1. **INTRODUCTION**

The Metropolitan Washington Airports Authority (Airports Authority) is seeking expressions of interest from professional Architectural/Engineering firms to provide architectural/engineering facilities condition assessment and asset management services for the Airports Authority at Ronald Reagan Washington National Airport and Washington Dulles International Airport.

Services are expected to cover a range of technical subjects and will be performed using a task contract. A statement of work is attached which describes services anticipated. Each task order issued will include a scope of work, a period of performance and an agreed upon fixed fee.

2. **GENERAL REQUIREMENTS**

The Consultant shall provide all services, facilities, labor (including all required professional disciplines), materials, and equipment necessary to perform the requirements stated in the attached Statement of Work.

3. **QUALIFICATIONS/SELECTION CRITERIA**

Responses to this solicitation will be evaluated on the following criteria. The criteria are listed in equal order of importance. The evaluation will be based on information provided by the Offeror, as well as any other relevant information available to the Authority.

A. **Team Past Experience (18 pages maximum)**

The Offeror shall describe the relevant project experience of the entire project team that matches all the required technical disciplines and capabilities necessary for completion of the work described in the Statement of Work. Demonstrate work past experience, qualifications, and technical competence through the narrative submission of projects on which the A/E project team has worked. The Offeror shall submit information that demonstrates that its proposed project team has experience on at least three (3) but no more than six (6) example projects completed within the past ten (10) years of the RFQI issue date. Team must demonstrate airfield design experience and work on an operational airfield. Clearly state the experience of the Prime Consultant and sub-consultants. Include information on previous airport experience with the Authority or other airports.

Each project example shall include the following:

a. Project name and location
b. Year design completed and year construction completed as applicable
c. Owner representative’s name, title, address and phone number
d. Project description and Scope of Services provided
e. Name of Project Manager and Key members of the project team and specific roles provided
f. Dollar value of services provided
B. **Key Personnel (14 pages maximum)**

The Offeror shall provide qualifications and experience of the proposed staff, including sub-consultants. Identify the availability and qualifications of “Key Personnel” that will be assigned to the contract, including the Project Manager, Quality Control Manager, and up to five (5) other key personnel who are expected to make the most significant contribution to the contract. For each key person, the extent of availability and corporate commitment of that person for the specific position must be clearly shown and adequate for contract performance.

The Offeror shall submit a resume for each of the key personnel identified. Resumes shall not exceed two (2) pages for any person. Resumes should include the length of employment with the proposing firm, relevant project experience, education, licenses, certifications, awards, and other documentation which speaks to the qualifications of each key person for the associated position. Any key person, who is a subcontractor or consultant outside the prime consultant, shall be clearly identified as such. For each of the projects identified within the resume, provide the following information:

a. Project name and location  
b. Owner  
c. Year design completed and year construction completed  
d. Project description and Scope of Services provided  
e. Key personnel’s position and responsibilities  
f. Dollar value of services provided

C. **Project Team Organization and Management (14 pages maximum)**

The Offeror shall provide the organizational structure of the project team. Include an organizational chart that includes the project’s key personnel, firm association, and their roles and responsibilities. Describe the specific strategy proposed to manage task assignments in order to achieve timely and high quality project delivery. The Offeror shall provide a narrative that addresses its approach and ability to successfully perform all the requirements of the statement of work. The narrative shall address the following:

a. Describe overall management philosophy. 
b. Define roles of the project manager and other personnel who will be assigned to the project.  
c. Describe reporting hierarchy of staff and sub-consultants.  
d. Identify how the project manager will interface with the Airports Authority.  
e. Describe procedures or approach for coordination between disciplines.  
f. Describe procedures or programs for managing schedules and cost.  
g. Describe Quality Control program and procedures.  
h. Specify the location(s) of their main, local, and branch offices and who will be responsible for providing services under this project contract.

D. **Past Performance (12 pages maximum)**

The Offeror shall clearly demonstrate successful past performance on projects listed under Team Past Experience with respect to responsiveness, schedule performance, quality of work, cost estimating, and technical success. A minimum of three (3) references shall be provided (only one of which may be from the MWAA). Each reference shall include project description, point of contact, and phone number. The point of contact shall be a person directly involved in the project. References may be checked and considered in the evaluation of an Offeror’s past performance.
4. **SELECTION AND CONTRACTING PROCESS**

Qualifications will be evaluated and a short list of the most qualified firms (s) resulting from the technical evaluation of qualifications may be created. An invitation to interview may be sent to the short listed firms. A Request for Proposal (RFP) will be issued to the firm deemed to be most highly qualified as a result of the technical evaluation of qualifications submitted by Offerors responding to this announcement, and of the interviews if conducted.

Successful negotiation of the selected firm’s labor, overhead, and fee rates will result in a contract. Thereafter, a separate Request for Proposal using the contract rates will be sent for each task assignment. Each task order will be negotiated as a single project.

5. **COST AND SCHEDULE**

The performance period of the contract will be for an initial period of five (5) years with an option for two (2) one-year extensions (for a maximum of seven years). The one-year option extensions may be exercised at the Airports Authority’s discretion. The maximum total value of the anticipated seven-year contract is not expected to exceed $13.5 million.

