



METROPOLITAN  
WASHINGTON  
AIRPORTS AUTHORITY



# Doing Business with the Airports Authority

## DC EXPO FOR SMALL BUSINESSES

Lizbeth Bryan, Manager, Procurement & Contracts

Wande Leintu, DVP, Supplier Diversity

May 18, 2018



# Agenda

- Introduction to MWAA
- Office of Supply Chain Management
- Procurement & Contracting
- Department of Supplier Diversity
- Outreach Activities
- Sources of Information
- Upcoming Opportunities



# Introduction to MWAA

Ronald Reagan Washington National Airport



1986

Washington Dulles International Airport



1987

Dulles Toll Road



2008

Dulles Corridor Metrorail



2014

## MWAA Created

- The Airports Authority was created with consent of U.S. Congress by Acts of D.C. Council and the Virginia General Assembly

## MWAA Operates DCA & IAD

- MWAA assumed operating responsibility for DCA and IAD under a 50-year lease; subsequently extended through 2067
- MWAA could access bond markets to finance capital development at the airports

## Control of DTR

- VDOT transferred operational and financial control of the Dulles Toll Road to MWAA for a term through 2058 to facilitate funding of a 23-mile Metrorail system extension

## Metrorail

- Metrorail Phase 1 opened for passenger service in July 2014
- Phase 2 will extend service to Dulles Airport and Loudoun County

