STATEMENT OF WORK
RFQI 1-14-C113

Special Systems A/E Study, Design and Construction Phase Services Task Order Contract

AT

Washington Dulles International Airport

&

Ronald Reagan Washington National Airport

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
OFFICE OF ENGINEERING

AUGUST, 2014
1.0 PURPOSE

The purpose of this Statement of Work (SOW) is to provide the requirements for Special (Electronic) Systems Engineer (A/E) Services for the Metropolitan Washington Airports Authority (Airports Authority) in connection with design and construction for the Capital Construction Program (CCP) and Capital, Operating and Maintenance Investment Program (COMIP) at Ronald Reagan Washington National and Washington Dulles International Airports. A/E Services will be provided in response to specific and individual task assignments in accordance with the terms and conditions of the contract.

2.0 GENERAL REQUIREMENTS

The A/E shall furnish all plant, labor (including all required professional disciplines), materials, equipment, and perform all operations in connection with the following categories of A/E services:

- **Category 1**: Site Investigations and Analyses, Special Systems Planning and Engineering Studies, and Special System Surveys
- **Category 2**: Conceptual, Preliminary and Final Designs
- **Category 3**: Construction Management and/or Support


All work shall be in accordance with each task assignment and the applicable portions of this SOW. When required, the A/E shall prepare and provide, as part of these categories of services, all documents such as drawings, specifications, construction cost estimates, reports, logs, measurements, models, lab analyses, material samples, calculations, etc.

2.1 CATEGORY 1: SITE INVESTIGATIONS AND ANALYSES, SPECIAL SYSTEMS PLANNING AND ENGINEERING STUDIES, AND SPECIAL SYSTEMS SURVEYS

- Category I services shall include but not be limited to:
  - Special systems surveys, assessments and evaluations
  - Special system feasibility studies
• Special system PowerPoint presentations
• Special systems investigative reports/studies
• Special system investigation of existing facilities

2.2 CATEGORY 2: CONCEPTUAL, PRELIMINARY AND FINAL DESIGN ANALYSIS

Category 2 services shall include but not be limited to:

• Special Systems engineering design
• Special system concept drawings
• Production of Contract Documents in compliance with the Virginia Uniform Statewide Building Code and the Metropolitan Washington Airports Design Manual
• Computer Aided Design/Drafting
• Preparation of Independent Cost Estimates
• Special system life cycle analysis
• Special system PowerPoint presentations
• Special system construction schedules and phasing plans
• Support during procurement

2.3 CATEGORY 3: CONSTRUCTION MANAGEMENT AND/OR SUPPORT

Category 3 services shall include but not be limited to:

• Materials, equipment and systems testing
• Construction management
• Consultation on construction
• Attendance at progress meeting
• General construction inspection
• Resident Engineer services
• Full-time and/or part-time field representation on the project site
• Analysis of contractor construction documents for compliance with the Virginia Uniform Statewide Building Code
- Analysis of contractor submittals; e.g., schedules, shop drawings, manufacturer's data, samples, etc.
- Special System engineering design analyses, including the modifications of existing drawings and specifications, and the preparation of supplemental drawings and specifications for resolution of Contractor Requests for Information (RFI)
- Preparation of change orders, review of contractor's quantities, and/or cost of labor and materials
- Preparation of Independent Cost Estimates
- Proposal and Change Order analyses
- Change Order negotiations
- Review and certification of the contractor’s application for payments or any work associated with the progress of construction
- Preparation of “Record” documents
- Construction Closeout and Turnover Assistance

### 3.0 PERFORMANCE

Unless otherwise specified by the Task Order SOW all work shall be performed in accordance with the latest edition of the Airports Authority Design Manual. The Design Manual shall give the guidance for the preparation of all documents specified in the Statement of Work to be provided as part of any Task Order assigned. Further, the Design Manual shall govern the quality control of the work. The A/E will be fully responsible for ensuring that the application of Design Manual procedures and criteria are followed and incorporated into all assigned Task Orders. The Design Manual is available on the Airports Authority's website at mwaa.com.

### 4.0 TASK COMPLETION DATES AND SCHEDULES

Each task assignment will specify a completion time. A schedule describing the time, events and personnel may be required and, if so, will reflect Airports Authority review periods and will be subject to Airports Authority acceptance.

### 5.0 AUTHORITY REVIEWS, ACCEPTANCES AND REJECTIONS

Each task assigned shall be subject to Airports Authority review and shall be in the depth deemed necessary by the Airports Authority. Reviews may be on site, at the A/E’s offices or at Airports Authority offices. The A/E shall be notified in writing of the results of Authority reviews. Results will be classified as accepted, accepted with comments, rejected, or rejected with comments. The A/E will respond in writing to any rejected work stating corrective actions taken and the impact on the task completion date. If it is indicated that the task completion date will not be met, appropriate corrective action will be taken in accordance with the applicable provisions of the contract. The A/E will also respond in writing to the Airports Authority regarding the resolution of comments.
6.0 **A/E ACCESS REQUIREMENTS**

Upon award of the contract, the A/E shall obtain and maintain necessary security clearance badges, vehicular inspections and licenses to allow immediate, unescorted access by key employees to the airfield operations areas of both airports. The A/E shall develop a familiarity with requirements and procedures to gain clearance to work in restricted areas, arrange for taxiway/runway shutdowns and special requirements for conducting work, including construction work, in and around the airports.

7.0 **SPECIALIZED REFERENCES**

Upon contract award, the A/E shall obtain and maintain access to, and familiarity with, current reference materials necessary to execute the work. References include but are not limited to FAA Advisory Circulars, Federal Aviation Regulations, and Airport Orders and Instructions.

8.0 **TASK MANAGEMENT**

The A/E shall report and correspond with the Contracting Officer’s Technical Representative (COTR) named on the task order for all task order technical and progress issues. Meeting minutes and reports for each task order are to be prepared and submitted by the A/E monthly as a minimum.