

**Statement of Work (SOW)**  
**RFQI No. 1-15-C005**

**Architectural / Engineering (A/E) Design Services**  
**FOR**  
**TERMINAL B/C LONG -TERM REDEVELOPMENT PROGRAM**  
**AT**  
**Ronald Reagan Washington National Airport**

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY**

**Office of Engineering**

***October, 2014***

**STATEMENT OF WORK (SOW)  
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RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

**OCTOBER, 2014**

## **INTRODUCTION**

The Metropolitan Washington Airports Authority plans to retain professional Architectural and Engineering (A/E) services for on-call planning, design and construction projects at Ronald Reagan Washington National Airport (Reagan National or DCA). This contract is structured as an indefinite quantity / indefinite delivery type contract which provides the Airports Authority flexible rapid response to emerging issues.

The program is a multi-year, multi-project comprehensive A/E Task Order Service for Terminal B/C at Reagan National. The Program objective is to replace existing remote hardstand operations with contact gate facilities and connectivity that provides equitable and efficient passenger level of services. The long-term redevelopment will complement the on-going near-term rehabilitation efforts and lead to a full facility program. The contract will provide professional design services required to establish an overall redevelopment vision / program consisting of project planning, programming, design services, review of design standards, life cycle cost analysis, resiliency and construction support services. The program may provide funding for individual concurrent tasks which are listed below.

The selected on-call consultant team (Consultant) will be the principal source of engineering expertise and assistance to the Airport Authority's Office of Engineering. Services are expected to cover a range of technical subjects, and will be performed using a Task Order format. The work will be divided into individual tasks (projects), and the assignments will range from pre-design analysis and investigations, preparation of design and contract documents for the implementation of individual construction projects, procurement support services, full construction management and support services, and project closeout documentation, based upon specific project requirements. A Statement of Work (SOW) that defines the scope, schedule and budget will be issued for each task and a general list of the services to be performed is covered in this Statement of Work. The Authority intends to contract with the A/E firm that best meets the selection criteria listed herein.

## **1. PROJECT SUMMARY (ANTICIPATED TASK ORDER ASSIGNMENTS)**

Modifications and improvements are needed to the terminal facilities to accommodate growth and appropriate passenger service. The North Terminal expansion includes a New North Concourse (NNC) concept supporting 14 regional jet contact gates with 3 Remain Over Night (RON) positions or 10 narrow body contact gates with 2 RON narrow body positions. A single lane taxi lane is assumed between the NNC and the existing Terminal C North Pier. Level of finishes for the interior and exterior is assumed to be consistent with the existing Terminal B/C piers.

The A/E Task Order Services for Terminal B/C Long-Term Redevelopment Program anticipated assignments may include but not limited to the following projects;

- A New North Concourse (NNC) two level terminal for the existing hardstand regional aircraft
- Connecting the existing Terminal C North Concourse / Pier to the NNC
- Gate 35 modifications and other gates as required
- Security Screening 'adjustments' – terminal and gate planning

- A Secure Terminal B/C configuration
- Relocation of tenants (MWAA, consultants) from the North Hangar line
- Relocation of Hangar # 12
- A permanent Baggage Claim Hall
- Thomas Avenue (lower-level) curbside enhancements for taxi / bus services.
- Site Utility upgrades, relocations – air and landside
- Central Utility Plant (CUP) connection and modifications, energy conservation
- GSE relocation / South Hangar line renovations
- Relocation of the Corporate Office Building (COB) to offsite location (MWAA, consultants)
- Building demolition (s), COB, Hangar # 11, Hangar # 12
- Stormwater Management & Site Design including Subsurface Drainage
- Airport Security Fence and gate Modifications
- Life Cycle Cost Analysis, Value Engineering
- Parking Facility
- In-Line Baggage Facility, In-Line BHS System
- Resiliency Planning
- MWAA Arts program
- Preliminary Construction Staging
- Preparation of detailed Cost Estimates
- New North Tricherator

The work will be divided into individual project tasks, with each task representing a logical construction package. A separate Statement of Work (SOW) and Notice to Proceed (NTP) will be issued for each assignment.