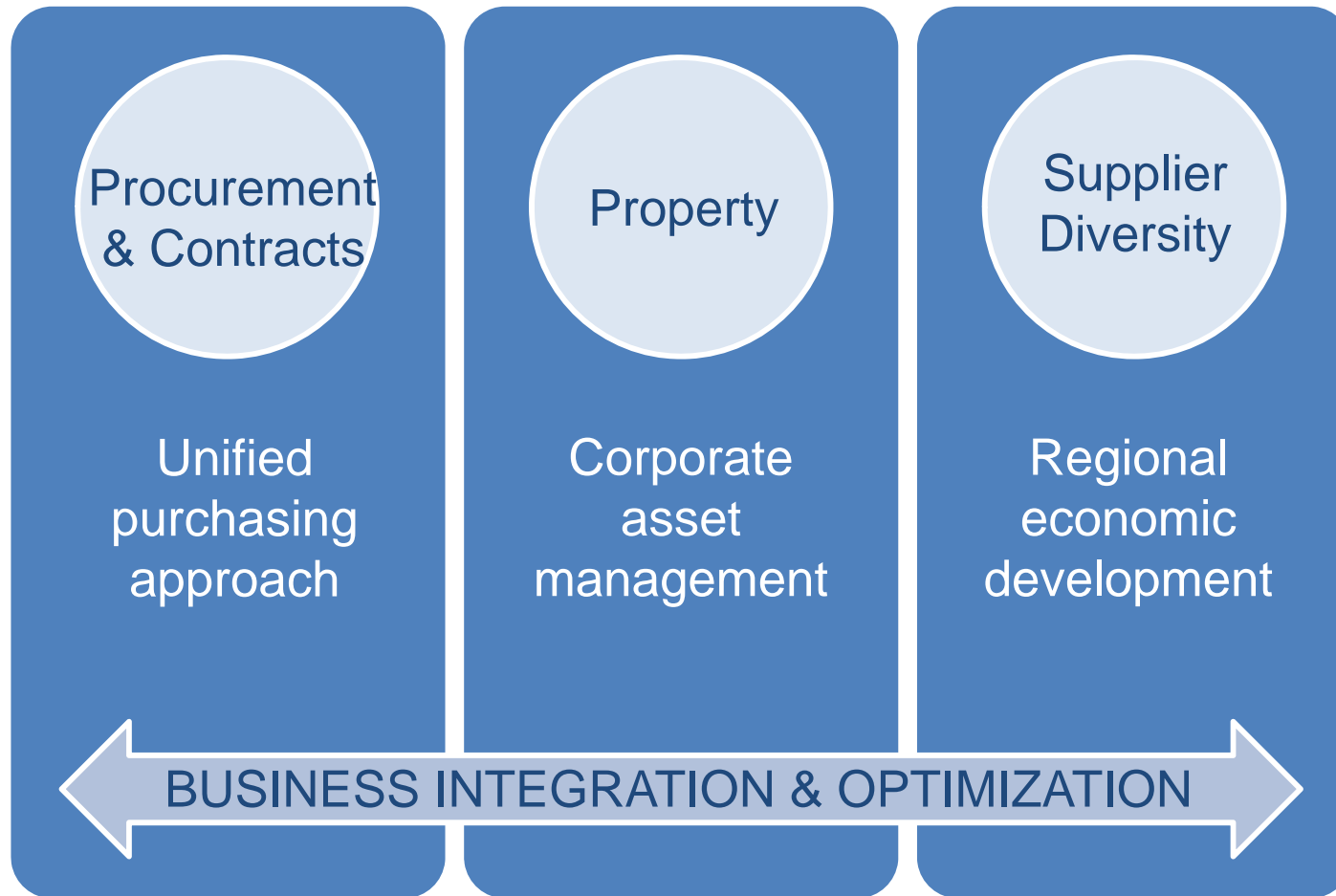


# Airports Authority Procurement Policy

- MWAA is a public body politic and corporate, created by joint legislation between the Commonwealth of Virginia and the District of Columbia
- Metropolitan Washington Airports Act of 1986 authorized the lease of Dulles and Reagan National to MWAA, which states that MWAA:
  - *“shall obtain, to the maximum extent practicable, full and open competition through the use of published competitive procedures”*
- The Board of Directors adopted the Airports Authority Contracting Manual, which sets forth procurement policies and procedures



# Office of Supply Chain Management





# Department Roles & Responsibilities

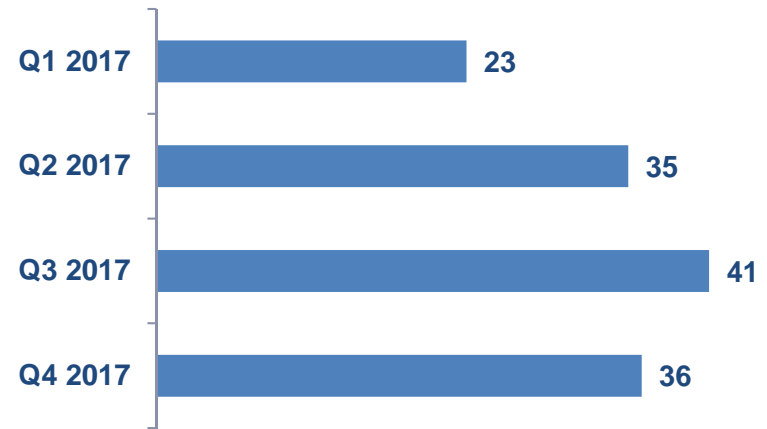
<b>Procurement &amp; Contracts</b>	<b>Supplier Diversity</b>
<ul style="list-style-type: none"><li>• Ensure integrity and fairness in the Authority's contracting processes</li><li>• Oversee solicitations, vendor selection, negotiation, award, contract management, and reporting</li></ul>	<ul style="list-style-type: none"><li>• Ensure maximum utilization of small, local, minority and women-owned businesses in MWAA contracting opportunities</li><li>• Conduct Small Business outreach, certification, pre- and post-award compliance, and report on Small Business participation</li></ul>



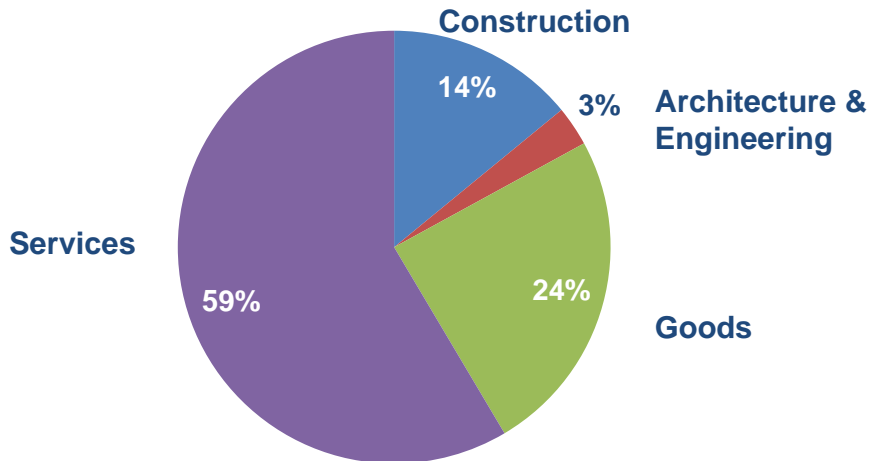
# Procurement Fact Sheet (2017)

- Over 500 active contracts
- Average # of new opportunities each year: 100 – 150

### Contract Awards (#)



### # Awards by Type



### Contract Awards (\$M)





# Types of Contracting Opportunities

Goods & Services	Design & Construction	Simplified Acquisitions (Up to \$150,000)	Concessions
			





