

REQUEST FOR QUALIFICATIONS INFORMATION

**On-Call Consultant for
Planning and Programming Services**

for

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

1-11-C077

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
OFFICE OF ENGINEERING - PLANNING DEPARTMENT**

March 2011

Information Package for
Respondents to the Request for Qualifications Information
for

***On-Call Consultant for
Planning and Programming Services***

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

1. INTRODUCTION

The Metropolitan Washington Airports Authority (Authority) is seeking expressions of interest from professional architecture/engineering/planning (AEP) firms to provide on-call airport planning and programming studies for Washington Dulles International (Dulles) and Ronald Reagan Washington National (National) Airports. Services are expected to cover a range of planning processes and technical subjects using a task order format. Many of the anticipated tasks will be themed toward the phasing and implementation of projects in the Capital Construction Program (CCP). Although the Authority is not contemplating a formal Master Plan process for either airport under this contract, the selected on-call consultant team will be tasked to understand, assess, and advise from a Master Plan perspective.

2. ROLE OF THE CONSULTANT

The selected on-call consultant team (Consultant) will be the principal external source of airport planning expertise and assistance to the Authority's Planning Department, which is a subdivision of the Office of Engineering. The Consultant will work at the direction of the Manager of the Planning Department. The assignments will range from broad, conceptual comprehensive studies to detailed pre-design analysis for the implementation of individual projects. The Authority also expects to task the Consultant to provide occasional on-site support with department graphics and illustrations at Authority-provided CADD stations.

The focus of the assignments will be on-airport, and related to facilities or property. Lead involvement in strategic business planning, financial planning, or off-site noise compatibility planning is not expected; these areas are the primary responsibility of other Authority departments. However, the Consultant may be tasked to assist in some manner with efforts in these areas.

The Consultant will also be required to provide expertise for regional transportation planning, traffic engineering, and traffic expertise to support the Authority's regional transportation efforts. These efforts will principally 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, Route 28, air rights, future regional rail rights-of-way, and a portion of Dulles' perimeter arterial public roads, other supporting structures such as park-and-ride lots), and multi-modal transportation.

The Consultant shall be required to work with other consultants of the Authority, most notably with Parsons Management Consultants (PMC), the Authority's Program Manager for its capital program. PMC includes a Program Planning Department, which is the Authority's principal and responsible expert for *program planning*. Other A/E firms with whom the Consultant may frequently work include those consultants providing design services to the Office of Engineering's Design Department.

3. SELECTION / CONTRACTING PROCESS; OVERVIEW OF THE CONTRACT

An invitation to interview will be sent to a shortlist of teams that will result from the evaluation of qualifications submittals received in response to this RFQI. A Request For Proposal will be sent to the team selected as a result of evaluating the qualifications statements, the interviews, and references.

Negotiation of the selected team's proposal will result in rates and escalators 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 one-year extensions (for a maximum of three years) exercised at the Authority's discretion. Annual expenditures under this contract are expected to range between \$1,500,000 and \$2,500,000.

The Consultant's team will be required to include a minimum of 25 percent participation from firms certified as a Local Disadvantaged Business Enterprise (LDBE) and a voluntary goal of 25 percent participation by Minority Business Enterprise / Woman Business Enterprise (MBE/WBE) firms, all of which are defined below.

4. STATEMENT OF WORK: ANTICIPATED TASK ASSIGNMENTS

Tasks are expected to cover the range of responsibilities and perspectives handled by the Planning Department, which generally classifies its assignments as one of the following types:

Comprehensive Planning — a system-wide examination of needs and alternatives conducted from a Master Plan perspective.

Program Planning — the packaging of individual projects and pre-requisite actions that lead to implementation of necessary facilities (as per above -- the Authority is principally assisted by PMC in this area).

Project Planning — concept alternatives, site identification, general scope, phasing and preliminary cost estimates for an individual plan component.

Project Programming — concept detailing of an individual action to generate a project scope and a cost estimate that will guide design and budget processes.

Environmental Planning — Advising on wetland and stream mitigation, rare threatened and endangered species, biotic communities, landscape and buffer preservation. Task assignments may include the preparation and submission of appropriate National Environmental Policy Act (NEPA) documents and wetlands and stream permit applications.

