

**Metropolitan Washington Airports Authority**  
**Request for Qualifications Information**

**Architectural / Engineering Design Services**

**For**

**Runway 1-19 Safety Area Improvements and Hold Apron 1 Expansion**

**At**

**Ronald Reagan Washington National Airport**

**April 2008**

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
REQUEST FOR QUALIFICATIONS INFORMATION  
RUNWAY 1-19 SAFETY AREA IMPROVEMENTS AND HOLD APRON 1 EXPANSION  
RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

**I. DESCRIPTION OF WORK**

The Metropolitan Washington Airports Authority plans to retain professional Architectural and Engineering (A/E) services for the design of Runway 1-19 Safety Area Improvements and Hold Apron 1 Expansion at Ronald Reagan Washington National Airport.

The Runway 1-19 Safety Area Improvements will consist of extending Runway 1 300 feet to the south, extending parallel Taxiway J to the new threshold, relocating the existing airport perimeter road, relocating the threshold bar and relocating the ILS glideslope. Airfield work will include new asphalt aircraft pavement, NAVAIDS, new marine piers, pavement demolition, airfield lighting, erosion and sediment control, pavement markings, and construction phasing. The project scope will also include the expansion of Hold Apron 1 250 feet to the south and 200 feet to the west using Portland cement concrete. The apron design will include a system for capturing glycol.

**II. QUALIFICATIONS**

Extensive professional experience with similar projects is required of the key personnel in construction document preparation for a functional design. Significant design detail will be incorporated into the construction documents to ensure constructability and to carry the design intent to a quality completion. The design services will include the following:

- Construction Documents including Specifications
- Estimating and Schedules
- Offeror Support Services
- Construction Support Services (optional)

Professional Architectural and Engineering expertise that will be required of the successful A/E firm or joint venture is as follows:

- Civil Engineering
- Electrical Engineering
- Marine Engineering
- Pavement Design
- Land Surveying
- Geotechnical Investigation
- Cost Estimating (for life cycle costing and construction estimating)
- Scheduling
- Geographic Information Systems (GIS)

**III. ESTIMATED CONSTRUCTION COST**

The estimated cost of construction is \$16,100,000.

**IV. SELECTION OF THE A/E WILL BE BASED ON THE FOLLOWING CRITERIA IN DESCENDING ORDER OF IMPORTANCE**

1. Specialized experience within the past ten years in the following design aspects: design of airfield pavement, NAVAIDS, off-peak construction phasing, airfield lighting and guidance signs, ramp for deicing operations, evaluation and design of marine piers, geotechnical investigation, utilities, storm water management, pavement markings, roadways, design using Computer-Aided Design and Drafting, cost estimating, construction scheduling, design quality control and Geographic Information Systems databases. Information provided will be judged collectively.
2. Availability and qualifications of key personnel assigned to this work. Experience, training, certificates and/or licenses completed or earned by assigned personnel will be considered.
3. Past performance of the offeror within the past ten years with respect to timeliness, quality of design, constructability and cost. A minimum of three references shall be provided and each reference shall include project description, point of contact and phone number. Provide references for the team, if available, or for the individual members of the team. The point of contact shall be a person directly involved in the project. Personnel from projects designed under MWAA shall not be used as references.
4. Capacity of the offeror to perform and to coordinate all facets of the design work and other tasks including current work commitments to others.

The criteria are listed in descending order of importance., e.g., Criterion No. 1 is equal to or greater in scoring than Criterion No. 2.

A Request for Proposal (RFP) will result from the evaluation of qualifications submitted by offerors responding to this announcement. It is anticipated that a selection committee will make the final selection. The subsequent contract will be a negotiated, firm fixed price contract and will include a requirement that there be a minimum of 25% percent Disadvantaged Business Enterprise (DBE) participation goal in this contract.

Disadvantaged Business Enterprise (DBE) is defined as a for-profit small business concern that is (1) at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or, in the case of a corporation in which at least 51 percent of the stock of which is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. 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 the Equal Opportunity Programs Department at 703-417-8625.

**V. SUBMITTAL INFORMATION REQUIRED**

Firms which meet the requirements of this announcement are invited to submit an ORIGINAL and SIX COPIES (7 TOTAL) of the following:

- A. Cover Letter.
- B. Standard Form 330 together with no more than ten (8 ½" 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.

- C. Statement of commitment to meeting the 25% DBE participation goal
- D. Identification of the proposed DBE firm(s) and their tasks
- E. Documentation of DBE certification (e.g. letter from the Airports Authority's Equal Opportunity Programs Office or current certification number)
- F. DBE certification application or indication that the firm has a pending DBE certification application, for each proposed DBE (waiver of this requirement shall be considered under extreme extenuating circumstances).

The due date and time for submittals is May 27, 2008 at 1:00 p.m. local time. Please identify the package with an exterior label stating ***“RFQI No. 1-08-C094, A/E Qualifications – RUNWAY 1-19 SAFETY AREA IMPROVEMENTS AND HOLD APRON 1 EXPANSION”*** Responses to this RFQI must be submitted to:

Metropolitan Washington Airports Authority  
Procurement and Contracts Dept., MA-440  
1 Aviation Circle, Suite 154  
Ronald Reagan Washington National Airport  
Washington, DC 20001-6000  
Attention: Betty Boothe, Contracting Officer

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 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 4 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, with a minimum 11-point type size.
- Is not to 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 4 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 4 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.