REQUEST FOR QUALIFICATIONS INFORMATION (RFQI)

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

TASK CONTRACT FOR

FACILITIES CONDITION ASSESSMENT AND ENTERPRISE ASSET MANAGEMENT SERVICES

Statement of Work

(12/31/2019)

The Metropolitan Washington Airports Authority (MWAA or Authority) is seeking interest to provide Facilities Condition Assessment and Asset Management Services at Ronald Reagan National Airport (DCA) and Washington Dulles International Airport (IAD). All assets at these locations are subject to assessments as directed by the Authority within the framework of a multi-year task order contract. Assets include Terminals, Concourses, Cargo Buildings, Maintenance Shops/Buildings, Support Buildings, Office Buildings, Utility Buildings, Parking Facilities, Roadways, and other facilities within the boundaries of the sites. Assessment information will be collected and entered into BUILDER. Additionally, the condition assessment information will be integrated with the Authority’s existing computerized maintenance management systems (CMMS). The assessment information collected in BUILDER must seamlessly integrate with the CMMS system and vice-versa.

Background, Goals and Objectives

The Office of Engineering analyzes and evaluates a variety of infrastructure requirements at both airports. The purpose of this contract is to provide an Authority-wide assets management capability assessment, gap-assessment and capital analysis of facilities to identify and prioritize maintenance projects for capital replacement/renewal over the life cycle of the facilities.

This effort will support an Enterprise Asset Management (EAM) program which is the process of managing physical assets resulting in cost savings; extended life; improve quality and efficiency; safety improvements related to health and the environment.

BUILDER and the Authority’s existing computerized maintenance management system (CMMS) must provide seamless data integration of inventory, inspections, and work items. In that way, when one system is updated, the other is also updated with the same information quickly, easily, and accurately. The Airports Authority currently utilizes three (3) decentralized Computerized Maintenance Management Systems (CMMS) to manage assets. IAD uses FM1j Version 6.0.348q (original vendor, Caver Morehead Systems) and DCA uses TMS OnSite version 2012.5.5.22 (Accruent) for facility maintenance management. Both airports use Ron Turley Associates (RTA) for fleet management.
Consultant Task Support List

The scope of work (SOW) requires the Consultant team to provide resources necessary to support the Engineering Planning Department’s mission of establishing the tools to support an EAM program.

General Objectives

1. Provide Task Order Administration.
2. Investigate and identify by physical inspection, facilities as mutually agreed upon. The team will utilize any existing information, such as building plans that are deemed to support the effort. Conduct stakeholder interviews and discuss facility deficiencies requiring attention.
3. The facility inspection data will be loaded into BUILDER according to:
   - Using a common field, such as an Equipment ID number, provide a system to update the following areas in real-time through an API and/or web portal:
     a. Building – Synchronizes facility/asset level data
     b. Inventory Detail – Allows section information (such as condition, quantity, size and age) to be kept up-to-date
     c. Inspection – Allows inspection information to be maintained
     d. Work – Synchronizes work items
     e. Retrieve Data – Allows a user to request any information
4. The study report must contain detailed remedial action recommended to be taken for each project and be presented in a manner consistent with BUILDER report features. Results will be prioritize in order of importance, criticality, and phasing.
5. Attend meetings at IAD, DCA and online as required per the task order for coordination with MWAA. Prepare a Final Report documenting the condition assessment and capital needs analysis procedures, the project list evaluation and priority rankings, and a rough order of magnitude project costs.
6. Provide a cloud-hosted environment where BUILDER analytic data can be stored through a license with the US Army Corps of Engineers Construction Engineering Research Laboratory (CERL). The hosting environment must be Federal Risk and Authorization Management Program (FEDRAM) compliant.
7. All data collected must be entered into the BUILDER Sustainment Management System (SMS) software application which the Authority has a license to use. Data collected should be uploaded into the Authority’s BUILDER data file. The Consultant will be provided access to MWAA’s BUILDER database.
8. Facilitate cross-communication among BUILDER, Airports’ CMMS, and WorkDay. The integration will:
   a. Minimize implementation costs by reducing manual data entry
   b. Support a common framework between multiple sites
   c. Enforce organization business rules
   d. Provide an audit trail
   e. Maintain sensitive data security
1. Task Contract Administration

The following outlines the general task administrative support for this Task Order Contract. The intent of this subtask is to address the administrative functions for the task order such as monthly and quarterly reporting, invoicing, and modifications to the Task Order as needed. Monthly consultation with the Airports Authority will be conducted by the Consultant team to ensure a coordinated, integrated deliverable.

