



Architect-Engineering (A/E) General Planning Services  
Multiple-Award Task Order Contracts (A/E MATOCs)

Pre-Proposal Conference  
Meeting Minutes

**Date:** June 21, 2017  
**Location:** WMATA Lobby Level Meeting Room  
Jackson Graham Building  
600 Fifth Street, NW  
Washington, DC 20001  
**Agenda:** Attached  
**Attendees:** Attached

The Pre-Proposal Conference followed the Agenda. The following were the main discussion points.

WMATA's standard disclaimer was read wherein nothing stated in the pre-proposal conference is binding, and the terms and conditions of solicitation may only be changed in writing by an amendment.

The Scope of Work was briefly reviewed:

- The Authority seeks to award a contract to a professional on-call multi-disciplinary planning and general architectural and engineering Contractor ("Contractor") to provide services in support of: (1) transit facility planning, conceptual design and preliminary engineering related to station capacity and station access, bus, rail, and support facilities, and planning support for joint development; and (2) public involvement, contract support and environmental clearance. To that end, it is issuing this Request for Proposals (RFP) to solicit proposals from qualified firms who can satisfy the requirements described herein.

The Contractor shall assist the Authority by providing certain planning, architectural and professional engineering services associated with transit planning, conceptual design, and preliminary engineering related to bus, rail, and support facilities, and planning support for joint development.

The Authority reserves the right to make multiple awards if it is in the Authority's best interest to do so.

Vendors must be registered with WMATA to receive an award.

WMATA's vendor registration system is on-line at: [https://www.wmata.com/](https://www.wmata.com/web) web page, click on "BUSINESS WITH METRO" then on "Vendor Resources" and then on "WMATA Supplier Portal".

<https://supplier.wmata.com/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>

Washington  
Metropolitan Area  
Transit Authority

600 Fifth Street, NW  
Washington, DC 20001  
202/962-1234

By Metrorail:  
Farragut Square—Red Line  
Ferry Place-Chinatown—  
Red, Green and  
Yellow Lines  
By Metrobus:  
Routes D1, D3, D6, P6,  
70, 71, 80, X2

For assistance contact Ms. Sylvia Edwards at [sedwards@wmata.com](mailto:sedwards@wmata.com), 202/962-2480

General Solicitation Information was briefly reviewed:

- **Basis of Award – “Qualification Based Selection”.** This is a qualification-based-selection in accordance with Brooks Architect-Engineer Act. Award will be made to the Offeror who is deemed to be the best qualified, responsible, whose Proposal conforms to the solicitation’s requirements, and who is judged, by the Authority assessment of the specific criteria listed in “RFP Solicitation Instructions”, Article 14, to best meet the Authority’s requirements at a fair and reasonable price.

The Authority reserves the right to award this Contract without discussions or further communications concerning the Proposal received. Proposals should contain the Offeror’s best terms from the technical standpoint. The Contracting Officer reserves the right to engage in oral or written communications with Proposer prior to award of this Contract.

- **Contract Type – Firm fixed price. FTA funding**
- **Contract Ordering Period – 1800 cds. or 5 years**
- **Proposal Due Date – Currently – by 2:00 p.m., July 14, 2017. WMATA, Office of Procurement and Materials, Room 3C-02, 600 Fifth Street, NW, Washington, DC 20001.**
- **Proposals are to be submitted to WMATA at the listed address. The Volume I-Unpriced Technical Proposal and Volume III-Contractual Proposal must be in separate packages.**

The Solicitation Instructions were briefly reviewed:

- **SI-6: Please submit all questions as soon as possible, but no later than June 28, 2017. A question form is affixed with the agenda for convenience, but the questions do not have to be submitted on the form. Please include the article reference and e-mail any question to [kkanjo@wmata.com](mailto:kkanjo@wmata.com).**
- **SI-8 “Acknowledgement of Amendments” All amendments need to be acknowledged. Most common method is form on back of the Solicitation Offer Award form, Article 8 of the RFP Solicitation Instructions.**
- **SI-9 “Submission of Proposals” Proposals are to be submitted in sealed envelopes in two (2) volumes per RFP Solicitation Instructions SI-10.**

