

**Metropolitan Washington Airports Authority**  
**PROCUREMENT AND CONTRACTS DEPT.**  
**AMENDMENT OF SOLICITATION**

Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-440 1 Aviation Circle, Suite 154 Washington, DC 20001-6000 Telephone: (703) 417-8660	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;"><b>1A. AMENDMENT OF SOLICITATION NO.</b></td> <td style="background-color: #e0e0e0;"><b>1B. DATED</b></td> </tr> <tr> <td><b>1-08-C077</b></td> <td><b>March 5, 2008</b></td> </tr> <tr> <td style="background-color: #e0e0e0;"><b>2A. AMENDMENT NO.</b></td> <td style="background-color: #e0e0e0;"><b>2B. EFFECTIVE DATE</b></td> </tr> <tr> <td><b>Three (003)</b></td> <td><b>May 7, 2008</b></td> </tr> </table>	<b>1A. AMENDMENT OF SOLICITATION NO.</b>	<b>1B. DATED</b>	<b>1-08-C077</b>	<b>March 5, 2008</b>	<b>2A. AMENDMENT NO.</b>	<b>2B. EFFECTIVE DATE</b>	<b>Three (003)</b>	<b>May 7, 2008</b>	
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<b>Three (003)</b>	<b>May 7, 2008</b>									
The solicitation identified in Block 1A is amended as set forth in Block 3. Hour and date specified for receipt of offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) by completing Block 4 and returning copy of the amendment; (b) by acknowledging receipt of this amendment on the Solicitation Offer and Award Sheet, Block 13. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.										
<b>3. DESCRIPTION OF AMENDMENT</b>										
The Metropolitan Washington Airports Authority Solicitation No. 1-08-C077 entitled "Occupational Safety and Health Training" is amended as follows:										
<p>A. Section I – Solicitation Offer and Award, Block 9. Deadline for Offer Submission. The deadline for offer submission is extended to 2:00 P.M. local time, May 19, 2008.</p> <p>B. Section III – Price Schedule, is hereby deleted in its entirety and replaced with the revised Section III – Price Schedule annotated "Revised - Amendment Three" which is available for download at: <a href="http://www.mwaa.com/business_information/contracting_opportunities/op-pages/1-08-c077-documents">http://www.mwaa.com/business_information/contracting_opportunities/op-pages/1-08-c077-documents</a></p> <p>Modifications to the Price Schedule include:</p> <ul style="list-style-type: none"> <li>➤ The number of training classes is reduced from 47 to 22. (Note that the remaining classes will be issued under another solicitation in the near future.)</li> <li>➤ The requirement that pricing must be submitted for all items within the solicitation has been added.</li> </ul> <p>C. Section X – Attachment 01, Statement of Work is hereby deleted in its entirety and replaced with the attached revision, annotated "Revised – Amendment Three".</p> <p>D. All other terms and conditions of the solicitation remain unchanged</p>										
Except as provided herein, all terms and conditions of the document referenced in Block 1A, as heretofore changed, remain unchanged and in full force and effect.										
<b>4A. NAME AND TITLE OF OFFEROR</b>	<b>4B. SIGNATURE</b>	<b>4C. DATE</b>								

**STATEMENT OF WORK****REVISED - AMENDMENT THREE****DEVELOPING AND DELIVERING SAFETY-TRAINING PROGRAMS****01 BACKGROUND**

The Metropolitan Washington Airports Authority (Authority) is a public body politic and corporate, created with the consent of Congress of the United States by an Act of the District of Columbia and an Act of the Commonwealth of Virginia for the purpose of operating, maintaining, and improving Ronald Reagan Washington National (National) Airport and Washington Dulles International (Dulles) Airport. The Federal Aviation Administration of the United States Department of Transportation had historically managed the airports. Pursuant to an Agreement and Deed of Lease, effective June 7, 1987, the federal government transferred the airports to the Authority for an initial term of 50 years with subsequent extension of the initial term. More information concerning the Authority may be accessed via the Authority website – [www.mwaa.com](http://www.mwaa.com).