Considering this potential assignment range, the Consultant will be expected to provide a team that can be tailored to perform top-down planning as well as detailed pre-design programming for individual projects, which will require some team experience in design and construction issues.

Although the following list is tentative, and may not reflect the breadth of expertise that is either detailed later in this document or may be requested in the future under this contract, the following summarizes tasks that are anticipated for the first years of the contract:

The contract resulting from this solicitation will include a conflict of interest provision which precludes the task planning firm (or any of its sub-consultants) from providing design services on projects for which planning services were performed. We expect the task planning firm to perform all work assigned and not to decline work because of potential participation in future design contracts.

Tasks for Washington Dulles International Airport

Commercial Development and Revenue Enhancement Planning – The Consultant will focus on development opportunities for the recently acquired property on the west side of Dulles International Airport. Commercial development at Dulles will include both planning and evaluation. The planning for commercial development shall include strategic planning, definition of requirements, and scheduling and budgeting. The evaluation aspect shall include market research, negotiation strategy, management reporting, and financial analysis.

On-site Graphics Support — The Consultant will assist the Planning Department by providing graphics guidance and CADD and Geographic Information Systems (GIS) operator support for the update and maintenance of Dulles' Airport Layout Plan (ALP) set as well as other specialty graphics for projects and presentations. On-site CADD equipment and a work station area will be provided by the Authority. The Authority uses Bentley Microstation, ESRI ArcInfo GIS and has a custom set of CADD standards for its record drawings. The transition of responsibility for the upkeep of the ALP set can be made gradually, subject to available funds. The Authority estimates approximately 200 hours of operator labor per year. In the later years of this contract, staff may expand this task to include 3D animated illustration of airport plans.

Forecast Review and Update – As directed by the Planning Department, the Consultant will review existing forecasts of demand and update those forecasts in responses to changes in demand patterns. Forecasts may cover such elements as passenger and cargo demand, aircraft activity, vehicle traffic, property development, utility and resource consumption and waste generation.

Demand/Capacity Assessment of Major Airport Elements — The Consultant will be asked to assess the key areas of airport activity in terms of capacity to handle anticipated demand. This task will be similar to the like-named portion of a Master Plan study. It is intended to help staff anticipate imminent deficiencies as well as to highlight when undeveloped, reserved land use areas might reach build-out. The task is also intended to engage the Consultant into the broader view of competing demands and constrained resources so that the Consultant's team may more effectively offer advice from a Master Plan perspective. It is expected that, at the time of award of contract, the Consultant will have a comprehensive and integrated computer simulation model for assessing the adequacy of all major airport functions including airfield, terminal, curb and parking and passenger conveyance and all surface transportation modes. This includes SIMMOD airfield/airspace modeling, passenger flow modeling and vehicle flow modeling.

Assistance and Coordination with Airline Tenants for Aircraft Gate/Docking Layout — The Planning Department provides technical assistance to each airport with adjustments and rearrangements at concourse gates. The Consultant will be tasked to develop, coordinate, and draw parking plans for aircraft in coordination with Authority staff and Parsons Management Consultants. Knowledge in aircraft ground handling, maneuvering, loading bridges, and airline operating procedures will be required. Use of aircraft parking and maneuvering software, such as PathPlanner or AutoTURN may also be required.

Accommodation of New Large Aircraft – The Consultant will work with Authority staff and Parsons Management Consultants to continue the development of guidelines, plans and recommendations of facilities to accommodate New Large Aircraft. Both airfield and terminal modifications may be required.

Lighting, Signing and Wayfinding – The Planning Department coordinates with a Task Force charged with establishing standards for airport and terminal lighting and signage, and passenger and vehicle wayfinding. Included are individual tasks and overall programming of signage to improve wayfinding at all airport facilities.

Wetlands Mitigation Program - The Authority currently has a wetlands mitigation program in place, involving the purchase of wetland mitigation credits from commercial mitigation banks. The Authority has not

fully addressed the issue of stream mitigation and mitigation strategies and will require expertise in regulations related to wetlands and stream mitigation. The Consultant may be requested to advise and represent the Authority in discussions or negotiations with the regulatory agencies (USACE, VDEQ, EPA, FAA) on stream and wetland mitigation issues.