- Bond Forms – Proposal Guarantee is not required. The need to obtain performance and/or payment bonds will be determined on individual Task Order level, see TC-30 Chapter XI Bonding Requirements, General.
- SI-22(f) "Contract Award": The proposal acceptance period shall be 120 calendar days from the latest due date for submission of Proposals.
- SI-22(a-f) "Contract Award": The solicitation is a qualifications-based competitive source conducted with the Brooks Act. Indicated that the solicitation may result in award of a minimum of two (2) or more separate IDIQ Contracts from this announcement, but may result in award of a single Contract. The guaranteed minimum task order value will be \$20,000 for the life of the Contract. The value of individual Task Orders may range from \$20,000 to \$3,000,000, however WMATA may elect to issue Task Orders of a higher or lower value. The estimated aggregate value for all Task Orders is \$30,000,000 to \$50,000,000.
- SI-10(g) "Volume III": Solicitation, Offer and Award, Representations & Certifications, and Pre-Award Evaluation Data are due with the proposal and to be submitted in Volume III. Information is used to determine responsibility.
- SI-10 "Proposal Format Instructions/Requirements": see agenda, two (2) Volumes:
  1. Volume I – Unpriced Technical Proposal
  2. Volume II – Contractual ProposalNumber of copies to be as described and an electronic copy of each.
- SI-14 "Proposal Evaluation Criteria" (Qualification-Based-Selection)
  1. Past Experience and Performance (40%)
  2. Relevant Technical Qualifications and Expertise (30%)
  3. Management Approach (20%)
  4. DBE Participation (10%)
- SI-14 "Basis of Award"
- This requirement is a "Qualification-Based-Selection" and it is being procured under the "Brooks Architect-Engineer Act." 40 U.S.C. Sections 1101 through 1104, 49 U.S.C. Section 5325(b)(1), and WMATA Procurement Procedures Manual PPM Chapter 12.
- SI-15 "Ratings For Proposal Evaluation Criteria"

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- 5 Exceeds evaluation standard in a beneficial way to the Authority, has many significant strengths and no weaknesses or deficiencies, is comprehensive and complete in all details.
  - 4 Exceeds evaluation standard in a beneficial way to the Authority, has some strengths and no significant weaknesses, and is comprehensive and complete in all details.
  - 3 Meets evaluation standards, any weaknesses are readily correctable.
  - 2 Fails to meet evaluation standards, however, any significant deficiencies are correctable. The Proposal lacks essential information to support Proposal.
  - 1 Fails to meet an evaluation standard, and the deficiency is uncorrectable. Proposal would have to undergo a major revision to become acceptable. The Proposal has demonstrated lack of understanding of the Authority's requirements or omissions of major areas.
- SI-24 "Disadvantage Business Enterprises Requirements": The overall DBE contract goal is 17% and a DBE goal will be established at the individual Task Order level, which will be averaged to reach a contract overall DBE goal of 17%.

When you are requested to submit a Request For Price Proposal (RFPP) and your Task Order Request For Price Proposal is over \$150,000, in order for the Contractor to be considered responsible, the following documents (See Appendix B) shall be completed and submitted with the Request For Price Proposal at the individual Task Order level:

- i. Schedule of DBE Participation
- ii. Letter of Intent to Perform as Subcontractor/Joint Venturer, (if applicable)
- iii. DBE Unavailability Certification, (where applicable)

The Terms and Conditions were briefly reviewed:

- TC-6 "Chapter I—Terms and Conditions", Ordering: see agenda.
- TC-Chapters VI-XI (Include Federal Clauses)
- TC-1 "Chapter II-Time/Delays/Liquidated Damages", "Not Required".

The Ordering Period is five (5) years commencing on the Notice of Award date.

- TC-22 "Chapter IX–Additional covenants/Legal Requirements", "Contractor Personnel": A background check is required before contractor personnel may be issued a vendor badge and work on WMATA property. WMATA Roadway Worker Protection training is mandatory. Scheduling is currently backed up about 1 month.
- TC-5 "Chapter III–Acceptance/Inspections/Deficiencies", "Warranty"  
TC-5 does not apply, TC-11 shall apply
- TC-1, Indemnification and TC-2, Insurance see solicitation: WMATA to be included as a named insured as listed.
- TC-30 "Chapter XI–Additional Federal Provisions", "Bonding Requirements-General": The need to obtain performance and/or payment bonds will be determined on individual Task Order level. The Contractor may, as a condition to the issuance of a Notice to Proceed under a Task Order, be required to obtain performance and payment bonds on forms acceptable to the Authority when necessary to protect the WMATA's interests.
- TC-4 "Chapter VIII–Intellectual Property Rights": Rights in Technical Data–Unlimited
- TC-8b "Chapter II–Time/Delays/Liquidated Damages": - \$0.00 per calendar day
- TC-1(a-d) "Chapter XII–WMATA Policies" Safety Requirements: WMATA follows the most stringent safety provisions. We do not want anyone to get hurt. All applicable WMATA operational rules and regulations are to be followed.
- TC-12(b) "Chapter IX–Additional Covenants/Legal Requirements", Living Wage: Adjusted every year, is \$13.85 per hour as of January 2017

The Technical Specifications were briefly reviewed:

- The Contractor shall perform a range of planning, conceptual design and preliminary engineering tasks over the term of this contract to support project planning and development. Feasibility studies, conceptual design, and preliminary engineering for capacity and access enhancements for existing and/or expanded transit facilities (e.g. rail and bus stations/stops, rail and bus routes and rail and bus support facilities including but not limited to yards and garages).