The Authority's Risk Management Department (RMD) is responsible for identifying, measuring, and analyzing the Authority's exposures to loss as they relate to both National and Dulles Airports. The Authority's RMD coordinates both the operational and construction-related insurance and risk management issues. The Authority's RMD is responsible for the development, coordination, and administration of the Authority's policies relating to insurance, self-insurance, safety, and risk management. The Authority's RMD is charged with the development, implementation, administration, and evaluation of a comprehensive Safety and Loss Control Program for all operational and construction activities. The Authority's RMD provides advice, assistance, and employee safety-training to all organizational units in developing a safety culture that is proactive in implementing continuous loss reduction strategies and ensuring compliance with Federal and State regulations and standards.

The Authority workforce consists of approximately 1,240 full-time equivalent employees in the following three broad base categories:

*Management/Administrative Support* - Personnel are responsible for the development, implementation, management, and support of the organizational programs and activities of the Authority. The target audience that makes up this category is mostly salaried professional occupations, such as Finance, Legal, Business Administration, Human Resources, and Information Technology.

*Airport Operations and Maintenance* - Personnel are responsible for providing 24 hour control, guidance, and monitoring of airport facilities, or the day-to-day management, oversight and quality control of the construction, operation, maintenance, and repair to the airfields, grounds, hangars, roadways, service buildings, terminals, and utility plants. The two target audiences that makes up this category is salaried professional occupations such as Airport Operations Duty Managers and hourly trades, labor, and support occupations such as Carpenters, Construction Engineers and Inspectors, Electricians, Highway Workers, Mobile Lounge Operators, Plumbers and Pipefitters, Vehicle and Equipment Mechanics and Warehouse Workers.

*Public Safety* - Personnel are responsible for assuring public safety and security at the two airports. The target audience that makes up this category includes Firefighters, Police Officers, and Traffic Control Officers.

**02 DESCRIPTION OF DESIRED SERVICES**

The Contractor shall develop and deliver occupational safety and health compliance and general safety-training programs, herein referred to as safety-training programs, to Authority employees and to provide safety-consulting services to the Authority's RMD. These safety-training programs will provide Authority employees with the knowledge and skills to transfer safe behavioral actions on the job and to assist the Authority with achieving its mission, goals, and strategic initiatives. The safety-training programs may be either Initial training or Refresher training, depending on the target audience. The Contractor must be qualified and able to provide all the safety-training programs. The safety-training programs are instructor led classroom training only. The range of safety-training programs to be provided includes:

**A. Occupational Safety & Health Compliance**

- |   |   |
|---|---|
| 1. Asbestos Awareness   | Required by 1910.1001                     |
| 2. Confined Space Awareness                                       | Recommended by Risk Management Department |
| 3. Confined Space Entry Initial<br>Attendant/Entrant/Supervisor   | Required by 1910.146                      |
| 4. Confined Space Entry Refresher<br>Attendant/Entrant/Supervisor | Required by 1910.146                      |
| 5. Fall Protection  | Required by 1910.66 and 1926.503          |
| 6. Hazard Communication   | Required by 1910.1200                     |
| 7. Hazardous Waste Operations<br>Awareness Level                  | Required by 1910.120                      |
| 8. Hazardous Waste Operations<br>First Responder Operations Level | Required by 1910.120                      |
| 9. Hazardous Waste Operations<br>HazMat Technician Level          | Required by 1910.120                      |
| 10. Hazardous Waste Operations<br>HazMat Specialist Level         | Required by 1910.120                      |
| 11. Hazardous Waste Operations<br>Refresher                       | Required by 1910.120                      |
| 12. Hearing Conservation  | Required by 1910.95                       |
| 13. Lockout/Tagout  | Required by 1910.147                      |
| 14. Powered Industrial Truck (Forklift)                           | Required by 1910.178                      |
| 15. Powered Platforms, Manlifts, etc                              | Required by 1910.66-68                    |
| 16. Refresher Series (2-Part)<br>Hearing Conservation             | Required by 1910.95                       |
| Lockout/Tagout  | Required by 1910.147                      |
| 17. Refresher Series (3-Part)<br>Hearing Conservation             | Required by 1910.95                       |
| Lockout/Tagout  | Required by 1910.147                      |
| Respiratory Protection  | Required by 1910.134                      |
| 18. Respiratory Protection (Class Only)                           | Required by 1910.134                      |
| 19. Respiratory Protection<br>(Fit-Testing Only)                  | Required by 1910.134                      |
| 20. Respiratory Protection with Fit-Testing                       | Required by 1910.134                      |

