

July 17, 2017
Request for Proposals
**Crystal City to Ronald Reagan Washington National Airport Pedestrian
Connection Feasibility Study**

The Crystal City Business Improvement District (BID) is seeking to engage a planning, transportation, and engineering team to assess the feasibility of constructing a pedestrian connection between the Crystal City neighborhood and Ronald Reagan Washington National Airport and providing preliminary recommendations as to its location, orientation, and scale.

Background:

Over the past decade, the Crystal City BID has leveraged the neighborhood's accessibility within the greater Washington region as a key competitive advantage for businesses looking to invest or locate in the area. Proximity to Ronald Reagan Washington National Airport (DCA) is a dominant factor in that competitive advantage and is a characteristic the Crystal City BID has long promoted.

Now, with the Metropolitan Washington Airports Authority (MWAA) embarking on a \$1 billion capital improvement program across its two airports, Arlington County seeking to manage Metro Station capacity and usage in Crystal City, various rail related improvements underway along the corridor, and property owners focusing on repositioning assets, new opportunities have emerged to enhance regional connections while further integrating DCA's presence into the fabric of a transforming and dynamic Crystal City.

More specifically, the Virginia Railway Express (VRE) is in the middle of a planning study that may relocate the Crystal City VRE station to support larger trains and an island platform configuration in the pursuit of multi-directional service. This relocation could bring the VRE station closer to the National Airport Metro station and presents a strategic opportunity to not only integrate the VRE station better with Crystal City, but to improve the physical connection between the VRE and Metro and between DCA and Crystal City with a direct pedestrian bridge or tunnel.

This connection would dramatically strengthen Arlington's overall long-term economic sustainability and further cement Crystal City's relationship with the airport and position the neighborhood for future investments in interregional commuter rail, AMTRAK regional and High Speed Service.

The Crystal City BID has agreed to organize a working group of relevant stakeholders and fund a more thorough conversation about the value and feasibility of this connection.

Project Objective: To directly link Crystal City with DCA and the National Airport Metro station via a context-sensitive pedestrian connection that enhances economic development opportunities, strengthens the neighborhood's hotel community, and offers new opportunities to link the thousands of workers and residents of Crystal City to a growing regional rail network.

Feasibility Study Objective: To identify the optimum means of constructing a new pedestrian connection to the airport; and to identify preferred locations, costs, regulatory requirements, financing mechanisms, usage estimates, travel mode impacts, context-sensitive design choices, real estate considerations, and timetables associated with the recommended approach.

Project Schedule:

Services of the selected consultant will be required immediately upon award of the contract, which is expected to be in early August of 2017, with the final deliverable due in mid-October.

Project Working Group:

A project working group made up of one (1) representative from key stakeholders will be assembled. This working group will be kept informed of the feasibility study progress throughout the project and will provide feedback and input on direction (see meeting schedule).

Scope of Services:

1. Potential Alignments – Consultant shall identify and assess all technically feasible alignments between Crystal City, the National Airport Metro Station, and DCA terminals B/C. Potential alignments shall consider any relevant planning efforts underway or anticipated from Metro, VRE, MWA, etc. Assessments of each alignment shall include feasible and optimal structural support locations and any other access points. This review should consider both a bridge and a tunnel approach to achieving the connection. A “no-build” alternative that looks at opportunities to enhance existing pedestrian connections should also be included as a potential alignment.
2. Preliminary Estimates - Consultant shall prepare an initial estimate of design, engineering, and capital costs for the alignments described in section 1 above. The estimates will be a range for each alignment based on Washington DC area construction costs and conditions, and of other comparable connections/facilities throughout the country.
3. Real Estate Assessment – Consultant shall prepare an assessment of real estate ownership and encumbrances for all real estate needed to build feasible alignments outlined in section 1 of this scope. Consultant shall also prepare an assessment of visual and other impacts to properties proximate to the alignments and within their view shed.
4. Additional Pedestrian/Bicycle Connections – Consultant shall determine feasibility of designing the connection to accommodate bicycle traffic linking the on-street bicycle network along Crystal Drive with existing or new potential bicycle parking at the airport, Metro station, and to the regional bicycle facility and recreational amenity along the Mount Vernon Trail.
5. Transportation Analysis – Consultant shall prepare an assessment of the impacts to the transportation network including, but not limited to, changes in metro boardings/alightings at the Crystal City and Washington Airport Metro stations, changes in vehicle trips to/from the airport, estimated pedestrian and bicycle counts on the connection.
6. Maintenance – Consultant shall assess the maintenance needs of the connection alignments described in section 1 of this scope and forecast out to a 30-year system lifespan. This assessment shall include a schedule of routine daily, weekly, monthly, annual, and longer term maintenance.
7. Recommended Alignment – Based on the outcomes of sections 1 through 6, the consultant shall make a recommendation for the preferred means (bridge versus tunnel) and alignment in consultation with the Crystal City BID and the working group.

8. Federal, State and Local Approvals and Permits – Consultant shall prepare a comprehensive assessment of all necessary federal, state and local approvals necessary to construct the connection alignment recommended in section 7 of this scope. This task will define the required process for attaining project approval. Special attention shall be given to Metropolitan Washington Airports Authority, the National Park Service, Virginia Department of Transportation, CSX approvals, Section 106 of the NHPA, the NEPA approval process (EIS), regional air quality modeling, and any other necessary approvals necessary for project approval.