Feasibility studies, conceptual design and preliminary engineering for new transit facilities and/or transit corridors (e.g., rail and bus stations/stops, rail and bus routes, rail and bus support facilities including but not limited to yards and garages).

Planning in support of the Authority's joint development program as defined at <https://www.wmata.com/about/business/real-estate/about-joint-development.cfm>.

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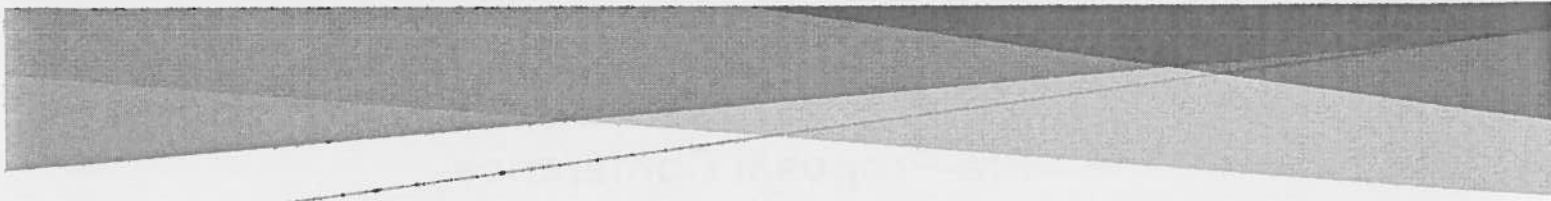
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- i. Schedule of DBE Participation
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The Terms and Conditions were briefly reviewed:

- TC-6 "Chapter I—Terms and Conditions", Ordering: see agenda.
- TC-Chapters VI-XI (Include Federal Clauses)
- TC-1 "Chapter II—Time/Delays/Liquidated Damages", "Not Required".

The Ordering Period is five (5) years commencing on the Notice of Award date.



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- The Authority reserves the right to make multiple awards if it is in the Authority's best interest to do so.

**5. WMATA Vendor Registration System, contracts may only be awarded to registered vendors:**

- From <https://www.wmata.com/> web page, click on "BUSINESS WITH METRO" then on "Vendor Resources" and then on "WMATA Supplier Portal".  
<https://supplier.wmata.com/psp/supplier/SUPPLIER/ERP/h/?tab=DEFAULT>
- Please follow the instructions for New Vendors or Currently Registered Vendors.
  1. Sylvia Edwards at [sedwards@wmata.com](mailto:sedwards@wmata.com), please copy Kamoru Banjo at [kkanbanjo@wmata.com](mailto:kkanbanjo@wmata.com).
  2. Vendor Relations Hotline 202/962-1408.

**6. General Solicitation Information:**

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readable by MS Excel 2013. Oral presentation (if conducted) material shall be readable by MS Office 2013 or MS PowerPoint 2013. In case of conflict between the paper copy and the electronic copy of the proposals submitted, the paper copy shall take precedence.

- d. **Bond Forms – Proposal Guarantee is not required.**
- e. **SI-22(f) "Minimum Proposal Acceptance Period" – 120 cds. from the latest due date for submission of Proposal**
- f. **SI-22(a-f) "Contract Award"**
  - This is a qualifications-based competitive source selection conducted in accordance with the Brooks Architect-Engineer Act. Award will be made to the Offeror(s) who is determined to be the best qualified, is deemed responsible, whose Proposal conforms to the solicitation's requirements, and who is judged, by the Authority assessment of the specific criteria, listed in Article 14, to best meet the Authority's requirements at a fair and reasonable price.
  - This procurement may result in award of a minimum of two (2) or more separate IDIQ Contracts from this announcement, but may result in award of a single Contract. On the Task Order level, the best ranked Contractor will be given the negotiations opportunity first; if the best ranked Contractor does not provide a fair and reasonable price, WMATA moves to the next qualified Contractor. The guaranteed minimum task order value will be \$20,000 for the life of the Contract. Once a task order has been placed for a total of \$20,000 or more the minimum award guarantee will be satisfied. Multiple task orders may be awarded with similar completion schedules and overlapping delivery dates. The value of individual Task Orders may range from \$20,000 to \$3,000,000; however WMATA may elect to issue Task Orders of a higher or lower value. The estimated aggregate value for all awarded Task Orders is \$30,000,000 to \$50,000,000. The maximum value of all Task Orders awarded will not exceed \$50,000,000 over the Ordering Period.
- g. **SI-10(g) "Pre-Award Information" - due with proposal**
  - Solicitation, Offer and Award Form
  - Representations & Certifications
  - Pre-Award Evaluation Data
- h. **SI-10 "Proposal Format Instructions/Requirements"**