6. **LOCAL DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS**

The comprehensive planning contract will include a requirement that there be a minimum of twenty five percent (25%) Local Disadvantaged Business Enterprise (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. To qualify as a small business concern for purposes of this advertisement, the average gross receipts of the:

- Building Inspection Services (541350) must not exceed $7.5 million;

The gross receipts are 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 the Department of Supplier Diversity, at (703) 417-8360.

7. **CONFLICT OF INTEREST**

The Offeror shall disclose any potential conflict of interest they, any of its joint venture partners, any subsidiaries of a joint venture partner, any companies sharing common ownership with a joint venture partner, or any of its subcontractors may have in regards to this procurement. A conflict situation can arise when an offeror takes action or has interests that interfere with the Offeror’s ability to perform his or her company’s work objectively and effectively. The Contracting Officer may preclude those entities from receiving an award for any such work reasonably deemed to pose a conflict of interest with Work provided hereunder.

The Offeror, any of its joint venture partners, any subsidiaries of a joint venture partner, any companies sharing common ownership with a joint venture partner, or any of its subcontractors will be precluded from providing other services to the Authority (i.e., planning, design, or construction) which conflict with its services under this contract.
8. **SUBMITTAL INFORMATION REQUIRED (8-1/2” x 11” single sided pages)**

Firms that meet the requirements above are invited to submit an ORIGINAL (identify on the outside front cover) and five COPIES (total of 6 complete sets) of the following:

a. One to two page cover letter on company letterhead, signed by an authorized representative of the firm, and specifying the full address and telephone number of the firm. Include a statement of commitment to meeting the LDBE participation requirement. The cover letter is not a part of the 70 page limit.

b. Table of Contents that lists section numbers and page numbers. The table of contents is not a part of the 70 page limit.

c. Qualifications/Selection Criteria package not to exceed a total of seventy (70) pages, 11 point font minimum. This total 70-page limitation encompasses the Standard Form 330; any additional documentation you wish to submit describing the organization and responsibilities of the firm, sub-consultants, and/or joint venture partners; as well as supporting graphics.

d. Identification of the proposed LDBE (s) and their role(s) on this project. This is not part of the 70 page limit.

e. Documentation of LDBE certification (e.g. letter from the Department of Supplier Diversity or current certification number). This is not part of the 70 page limit.

f. LDBE certification application or indication that the firm has a pending LDBE certification application, for each proposed LDBE. This is not part of the 70 page limit.

g. An Appendix shall be submitted with the Offeror’s proposal and will only include Virginia Licenses and Registrations (i.e. State Contractor’s License, Professional Engineering License/Certifications) and LDBE Certifications. This is not part of the 70 page limit.

Responses to this RFQI must be submitted to:

Metropolitan Washington Airports Authority  
Procurement and Contracts Dept., MA-29  
Attn: Vincent E. Matner, P. E., CPPO  
45025 Aviation Drive, Suite 240  
Dulles, VA 20166

The due date and time for submittals is **February 26, 2020 at 2:00 P.M. local time.** Please identify the package with an exterior labeling stating, “RFQI-19-17690 - Task Order Contract for Facilities Condition Assessment and Enterprise Asset Management Services.”

9. **RFQI SPECIFICS**

**A. Point of Contact**

All inquiries or correspondence will be directed to the Contracting Officer at the following address:

Metropolitan Washington Airports Authority  
Procurement and Contracts Department, MA-29  
45025 Aviation Drive, Suite 240  
Dulles, VA 20166  
Attn: Vincent E. Matner, P. E., CPPO  
Phone: 703-572-2526  
vincent.matner@mwaa.com
Phone calls regarding this solicitation, other than to the Contracting Officer, are prohibited during this solicitation response period. **Do not contact Airports Authority consultants, or Airports Authority personnel other than the Contracting Officer, regarding this solicitation.**

B. A Pre-Submittal Conference will be held on Wednesday, January 22, 2020, at 10:00 AM local time, at the J.P. Morgan Building, 4th Floor, Conference Room #1, 45025 Aviation Drive, Dulles, VA 20166

C. **Questions**

All questions by the responding firms must be submitted via the Airports Authority website at: http://www.mwaa.com/business/current-contracting-opportunities by 3:00 PM **January 31, 2020.**

10. **INTERVIEWS**

The Airports Authority reserves the right to, and may conduct oral interviews with short-listed firms prior to making a selection. The Airports Authority may interview the short listed firms based on the results of the Technical Evaluation.

**Note:** 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.

The Metropolitan Washington Airports Authority is not an agency of the United States Government.
Appendix A – Additional Instructions
Standard Form 330

The following provides clarification to the Standard Form (SF) 330.

Section D should include the proposed firm organization chart.

Sections E and F are to contain all information necessary to address Selection Criteria A through D 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,

- Shall include any additional information and discussion necessary to address Qualifications/Selection Criteria above.
- Shall have a minimum 11-point type size
- Shall 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 specific reasons for organizing the team as presented including successful previous working relationships, etc.
- Shall be used to elaborate on any relevant issues expected to influence the course of this facilities condition assessment and enterprise asset management services program, 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 work from the various production offices, and (d) any other issues you deem pertinent.

Tabbing and/or other easy-to-follow cross references between the SF 330 text and the Qualifications/ Selection Criteria being addressed would be greatly appreciated.