



**INFORMATION PAPER FOR THE
BUSINESS ADMINISTRATION COMMITTEE**

QUARTERLY ACQUISITION REPORT

DECEMBER 2012



Background

The Department of Transportation's Office of the Inspector General issued a report dated November 1, 2012 related to the Airports Authority

Among the recommendations included in the report was that a Quarterly Acquisition Report be provided to the Board of Directors and to the Department of Transportation (DOT) for informational purposes

Background (Cont'd)

It was recommended that the Quarterly Acquisition Report include:

1. A forecast of upcoming solicitations;
2. Disclosure of all contracts issued by the Airports Authority in the past quarter; and
3. Reporting of all Airports Authority employees with contracting officer approval under delegated authority



First Quarterly Acquisition Report

- This initial Quarterly Acquisition Report is limited to the forecasted solicitations for the first quarter of 2013
- Future Quarterly Acquisition reports will include all three recommended reporting requirements
- Consistent with the timing of other quarterly reports, Quarterly Acquisition reports will be provided to the Committee two months following each quarter's end
 - The solicitation forecast will be for the next immediate quarter
 - The report of contracts issued will be for the immediately preceding quarter
 - As a matter of practicality, all reports will be limited to \$50,000 and above

Solicitation Forecast for the First Quarter 2013

- In the first quarter of 2013 there are 68 forecast solicitations greater than \$50,000 (Detailed list is included in Committee materials)
- In the first quarter of 2013 there are 6 Solicitations that may exceed \$3M and potentially require Board Approval after the procurement process has been completed
- In the first quarter of 2013, Staff has identified no solicitations less than \$3M that impact the traveling public
- In February 2013, Staff will provide a complete Quarterly Acquisition Report

**INFORMATION PAPER FOR THE
BUSINESS ADMINISTRATION COMMITTEE**

QUARTERLY ACQUISITION REPORT

DECEMBER 2012

PURPOSE

This is the first Quarterly Acquisition Report to the Business Administration Committee.

BACKGROUND

The Department of Transportation's Office of the Inspector General completed its audit on the Airports Authority and issued a report dated November 1, 2012. Among the recommendations included in the report was that a Quarterly Acquisition Report be provided to the Board of Directors and to the Department of Transportation (DOT). The first full Quarterly Acquisition Report will be provided to the Board of Directors and DOT in February 2013, and will include:

1. A forecast of upcoming solicitations above \$50,000 for the prospective quarter.
2. All contracts and modifications above \$50,000 issued by the Airports Authority in the past quarter.
3. All Airports Authority employees with contracting officer approval under delegated authority.

To initiate this quarterly reporting cycle, staff is presenting only the forecast of all solicitations above \$50,000 for the prospective quarter (Attachment 1). The Quarterly Acquisition Report to be presented in February 2013 will include all information recommended. Additionally, in the first quarter of 2013, staff has identified no solicitations less than \$3 million that impact the traveling public.

CONCLUSION

The First Quarterly Acquisition Forecast is a valuable tool in procurement resource planning, and can be used to identify upcoming procurements which may require further Committee and Board action.

Attachment 1: Forecast of all acquisitions above \$50,000 for the First Quarter 2013