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- 2 Fails to meet an evaluation standard, and the deficiency is uncorrectable. Proposal would have to undergo a major revision to become acceptable. The Proposal has demonstrated lack of understanding of the Authority's requirements or omissions of major areas.

**I. SI-24 "Disadvantage Business Enterprises Requirements"**

- Contract overall DBE goal of 17%
- A DBE goal will be established at the individual Task Order level, which will be averaged to reach a contract overall DBE goal of 17%.
- When you are requested to submit a Request For Price Proposal (RFPP) and your Task Order Request For Price Proposal is over \$150,000, in order for the Contractor to be considered responsible, the following documents (See Appendix B) shall be completed and submitted with the Request For Price Proposal at the individual Task Order level:
  - i. Schedule of DBE Participation
  - ii. Letter of Intent to Perform as Subcontractor/Joint Venturer, (if applicable)
  - iii. DBE Unavailability Certification, (where applicable)

**m. SI-10(g) "Contractual Documentation", Volume III:**

- Table of Contents for Contractual Documentation
- Glossary of Abbreviations and Acronyms
- Solicitation, Offer and Award Form
- Representation & Certifications
- Pre-Award Evaluation Data

**9. Terms and Conditions:**

**a. TC-6 "Chapter I—Terms and Conditions", Ordering.**

The Contracting Officer shall order any services to be furnished under this contract throughout the Ordering Period by the issuance of Task Orders on a negotiated basis.

- Only the Contracting Officer may issue Task Orders to the Contractor, providing specific authorization or direction to perform the work. Unless specifically authorized by the Contracting Officer, the Contractor shall not commence Work until a fully executed Task Order has been awarded. No other cost are authorized unless otherwise specified in the Contract or

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**with the Contractor to satisfy a minimum order guarantee as required in Article 7. ORDER LIMITATIONS.**

- b. TC-Chapters VI-XI (Include Federal Clauses)**
- c. TC-1 "Chapter II-Time/Delays/Liquidated Damages", "Ordering Period".**
  - The Ordering Period is five (5) years commencing on the Notice of Award date.
- d. TC-22 "Chapter IX-Additional covenants/Legal Requirements", "Contractor Personnel"**
  - Competent;
  - Vendor ID badge;
  - Mandatory safety training
- e. TC-2 "Chapter XII-WMATA Policies", "Pre-employment Criminal Background Check Requirement"**
  - Background Check-any employee working on WMATA property.
- f. TC-5 "Chapter III-Acceptance/Inspections/Deficiencies", "Warranty"**
  - One (1) year – all workmanship, parts and materials furnished for this contract shall be unconditionally warranted against failures or defects after the Authority accepts them or places them in service, whichever is earlier.
- g. TC-1(a, c-d) "Chapter VII-Indemnification/Insurance/Risk of Loss", "Indemnification"**
- h. TC-2(I-IV) "Chapter VII-Indemnification/Insurance/Risk of Loss", "Insurance Requirements"**
  - 1. WMATA to be named as an additional insured as stated
  - 2. Minimum required insurance:
    - i. Commercial General Liability
    - ii. Worker's Compensation
    - iii. Business Automobile Liability
    - iv. Professional Liability

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**11. Questions:**

**PLEASE PUT question in writing to ensure that they will be formally answered either by an RFI or amendment where necessary. If not in writing, then you may not receive, an official answer either by an RFI or amendment.**

**I politely request that questions should be submitted to me in writing, either on the spot or at your leisure, but no later than June 28, 2017 and I promise a prompt response. I am not being evasive, just thoughtful. I am very much interested in your questions, concerns and eager to respond, but I need time to ensure that I understand the question you are raising and to consider your assertions and questions. If I were to respond in this milieu it might cause confusion. I am sure you all understand.**

### **IMPORTANT NOTICE**

#### **Disclaimer regarding changes to the solicitation**

REMARKS AND EXPLANATIONS AT THIS PRE-PROPOSAL CONFERENCE SHALL NOT QUALIFY THE TERMS OF THE SOLICITATION. ALL CONFEREES ARE ADVISED THAT UNLESS THE SOLICITATION IS AMENDED IN WRITING, IT WILL REMAIN UNCHANGED AND THAT IF AN AMENDMENT IS ISSUED, NORMAL PROCEDURES RELATING TO THE ACKNOWLEDGMENT AND RECEIPT OF SOLICITATION AMENDMENTS SHALL BE APPLIED.