**B. General Safety**

- |  |   |
|--|---|
| 1. Back Safety/Proper Lifting          | Recommended by Risk Management Department         |
| 2. VDOT Flagger Training Certification | Required by Virginia Department of Transportation |

**03 PRICING**

Contractors shall be compensated the fixed unit rates per safety-training program or safety-consulting in accordance with Section III – Price Schedule.

Should additional requirements arise during the performance under this Contract, items may be incorporated via Contract Modification after mutual negotiation with the Contracting Officer and Contracting Officer Technical Representative (COTR) and prior to the execution of work and in accordance with Section III – Price Schedule.

**04 LOCATION**

The Authority will provide classrooms at or near each Authority location. The main Authority locations are Ronald Reagan Washington National Airport (National) and Washington Dulles International Airport (Dulles).

**05 EQUIPMENT****A. Authority Provided**

To meet proficiency requirements with equipment Authority employees will be using, the Authority will provide the following equipment or materials for delivery of safety-training programs, as appropriate:

1. Authority written programs, operator manuals, and safety procedures in order for Contractor to incorporate into the instructor's lesson plans;
2. Authority's sign-in sheet and post-safety-training program session evaluation forms in order for Contractor to incorporate into the safety-training program;
3. Authority logos in order for Contractor to incorporate into the safety-training program;
4. Atmospheric Monitoring Instruments;
5. Confined Space location for training purposes;
6. Forklifts, Powered Industrial Trucks;
7. Harnesses for Authority employees;
8. Manlifts;
9. Respiratory Safety Gear; and
10. Winches.

**B. Contractor Provided**

For each safety-training program accepted for use by the Authority, the Contractor will be required to supply all equipment that is required for Contractor to deliver the safety-training program including, but not limited to, the following:

1. Appropriate Extension Cords (including safety covers to prevent trip and falls);
2. Flip Charts;
3. Laptop Computer (with external speakers);
4. LCD Projector and/or Overhead Projector;

5. Portable Screen;
6. Slide Projector; and
7. Personal Protective Equipment.

## **06 SAFETY-TRAINING PROGRAM SESSION CLASS SIZE AND HOURS**

The Authority cannot estimate the anticipated number of participants in each safety-training program session due to staffing and operational requirements, shift work, etc. However, the Authority would like to have as many participants attending at one time provided the safety-training program material can be covered with the quality of instruction not affected. It is estimated that each safety-training program may require a minimum of 4-5 sessions in order to give all Authority employees an opportunity to participate. The Contractor is to identify the Contractor's recommended class size for each of the safety-training programs in Section III – Price Schedule.

As identified in Section VII – Contract Provisions, the normal working hours for Authority employees are Monday through Friday, 7:30 A.M. to 4:00 P.M., except for Federal Holidays. However, a number of Authority offices are operational 24 hours a day, seven days a week. The Authority anticipates that some safety-training program sessions will be conducted between 4:00 P.M. and 7:30 A.M., but unable to estimate the exact numbers.

## **07 AUTHORITY AUTHORIZED REPRESENTATIVES**

In addition to the Contracting Officer and COTR, the following Authority employees are designated as Authority Authorized Representatives (Authorized Representative):

- Michael Kalasanckas (Safety Manager)
- Darrell Hollowell (Dulles)
- Jon Byroade (Dulles)
- Kevin Demski (National)
- Mary Park (National)
- Captain Michael Fetsko (Public Safety, Fire Department)

Contractor agrees to accept electronic and telephonic communications from the appropriate Authorized Representative only as described in the Statement of Work or as prescribed by the COTR.