Prepared by
Office of Finance
Procurement and Contracts Department
December 2012

**SOLICITATION FORECAST FOR FIRST QUARTER 2013
GREATER THAN \$50,000**

	REQUESTING OFFICE	PROJECT TITLE	DESCRIPTION (15-30 WORDS)	ESTIMATED VALUE	DESIRED ADVERTISEMENT / SOLICITATION ISSUE DATE
1	Board of Directors	Document management services	The contractor shall design, create and validate a document management system for the Board of Directors.	\$150,000 - \$200,000	Jan-13
2	Executive Office	None			
3	Communications	Website Redesign, COB	The Contractor will redesign and host the Authority's Website.	\$150,000 - \$200,000 (base services)	Jan-13
4	Communications	Market Research Passenger Survey	To prepare, conduct and analyze passenger satisfaction with DCA and IAD	\$100,000 - \$125,000	Feb-13
5	Finance	Investment portfolio bond trading and pricing system	Provide for electronic pricing and trading of securities for MWAA's \$1.5 to \$2.0 billion portfolio.	\$50,000 - \$75,000 annually	Jan-13
6	Finance	Procurement Workforce Study	Procurement workforce study will assist in developing program for optimum staffing for Authority-wide procurement	\$50,000 - \$100,000	Feb-13
7	Engineering	Task Order: Non-professional Environmental Services	Multiyear task order contract for on call support for environmental sampling and monitoring support	\$200,000 - \$300,000 annually	Jan-13
8	Engineering	A/E Services: Terminal A Redevelopment	Multi-year comprehensive A/E Services for the redevelopment of Terminal A at DCA. Services to envisioned include design of for baggage handling systems, terminal redevelopment and additions and future terminal/gate facilities. Initial funding to address preliminary engineering with multiple task assignments in future years.	\$1,000,000-\$2,000,000 in FY2013 with subsequent funding TBD.	Mar-13
9	Engineering	A/E Services: Campus Utility Distribution and Central Plan Improvements	Multi-year comprehensive design services for central plant facilities and primary utility distribution/service. Initial funding to address assessment/review of existing facilities and for preliminary engineering and programming for future improvements.	\$2,000,000-\$3,000,000 in FY2013 with subsequent funding TBD	Mar-13
10	Engineering	Task Order: A/E Services-Design Support	Multi-year task order contract for on-call support. Envisioned services include policy review/development, independent cost estimating, independent code/design reviews and investigations.	\$200,000 - \$250,000 initial funding in FY2013 with additional funding based upon task assignment	Mar-13
11	Engineering	Task Order: A/E Environmental/Building Code Review and Compliance	Multi-year task order contractor for on-call support. Envisioned services include on call environmental review/inspection support and building code plan reviews, inspection and materials testing support.	TBD based upon individual task/project requirements	Jan-13
12	Engineering	Construction: Terminal B/C Generator Controls Upgrade	Provides for new electrical controls for Terminal B/C to include existing mechanical relay controls for emergency and required standby power.	\$500,000-\$700,000 estimated bid range.	Feb-13
13	Engineering	Construction: Maintenance Equipment Storage Building (IAD)	Construct a pre-engineered structure to house snow removal equipment and supplies.	\$5,000,000-\$7,000,000 estimated bid range	Jan-13
14	Engineering	A/E Services: Police Range and Training Facility (IAD)	A/E design and construction phase services for the development of the initial phases of Authority Police firing ranges and training facility	\$1,000,000-\$2,500,000	Mar-13
15	Engineering	A/E Services: Dulles Toll Road Task Order Design	Multi-year task order design contract services for DTR CIP and R&R projects. Envisioned projects are noise barriers, paving and rehabilitation, toll and signage facilities.	TBD based upon individual task/project requirements	Feb-13
16	Engineering	A/E Services: Program Management Support Services (PMSS)-Aviation Project Support	Provides program management support services to the Aviation capital construction program and, potentially, to selected COMIP construction.	\$6,000,000-\$10,000,000 dependent upon program	Jan-13

**SOLICITATION FORECAST FOR FIRST QUARTER 2013
GREATER THAN \$50,000**

	REQUESTING OFFICE	PROJECT TITLE	DESCRIPTION (15-30 WORDS)	ESTIMATED VALUE	DESIRED ADVERTISEMENT / SOLICITATION ISSUE DATE
17	Engineering	Construction: IAD Historical ATCT Exterior Preservation	Construction. Replacement of the Roof Membrane, replace and/or refurbish exterior metal panels, and concrete restoration on the IAD Historical ATCT.	\$3,000,000 - \$4,500,000	Jan-13
18	Engineering	Construction: IAD Main Terminal Ticket Level MUFIDs Displays	Construction. Manufacture and installation of new IAD Main Terminal Ticket Level MUFIDs Displays.	\$500,000 - \$750,000	Mar-13
19	Engineering	Construction (DB): DCA and IAD Next Generation Public Safety Communications System (P25)	Construction. Migration to the next generation radio communications system from the current 800 MHz radio communications.	\$19,000,000 - \$23,000,000	Mar-13
20	Engineering	Construction: DCA Electrical System Upgrades	Construction. Provide two Electric Diesel Generators in exterior enclosures at different locations, ductbank, cabling, transfer switches, distribution panelboards, etc. Replace three electric transformers of different ratings at different locations, cabling, raceway, connections, demolition, etc. Provide a Electrical Standby Distribution System in the South Hangar Line including 5KV to 480volt transformer, transfer switch, panelboards, raceway, cabling, etc.	\$3,000,000 - \$4,000,000	Jan-13
21	Air Service Planning	None			
22	General Counsel	None			
23	Audit	None			
24	DCA	Passenger Loading Bridge AC drive conversion project	Convert the current DC drive units on 17 Authority owned PLBs to AC drive units.	\$200,000 - \$300,000	Feb-13
25	DCA	South Pump House Renovation at DCA	The Contractor shall furnish all necessary labor, material, tools, equipment, and supervision to renovate the South Pump House at DCA.	\$500,000 - \$600,000	Jan-13
26	DCA	Y-134 welding truck	Replacement vehicle	\$50,000 - \$70,000	Mar-13
27	DCA	Y-540 aerial lift	Replacement vehicle	\$60,000 - \$85,000	Mar-13
28	DCA	Y-506,Y-174,Y-522 Street Sweepers	(3) Replacement vehicles	\$500,000 - \$600,000	Mar-13
29	DCA	Utility Vans	(7) Replacement vehicles	\$200,000 - \$300,000	Feb-13
30	DCA	Dump Truck Y-537	Replacement vehicle	\$60,000 - \$85,000	Mar-13
31	DCA	Uniforms	Supply uniforms for DCA Engineering and Maintenance Department	\$75,000 - \$100,000	Mar-13
32	DCA	Replace CTX	Replace terminal B/C loading dock CTX inspection machines	\$150,000 - \$200,000	Mar-13
33	DCA	Replace HID lamps with LED lamps, Terminal B/C	Replace Terminal B/C HID lamps with LED lamps; eliminate the restrike UPS's.	\$75,000 - \$100,000	Feb-13
34	DCA	Eastern Vault Upgrade	Replace switchgear	\$150,000 - \$200,000	Mar-13
35	DCA	Sweeper replacement (2)	Replacement of 2 garage/lot sweepers	\$75,000 - \$100,000	Jan-13
36	DCA	Utility vehicles (2)	Purchase of 2 utility vehicles for overnight inventory collection in new parking revenue control system	\$40,000 - \$50,000	Jan-13
37	IAD	Child Play Areas	Three play areas (Main Terminal, Concourses A and B, Concourses C and D).	\$75,000 - \$100,000	Mar-13
38	IAD	Virtual Assistant	Two virtual assistants.	\$50,000 - \$60,000	Mar-13
39	IAD	Airport ICE Upgrade	New program to allow fingerprints to be developed and sent to clearing house for new applicant background checks	\$50,000 - \$75,000	Mar-13
40	IAD	Pest Control Services, Dulles Airport	The Contractor shall furnish all necessary labor, material, tools, equipment, and supervision to provide pest control services at Dulles Airport.	\$50,000 - \$75,000 annually	Feb-13