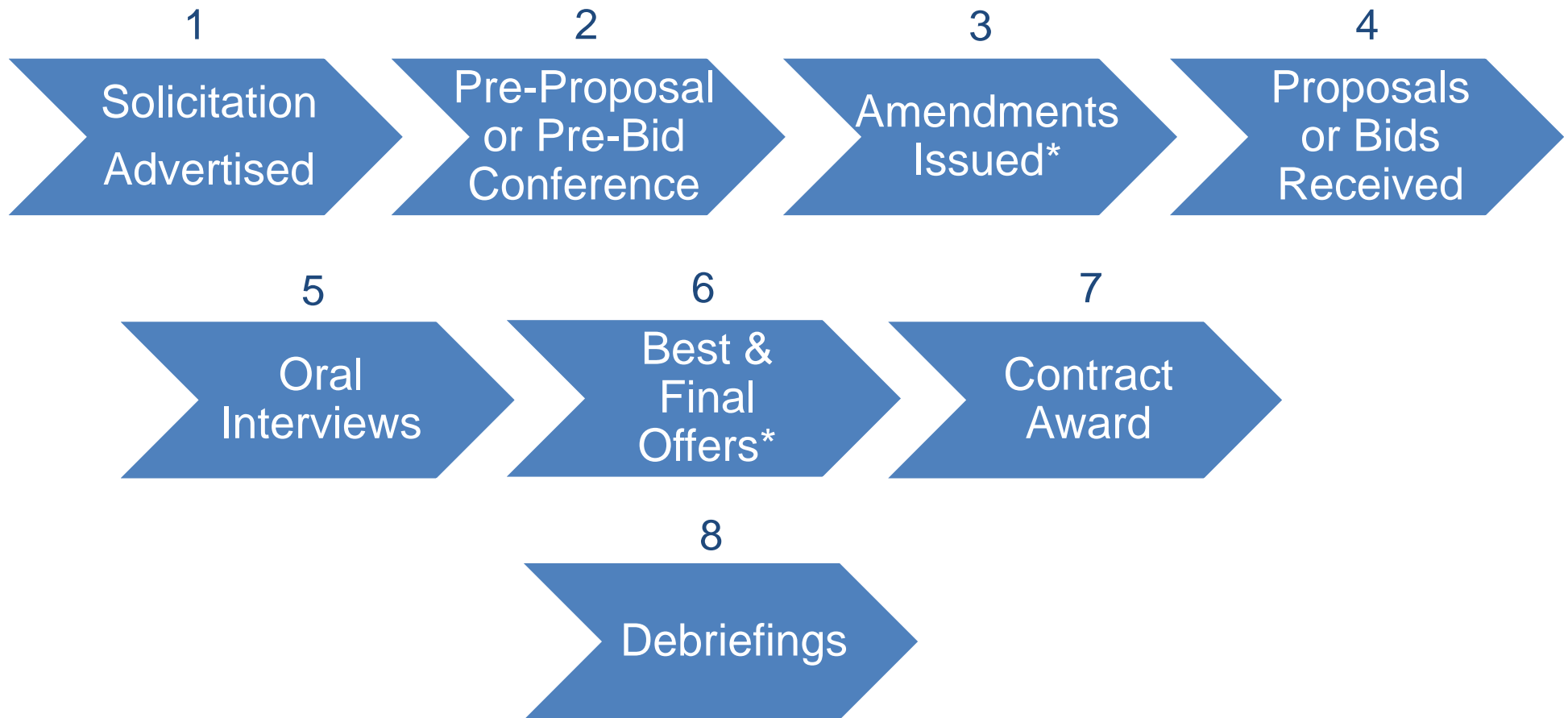
# Solicitation Types

- Invitation for Bid
- Request for Qualifications
- Request for Proposals
- Request for Quotations

The Airports Authority is Committed to  
Providing Full & Open Competition



# Airports Authority's Procurement Process



\* Optional; Depending on Solicitation



# Major Requirements

Successful offerors **must**:

- Obtain appropriate insurance, in accordance with the solicitation
- Obtain bonding for construction and other contracts, as applicable
- Hold a contractor's license in the state of Virginia (required for all construction contracts\*)
- If applicable, receive LDBE certification prior to contract award, or DBE/ACDBE certification prior to proposal submission

\* *Details available at Department of Professional and Occupational Regulation website:*  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



# Keys to an Effective Proposal

- Be Innovative
- Understand the Requirement
- Demonstrate Firm's Capability to Perform
  - Experience
  - Resources
  - Ability to Subcontract
- Provide Current and Relevant References
- Conduct Market Research (Know your Competition)
- Estimate Costs Realistically
- Follow the Submission Requirements & Perform Quality Control