The Consultant, working with the Authority’s Project Manager, must prepare a study schedule as one of the first tasks under this Task Order Contract and be included as part of the 10 percent submission. The purpose of the schedule is to outline the planned progression of the study to identify deliverable dates and initial meeting milestones. The study schedule will be reviewed by the Authority’s Project Manager for approval. The scope of work, study schedule and study fee/budget combined form the Work Plan documents.

1.1 Task Order Invoicing

The Consultant will submit a monthly invoice to the Airports Authority for review and approval. The invoice must specifically identify work billed for payments to be approved.

1.2 Monthly and Quarterly Reporting

The Consultant must provide a one-to two-page progress report on a monthly basis, to be included with the invoices and covering the periods of performance. The report will be submitted via email and will reference the Work Plan schedule, indicating:

1. Work completed;
2. Work remaining;
3. Meetings to schedule;
4. Other pertinent information for Airports Authority consideration.

The Consultant must maintain and update the work plan schedule as part of the monthly and quarterly reporting.

1.3 Task Order Contract Modifications

All changes to the Work Plan must be approved by the Authority’s Project Manager prior to initiating any Work Plan changes.

1.4 Project Review Meetings and Responses

Throughout the duration of this Task Order Contract the Consultant must attend scheduled review meetings agreed upon by the Consultant and the Airports Authority to review work progress. Over the course of the study, progress updates and milestones will be discussed with the Airports Authority via telephone, e-mail or in person as agreed upon by both parties.
2.0 Investigate and Identify Facility Condition & Deficiencies

The Facility Assessment Report at a minimum must consist of the following components:

1. Walk-Through Survey
2. Document Reviews and Interviews
3. Investigate and Identify Physical Conditions and Deficiencies
5. Project List Evaluation and Prioritization
6. Capital Planning Technology

The Consultant must provide the necessary on-call resources to satisfy the General Objectives of the Task Support List as defined above.

2.1 Walk-Through Survey

The Consultant must perform a visual assessment of the interior, exterior, mechanical, electrical and plumbing systems, life safety systems and passenger conveyance systems. The assessment must include, but not be limited to the major component systems identified in section 3.4. The condition assessment must classify building systems, components and sections in accordance with ASTM E1557-09(2015) Standard Classification for Building Elements and Related Sitework -UNIFORMAT II. All information must be collected and enter into BUILDER.

2.2 Document Reviews and Interviews

The Consultant is required to perform document reviews, research and interviews with Authority staff and Stakeholders to augment the walk-through survey so as to assist in the Consultant’s understanding of the facilities property and identification of physical deficiencies. Documents to be reviewed must include but will not be limited to past building assessment reports, maintenance records (from TMS), CAD drawings, relevant space management records and quantities, history of past projects and renovations, known capital renewal projects, and design and construction documents.

2.3 Investigate and Identify Facility Condition & Deficiencies

The term physical deficiencies means the presence of conspicuous defects or material deferred maintenance of the facility material systems, components, or equipment as observed during the field observer’s walk-through survey. This must include equipment that has exceeded its useful life, is functionally obsolete or cannot be repaired and needs to be replaced. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes de minimis conditions that generally do not present material physical deficiencies. For the purposes of this task, no destructive testing of materials, equipment or systems to determine physical deficiencies will be conducted.

The identification of critical minor physical deficiencies determined to be routine maintenance must be tracked and reported to the Authority in a separate O&M work order log.
2.4 Conceptual Cost Estimating

Cost estimates must be prepared to the level of detail that corresponds to the information developed by the assessment and in sufficient detail to review the cost basis for each BUILDER SMS Work Task and project. Cost estimates must be included in the BUILDER SMS program using R.S. Means cost data modified by a Washington, D.C. location factor and airport-specific cost factor (multiplier).

