



**METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY**



REPORT TO THE STRATEGIC DEVELOPMENT COMMITTEE

PRE-SOLICITATION TERMS FOR AN ARCHITECTURAL/ENGINEERING/PLANNING CONSULTANT FOR AIRPORT PLANNING SERVICES FOR THE METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

MAY 2017



PURPOSE

Request the Strategic Development Committee's concurrence in the issuance of a Request for Qualifications Information (RFQI) for an Architect/Engineering/Planning firm to provide airport planning services for the Metropolitan Washington Airports Authority (Airports Authority).



BACKGROUND

- Contract provides consultant support for the Planning Department's planning tasks to support the Airports Authority including
 - National Environmental Protection Agency (NEPA) Approvals
 - Critical airspace analyses and assessments as related to on and off-airport development
 - Airport Layout Plan maintenance and updates
 - Land use and noise compatibility planning
 - Airfield analyses and simulation
 - Aviation activity forecasting
 - Terminal and concourse capacity planning including expansion and/or reconfiguration
 - Gate planning, conversion, and reconfiguration
 - Facility planning for airport support buildings
 - Vehicular roadway analyses and planning
 - Parking facility analyses
 - Cost-benefit analyses
 - Energy conservation, recycling, and environmental stewardship studies



BACKGROUND

- This a multi-year task contract with a three-year base period and possible one two-year option period
- Contract ceiling is estimated not-to-exceed \$12.5 million
- The contract will require 25 percent Local Disadvantaged Business Enterprise (LDBE) participation



EVALUATION CRITERIA & SELECTION

- The evaluation criteria for selection are:
 - Key Personnel
 - Experience and Qualifications
 - Company Past Performance
- Proposals will be evaluated by a Technical Evaluation Committee (TEC)
- TEC submits a recommendation to the Contracting Officer (CO) upon selection of the highest-rated firm
- CO will commence and conduct contract negotiations



CONTRACT NEGOTIATIONS

- Negotiations with the highest-rated firm will be conducted based on standard industry rates and the project scope of work
- If negotiations with the highest-rated firm are unsuccessful, a proposal will be requested from the next highest-ranking firm
- Upon successful completion of negotiations, a recommendation to award a contract will be made as required by the Contracting Manual
- This contract will be presented to this Committee and the Board for approval prior to award



RECOMMENDATION

Request the Strategic Development Committee's concurrence in the issuance of a Request for Qualifications Information (RFQI) for an Architect/Engineering/Planning firm to provide airport planning services for the Metropolitan Washington Airports Authority. The cost is not-to-exceed \$12.5 million.



METROPOLITAN
WASHINGTON
AIRPORTS AUTHORITY

MWAA.COM



@Reagan_Airport

@Dulles_Airport

@Dulles_Toll_Road



reaganairport

FlyDulles

dullestollroad



REPORT TO THE STRATEGIC DEVELOPMENT COMMITTEE

**PRE-SOLICITATION TERMS FOR AN
ARCHITECTURAL/ENGINEERING/PLANNING CONSULTANT FOR
PLANNING PROFESSIONAL SERVICES
FOR THE METROPOLITAN WASHINGTON AIRPORTS AUTHORITY**

MAY 2017

ACTION REQUESTED:

Staff requests that the Strategic Development Committee concur with the issuance of a qualifications-based competitive solicitation for an Architectural/Engineering/Planning (A/E/P) firm to provide airport planning professional consulting services for the Metropolitan Washington Airports Authority (Airports Authority). A Request for Qualifications Information (RFQI) will be used to solicit responses from interested firms.

BACKGROUND:

The Airports Authority contracts for consultant support for the Office of Engineering-Planning Department's work plan regarding airport planning services. These services support all types of planning activities for the Airports Authority.

This contract is structured as a task order support services contract, which allows the Airports Authority to quickly respond to emerging issues and to address interim and long-term development needs. The base term of the contract will be for three years with one two-year option exercisable at the Airports Authority's sole discretion. The current contract is now in its final option year, with a completion date of November 30, 2017.

The proposed contract ceiling for these A/E/P services is estimated at \$12.5 million over a potential five-year contract term. The Department of Supplier Diversity has reviewed the solicitation and established a 25 percent Local Disadvantaged Business Enterprise participation requirement.

Typical airport planning activities and tasks envisioned for this contract include, but are not limited to:

- National Environmental Protection Agency (NEPA) Approvals,
- Critical airspace analyses and assessments as related to on and off-airport development,
- Airport Layout Plan maintenance and updates,
- Obstruction analyses,
- Land use and noise compatibility planning,
- Airfield analyses and simulation including taxiway geometry configurations,
- Aviation activity forecasting,

- Deicing facility planning and improvements,
- Comprehensive baggage conveyance system study and simulation,
- Terminal and concourse capacity planning including expansion and/or reconfiguration,
- Gate planning, conversion, and reconfiguration,
- Facility planning for airport support buildings,
- Comprehensive utility planning,
- Vehicular roadway analyses and planning,
- Commercial curb analyses and planning,
- Parking facility analyses,
- Cost-benefit analyses,
- Computer Aided Design (CAD) and Geographic Information System (GIS) support, and
- Energy conservation, recycling, and environmental stewardship studies

The solicitation will use a qualifications-based selection process, in accordance with Section 2.6 of the Contracting Manual which describes the source selection process for design and consultant services. The first step in the process is issuance of an RFQI and interested firms will complete and submit Standard Form 330, Architect-Engineer Qualifications.

Upon receipt of the Standard Form 330 from interested firms, a Technical Evaluation Committee (TEC) will convene to select the firm most qualified to provide these services based upon the following Evaluation Criteria, which are listed in descending order of importance:

1. Key Personnel
2. Experience and Qualifications of the Firm and Proposed Personnel
3. Past Performance of the Firm

The TEC will determine the highest-rated Offeror. After review and approval, the Contracting Officer will request a cost proposal from the highest-rated firm. The Contracting Officer will evaluate the cost proposal based on standard industry rates and the contract scope of work. After successful negotiations, a recommendation to award the contract will be made by the Contracting Officer. As prescribed by the Contracting Manual, if negotiations with the top-ranked firm are unsuccessful, the Contracting Officer, with consent of the Manager, Procurement and Contracts Department, will terminate negotiations with the top-ranked Offeror and request a cost proposal from the next highest-ranked firm.

A recommendation for contract award will be presented to this Committee and to the Board for approval after negotiations have been successfully completed.

RECOMMENDATION:

Staff requests that the Strategic Development Committee concur with the issuance of a qualifications-based competitive solicitation for an Architectural/Engineering/Planning (A/E/P) firm to provide airport planning services for the Metropolitan Washington Airports Authority.

Prepared By:
Office of Engineering
May 2017