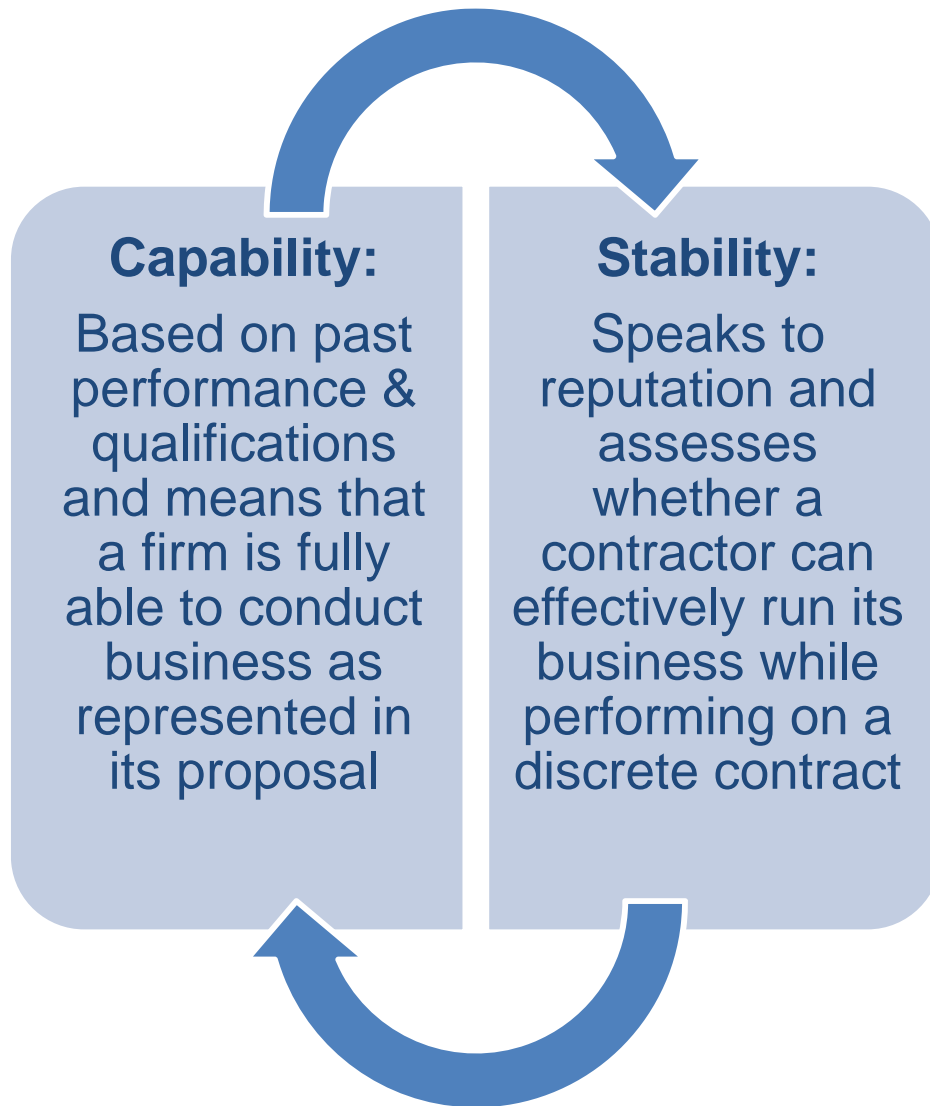


# Successful Performance

- Contract award is the first of many steps to profitable and successful performance
- Know the players and their roles/responsibilities
- Request a post-award conference to:
  - Meet with the project owner and confirm understanding of expectations
  - Establish protocol – for communications, contract requirements, billing, payments, etc.
  - Seek clarification on anything that is important to your ability to successfully perform
- Owner is primarily interested in Capability and Stability



# Capability & Stability



These characteristics manifest as soon as the job gets started, so:

- Have a solid project schedule and budget – and monitor both *closely*
- Have quality and adequate resources to perform the activities – estimates should be taken into consideration not only the cost but manpower, equipment, and materials
- Anticipate and remain adaptable to contract changes and manage budget accordingly – contractor may have to fund the initial work
- Have a solid subcontract plan – and manage those resources to minimize risk



# Department of Supplier Diversity

- Established in 1989 under Board Resolution No. 89-19
- Mission: *Promote and ensure regional economic development through the maximum utilization of small, local, minority and women-owned businesses in MWAA Contracting Opportunities*
- Implement three Small Business Programs:
  - MWAA Local Disadvantaged Business Enterprise (LDBE)
  - Federal Disadvantaged Business (DBE)
  - Airport Concession Disadvantaged Business Enterprise (ACDBE)
- Responsible for strategic outreach, certification, pre- and post- award contract compliance and reporting



# MWAA LDBE Program

- LDBE Program participation requirements apply to non-federally funded contract opportunities:
  - 25% average participation on construction contracts
  - 20% average participation on goods and services contracts
- Certification available to: small businesses located within 100-mile radius of Washington, DC's Zero Mile Marker with an average of 3 years annual gross receipt under US small business size standard
- DSD reviews all solicitations with an estimated value  $\geq$  \$25,000 to assign LDBE participation requirements where:
  - Scope of work provides viable prime or subcontracting opportunities for LDBEs, and
  - LDBE availability provides projected adequate competition

**To maximize chances of success, LDBEs should apply for only the NAICS codes that reflect their true capabilities and work experience**





# Joint Certification Program

- Created in October 2015 between MWAA and DC Department of Small and Local Business Development (DSLBD)
- Allows a firm certified as a DC Certified Business Enterprise to complete a streamlined application to be certified as an MWAA LDDBE
- Information is available on both entities' websites:
  - [www.mwaa.com/supplierdiversity](http://www.mwaa.com/supplierdiversity)
  - <https://dslbd.dc.gov/>