Extensive professional experience with similar projects is required of the key personnel in construction document preparation for a functional design. Significant design detail will be incorporated into the construction documents to ensure constructability and to carry the design intent to a quality completion. The Consultant shall be required to have the full range of investigative and design capabilities to design all components of the work. Professional Architectural and Engineering expertise that may be required but not limited to, of the successful A/E firm or joint venture is as follows:

- Program Development & Support Services
- Studies, Space Planning, Concept Drawings, Systems Master Plan, Resiliency Planning
- Design Development Drawings, Specifications, CADD & Phasing Plans
- Construction Documents including Drawings, Specifications, Calculations, Schedules & Reports
- Construction Support & Management Services
  - Construction submittal review
  - Bid Support Services
  - Preparation of record drawings
  - Standard specifications using MASTERSPEC
  - Scheduling

- Civil, Structural, Geotechnical, Environmental, Mechanical (HVAC) & Electrical Engineering
- Pavement Design
- Non-destructive Testing
- Architecture & Code Review
- Architectural Historical Preservationist
- Vertical Transportation
- Lighting Design
- Way finding and Signage
- Land Surveying & Topographic surveys
- Procurement Support Services
- Geographic Information Systems (GIS)
- Fire Protection Engineering and Building Code
- Cost Estimating (for life cycle costing and construction estimating)
- Special Systems
- Materials and Laboratory Testing

## **2. SUMMARY OF DESIGN WORK/CONSTRUCTION SUPPORT SERVICES REQUIRED**

- 2.1** The A/E firm ("Consultant") shall provide all services, facilities, labor (including all required professional disciplines), materials, and equipment to perform the Task Order assignments as directed by the Authority. The A/E will be required to work and coordinate with the Authority's consultants for special systems (security, MUFIDS and communications etc) and environmental engineering. The A/E firm may be required to obtain supplemental professional expertise in response to project conditions. Additions to the professional staff are subject to the approval of the Authority.
- 2.2** The Consultant's work shall be managed through the Design Department, Office of Engineering of the Authority. A Contracting Officer Technical Representative (COTR) will be designated by the Authority for this contract to coordinate all tasks. The Consultant shall ensure that tasks are accomplished and managed by qualified design and engineering professionals and that senior management personnel participate in milestone coordination meetings and presentations, if requested by the Authority.
- 2.3** The Consultant shall be required to work with other consultants of the Airports Authority, most notably with the Office of Engineering's Planning, Design, and Construction Departments.
- 2.4** The Consultant shall provide a Quality Control program that is utilized for each task unless directed by the Authority. The Quality Control program shall address at a minimum all project deliverables
- 2.5** The Consultant shall deliver to the Metropolitan Washington Airports Authority (the Authority) complete and final documents including site investigation (land surveys, underground utility locating and mapping, geotechnical exploration, laboratory testing, and non-destructive testing), preliminary studies, design reports, drawings, specifications, calculations, construction safety and phasing plans, construction schedules, and construction cost estimates ready for subsequent use to solicit and contract for the construction of all work.
- 2.6** All work shall be completed in accordance with the latest issues of FAA Advisory Circulars and Regulations, as applicable and the most recent version of the Authority Design Manual.

- 2.7** All drawings shall be prepared on CADD in accordance with the Authority Design Manual. The consultant may also be required to submit in electronic format the shape files and the database for individual design tasks for incorporation into an airport wide GIS.
- 2.8** As a result of collaboration and approval by the Authority, many design components that support the facility may be in the best interest of the Authority to be different from what is the current requirement in the Authority Design Manual. The A/E shall track these potential changes and after the 90% design submittal, prepare the Authority provided forms to request modifications to the Design Manual.
- 2.9** Construction procurement support services, such as preparation of responses to Contractor questions, preparation of amendments, bid analysis, preparation of consolidated documents, and attendance at meetings may be required. For each project, the Consultant may be required to provide full construction management services to make certain that work is performed in conformity to the construction contract plans and specifications and applicable codes, regulations, and standards. The Consultant shall take initiative and act to mitigate circumstances that could lead to claims, resolve conflicts promptly, and keep the Authority advised of any potential disputes. Construction management services include services necessary to oversee construction of the project, including consultation during all phases of construction.