Additional Authorized Representatives may be designated via Contract Modification, as needed, throughout the performance under this Contract.

## **08 WEATHER EMERGENCIES AND OTHER CONDITIONS**

The Authority follows the Office of Personnel Management (OPM) guidance for declared “weather emergency” periods. If a safety-training program session is scheduled to occur during this period, as announced by OPM, then the safety-training program session shall automatically be cancelled at no cost to the Authority and the COTR or appropriate Authorized Representative will contact the Contractor to re-schedule the safety-training program session.

If a safety-training program session is scheduled to occur when weather (such as a snow/ice event) is forecasted to affect the airports, then the safety-training program session shall be cancelled at no cost to the Authority only upon notification to the Contractor by the COTR or appropriate Authorized Representative no later than twenty-four (24) hours prior to the scheduled safety-training program session. The COTR or appropriate Authorized Representative

will contact the Contractor to re-schedule the safety-training program session. The Contractor will be compensated for only the Instructional Fee as outlined in the Price Schedule, if the Authority cancels the safety-training program session with less than twenty-four (24) notice to the Contractor.

If the Contractor cannot travel to the Authority training location due to weather-related road conditions, then the Contractor shall notify either the COTR or appropriate Authorized Representative no later than one (1) hour prior to the scheduled safety-training session. Under these circumstances, the safety-training program session shall be cancelled at no cost to the Authority. The COTR or appropriate Authorized Representative will contact the Contractor to re-schedule the safety-training program session.

If the Contractor cannot arrive at the Authority training location by the time of the scheduled safety-training program session or cannot arrive at all due to any other circumstances, then the Contractor shall notify either the COTR or appropriate Authorized Representative no later than one (1) hour prior to the scheduled safety-training session. Under these circumstances, the COTR or appropriate Authorized Representative may agree with the Contractor to either extend the time of the scheduled safety-training program session or cancel the scheduled safety-training program session. The Contractor will re-schedule the safety-training program session with the COTR or appropriate Authorized Representative at no cost to the Authority for the re-scheduled safety-training program session.

Refer to Attachment 01 - Section 11 – Coordination Between Parties, for documentation and communication of conversations.

## **09 DELIVERABLES**

All deliverables (course outlines, instructor guides, books, manuals, audiovisuals, specialized models for demonstration materials, tests, etc.) shall be comprehensive, legible, and technically accurate in their final form. The Contractor shall submit the following deliverables to the COTR:

### **A. AT CONTRACT START-UP AND AS CHANGES OCCUR**

After notification of the contract award, but not more than fourteen (14) business days after the start of this contract, and as changes in assignments occur, the Contractor shall submit to the COTR:

1. A list of names of all the Contractor's employees, as well as subcontractors and their employees, who will fulfill any part of the requirements of the contract. The list shall include job title, duties, responsibilities, and authority.
2. A list of portable phone numbers and personal paging device numbers for employees who will fulfill any part of the requirements of the contract.
3. Contractor's e-mail address(es).

### **B. QUARTERLY (BASED ON CALENDAR YEAR) EMPLOYEES TRAINED REPORT**

Contractor shall provide the COTR, no later than the 7<sup>th</sup> day of the beginning of each calendar year quarter (January, April, July, and October), a complete list (Microsoft Access or Excel format) of Authority employees trained since contract inception. The list shall include, at a minimum, employee name, employee identification number (if provided), name of safety-training program attended, date of safety-training program session attended, and next due dates for refresher training as appropriate.

