

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY**

**REQUEST FOR QUALIFICATIONS INFORMATION (RFQI)**

**1-08-C152**

**On-Call Consultant for  
Real Estate Appraisal Services**

*at*

**Ronald Reagan Washington National Airport  
and  
Washington Dulles International Airport**

May 2008

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
REQUEST FOR QUALIFICATION INFORMATION (RFQI) No. 1-08-C152**

**ON-CALL CONSULTANT FOR REAL ESTATE APPRAISAL SERVICES**

**RONALD REAGAN WASHINGTON NATIONAL AIRPORT AND  
WASHINGTON DULLES INTERNATIONAL AIRPORT**

**1. INTRODUCTION**

The Metropolitan Washington Airports Authority (Airports Authority) is seeking expressions of interest from professional real estate appraisal firms to provide on-call real estate valuation studies for Ronald Reagan Washington National (National) and Washington Dulles International (Dulles) Airports. This Request For Qualifications Information (RFQI) is for assignments expected to cover a range of evaluation services and support using a task order format.

**2. ROLE OF THE CONSULTANT**

The selected on-call consultant will be the principal external source of real estate value expertise and assistance to the Authority. The Consultant will work at the direction of the Contracting Officer or his designee. The assignments will range from broad, conceptual comprehensive studies to more specific analysis for the implementation of individual projects. The Airports Authority also expects to task the Consultant to provide occasional legal support to our Office of General Counsel.

The focus of the assignments will be on-airport, and related to facilities or property. The Consultant shall be required to work with other consultants of the Airports Authority and multiple Airports Authority offices, sometimes on the same task.

Duties for this consultant will also relate to the Airports Authority's roles and responsibilities with interagency surface transportation policy and planning, especially in view of the Authority's stewardship of Dulles Corridor rights-of-way (Airport Access Highway, Dulles Toll Road and Greenway, future regional rail rights-of-way, and portions of Dulles' perimeter arterial public roads, and other supporting infrastructure such as park-and-ride lots).

**3. SELECTION / CONTRACTING PROCESS**

An invitation to interview may be sent to a shortlist of firms that will result from the evaluation of these qualifications submittals. A Request for Proposal will be sent to the firm selected as a result of evaluating the combination of these submittals, the interviews, and references.

Negotiation of the selected firm's proposal will result in rates for the duration of the contract, and the initial task orders, each of which will be a firm fixed price agreement. The period of the contract will be for one year with two possible one-year extensions exercised at the Authority's discretion. Annual expenditures under this contract are expected to range between \$5,000 and \$25,000.

**4. STATEMENT OF WORK**

Considering the potential assignment range, the Consultant will be expected to have a team that can be tailored to perform the range of tasks required by this paragraph. The items listed below may not reflect the breadth of expertise that may be requested in the future under this contract.

- A. The Consultant shall provide professional services in the valuing of real estate fee interests, easements (including but not limited to access, avigational, fiber optic easements within a transportation corridor, and temporary use easements), rights-of-way and the impacts to the valuation of on-airport property due to activity off-airport.
- B. The Consultant shall have experience and capability in the assessment of the impact of aircraft noise on real estate value.
- C. The Consultant shall be familiar with and experienced in the real estate market in the areas surrounding National and Dulles airports, including the commercial, residential, and industrial markets.
- D. The Consultant shall be familiar with and have experience in the valuation of raw land and the performance of a land lease renewal analysis.
- E. The Consultant shall be familiar with and have experience in the impact of environmental contamination and nuisances that affect real property value.
- F. The Consultant shall be sufficiently familiar with the market forces that impact real estate values, including national and local economic and real estate market conditions.
- G. The Consultant shall be experienced and knowledgeable in providing litigation support in areas such as bankruptcy, foreclosure, lift stay, default, deficiency, condemnation, environmental damage, land lease renewal, venture dissolution, and material adverse change.
- H. Appraisals shall be suitable for forming the basis for financing, syndication, merger, redevelopment, leasing, condemnation, foreclosure, purchase, tax assessment and easements for every type of property.
- I. Task shall be commenced within one week of issuance and completed within a 4 to 6 week time frame, depending on complexity. Expedited performance of specific tasks shall be accommodated. Preliminary valuation opinions may be required early in the task performance period. The Consultant shall be available for consultation during and after each task.
- J. Consultant staff shall possess all required credentials and licenses necessary to perform the work, such as a current Commonwealth of Virginia License for a Certified General Real Estate Appraiser.
- K. Consultant shall provide, as required, advice on the purchase, management, renovation, recapitalization, underwriting, repositioning and development of real estate.
- L. Work shall comply with the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation and the specific requirements of the Airports Authority as described in each task order.