# Federal DBE Program

- Implements the US Department of Transportation's regulations in 49 CFR Part 26
  - Provides Socio-Economically Disadvantaged Business Enterprises a fair opportunity to compete for federally funded contracts
  - 23% for Reagan National Airport
  - 22% Dulles International Airport
- DBE goals are set through a Triennial Goal Setting Process, which considers:
  - Availability of DBE firms that are ready, willing, and able to work
  - Past and estimated future DBE performance on MWAA's federally funded projects
- Airports Authority contracts that typically include DBE goals:
  - Architectural and engineering services (Airside Projects)
  - Construction and construction-related services (Airside Projects)



# Federal ACDBE Program

- Implements the US Department of Transportation's regulations in 49 CFR Part 23
  - Provides Socio-Economically Disadvantaged Business Enterprises a fair opportunity to compete for Airports Concession opportunities
  - 32% for Reagan National Airport
  - 26% Dulles International Airport
- ACDBE goals are set through a Triennial Goal Setting Process, which considers:
  - Availability of ACDBE firms that are ready, willing, and able to work
  - Past and estimated future ACDBE performance on MWAA's Concession opportunities
- Airports Authority contracts that typically include ACDBE goals:
  - Airports Advertising, ATM/Banking Services, Duty Free, Retail/Food and Beverage Operators, Hotel, Public Parking and Rental Cars



# Supplier Diversity Management System

- On-line certification application and renewal
- Real-time monitoring of certification applications in process
- Targeted outreach for contracting opportunities
- Buyer visibility into MWAA-certified firms
- Online contract compliance monitoring

Visit us at [www.mwaa.diversitycompliance.com](http://www.mwaa.diversitycompliance.com)



[OUR MAIN SITE](#)

[CONTACT SUPPORT](#)

# Supplier Diversity Management System

 [Log In](#)

## About the System

Additional information for our users

[Information for Vendors](#)

## Upcoming Events & Conferences

See upcoming events and program related information

[Events and Meetings](#)

## Vendor Certification

Search and/or join our database of certified vendors

[Certification Directory](#)

[Apply for Certification](#)

## System Training

Learn how to fully utilize our system with a live trainer

[See Online Training Times](#)

## Find a ACDBE/DBE Firm

[SBSD ACDBE/DBE Directory](#)



# Outreach Activities

- Partner with organizations interested in promoting MWAA's programs and enhancing connectivity with qualified firms through trade fairs, sponsorships, outreach events, and speaking opportunities
- Provide educational opportunities to the LDBE community
- Participate in business opportunity and matchmaking events to help increase LDBE program awareness and foster relationships among prime and subcontractors
- Communicate opportunities through multiple channels, including the DSD Supplier Diversity Management System, Project eLERT, and [www.mwaa.com](http://www.mwaa.com)