Construction management services may include, but are not limited to;

- Construction project administration and schedule review.
- Review, processing, and approval of shop drawings, product data, samples, and test reports for compliance with project requirements.
- Review and processing of requests for information (RFI)
- On-site construction inspection and management, involving part time or full time resident engineering and inspection.
- Observing and reviewing performance tests as required by specifications.
- Preparation of supplemental drawings and specifications, as required
- Change order management and resolution
- Cost estimating, including review and verification of additional costs
- Final inspection including verifying punch list completion
- Project closeout and coordination, including record documents and final reports

- 2.10** The Authority will acquire full and complete ownership of all deliverables and all final documents under this contract.

### **3. PERFORMANCE**

Unless otherwise specified by the Task Order SOW all work shall be performed in accordance with the latest edition of the Airports Authority Design Manual. The Design Manual shall give the guidance for the preparation of all documents specified in the Statement of Work to be provided as part of any Task Order assigned. Further, the Design Manual shall govern the quality control of the work. The A/E will be fully responsible for ensuring that the application of Design Manual procedures and criteria are followed and incorporated into all assigned Task Orders. The Design Manual is available on the Airports Authority's website at mwaa.com.

### **4. REVIEW AND RESEARCH**

The A/E shall review all available documents (Planning PCD, Geotech Reports, original drawings, other reports etc.) pertaining to the project. The Airports Authority will make available its files of documents upon written request by the A/E. The A/E shall be responsible for the return of all documents upon completion of this

project. The A/E will be provided access to record documents for existing construction, related projects which may affect the work, surveys, tests, etc; however, such information must be verified by the A/E for accuracy and completeness. The A/E shall coordinate all field work and access to the site with the Airports Authority.

## **5. HISTORIC PRESERVATION AND AGENCY COORDINATION**

The A/E shall provide drawings, renderings and coordination to assist the Airports Authority in presentations to the Virginia State Historic Preservation Office (VSHPO), the President's Advisory Council on Historic Preservation, the National Capitol Planning Commission (NCPC) and the National Parks Service (USNP).

## **6. TASK COMPLETION DATES AND SCHEDULES**

The Contractor shall submit to the Authority, within seven calendar days of Notice to Proceed for each Task Order, unless otherwise directed, a work plan including a list of personnel assigned to accomplish the project scope. The work plan shall include a schedule of events and durations for field activities, engineering work deliverables, and all other specific task milestones. Each Task Order assignment shall specify the completion date provided by the Authority. The schedule shall include Authority review periods, provided by the Authority for each specific task, and will be subject to the Authority's acceptance.

## **7. AUTHORITY REVIEWS, ACCEPTANCES AND REJECTIONS**

Each task assigned shall be subject to Airports Authority review and shall be in the depth deemed necessary by the Airports Authority. Reviews may be on site, at the A/E's offices or at Airports Authority offices. The A/E shall be notified in writing of the results of Authority reviews. Results will be classified as accepted, accepted with comments, rejected, or rejected with comments. The A/E will respond in writing to any rejected work stating corrective actions taken and the impact on the task completion date. If it is indicated that the task completion date will not be met, appropriate corrective action will be taken in accordance with the applicable provisions of the contract. The A/E will also respond in writing to the Airports Authority regarding the resolution of comments.

## **8. REQUIREMENTS / INSTRUCTIONS**

The services may be located within the Air Operations Area(s) (AOA). Upon award of the contract, the A/E shall obtain and maintain necessary security clearance badges, vehicular inspections and licenses to allow immediate, unescorted access by key employees to the airfield operations areas of Ronald Reagan Washington National Airport. The A/E shall be prepared to have the appropriate personnel AOA badge with vehicles approved for airside operation. All drivers within the AOA must first obtain an AOA Motor Vehicle Operator Permit, which requires successful completion of a driver's training class, passing the AOA driver examination, and passing advanced movement area training.

The A/E shall develop a familiarity with requirements and procedures to gain clearance to work in restricted areas, arrange for taxiway/runway shutdowns and special requirements for conducting work, including construction work, in and around the airport.

## **9. TASK MANAGEMENT**

The Consultant shall submit individual work plans and cost proposals in response to task orders from the Authority. The Consultant will perform tasks on a lump sum (LS) or time and material (T&M) basis at the option of the Authority.

The A/E shall report and correspond with the Contracting Officer's Technical Representative (COTR) named on the task order for all task order technical and progress issues. Meeting minutes and reports for each task order are to be prepared and submitted by the A/E monthly as a minimum.