* MBE = A certified Minority Business Enterprise (Attach current certification letter, if applicable)
- \*\*\* WBE = A certified Women Business Enterprise (Attach current certification letter, if applicable)

(Information regarding MBE/WBE participation will be used for generalized statistical purposes and program analysis.)  
 \*\*\*\* AGREED PRICE = For the purpose of this form, only include Base Contract value. Do not include Option Years or Alternates in this form.  
 Post award, LDBE percentage shall be based on the current contract amount, to include any Option Years, Alternates or Modifications, as applicable.  
 Agreed Price for each firm listed is the amount that they are self-performing and cannot include any work being subcontracted.



Exhibit E

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
LETTER OF INTENT

\_\_\_\_\_  
(Name of Prime Contractor) Contract Number \_\_\_\_\_  
Location \_\_\_\_\_  
Contract Name \_\_\_\_\_  
\_\_\_\_\_  
(Name of 1<sup>st</sup> Tier Subcontractor (If Applicable))

- A. The undersigned LDBE intends to perform the work associated with this contract as (Check one):  
 Individual  Partnership  Corporation  Joint Venture
- B. The undersigned LDBE will perform the work associated with this contract as a (Check all that apply):  
 Construction Contractor  Stocking Supplier  Manufacturer  Stocking Distributor  
 Broker, Agent, Packager  Hauler  Service Provider (for non-construction contracts)
- C. The undersigned LDBE will:  Perform the following services  Supply the following materials, equipment, supplies:

IF AVAILABLE, PLEASE ATTACH A COPY OF THE PROPOSED SCOPE OF WORK AND SUBCONTRACT AGREEMENT FOR THIS SUBCONTRACTOR.

Item Number	Detailed Description Of Scope of Work	Scope of Services (Check One)	Quantity	Unit Price
01	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
02	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
03	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
04	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____

Please Attach Additional Sheets if Necessary

- D. Work described above will be performed at the following total price: \$ \_\_\_\_\_.
- E. Total Contract Amount: \$ \_\_\_\_\_
- F. Term of Contract Commencement Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_
- G. \_\_\_\_\_% of the dollar value of the subcontract will be performed by (check if applicable):  
 Non-LDBE contractors  Non-LDBE suppliers.

The undersigned will enter into a subcontract consistent with the above upon execution of a contract between the Prime Contractor and the Authority: (NOTE: SIGNATURES MUST BE DATED)

\_\_\_\_\_  
(Print or Type Name of LDBE Firm) Agreed To \_\_\_\_\_  
(Print or Type Name of Prime Contractor)

By \_\_\_\_\_  
(Print or Type Name and Title) \_\_\_\_\_  
(Print or Type Name and Title)

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date) \_\_\_\_\_ (Signature) \_\_\_\_\_  
(Date) \_\_\_\_\_

\_\_\_\_\_  
(Print or Type LDBE's Certification Expiration Date)

FOR MWA A USE ONLY

MWAA DSD Specialist's Approval \$ \_\_\_\_\_  
 (Enter The Amount of Contract Approved for LDBE Participation) \_\_\_\_\_  
 (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_



# Supplier Diversity Management System

- Online contract compliance monitoring
- On-line certification application and renewal
- Real-time monitoring of certification applications in process
- Targeted outreach for contracting opportunities
- Contractor visibility into MWAA directory of certified firms

[mwaa.diversitycompliance.com](http://mwaa.diversitycompliance.com)





# Supplier Diversity Management System

 [Log In](#)

## About the System

Additional information for our users

[Information for Vendors](#)

## Upcoming Events & Conferences

See upcoming events and program related information

[Meetings](#)

[Events](#)

## Vendor Certification

Search and/or join our database of certified vendors

[Certification Directory](#)

[Apply for Certification](#)

## System Training

Learn how to fully utilize our system with a live trainer

[See Online Training Times](#)

## Find a ACDBE/DBE Firm

[SBSD ACDBE/DBE Directory](#)



# Summary of Solicitation

- Procurement Method: Low Price - Technically Acceptable
- Estimate: \$500,000 to \$600,000 annually (excluding supplemental services)
- Performance Period: Two (2) year base period
- Option Years: Two (2) one year options, at the discretion of the Airports Authority
- Anticipated Contract Award: January 1, 2020
- Contract Type: Combined firm-fixed/unit price requirements contract
- Term and Conditions are not negotiable in any material way. Contractors are encouraged to ask questions or clarifications during the Q&A period



# Proposal Requirements

- Proposals are due August 30, 2019 NLT 2:00 PM (EDT) at the address identified on the solicitation



Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-29 2733 Crystal Drive Arlington, VA 22202		<b>1. FOR INFORMATION CALL</b> NAME: <b>Victoria Mayle</b> TELEPHONE NUMBER: <i>(No Collect Calls)</i> <b>703-417-8660</b>	
<b>2. SOLICITATION NUMBER</b> <b>RFP-19-12726</b>	<b>3. TYPE OF SOLICITATION</b> REQUEST FOR PROPOSALS (RFP)	<b>4. DATE ISSUED</b> <b>July 17, 2019</b>	

- Refer to Section X, Attachment 02, Evaluation Criteria and Proposal Submission Requirements



# Proposal Submissions

## Part 1 – Representation Package

Submit an original and one (1) copy of the following documents in the Representation Package envelope:

- a. Solicitation Offer and Award
- b. Representations and Certifications (Section IV)
- c. LDBE Certification Exhibits as applicable:
  - Exhibit A, Voluntary Efforts to Obtain MBE/WBE Participation
  - Exhibit F, LDBE Certification Application or proof of certification
  - Exhibit G, Application for Joint Venture Eligibility
  - Exhibit H, Request for Waiver
  - Exhibit I, LDBE Unavailability Certification
- d. Insurance Affidavit (Section X – Attachment 03)



# Proposal Submissions

## Part 2 – Price Proposal

- Submit an original and one (1) copy of the following documents:
  - Price Schedule, Section III
  - Exhibit D, Contract Participation Form



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										
13										
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.)