2.5 Project List Evaluation and Prioritization

The Consultant must provide supporting documentation for its assessment of building conditions and recommended capital expenditures. Documentation must be prepared to convey the condition of facilities that have been inspected, basis for and extent of conditions requiring rehabilitation, and general location of recommended rehabilitation work. Recommendations for expenditures must be documented to convey the scope and type of work required to rehabilitate the facility and sufficiently detailed to be used as the basis for preparing a concept level cost estimate. Documentation must include photographs, narrative texts, calculations, plans, system schematics and product information.

The Consultant must collaborate with MWAA to develop a conceptual project schedule for each project or family of projects, to be determined. The project schedule must be developed using Microsoft Project and used to identify phasing and packaging of recommended rehabilitation into an expenditure forecast that reflects the priorities, needs and budgetary limitations of the Authority. The project list must be evaluated and prioritized in order of importance addressing critical facility deficiencies. The priority list must be prioritized in collaboration with the Authority as:

1. Critical-Immediate Action Required
2. Critical- High Priority
3. Priority
4. Action Required

2.6 Capital Planning Technology

The data obtained during the facility condition assessments must be entered into a web-based and hosted engineered management system (i.e., capital planning software application). The capital planning software must allow the long-term management of the condition assessment data and generation of reports for planning purposes. The data must be entered into the application following industry standard nomenclature and the UniFormat II building classification system.

The capital planning software to be utilized is the BUILDER SMS, a web-based software application developed by the Engineer Research and Development Center (ERDC)’s Construction Engineering Research Laboratory (CERL). From the site survey, Condition Index (CI) measures for each component are predicted based on its expected stage in the life-cycle. Objective and repeatable assessments can then be performed on various components to verify their condition with respect to the expected life-cycle deterioration. The level of detail and frequency of these assessments are not fixed like other processes; they are dependent on knowledge of component criticality, the expected and measured condition and rate of deterioration, and remaining maintenance and service life. This “knowledge-based” assessment approach focuses attention to the most critical components at the time.
The Consultant must utilize the BUILDER Remote Entry Database (BRED) application for field date collection and migration of field data into BUILDER.

BUILDER must also be used to collect and assess the functionality of facilities with respect to the American with Disabilities Act (ADA) and hazardous materials. Consideration will also be given to alternatives to integrate the facility condition assessment data in the capital planning software to the Airport Authority’s ArcGIS and Total Maintenance System (TMS) CMMS.

3.0 Required Services for Each Task

3.1 Meeting and Special Presentations

Kick off meeting – the Consultant must organize and conduct an initial kick-off meeting to bring together all interested parties, including representatives of Authority departments, and airport tenants as required. The meeting must be conducted at a location to be selected by the task manager designated by the Authority. The Consultant must meet with appropriate MWAA personnel to establish preferred and standardized organization, airport site, and building nomenclature and hierarchies. The Consultant must also establish BUILDER standards, policies, work prioritization schema, work plan priorities, budget details (if desired) and other process details necessary to configure the BUILDER program for long-term planning. The standards and policies will help establish 10-year work plan items and projects based on the condition of the facility systems, components and sections.

Stakeholder Meetings – The Consultant must conduct a series of meetings to:

1. Inform stakeholders of the Study effort,
2. Provide an open forum to address stakeholder issues and objectives,
3. Conduct the Study in a collaborative manner
4. Adjust BUILDER standards, policies and priorities to deliver the desired results.

Status meetings/briefings are expected with the management and executive team. Stakeholder participation should include:

1. MA-32 Planning Department
2. MA-34 Design Department
3. MA-36 Construction Department
4. MA-38 Building Codes/Environment Department
5. Airport Manager’s Office and designated staff
6. Engineering and Maintenance Departments
7. Procurement and Contracts Department

The Consultant must prepare agendas and conduct meetings with the Authority as required. Minutes will be prepared and distributed by the Consultant within five work days of the meeting. All meetings will be held at either DCA, IAD or online, as determined by the Authority Project Manager. The Consultant team will endeavor to consolidate stakeholder meetings in lieu of holding separate meetings as required.
3.2 Recommendations

The Consultant must provide supporting documentation for its assessment of facility conditions and recommended capital expenditures. Documentation will be prepared to convey the condition of facilities that have been inspected, the basis for and extent of conditions requiring rehabilitation, and general location of recommended rehabilitation work. Recommendations for expenditures must be documented to convey the scope and type of work required to rehabilitate the facility and sufficiently detailed to be used as the basis for preparing a concept level cost estimate. Documentation must include photographs, narrative texts, calculations, plans, system schematics and product information.