Sustainable Development Initiatives – The Consultant shall work with the Planning Staff to recognize and exploit opportunities for incorporating “green” architecture, “green” design, sustainable development policies and techniques in the planning, design and construction of new airport facilities. Individual tasks include development of recycling and reuse initiatives, fostering the introduction of new technologies to reduce and conserve energy and natural resources, alternative-fuels vehicles and the establishment of a program for achieving Leadership in Energy and Environmental Design (LEED) certification for individual airport projects are among the individual tasks.

Comprehensive Utilities Plans — A Utilities Plan prepared approximately ten years ago and needs to be updated, and utility inventories and a database need to be completed and made available in a user-friendly format. Differences between actual versus expected loads in the developed “North Area,” the anticipated need for a second central utility plant, changing technology, the extension and expansion of utility services in the areas surrounding Dulles, and the need to open large tracts of undeveloped land require that the Authority re-evaluate its plans for all major utilities, including telecommunications and security systems. The identification of a recommended utility concept will be refined with programmatic and project specific recommendations for a five-year and a ten-year planning horizon.

Airport Coordinate System Maintenance – The Consultant shall work with the Planning Department to assure the compatibility of geographic and project information with the Authority’s Airport Coordinate Systems at both airports. This task will include coordination of CADD and GIS information and the development of mathematical tools for translation between Airport and state plane coordinate systems.

Community Issues – At the direction of the Planning Department, the Consultant will respond to community concerns involving noise, off-airport land use, on-airport development and FAR Part 77 obstructions. Tasks include interpretation of noise contour data, studies of aviation impacts from off-airport obstructions, potential impacts on community resources and compatibility of development planned near the airport.

Baggage Basement/Baggage Systems – The Consultant will work with the Planning Department to develop programming information for the design of the Southwest Baggage Basement and the retrofitting of existing baggage handling facilities to meet FAA and TSA requirements. The Consultant will work with Authority staff, the PMC User Coordinator and tenants to determine system requirements, respond to operational questions and develop a strategic plan for construction of new facilities.

Airport Safety and Security – The Consultant will work with the Planning Department and both Airport Operations and Public Safety to develop and maintain an effective security regime for airfield, terminal, roadway, public and non-public spaces. This effort will involve coordination with Federal agencies, including the FAA, TSA and DHS, on planning studies for new facilities intended to bolster the security of airport facilities and the safety of the traveling public. Included are analysis of emergency vehicle response times and the planning of additional facilities for improved emergency response.

Cost/Benefit Studies for FAA Grants — The FAA requires that a formal cost/benefit analysis, conducted by their published methodology, accompany any grant application for any project where the applicant seeks discretionary funds in excess of \$5 million. The Authority anticipates making several such requests during the term of the Consultant’s contract, and expects to task the Consultant to prepare the necessary analyses. It is likely that one of these cost/benefit studies will be required for grant requests for the fourth runway.

Tasks for Ronald Reagan Washington National Airport

On-site Graphics Support — The Consultant will assist the Planning Department by providing graphics guidance and CADD and Geographic Information Systems (GIS) operator support for the update and maintenance of Nationals' Airport Layout Plan (ALP) set as well as other specialty graphics for projects and presentations. On-site CADD equipment and a work station area will be provided by the Authority. The Authority uses Bentley Microstation, ESRI ArcInfo GIS and has a custom set of CADD standards for its record drawings. The transition of responsibility for the upkeep of the ALP set can be made gradually, subject to available funds. The Authority estimates approximately 150 hours of operator labor in the first year and 50 hours in each year thereafter. In the later years of this contract, staff may expand this task to include 3D animated illustration of airport plans.

Demand/Capacity Assessment of Major Airport Elements — The Consultant will be asked to assess the key areas of airport activity in terms of capacity to handle anticipated demand. This task will be similar to the similarly named portion of a Master Plan study. It is intended to help staff anticipate imminent deficiencies — especially from shifts in the marketplace or from policy changes to the capacity controls associated with National. The task is also intended to engage the Consultant into the broader view of competing demands and constrained resources so that he may more effectively offer advice from a Master Plan perspective. It is expected that, at the time of award of contract, the Consultant will have a comprehensive and integrated computer simulation model for assessing the adequacy of all major airport functions including airfield, terminal, curb and parking and passenger conveyance.