**C. SAFETY-TRAINING PROGRAM DEVELOPMENT**

1. At least twenty-one (21) days prior to safety-training program session delivery, the Contractor shall submit the draft design of the final safety-training program and materials to the COTR for approval. The Contractor shall furnish the Authority one complete copy of the draft design of the final safety-training program. The draft design shall include:
  - a. Instructor guides, including methodologies (lecture, small group, etc.);
  - b. Safety-training program objectives, written in behavioral (measurable) terms: "Upon completion of this safety-training program you will be able to.....";
  - c. Safety-training program outlines;
  - d. Final printed safety-training program material for use by participants;
  - e. Audiovisuals (slides, videos, flipcharts, etc.);
  - f. Tests (if applicable) or other student achievement measurements;
  - g. Sample Authority sign-in sheet;
  - h. Sample Authority post-safety-training program session evaluation form;
  - i. Sample Respiratory Protection Fit-Test Record form or other record forms required for the particular safety-training program session;
  - j. Sample Certificate of completion/attendance or certification of training that would be provided to each participant upon completion of the safety-training program session;
  - k. Sample Wallet-sized completion/certification card, as required, that would be provided to each participant upon completion of the safety-training program session.
2. After final approval of the draft design of the final safety-training program, the Contractor shall submit any updated materials to the COTR to complete the final package.

**SPECIAL NOTES: All materials produced or procured by the Contractor for the delivery of safety-training programs shall become Authority property. Unless directed by the COTR, all final versions of all safety-training program materials shall be on the latest version of Microsoft Software Products (MS Word, PowerPoint, Access, Excel, Publisher, Project Manager, etc.).**

**D. AFTER DELIVERY OF SAFETY-TRAINING PROGRAM SESSION**

1. By the end of the next business day after the delivery of the safety-training program session, the Contractor shall transmit to the COTR via e-mail the completed sign-in sheet(s).
2. Within three (3) weeks of the delivered safety-training program session, the Contractor shall return the following to the COTR:
  - a. All completed sign-in sheet(s);
  - b. All completed quizzes and/or tests as appropriate;
  - c. All completed Respiratory Protection Fit-Test Records as appropriate;
  - d. All completed post-safety-training program session evaluations; and
  - e. Certificates of completion/attendance or certification of training and wallet-sized completion/certification cards, as required, for each participant.

**E. CONTRACT CLOSE-OUT**

Upon expiration/termination of the contract, the Contractor shall submit to the COTR all records and documentation required by this contract. The Contractor shall also submit to the COTR, a final complete list (Microsoft Access or Excel format) of Authority employees trained since contract inception. The list shall include, at a minimum, employee name, employee identification number (if provided), name of safety-training program attended, date of safety-training program session attended, and next due dates for refresher training as appropriate.

**10 SCHEDULING OF SAFETY-TRAINING PROGRAM SESSIONS**

The Contractor shall only schedule safety-training program sessions with either the COTR or appropriate Authorized Representative. Refer to Attachment 01 - Section 11 – Coordination Between Parties, for documentation and communication of conversations.

**11 COORDINATION BETWEEN PARTIES**

- A. The Contractor may be asked to coordinate information, pictures, and training delivery with other Authority staff, subject matter experts, or Authorized Representatives. **All independent conversations shall be documented and communicated by the Contractor back to the COTR by either US Mail or e-mail.**
- B. The Authority may choose to present portions or all of the safety-training program developed by the contractor with in-house staff, and reserves the option to determine if in-house instructors or contractor's instructors or a combination of both are to be used.
- C. The Authority may direct or recommend that Contractor utilize a particular instructor/sub-Contractor to carry out the development/instruction of certain safety-training programs due to expertise or prior knowledge of Authority's operations.
- D. The Authority will have final approval on instructors for the safety-training programs presented by the Contractor. The Authority can require instructors to be replaced before a safety-training program session begins, during a safety-training program session, or after a safety-training program session ends. If a substitution is necessary, the qualifications of new instructors will be submitted in writing before the safety-training program session begins, whenever possible, and will meet or exceed those of the instructors being replaced.
- E. The Contractor Project Manager/Coordinator or their assigned designee, shall be readily accessible and available via telephone communication systems within four (4) hours receipt of a page or voice mail message.
- F. All instructors must carry a personal paging device having 24-hour service capability and/or carry a portable phone, and be readily accessible and available within four (4) hours receipt of a page or voice mail message.
- G. The Contractor shall have e-mail capability and be readily accessible and available within twenty-four (24) hours receipt of an e-mail message.
- H. The Authority does not guarantee any minimum amount of work for any of the safety-training programs or services.