The Consultant is required to collaborate with MWAA to phase and package the recommended rehabilitation scope into a capital expenditures forecast or work plan that reflects the priorities, needs and budgetary limitations of the tenants and the Authority.

3.3 Conceptual Cost Estimating

The Consultant must prepare conceptual level cost estimates for each element of the rehabilitation program. The cost estimate must include sufficient detail to allow for Project Controls to review the Consultant cost basis. The Consultant’s cost estimate must be:

1. Coordinated with the Authority’s Planning and Project Controls Cost Departments.
2. Costs may be eCosts expressed as a probable cost or cost range to reflect the concept development level of detail. Cost should include Program Management (soft costs).
3. Developed to represent Program Budgets.
4. Project Narrative associated with the cost estimate.
5. Formatting/template consistent with MWAA protocol.
6. In conjunction with developed program and individual project schedules.

3.4 Verification of Study Element and Table of Contents

To ensure a clear mutual understanding of the scope of services, the Consultant is to provide a list of work elements that will be included in the assessment study after the Kick-off meeting. The Consultant must also submit an anticipated Table of Content (TOC) for the Facility Assessment Report along with the “typical” layout that will be followed in presenting the supporting documentation for each individual survey element. The layout must conform to the Unimformat II classification system to maintain consistency with the BUILDER reports and long-term management of the condition assessment data. The TOC at a minimum must consider the following topics:

1. Executive Summary
2. Introduction
3. Property Description
5. Exterior Elements (B20 Exterior Enclosure and B30 Roofing)
6. Interior Elements –(C10 Interior Construction, C20 Stairs, and C30 Interior Finishes)
7. Elevators/Escalators/Moving Sidewalks (D10 Conveying Systems)
8. Plumbing Systems (D20 Plumbing)  
9. Mechanical Systems (D30 HVAC)  
10. Fire and Life Safety Systems (D40 Fire Protection)  
11. Electrical Systems (D50 Electrical)  
12. Baggage Conveyance Systems Passenger Boarding Bridges (E10 Equipment)  
13. Airfield Pavements (G20 Site Improvements)  
14. Site Systems - Drainage, (G30 Site Utilities)  
15. ADA Issues (Functionality Assessment)  
16. Environmental - Asbestos Abatement (Functionality Assessment/F2020)

The site assessments will not include the evaluation of environmental hazards such as asbestos, mold, and other hazardous materials. The Consultant must work with the Authority to identify and review previous environmental reports to ensure inclusion of impacts of environmental considerations in the proposed capital projects.

3.5 Preliminary Reports (60% and 90% Submittals)

The Consultant must document the work for each task to include:

1. Executive Summary  
2. Report narrative, calculations and analyses  
3. BUILDER SMS database elements, standards, polices, and prioritization schema  
4. MS PowerPoint presentation for briefings  
5. Draft Report copies for MWAA Review

3.6 Technical Support Services

The consultant will provide technical support services related to an Enterprise Asset Management system and program.

4.0 Airports Authority Responsibilities

1. The Authority will provide all existing information such as: CAD files, space management data from PROPworksTM, site utility information, as-builts, maintenance reports, work order desk reports for the various elements of the facilities to be assessed, and/or other drawings and documents determined to be needed as the assessment progresses.

2. The Authority will provide all information readily available with regard to the CMMS.

3. The Authority will not escort personnel into the Secure Identification Area (SIDA). It will be the Consultant’s responsibility to apply for and obtain the security training, clearance and identification passes required for access to restricted areas.

4. The Authority will organize the necessary Authority staff and Authority resources to enable the Consultant to complete the study. This will include providing access to all occupied spaces, locked mechanical/electrical rooms and closets, tunnel access rooms, roofs, utility rooms, elevator machine rooms, and other secured areas within the facilities to be assessed.