**SOLICITATION FORECAST FOR FIRST QUARTER 2013
GREATER THAN \$50,000**

	REQUESTING OFFICE	PROJECT TITLE	DESCRIPTION (15-30 WORDS)	ESTIMATED VALUE	DESIRED ADVERTISEMENT / SOLICITATION ISSUE DATE
41	IAD	Airfield Pavement Maintenance	The Contractor shall furnish all necessary labor, material, tools, equipment, and supervision to provide on-call airfield pavement repair and preventive maintenance for 2013	\$2,000,000 - \$3,500,000 annually	Feb-13
42	IAD	Landside Pavement Maintenance	The Contractor shall furnish all necessary labor, material, tools, equipment, and supervision to provide on-call landside pavement repair and preventive maintenance for 2013	\$1,000,000 - \$2,000,000 annually	Mar-13
43	IAD	Airfield and Roadway Traffic Paint	Contractor will provide specialty paints for use on both airfields and roadways at Washington Dulles International Airport.	\$75,000 - \$100,000 annually	Feb-13
44	IAD	Crushed Stone	The Contractor shall furnish and deliver crushed stone products to be used for various projects around the airport.	\$40,000 - \$50,000 annually	Jan-13
45	IAD	Passenger Boarding Bridge Maintenance Recovery Program and Consultations	Contractor to provide quarterly maintenance inspections and consultations and to develop specifications and consultation as required.	\$40,000 - \$50,000 annually	Feb-13
46	IAD	Bulk Lubricants	Contractor to provide bulk automotive lubricant deliveries to the Equipment Maintenance shops at Washington Dulles International Airport such as motor oils and hydraulic fluids.	\$100,000 - \$125,000 annually	Feb-13
47	IAD	AVI Maintenance	On call maintenance services	\$75,000 - \$100,000 annually	Feb-13
48	IAD	Taxi Re-solicitation	Taxi cab re-solicitation to provide service at Dulles International	\$15,000,000 - \$18,000,000 total for 5-year contract	Feb-13
49	IAD	Rental Car Solicitation	Solicitation for seven rental car companies at IAD	\$750,000 MAG or 10%	Jan-13
50	IAD	Shuttle Buses (Employee and Public)	Shuttle bus purchase.	\$3,000,000 - \$3,300,000	Feb-13
51	IAD	Parking Operation Safe Replacement	Purchase and install safes for parking operation	\$50,000 - \$60,000	Jan-13
52	IAD	Maintenance and Support for the Toll Collection System	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide comprehensive maintenance and support service for the toll collection system at the DTR.	\$250,000 - \$300,000 annually	Jan-12
53	IAD	On-Call Landside Pavement Marking Services for DTR	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide comprehensive on-call landside pavement marking service for DTR.	\$50,000 - \$75,000 annually	Jan-13
54	IAD	On-Call Vactor Services for DTR	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide comprehensive on-call vactor services for DTR.	\$50,000 - \$60,000 annually	Mar/April-13
55	IAD	Ice and Snow Removal Services for DTR	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide comprehensive ice and snow removal services for DTR.	\$750,000 - \$850,000 annually	Mar/April-13
56	IAD	Purchase of 2 Compact/Mid-sized SUVs	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide 2 SUVs to the DTR \$30,000.00 each	\$50,000 - \$60,000	Jan/Feb-13
57	IAD	Purchase of 2 SSP vehicles	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide 2 SSP vehicles to the DTR \$50,000.00 each	\$75,000 - \$100,000	Jan/Feb-13
58	IAD	Purchase of 1 Sprinter Cargo Van (Vault Van)	The Contractor shall furnish all necessary labor, materials, tools, equipment, and supervision to provide 1 Sprinter Cargo Van (Vault Van) to the DTR \$50,000.00 each	\$40,000 - \$50,000	Jan/Feb-13
59	Public Safety	Replacement of ARFF (Airport Rescue and Fire Fighting) Unit	The Contractor will supply the vehicle based on the specifications provided by Airports Authority FRD.	\$1,000,000 - \$1,100,000	Feb-13
60	Public Safety	Replacement of Medic Unit	The Contractor will supply the vehicle based on the specifications provided by Airports Authority FRD.	\$250,000 - \$300,000	Mar-13
61	Public Safety	Replacement of 5 (five) police vehicles	The Contractor will supply the vehicle based on the specifications provided by Airports Authority PD.	\$140,000 - \$160,000	Mar-13