# Upcoming Events

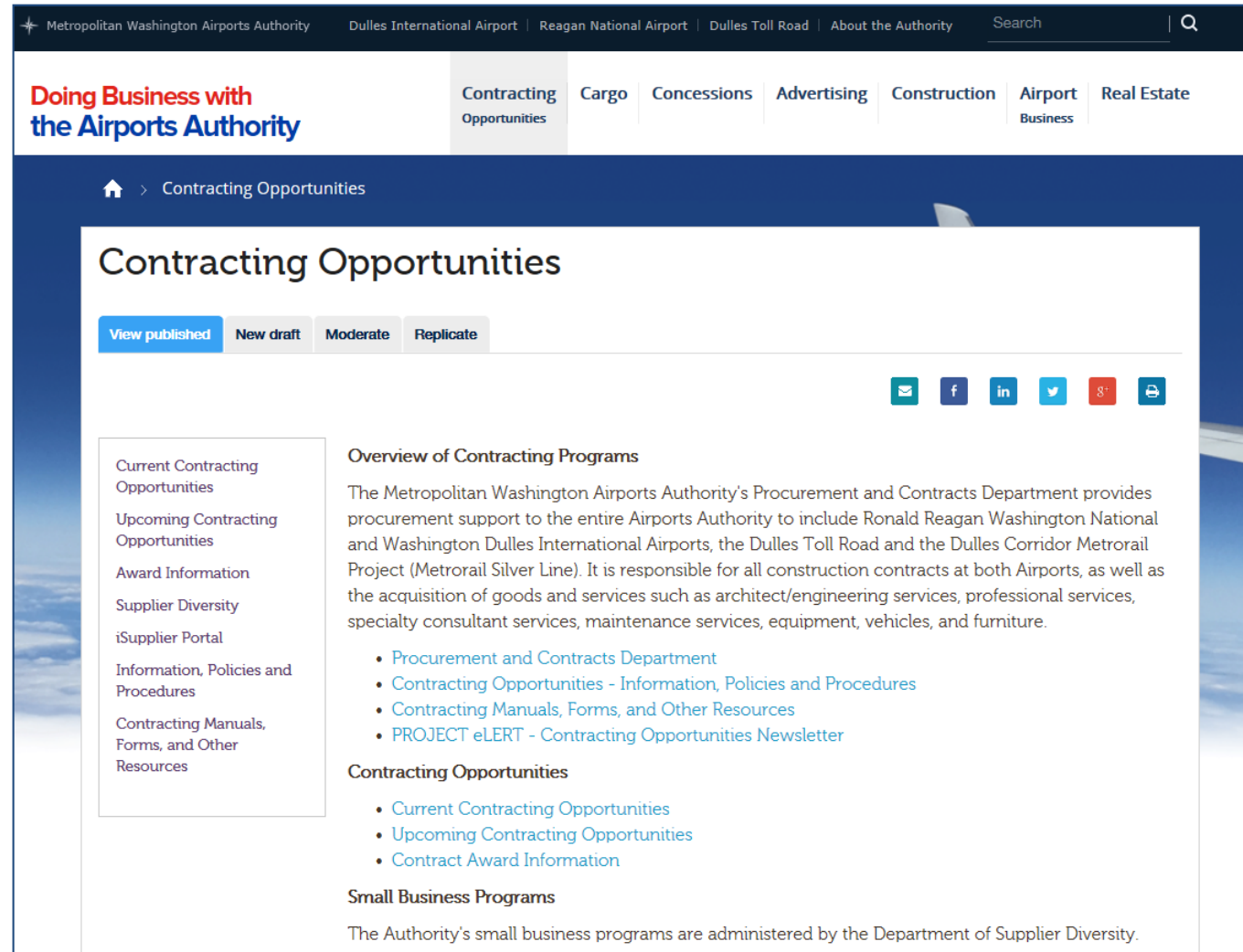


Date	Event	Location
5/29-6/1	USPAAC CelebrAsian Conference	Bethesda, MD
6/6	Doing Business with MWAA/Turner School of Construction Management Graduation Event	DCA
6/7	Annual Congresswoman Eleanor Holmes Norton Small Business Fair	Washington, DC
7/17-19	9th Annual FAA National Civil Rights Training Conference	Washington, DC
7/28-8/1	COMTO 47th National Meeting & Training Conference	Baltimore, MD
8/16	Quarterly LDBE Certification Workshop	DCA
8/21-25	34th Annual Airport Airport Minority Advisory Council Business Diversity Conference	Seattle, WA
October	GWHCC Hispanic Heritage Month Celebration	Washington, DC
11/15	Quarterly LDBE Certification Workshop	DCA
12/14	"How to Do Business With MWAA" Workshop	DCA

# Sources of Procurement Information

## [www.mwaa.com/contracting](http://www.mwaa.com/contracting)

- Overview of Contracting Programs
- Current & Upcoming Contracting Opportunities
- Project eLERT
- Link to Small Business Certification Applications
- Updated Daily



The screenshot displays the 'Contracting Opportunities' page on the Metropolitan Washington Airports Authority website. The page features a navigation bar with links to 'Doing Business with the Airports Authority', 'Contracting Opportunities', 'Cargo', 'Concessions', 'Advertising', 'Construction', 'Airport Business', and 'Real Estate'. Below the navigation bar, the page title 'Contracting Opportunities' is prominently displayed. A sidebar on the left contains a list of links: 'Current Contracting Opportunities', 'Upcoming Contracting Opportunities', 'Award Information', 'Supplier Diversity', 'iSupplier Portal', 'Information, Policies and Procedures', and 'Contracting Manuals, Forms, and Other Resources'. The main content area includes an 'Overview of Contracting Programs' section, which describes the Authority's procurement support for various airports and projects. Below this, there are sections for 'Contracting Opportunities' and 'Small Business Programs', each with a list of links to related resources.

Metropolitan Washington Airports Authority | Dulles International Airport | Reagan National Airport | Dulles Toll Road | About the Authority | Search

Doing Business with the Airports Authority | Contracting Opportunities | Cargo | Concessions | Advertising | Construction | Airport Business | Real Estate

Contracting Opportunities

View published | New draft | Moderate | Replicate

Current Contracting Opportunities

Upcoming Contracting Opportunities

Award Information

Supplier Diversity

iSupplier Portal

Information, Policies and Procedures

Contracting Manuals, Forms, and Other Resources

### Overview of Contracting Programs

The Metropolitan Washington Airports Authority's Procurement and Contracts Department provides procurement support to the entire Airports Authority to include Ronald Reagan Washington National and Washington Dulles International Airports, the Dulles Toll Road and the Dulles Corridor Metrorail Project (Metrorail Silver Line). It is responsible for all construction contracts at both Airports, as well as the acquisition of goods and services such as architect/engineering services, professional services, specialty consultant services, maintenance services, equipment, vehicles, and furniture.