NOW, THEREFORE, THE CONDITION OF THIS DISCLAIMER IS SUCH THAT IF, THE AUTHORITY ISSUED A WRITTEN AMENDMENT TO THIS SOLICITATION AND CONTRACTOR ACKNOWLEDGED BY QUALIFYING THE TERMS OF THE SOLICITATION, THEN, THIS DISCLAIMER SHALL BE VOID; OTHERWISE IT SHALL REMAIN IN FULL FORCE AND EFFECT, SUBJECT, HOWEVER, TO THE SOLICITATION REQUIREMENTS COMPLIANCE.

(Electrical, Mechanical, Civil, Structural, Fire Protection) as well as the Landscape Architecture or Interior Design services may be obtained on a consultant basis through a professional engineering firm. The RFP contains a 17% percent DBE goal. The Ordering Period is 5-years from the Notice of Award date. The value of individual Task Orders may range from \$20,000 to \$3,000,000, however WMATA may elect to issue Task Orders of a higher or lower value. The estimated aggregate value for all awarded Task Order is \$30,000,000 to \$50,000,000. The maximum value of all Task Orders awarded will not exceed \$50,000,000 over the Ordering Period. The guaranteed minimum task order is \$20,000 for the life of the contract. Once a task order has been placed for a total of \$20,000 or more the minimum award guarantee will be satisfied. Multiple task orders may be awarded with similar completion schedules and overlapping delivery dates. This requirement is being procured in accordance with The "Brooks Act," 40 U.S.C. Sections 1101 through 1104, 49 U.S.C. Section 5325(b)(1) and WMATA Procurement Procedures Manual PPM Chapter 12. Firms will be evaluated by the A/E Evaluation Board, scored and ranked according to score. The number of firms selected to interview will be dependent on the number of firms that submit SF-330s. Response should be submitted on an SF-330. The SF-330 can be downloaded through the GSA Forms Library at: <http://www.gsa.gov/portal/forms/type/TOP> type in SF330 in the "Find a Form" block and click on search. All questions regarding this announcement must be e-mailed to the contract administrator at [kkbanjo@wmata.com](mailto:kkbanjo@wmata.com). The ability to download SOLICITATION from WMATA web has provided the Authority wide exposure and enhanced competition, but the ability to have an accurate list of interested parties to the solicitation was virtually impossible. As a result of the increased use of WMATA web site to post our proposal invitations, WMATA is requesting a confirmation that offeror has received a solicitation password or downloaded a solicitation document and will be submitting a response.

**ADMONITORY NOTE:** The procurement action dossiers attached herewith are password protected. Therefore, a PASSWORD is vital for retrieving, aforesaid downloading this solicitation packages, you are required to email your company's name, point of contact, address, phone number and email address to [kkbanjo@wmata.com](mailto:kkbanjo@wmata.com) with subject reading RFP FQ15190/KKB (A/E MATOCs).

Please visit our Internet web site at [www.wmata.com](http://www.wmata.com) for information regarding this and other WMATA solicitations/contracts under Business Opportunities. Also, please complete the Vendor Registration, if you have not already done so, to help us serve you better.

#### **Attachments**

[FQ15190KKB.PDF \(/about/business/procurement/solicitations/documents/FQ15190KKB.PDF\)](#)

[Return to list](#)

#### **RELATED INFORMATION**

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[\(/about/business/procurement/solicitations/index.cfm\)](#)