# Proposal Submissions

## Part 3 – Technical Proposal

- Submit an original and one (1) copy:
  - 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 fifty (50), double-spaced, single sided pages. Exhibits and samples of previous work are not included in the 50-page limit
  - Address the evaluation criteria in the order they are presented



# Evaluation Criteria

Criterion 1: Price

Items evaluated during the technical proposal

Criterion 2: Past Performance, Experience, and Qualifications of Firm

Criterion 3: Project Understanding

Criterion 4: Management Plan





# Contract Scope

- Provide Comprehensive Landscape and Turf Maintenance, and Grounds Litter Control Services at National Airport
- Contract Term consists of a two year base contract with two one-year options for a total contract period not to exceed four years.
- Job site service areas are identified as:
  - Landscape Zones
  - Turf Areas and
  - Ground Litter Control Zones



# Contract Scope (continued)

- Landscape and Turf Maintenance Services include but not limited to:
  - Turf Maintenance (mowing, edging, trimming, aeration, over seeding, fertilizer and lime)
  - Man Made and Leaf Litter
  - Plant Maintenance (mulch, weed control, pruning, fertilizing,
  - Hand Watering during the growing season
  - Weed Control (Turf Areas, Paved Areas and Shoreline)
  - Pest Control Inspections and Pesticide Applications



# Contract Scope (continued)

- Supplemental Services – as required include but not limited to:
  - Irrigation Repairs and Alterations
  - Snow Removal
  - Corrective Repair Services not covered in Base Services
  - Alterations/Modification outside of Base Services
  - Vandalism/Abuse Repairs



# 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 August 15, 2019
- Answers to all questions received will be posted on-line, and all registered Planholders will be notified



# Planholders List

**PLANHOLDER LIST FOR SOLICITATION RFP-19-12726  
LANDSCAPE MAINTENANCE AND LITTER CONTROL, 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. AMEL'S TRUCKING, LLC	ANTOINETTE MITCHELL	5868 MAPLEDALE PLAZA, SUITE 151	WOODBIDGE, VA 22193	571-488-0455	703-583-5698		X			
2. ANDTECH, INC.	LEAH ANDERSON	3119 MARTIN LUTHER KING JR AVENUE SE	WASHINGTON, DC 20032	202-491-7077			X			
3. BLAKE LANDSCAPES, INC.	ANDREW FLEISCHMANN	19473 SAMUELS MILL COURT	LEESBURG, VA 20175	703-777-5596			X			
4. CAPITAL CITY SPECIALTIES	L. NELSON BURTON	2422 ALABAMA AVENUE SE	WASHINGTON, DC 20020	202-241-4312	202-827-0027		X			
5. COMMUNITY BRIDGE, INC.	JAMELLE TOLSON	400 MASSACHUSETTS AVENUE NW	WASHINGTON, DC 20001	786-400-8992			X			
6. CUSTOM LAWN SERVICE, INC.	ROBERT PHILLIPS	17620 MILL BRANCH PLACE	MITCHELLVILLE, MD 20716	301-262-6045; 240-375-6697 cell	301-262-7719		X			
7. ENVIRONMENTAL RESOURCES GROUP,	BRIAN SCHNEIDER	17830 NEW HAMPSHIRE AVENUE, SUITE	ASHTON, MD 20861	301-570-3070	301-570-3071		X			
8. HOME ANSWERS, INC.	ODIS BLEDSOE	125 36TH STREET NE	WASHINGTON, DC 20019	540-322-7223			X			
9. INSIDE OUT SERVICES	DAVID LINDOERFER	2700 GARFIELD AVENUE	SILVER SPRING, MD 20910	301-588-2002	240-597-0674		X			
10. NATIONAL SERVICE CONTRACTORS, INC.	YONATHAN WOLDU	2007B MARTIN LUTHER KING JR., AVENUE SE	WASHINGTON, DC 20020	202-610-7344	202-315-3292		X			
11. PHALANX FACILITIES MANAGEMENT, LLC	CHRISTOPHER J. LITTLE	212 EAST MARKET STREET	LEESBURG, VA 20176	703-887-7745	703-940-3451		X			
12. PLMS	PAM PHILLIPS	47 EAST ALL SAINTS STREET	FREDERICK, MD 21701	240-315-4110	703-327-5463		X			
13. SPECTRUM MANAGEMENT	NATHAN SPEIGHT	1229 PENNSYLVANIA AVENUE SE	WASHINGTON, DC 20003	202-546-2080			X			



# QUESTIONS?



METROPOLITAN  
WASHINGTON  
AIRPORTS AUTHORITY

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FlyDulles

dullestollroad