- [Procurement and Contracts Department](#)
- [Contracting Opportunities - Information, Policies and Procedures](#)
- [Contracting Manuals, Forms, and Other Resources](#)
- [PROJECT eLERT - Contracting Opportunities Newsletter](#)

### Contracting Opportunities

- [Current Contracting Opportunities](#)
- [Upcoming Contracting Opportunities](#)
- [Contract Award Information](#)

### Small Business Programs

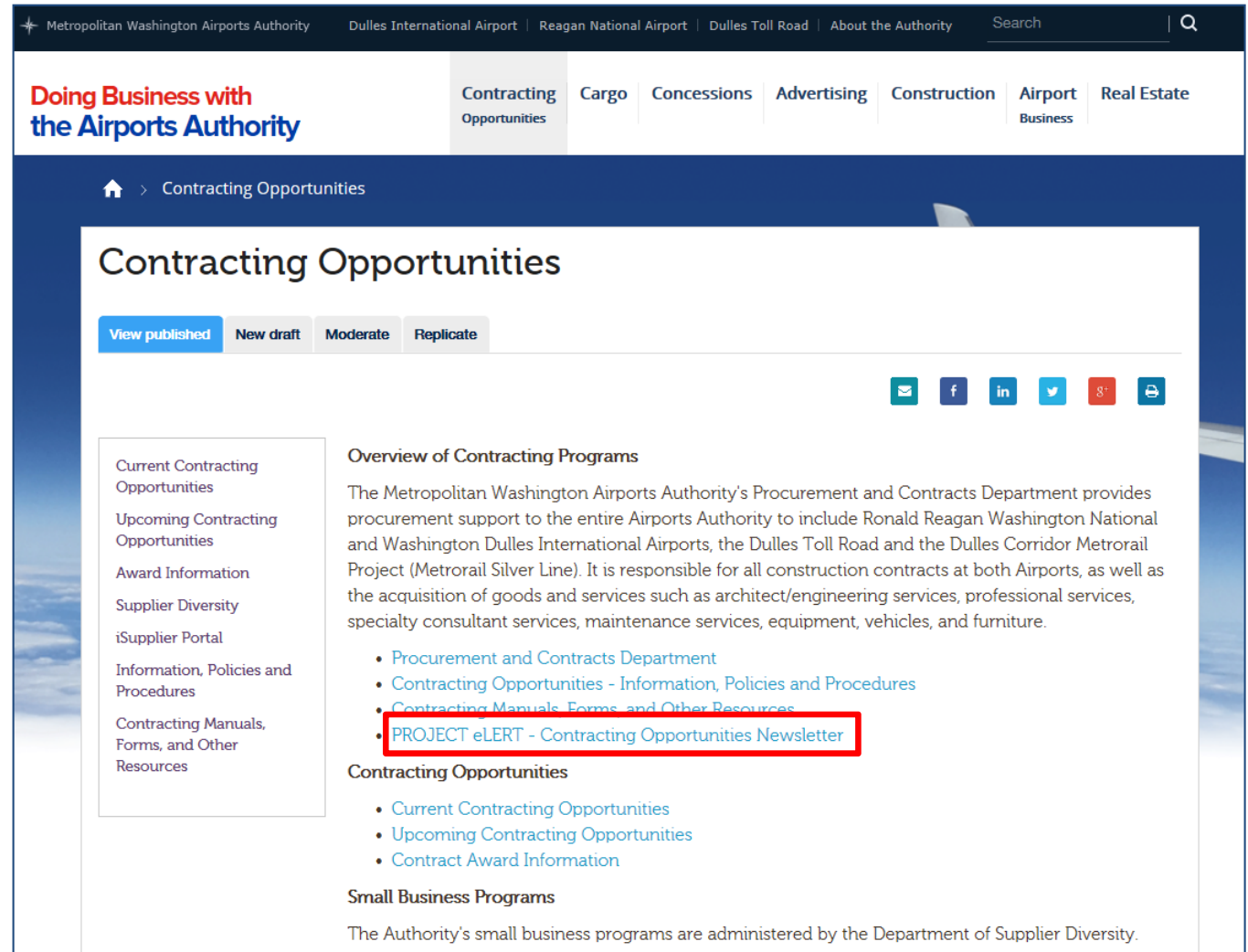
The Authority's small business programs are administered by the Department of Supplier Diversity.



# Project eLERT

[www.mwaa.com/business/project-elert](http://www.mwaa.com/business/project-elert)

- Contracting Opportunities Newsletter
- Register Once and Receive Automatic Updates Electronically



Metropolitan Washington Airports Authority | Dulles International Airport | Reagan National Airport | Dulles Toll Road | About the Authority | Search

Doing Business with the Airports Authority | Contracting Opportunities | Cargo | Concessions | Advertising | Construction | Airport Business | Real Estate

Contracting Opportunities

View published | New draft | Moderate | Replicate

Current Contracting Opportunities

Upcoming Contracting Opportunities

Award Information

Supplier Diversity

iSupplier Portal

Information, Policies and Procedures

Contracting Manuals, Forms, and Other Resources

Overview of Contracting Programs

The Metropolitan Washington Airports Authority's Procurement and Contracts Department provides procurement support to the entire Airports Authority to include Ronald Reagan Washington National and Washington Dulles International Airports, the Dulles Toll Road and the Dulles Corridor Metrorail Project (Metrorail Silver Line). It is responsible for all construction contracts at both Airports, as well as the acquisition of goods and services such as architect/engineering services, professional services, specialty consultant services, maintenance services, equipment, vehicles, and furniture.