**LITANY OF INTERESTED PARTIES TO THE GENERAL ARCHITECT-ENGINEER  
PLANNING SERVICES (A/E MATOCs)**




**RFP No.: FQ15190/KKB**


**FIRMS**


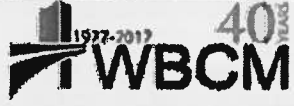
<p><b>ACUMEN</b> building enterprise</p> <p>7770 Pardee Lane, Suite 200 Oakland, CA 94621-1490 Jayse Oliveira Tel: (510) 530-3029 Ext.116 Fax: (510) 530-3125 Toll Free: (888) 530-3894 <a href="mailto:jayse.oliveira@acumentransit.com">jayse.oliveira@acumentransit.com</a></p>	<p>Spann &amp; Associates, LLC One Columbus Center, Suite 600 Virginia Beach, VA 23462 Bruce A. Spann Office Phone: (757) 333-7515 Mobile Phone: (757) 985-9580 <a href="mailto:bspann@spannllc.com">bspann@spannllc.com</a></p>
<p>Seon Kim, PhD, PMP Systems Group Leader 2912 Anthony Lane, Suite 100   Minneapolis, MN 55418-3239 C: 310.793.6548 <a href="mailto:seon.kim@ranieng.com">seon.kim@ranieng.com</a></p> <p> </p> <p><b>RANI</b> engineering</p>	<p>Marketing &amp; Business Development Kumi Construction Management Corp. 36 S. Charles Street, Suite 1504 Baltimore, Maryland 21201 Kiana Smith 410.244.8041 ext. 204 <a href="mailto:ksmith@kumicm.com">ksmith@kumicm.com</a> 4530 Wisconsin Avenue, Suite 450 Washington, DC 20016 202.684.8858 <a href="http://www.kumicm.com">www.kumicm.com</a></p>
<p>Construction Journal <b>Ted Blaicher</b> 400 SW 7<sup>th</sup> Street Stuart, FL 34994 Senior Research Specialist 772.781.2144   Ext 717 440.826.0047   Fax <a href="mailto:Ted.Blaicher@ConstructionJournal.com">Ted.Blaicher@ConstructionJournal.com</a> <a href="http://www.ConstructionJournal.com">www.ConstructionJournal.com</a></p>	<p><b>SYSTRA</b></p> <p>520 Eighth Avenue • Suite 2100 New York, NY • 10018 <b>Ivoire Lloyd</b> Sr. Marketing Proposal Coordinator Tel: (646) 943-6764 Fax: (212) 494-9112 <a href="http://www.systraconsulting.com">www.systraconsulting.com</a> <a href="http://www.railsim.com">www.railsim.com</a></p>
<p>Nitsch Engineering 2 Center Plaza, Suite 430 Boston, MA 02108 Virginia Steigerwald Main: 617-338-0063</p>	<p><b>TYLIN INTERNATIONAL</b> 5285 Shawnee Road, Suite 210 Alexandria, VA 22312</p>



<p>Michael Cegielski  <b>HBK ENGINEERING, LLC</b>          616 Enterprise Dr          Oak Brook, IL 60523          Office: (630) 230-3099 x2609          Mobile: (850) 619-1236  <a href="mailto:mcegielski@hbkengineering.com">mcegielski@hbkengineering.com</a>  <a href="http://www.hbkengineering.com">www.hbkengineering.com</a></p>	 <p><b>Specialized Engineering</b>  <b>Client Driven. Employee</b>  <b>Owned.</b>          4845 International Blvd.          Suite 104          Frederick, MD 21703          Office: (301) 607-4180          Fax: (301) 662-6122          Mobile: (240) 818-6497  <a href="mailto:ssokol@specializedengineering.com">ssokol@specializedengineering.com</a></p>
<p><b>BREE &amp; Associates</b>          Craig Stark          1227 Good Hope Rd. SE Washington, DC          Phone: 571-237-7931          Email: <a href="mailto:Craigs@breeassociates.com">Craigs@breeassociates.com</a></p>	<p><b>NORTH ARROW, INC</b>  <b>GREGG SPAGNOLO</b>          1200 G STREET, NW, SUITE          800, WASHINGTON DC, 20005          phone number: 202.368.6066          email address:  <a href="mailto:gregg.spagnolo@northarrowinc.com">gregg.spagnolo@northarrowinc.com</a></p>
<p><b>T3 Design Corporation</b>          Amy Morris, PE, PTOE, PMP          10340 Democracy Ln #305          Fairfax VA 22030          Office: 703-359-5861 x 457          Direct: 571-224-9457          Mobile: 703-231-3428</p>	<p><b>Arup</b>          Roman Przepiorka          1120 Connecticut Av NW Ste          1110          phone number: office 202 729          8220, cell/mobile 202 738 7306          email address:  <a href="mailto:roman.przepiorka@arup.com">roman.przepiorka@arup.com</a></p>
<p><b>E.B.V. Engineering, Inc. dba Insight Engineering, Inc.</b>          1801 McCormick Drive, Suite 350          Largo, MD 20774          Point of Contact: McKayla Gamino          Phone number: (240) 234-2668          Email: <a href="mailto:mckayla@iengri.com">mckayla@iengri.com</a></p>	 <p><b>Environ-Civil Engineering, Ltd</b>          9891 Broken Land Parkway, Suite 203          Columbia, MD 21048</p> <p>Kathryn Opatick          Main: (410) 290-5950 Ext. 209          Fax: (410) 290-5954          Email: <a href="mailto:opatick@ece.ltd.com">opatick@ece.ltd.com</a>          Homepage: <a href="http://www.ece-ltd.com">www.ece-ltd.com</a></p>
<p><b>Lora Byala, AICP</b>          President &amp; CEO</p>	<p><b>AB Consultants, Inc.</b></p>