**SOLICITATION FORECAST FOR FIRST QUARTER 2013
GREATER THAN \$50,000**

REQUESTING OFFICE	PROJECT TITLE	DESCRIPTION (15-30 WORDS)	ESTIMATED VALUE	DESIRED ADVERTISEMENT / SOLICITATION ISSUE DATE
62	Business Admin.	OCWIP Safety Consultants	To provide Safety and Loss Control for the Authority's construction insurance program	\$400,000 - \$500,000 Mar-13
63	Human Resources	Occupational Medical Consulting Services	Occupational medicine consultant service providing guidance to Occupational Medical Services Contract COTR regarding MWAA's pre-placement, periodic, fitness-for-duty, drug/alcohol testing, OSHA- and DOT-required medical examinations for approximately 800 employees. Services provided include research, communication of recommendations and administrative support.	\$15,000 - \$20,000 annually Feb-13
64	Human Resources	Staffing Resource Services	The contractor shall provide access to its database and advertising of open positions on its website for staffing recruitment	\$45,000 - \$50,000 annually Jan-13
65	Human Resources	Polygraph Services	The contractor shall provide polygraph services as apart of employment screening process	\$40,000 - \$50,000 Jan-13
65	IT & Telecomm.	Replace EOL Servers	Replace at least 50 to 60 EOL servers through MWAA	\$400,000 - \$500,000 Mar-13
66	IT & Telecomm.	Change Management Implementation	COMIP Project to implement change management utilizing the Service Now system.	\$50,000 - \$75,000 Feb-13
67	IT & Telecomm.	Cisco Smartnet (Support) Annual Renewal	Provide for ongoing support for Authority network devices	\$250,000 - \$300,000 annually Feb-13
68	IT & Telecomm.	Radio Local Area Network (RLAN) Replacement Switches	Procure End-Of-Life switches supporting the radio system network	\$150,000 - \$200,000 Jan-13
69	IT & Telecomm.	Installation and Maintenance Support Services for Special Equipment and Radio Systems	Contractor shall provide skilled labor, administrative support and supervision to perform equipment installation/removal and preventative maintenance/remediation of public safety vehicle emergency equipment and communications equipment.	\$40,000 - \$50,000 Feb-13
70	IT & Telecomm.	Radio Engineering Consulting and Support Services	Contractor shall provide expert 'on call' Radio Frequency Engineering, FCC Licensing/Frequency Coordination and other technical services in support of Change/Growth Management.	\$75,000 - \$100,000 Jan-13
71	IT & Telecomm.	Penetration Tests of several MWAA systems	Best practices in cyber security programs include hiring an outside organization to attempt to breach systems. This may be accomplished through hacking, social engineering, phishing, etc., Based on the results, the hiring organization has a better awareness on vulnerabilities and areas that need to be addressed whether it's users, hardware and/or software.	\$50,000 - \$60,000 Jan-13