- Procurement and Contracts Department
- Contracting Opportunities - Information, Policies and Procedures
- Contracting Manuals, Forms, and Other Resources
- **PROJECT eLERT - Contracting Opportunities Newsletter**

Contracting Opportunities

- Current Contracting Opportunities
- Upcoming Contracting Opportunities
- Contract Award Information

Small Business Programs

The Authority's small business programs are administered by the Department of Supplier Diversity.



# Procurement Planning & Upcoming Opportunities

- MWAA publishes a Quarterly Acquisition Forecast, which:
  - Lists upcoming solicitations greater than \$50,000
  - Facilitates strategic outreach efforts
  - Provides small businesses the opportunity to plan and compete
- Upcoming opportunities are expected to include:
  - Board of Directors Succession Planning Services
  - Coffee & Tea Supplies
  - Mechanical, Electrical, & Plumbing Engineering Services
  - Pavement Repairs
  - Electrical Substation Replacement
  - Utility Body Trucks
  - Sport Utility Vehicles
  - Fast Food Restaurant Concession



# Procurement Forecast

[www.mwaa.com/business/upcoming-contracting-opportunities](http://www.mwaa.com/business/upcoming-contracting-opportunities)

<b>PLANNED PROCUREMENTS: JULY - SEPTEMBER 2018</b>				
	<b>REQUESTING OFFICE</b>	<b>PROJECT TITLE</b>	<b>DESCRIPTION</b>	<b>ESTIMATED VALUE</b>
1	Board of Directors	Board of Directors Succession Planning	The contractor shall provide consulting services to the Board's Executive and Governance Committee on planning for Board member turnover and post-orientation training	\$50,000 - \$100,000
2	Finance	Accounts Receivable Collection Services	Collection agency services with legal expertise to recover selected receivables on behalf of the Airports Authority	\$1,000,000 - \$2,000,000
3	Finance	Investment Banking Services	Establish 2019 Underwriting Syndicate related to the Debt Program and potentially re-establish pool	\$5,000,000 - \$10,000,000
4	Engineering	Airfield Electric Vault Relocation	Construction Project to relocate Electric Vault outside 100 year flood plane and to a location allowing expansion of Hold Apron, etc.	\$5,000,000 - \$10,000,000
5	Engineering	Campus Utility Distribution & Central Plant Improvements	Facility Improvement Measures Phase 2 for Central Utility Plants	\$5,000,000 - \$10,000,000
6	Engineering	Mechanical, Electrical & Plumbing Engineering Task Order Services Contract	Task Order A/E Contract for Mechanical, Electrical and Plumbing Projects	\$2,000,000 - \$3,000,000
7	Engineering	Pavement Repairs	Perform patch repairs and mill and overlay highway mainline and ramp pavement for 2018	\$1,000,000 - \$3,000,000
8	Engineering	Security & Miscellaneous Electronic Systems Engineering Task Order Services Contract	Task Order A/E Contract for electronic systems projects	\$2,000,000 - \$3,000,000
9	Engineering	Electrical Substation Replacement	Replacement of two substations	\$200,000 - \$500,000
10	Engineering - Rail	Phase 2 Design Build Task Contract	Contractor will resolve deficient and/or incomplete Phase 2 work items	\$5,000,000 - \$10,000,000
11	Real Estate	Fast Food Restaurant Concession (Revenue Contract)	National Brand Fast Food Restaurant Concession to be built and operated on former gas station site, IAD	\$3,000,000 - \$5,000,000
12	DCA	Dedicated Front Mounted Runway Broom and Chassis	Dedicated Front Mounted Runway Broom and Chassis (4 units)	\$2,000,000 - \$3,000,000
13	DCA	Runway Friction Tester	Replacement of the 1991 pickup truck outfitted with Runway Friction Testing equipment	\$100,000 - \$200,000
14	DCA	Airside Paving	Airside bituminous concrete pavement repairs	\$3,000,000 - \$5,000,000
15	DCA	Oil Water Separator	Removal and disposal of oil water separator waste	\$200,000 - \$500,000
16	DCA & IAD	Unleaded Gasoline	Joint Contract to Provide Unleaded Gasoline for Dulles, National, and Bus Maintenance Facilities	\$3,000,000 - \$5,000,000
17	DCA & IAD	Warehouse Stock Lamps for Terminals	Provide all labor and materials to deliver and stock various lamps as specified	\$200,000 - \$500,000



METROPOLITAN  
WASHINGTON  
AIRPORTS AUTHORITY  
**MWAA.COM**



@Reagan\_Airport

@Dulles\_Airport

@Dulles\_Toll\_Road



reaganairport

FlyDulles

dullestollroad