<b>AMT, LLC</b> 10 G Street, NE Suite 430 Washington, DC 20002 Aileen Pearman Phone: 202-289-4545   Fax: 202-289-5051 <a href="mailto:apearman@amtengineering.com">apearman@amtengineering.com</a> CBE Certified # LZ78483072019	<b>Leo A Daly</b> Richard C. Thompson, Jr. 1201 Connecticut Avenue, NW, 10 <sup>th</sup> Floor, Washington, DC 20036 Phone Number: (202) 861-4600 Email: <a href="mailto:rcthompsonjr@leoadaly.com">rcthompsonjr@leoadaly.com</a>
<b>Caliber Consulting Group, LLC</b> Director of CM/CI, MD/VA/DC  10411 Motor City Drive, Suite 750 Bethesda, MD 20817 <b>Jamie Hansen, CQA</b> Website: <a href="http://www.caliber-cg.com">www.caliber-cg.com</a> Connect with me on LinkedIn: <a href="http://www.linkedin.com/in/hansenjamie/">www.linkedin.com/in/hansenjamie/</a> 301.787.7633 (M)   301.801.4418 (O)   240.395.2347 (F) <b>Certified DBE-MBE-SBE-LBE/SWaM</b> <b>(MDOT/VDOT/DDOT/WMATA/MWAA)</b>	Company Name : ACDC Systems LLC Point of Contact : Prakash Dave Address : 34 Union Ave, Edison, NJ 08820 Phone Number: <u>732-824-8370</u> E-mail Address : <u>PDave6@gmail.com</u>
 <b>AEG</b> American Engineers Group <b>Dana M. Wodarczyk</b> Marketing Coordinator 441 Friendship Road, Harrisburg, PA 17111 P 717.920.7007   F 717.233.0994 <a href="mailto:dwodarczyk@aegroup-llc.com">dwodarczyk@aegroup-llc.com</a> MBE/DBE/SDB/SBE Certified <a href="http://www.aegroup-llc.com">www.aegroup-llc.com</a>	<b>Terracon Consultants, Inc.</b> Jane Tes 9711 Washingtonian Blvd, Suite 1741 Gaithersburg, MD 20878 301-354-6100 <a href="mailto:Jane.Tes@terracon.com">Jane.Tes@terracon.com</a>
<b>Angela Freibaum</b> CFO  INTECaec Architecture Engineering & Construction 2500 Brighton Dam Rd Brookeville, MD 20833 O: 301.570.4100 x103 C: 301.807.4517 F: 301.570.4101 <a href="http://www.intecaec.com">www.intecaec.com</a>	<b>John C. Colen, AIA</b> <a href="mailto:jcolen@csie.com">jcolen@csie.com</a> <b>Executive Vice President</b> <b>CSI Engineering, P.C.</b>   MDoT MBE / DBE   MWAA DBE 14205 Park Center Drive, Suite 203, Laurel, MD 20707 P: 301.210.9090   F: 301.498.1975
<b>Kittelson &amp; Associates, Inc.</b> Transportation Engineering / Planning	<b>HR&amp;A Advisors</b> Stan Wall, Eric Rothman

	<a href="http://www.evigilant.com">www.evigilant.com</a> VA DCJS 11-3421
MEP Designs Inc. Sam Abdelfattah 8721 Plantation Lane, Suite 301, Manassas, VA 20110 phone number: 703.981.6502 email address: <a href="mailto:sam@mepdesigns.com">sam@mepdesigns.com</a>	Sheladia Associates, Inc. Mugdha Pimprikar 15825 Shady Grove Rd, Ste 100, Rockville, MD 20850 301-670-5365 <a href="mailto:mpimprikar@sheladia.com">mpimprikar@sheladia.com</a>
HBA Architecture & Interior Design, Inc. One Columbus Center, Suite 1000 Virginia Beach, VA 23462-6797 Cheryl L. Schimmelpfenning 757.490.9048 (x7672) 757.490.7081 fax <a href="mailto:CherylS@hbaonline.com">CherylS@hbaonline.com</a> <a href="http://www.HBAonline.com">www.HBAonline.com</a>	HSA, Inc. 1818 New York Avenue NE, Suite 106 Washington, DC 20002 Harish Senapathy, PE P: 202-269-6110 F: 202-280-1171 M: 202-531-5465
HDR 2600 Park Tower Drive, Suite 100 Vienna, VA 22180 Andrew E. Cadmus, PE M 410.598.9965 <a href="mailto:Andrew.Cadmus@hdrinc.com">Andrew.Cadmus@hdrinc.com</a>	<b>DARLENE JONES</b> Marketing Manager 11350 McCormick Road, EP III, Suite 1000 Hunt Valley, MD 21031-1044 (o) 410.329.1115 ~ (d) 443.541.4291 ~ (f) 410.329.1172 <a href="mailto:jonesd@sidhuai.com">jonesd@sidhuai.com</a> ~ <a href="http://www.sidhuai.com">www.sidhuai.com</a>   <b>SIDHU ASSOCIATES INC.</b> <small>Creating the Future</small>
<b>Schnabel</b> ENGINEERING  Hamid Riahi, P.E. 46020 Manekin Plaza, Suite 150 Sterling, VA 20166 Tel: 571-612-5675 <a href="http://schnabel-eng.com">schnabel-eng.com</a>	KLS Engineering, LLC Leverson Boodlal 45155 Research Place, Suite 200, Ashburn, VA 20147 Phone number: 703-858-1356 Email address: <a href="mailto:leverson.boodlal@kls-eng.com">leverson.boodlal@kls-eng.com</a>