Assistance and Coordination with Airline Tenants for Aircraft Gate/Docking Layout — The Planning Department provides technical assistance to each airport with adjustments and rearrangements at concourse gates. The Consultant will be tasked to develop, coordinate, and draw parking plans for aircraft in coordination with Authority staff and Parsons Management Consultants. Knowledge in aircraft ground handling, maneuvering, loading bridges, and airline operating procedures will be required. Use of aircraft parking and maneuvering software, such as PathPlanner or AutoTURN may also be required.

Community Issues – At the direction of the Planning Department, the Consultant will respond to community concerns involving noise, off-airport land use and development, on-airport development and FAR Part 77 obstructions. Tasks include interpretation of noise contour data, studies of aviation impacts from off-airport obstructions, potential impacts on community resources and compatibility of development planned near the airport.

5. REQUESTED EXPERTISE AND CAPABILITIES

The selected Consultant must demonstrate qualified staff and resources in the following traditional areas of airport planning, with direct experience at large hub airports:

Activity Forecasting	Airspace and Airfield Planning
Air Carrier Ground and Support Facilities	Cargo Facilities
Commercial Development/Business Planning	General Aviation Facilities
Ground Transportation and Access Planning	Infrastructure and Utilities
Noise and Noise Compatibility	Terminal Complexes
Airport Safety and Security	Airport – Land Use Compatibility

Also, the selected firm must demonstrate high-caliber expertise in areas of special importance to the Authority during this contract; these *specific or additional critical disciplines*, which together comprise one of the evaluation categories described below, include:

Airfield Simulations
Cost Estimating
Environmental Planning
Project Programming
Traffic Engineering and Technology
Knowledge of FAA and Other Governmental
Regulations, Policies, and Advisory Circulars

Airside Passenger Transportation Systems
Natural and Cultural Resource Planning
Plan (graphic) Illustration using CADD, GIS
Transportation Planning

Expertise in other supporting areas listed below is a plus:

Financial Planning
Business Planning
Strategic Planning
Geodesy

Benchmarking
Emerging Facility Technologies
Urban & Regional Planning and Urban Design

The Consultant must demonstrate access to expertise in architectural and civil / mechanical / electrical design if needed in project programming.

In addition to the above technical expertise and experience, the Consultant should show qualifications in managing different types of planning processes, including those that require consensus-building and group facilitation.

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. EVALUATION CRITERIA/ SELECTION PROCESS

Responses to this solicitation will be evaluated on the following criteria. The criteria are listed in equal or descending order of importance with the first having the most weight and with each of the following criteria having equal or less weight than the one preceding it. The evaluation will be based on information provided by the Offeror, as well as any other relevant information available to the Authority.

(1) Key Personnel

- (a) Qualifications
- (b) Experience
- (c) Availability/Commitment
- (d) Past Performance

(2) Team Experience

- (a) Large/Medium Hub Airport Experience and Expertise
- (b) Specific or Additional Critical Disciplines
- (c) Capacity/Quick Response
- (d) Experience in On-Call Planning

3) Company Past Performance

- (a) Quality of Services

- (b) Timeliness of Performance
- (c) Business Practices
- (d) Customer Satisfaction

For “Key Personnel,” the Consultant should identify the project manager, assistant or deputy project manager, and three to five senior planners 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.

For demonstrated experience at large/medium hub airports, the successful Consultant should show substantial master planning experience at a minimum of three large-hub and medium hub airports, including the production of at least two Master Plans or Master Plan Updates in which both key team members and corporations had primary responsibility. Demonstration of successful on-call planning services with a major airport operator will also influence the evaluation.

7. SUBCONSULTANTS

It is expected that the Consultant’s team will include the services of a number of subconsultants in order to ensure the range and depth of expertise necessary to perform the expected on-call tasks. The proposed team of subconsultants will be reviewed by the Authority during the selection process, especially where designated with responsibilities for the *specific or additional critical disciplines* identified above. Based on its review, the Authority reserves the right to recommend replacement of any proposed subconsultant, and request that the successful Consultant review other candidate firms and recommend to the Authority an acceptable alternative.