**5. REQUESTED EXPERTISE AND CAPABILITIES**

The selected Consultant must demonstrate qualified staff and resources in the traditional areas of land valuation. Membership in professional organizations such as the Appraisal Institute is desired (MAI).

It is very desirable that the Consultant be familiar with the Metropolitan Washington Area in terms of its economic base, its jurisdictional and agency entities, and its policy processes.

**6. CONSULTANT EVALUATION CRITERIA**

Five references for recent (last 5-10 years) projects of specialized experience in valuing real estate interests including the title of project, point of contact, phone number, cost and date completed. The information provided by these references may be considered in the first criteria listed below.

Submittals will be evaluated based on the following criteria, listed in descending order of importance:

- Comprehensiveness and quality of professional expertise in the required services
- Record of business and client satisfaction
- Demonstrated experience in the vicinity of Washington airports
- Caliber and commitment of key managers and professionals
- Availability and capability to respond quickly

For "caliber and commitment of key professionals," the Consultant should identify the project manager, assistant or deputy project manager, and other personnel who are expected to make the most significant contribution to the on-call services contract. The qualifications should list current and pending project obligations for each of these individuals, and indicate a level of commitment of their time they are available to perform on-call services.

## **7. QUALIFICATION SUBMITTAL REQUIREMENTS**

Firms that meet the requirements above are invited to submit an original and four copies (for a total of five complete copies) of a qualifications submittal. The original shall be marked as such. The qualifications submittal shall be 8-1/2" x 11" in size and include, in order: a one to two page cover letter, information sufficient to evaluate each of the factors identified in paragraph 6 above, and documentation showing the ability to perform the scope of work.

- The project experience listing for both individuals and the firm are expected to contain that individual's or firm's specific role on each project listed.
- All projects listed should be briefly and clearly explained as to the type of service, the specific role of the firm or the individual (including role as the prime or a sub-consultant) and the time period in that role. If the previous work experience cited for an individual was done while working for another firm, which 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. Specifically answer any of the evaluation criteria not covered in previous sections with a designation of the criterion being addressed.
- The Airports Authority will consider whether the information submitted is current, complete, and correct in its evaluation. The presentation quality of both the written submittal and oral presentation will also be considered.

## **8. SUBMITTAL INSTRUCTIONS**

Firms meeting the requirements of this announcement are invited to submit an original and four copies, for a total of five copies of the Qualifications Submittal to:

Metropolitan Washington Airports Authority  
Procurement and Contracts Department, MA-440  
1 Aviation Circle, Suite 154  
Washington, DC 20001-6000  
Attn: Darren M. Durbin, Contracting Officer  
Telephone: (703) 417-8663

Qualification submittals may not exceed 25 pages and are due June 3, 2008 by 2:00 p.m. Please identify the package with an exterior label stating "**RFQI 1-08-C152 Qualifications: On-Call Consultant for Real Estate Appraisal Services.**"

All questions concerning this solicitation must be submitted by 3:00 PM, May 21, 2008 via the Airports Authority's website at:

[http://www.mwaa.com/business\\_information/contracting\\_opportunities/op-pages/1-08-c152-overview](http://www.mwaa.com/business_information/contracting_opportunities/op-pages/1-08-c152-overview)

No other general notification for 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.

The Airports Authority is not an agency of the United States Government.

One or more contracts may be awarded as a result of this RFQI.

**Do not contact Airports Authority consultants, or Airports Authority personnel other than the Contracting Officer regarding this solicitation.**