Pittsburgh PA 15235 412.242.4347 <a href="mailto:bks@idea-llc.biz">bks@idea-llc.biz</a>	Washington, DC 20005 (202) 793-5600 <a href="mailto:vdavis@nspiregreen.com">vdavis@nspiregreen.com</a>
Acumen Building Enterprise, Inc. Gian Fiero 7770 Pardee Lane, Suite 200, Oakland, CA 94621-1490 (510) 530-3029 <a href="mailto:gian.fiero@acumentransit.com">gian.fiero@acumentransit.com</a>	PRR, Inc. Rachel Novotny 1501 4 <sup>th</sup> Ave, Suite 500, Seattle, WA 98101 206-462-6353 <a href="mailto:rnovotny@prrbiz.com">rnovotny@prrbiz.com</a>
 Dr. Ashraf (Ash) Ibrahim, Ph.D., PE 901 K St., NW Suite 600 Washington, DC 20001 T 202.347.1446 D 202.220.0145 C 202.527.0200 <a href="mailto:ashraf.ibrahim@mckinc.com">ashraf.ibrahim@mckinc.com</a> <a href="http://www.mckinc.com">www.mckinc.com</a>	 WHITNEY BAILEY COX & MAGNANI, LLC 300 East Joppa Road Suite 200 Baltimore, MD 21286 Christina Turner MAIN 410.512.4500 DIRECT 410.512.4507 FAX 410.324.4100 <a href="mailto:cturner@wbcm.com">cturner@wbcm.com</a>
AECOM Al O'Konski AIA, VP, Sr Program Manager 2020 K Street NW, Suite 300, Washington, DC 20006-1836 Tel: 202-772-0616 Mobile: 202-491-0122 <a href="mailto:Al.okonski@aecom.com">Al.okonski@aecom.com</a>	Duane R. Ellis, P.E. Director of Operations, Washington D.C. Area 7406 Alban Station Court, Suite B211 Springfield, VA 22150 Office: (202) 400-3533 Direct: (202) 930-0344 Cell: (571) 275-1073
<b>CSI Engineering, P.C.   MDoT MBE / DBE  </b> <b>MWAA DBE</b> Erin Segner 14205 Park Center Drive, Suite 203, Laurel, MD 20707 P: 301.210.9090 x0   F: 301.498.1975	Sabra, Wang & Associates Paul Silberman, P.E., PTOE 7055 Samuel Morse Drive, Suite 100 Columbia, MD 21046 Phone: 443-741-3500 email: <a href="mailto:psilberman@sabra-wang.com">psilberman@sabra-wang.com</a>
CEM Inc. Josh Nelson – Executive Vice President 42 North Main Street Bel Air, MD 21014 410-893-9016 <a href="mailto:inelson@cemscience.com">inelson@cemscience.com</a>	<b>IBI Group</b> John Ward 1505 Prince Street - Suite 200 Alexandria VA 22314- 2874 United States tel +1 703 836 3829 ext 402 fax +1 703 836 2484

**Washington Metropolitan Area Transit Authority  
RFP: FQ15190/KKB**

**NOTICE TO ALL VENDORS**

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## PRE-PROPOSAL CONFERENCE ATTENDEES

June 21, 2017

NAME

AFFILIATION

PHONE NO.

FAX NO.

E-MAIL/MAILING ADDRESS

Kamoru Banjo	WMATA	202-962-1395	202-962-2038	kkbanjo@wmata.com