8. LOCAL DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

The comprehensive planning contract will include a requirement that there be a minimum of 25 percent (25%) LDBE participation. An LDBE is defined as a small business concern which is organized for profit and which is located within a 100 mile radius of Washington D.C.’s zero mile marker.

An LDBE is defined as a small business concern which is organized for profit and which is located within a 100 mile radius of Washington D.C.’s zero mile marker. To qualify as a small business concern for purposed of this advertisement, the average gross receipts of the professional A/E firm (NAICS codes 541310/541330) with a \$4.5 million LDBE Size Standard, based on the average receipts of the last three years. The receipts of all affiliates shall be counted in the total of the business entity’s gross receipts. 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 Ms. Cynthia Lipscomb, Office of Equal Opportunity Programs, at (703)-572-1167.

9. MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE VOLUNTARY GOALS

The Authority is committed to achieving significant participation in its contracting programs by business enterprises that are owned and operated by minorities and women (MBEs and WBEs) regardless of the size of the enterprise. All offerors are strongly encouraged to take active steps to maximize the participation of MBEs and WBEs in this contract. To communicate the Authority’s strong desire for significant MBE/WBE participation in this contract, the Authority has set a voluntary MBE/WBE participation percentage of 25%. This percentage is derived from the types of contract opportunities arising from the work to be performed, and the

availability of appropriate firms that have been certified by the Authority or by other agencies as firms that are at least 51% owned and controlled by minorities or women.

The voluntary goal may be satisfied by LDBE team members that also possess MBE or WBE certification with the Authority, or provide indication that the LDBE firm has a pending MBE or WBE certification application.

10. QUALIFICATION SUBMITTAL REQUIREMENTS

Individuals, firms or teams that meet the requirements above are invited to submit an ORIGINAL (identify on the outside front cover) and six copies (7 complete sets) of the following:

- (1) A one page cover letter on company letterhead.
- (2) Standard Form 330 with no more than ten (8-1/2" 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. (Reference: Appendix A – Additional Instructions for Standard Form 330)
- (3) List the qualifications, experience, and capacity of key individual, firm or team for this project and indicate previous projects that best demonstrate recent (within last 5 years) experience. Experience as requested in the areas listed in Section 5 of the RFQI must be demonstrated. Capacity should demonstrate a capability for immediate start-up of work, including a listing of current workload.
- (4) Detail the recent (within last 5 years) specialized qualifications and experience of key personnel in the full range of capabilities listed in Section 5 above at medium and large airports in the United States and throughout the world, describing the systems in place prior to and after services were rendered.
- (5) List a current point of contact for each of the recent (within last 5 years) projects on which the individual, firm or team and key personnel have worked.
- (6) Statement of commitment to meeting the 25% LDBE participation requirement.
- (7) Identification of the proposed LDBE firm(s) and their tasks.
- (8) Documentation of LDBE certification (e.g. letter from the Equal Opportunity Programs Office or current certification number).
- (9) LDBE certification application or indication that the firm has a pending LDBE certification application, for each proposed LDBE (waiver of this requirement shall be considered only under extreme extenuating circumstances).

Submissions will be reviewed and a list of the most qualified created. Those entities may be orally interviewed or requested to provide supplemental information at the sole discretion of the Authority.

Send the qualifications submittals to:

Mr. Richard D. Myrah
Metropolitan Washington Airports Authority
Procurement and Contracts Department, MA-440
1 Aviation Circle, Suite 154
Washington, DC 20001-6000

The due date and time for submittals is **April 7, 2011** at 1:00 p.m. local time. Please identify the package with an exterior label stating "**RFQI No. 1-11-C077 Qualifications: On-Call Consultant for Planning and Programming Services.**"

All questions concerning this solicitation must be submitted by 3:00 PM, March 25, 2011 via the Authority's website at: <http://www.mwaa.com/3691.htm>

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 3 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 (in addition to the 10 page limit specified in paragraph V. B.), 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 3 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 3 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.