- I. As identified in SECTION V – SOLICITATION PROVISIONS, the Authority reserves the right to make multiple and/or split contract awards to meet its requirement.
- J. Authority logo/pictures (use) - The Contractor shall only use the Authority’s approved corporate logo on all printed collateral materials that will be distributed. The Contractor shall not amend or deviate from the logo options. All pictures and photographs must be approved by the COTR.

**12 CONTRACTOR MINIMUM QUALIFICATIONS**

The Contractor(s) selected to carry out this Contract must meet the following minimum requirements:

- A. At least five years of experience as a consultant or contractor specializing in the development and delivery of safety-training programs;
- B. Must be authorized to do business or licensed in the Commonwealth of Virginia;
- C. Must have had at least one airport or municipal client during the past five years; and
- D. Must be able to deliver the safety-training program(s) at an Authority chosen location.

**13 INSTRUCTOR MINIMUM QUALIFICATIONS**

The Instructor(s) assigned by the Contractor(s) to fulfill the requirements of this Contract shall meet the following minimum requirements:

- A. At least five years experience in the field of safety education, public health, or community prevention activities (i.e. development of or instructor of programs, management of the organization’s public education function, etc.) and be certified through one of the following:
  - 1. An established regional, national, or international training organization or association; or
  - 2. An instructional methods course from a Federal or State Agency; or
  - 3. Successful completion of advanced instructional methods course(s) from a College or University.
- B. A combination of education and experience in the safety field totaling 10 or more years may be acceptable pending the Authority’s review and approval.

**14 CONTRACTOR/INSTRUCTOR RESPONSIBILITIES**

The Contractor(s) and Instructor(s) shall:

- A. Conduct themselves with the highest integrity and professionalism to ensure that Authority, Federal Aviation Administration, Federal/State OSHA regulations, and other Federal/State rules and regulations, as appropriate, are strictly followed;
- B. Provide their own personal protective equipment as needed in the delivery of safety-training program instruction, or as required by safety standards and regulations;
- C. Ensure that his/her ability to evaluate and treat students fairly and equitably is not compromised;

- D. Prior to the development of any safety-training program outline in this Contract, participate in a telephone discussion with the Authority's Contracting Officer Technical Representative (COTR) unless he/she convenes a pre-delivery meeting;
- E. When required, pilot safety-training program delivery with the COTR and/or other Authority staff or representatives from the target audience;
- F. Ensure that all audiovisual equipment is in proper working condition and instructional materials/aids (e.g., student handouts, etc.) are available before safety-training program begins;
- G. Prepare for and deliver the safety-training program materials as prescribed in the Instructor Guide, including content, sequence, timing, audiovisual presentation and instructional methodology;
- H. Administer, correct, and review quizzes and/or tests as required for the safety-training program and maintain security over all teaching materials (e.g., tests, answer keys, and student grades). These materials shall not be reproduced in any manner or improperly distributed;
- I. Administer and collect during delivery of the safety-training program session:
  - 1. All completed sign-in sheet(s);
  - 2. All quizzes and/or tests as appropriate;
  - 3. Respiratory Protection Fit-Test Records as appropriate;
  - 4. All completed post-safety-training program session evaluations; and
  - 5. Any other documents as required for the particular safety-training program.
- J. Remove excess papers, used flip chart paper, and tape on walls or boards from training location and ensure the training location is left in a neat orderly condition;
- K. Return all reusable safety-training program materials for which the instructor has responsibility as directed by the COTR. If any Authority equipment is damaged, lost, or inoperative, the instructor shall report such findings to the COTR;
- L. Report student problems (i.e. language or reading difficulties, attendance, morale) to the COTR as soon as possible;
- M. Meet or discuss (telephone) with the COTR after the safety-training program session delivery and provide specific recommendations concerning the safety-training program, materials, equipment, etc., as appropriate.