9. Design Features – Consultant shall highlight design features that affect the appearance and aesthetics of the connection, outline possible design choices, and describe the associated costs thereof. For any approvals related to system aesthetics and design identified in Section 8 of this scope, the consultant shall outline aesthetic choices, impacts, and associated costs for different designs.

10. Financing – Consultant shall describe possible financing arrangements available to fund both the capital costs and on-going maintenance over a 30-year horizon. The assessment shall identify possible lead agencies and organizations to lead the construction as well as manage maintenance efforts.

11. Timetables – Consultant shall provide a timetable for each phase of implementation: planning and preliminary design, entitlements, design and engineering, construction, and opening.

12. Renderings – Consultant shall produce a three-dimensional digital model of the recommended alignment identified in section 7 of this scope with conceptual design features from section 9 of this scope. Consultant shall then produce, in consultation with the client, 6 – 10 renderings of the connection as envisioned, which will be suitable for large reproduction and distribution.

13. Future Transportation Connections – Consultant shall identify how the connection could incorporate and benefit other future transportation projects including, but not limited to, MARC and VRE interoperability, AMTRAK regional service, and High-Speed Rail Service.

14. Additional Tasks in Support of This Project – Based on Consultant’s technical expertise, there may be additional tasks which should be completed as part of this project. These tasks will be negotiated in a final scoping meeting at the outset of the project, prior to the Notice to Proceed is issued.

Key Stakeholders

- Arlington County Department of Environmental Services
- Arlington Economic Development
- Arlington County Community Planning, Housing, & Development
- CSX
- Crystal City Business Improvement District
- Crystal City Civic Association
- Dweck Property Company
- Gould Property Company
- Lowe Enterprises Real Estate Group
- Metropolitan Washington Airports Authority
- National Park Service
- Virginia Department of Rail and Public Transportation
- Virginia Railway Express
- JBG Smith
- Washington Metropolitan Area Transit Authority
- Others may be added

Project Meetings

- **Kick-Off Meeting – August 15, 2017:** The consultant will hold a kickoff meeting with the project manager and the working group. Further refinements to the scope may be made at this meeting by mutual consent of consultant and project manager. This meeting will also include a presentation on comparable bridge/tunnel projects as a means to educate on best practices and designs from around the world.
- **Public Information Meetings – September 5, 2017:** The consultant will hold two public awareness meetings near the outset of the project to describe the goals and scope of the feasibility study the general public and business community. One meeting will be held during the daytime to accommodate the area business community with a second evening meeting on the same day to focus on the residential community.
- **Progress Meetings:** The consultant will meet with the project manager at least every two weeks and via weekly check-in calls or as deemed appropriate by mutual consent at the kick-off meeting
- **Alignment Meeting – October 3, 2017:** The consultant will meet with the working group to present initial alignment options and to receive feedback that will inform the selection of a preferred alternative.
- **Findings Meeting – October 10, 2017:** Consultant will present the findings of the feasibility study to the project manager and the working group in preparation for the Final Public Meeting. This meeting will be held two weeks prior to the scheduled Final Public Meeting to provide sufficient time to incorporate comments and feedback.
- **Final Public Meeting – October 19, 2017:** Consultant will hold a final meeting to present the findings of the feasibility study to the public. Consultant will prepare all electronic, display, and handout materials for this meeting, in collaboration with the project manager.

Deliverables:

- **Meetings:** Consultant shall prepare all necessary invitations, agendas, presentations, and meeting summaries for each of the meetings outlined above.
- **Final Report:** Consultant shall produce a document for review by the project manager and stakeholder team that addresses all items listed in the scope.
 - Project manager and working group team will review and provide comments to the draft document prior to the Alignment Meeting, Findings Meeting, and the Final Public Meeting.
 - Consultant will address all comments, and produce a final 100% document deliverable at 9:00am on October 19th. Upon one round of review of the 100% document by the

project manager and working group, the consultant will finalize all work and deliver it to the project management team in digital format along with 30 hard copies by the end of October.

- The presentation of findings shall be a digital presentation with additional visual displays and boards at the discretion of the consultant and project manager.
- Additional documents related to the study shall be delivered in common digital formats (MS Office, PDF, InDesign, etc.).

Responding to this Request for Proposals:

Please send a proposal addressing the following:

- **Cover Letter** (1 page)
- **Project proposal and approach** (2 to 5 pages)
 - Approach
 - Proposed Schedule
- **Team Qualifications** (3 to 6 pages)
 - Participating companies joining proposed bid
 - Lead consultant (company, lead individuals, and resumes)
 - Relevant project experience
 - **Individual Team Members:** Individuals who will be working on the project, which task they will specialize in, and the name of their company.
 - Specific information listed in the Evaluation Criteria below
- **Price:** Fixed-Cost Price along with a cost breakdown of staff hours and other tasks / costs related to completing the project scope
- **Submission Format:** Responses shall be submitted as a single PDF file via drop box or similar file sharing means.
- **Due Date:** 5:00pm on August 4th, 2017

Selection Process:

The Crystal City BID will select the most qualified firm based upon the firm's understanding of and approach to the work, relevant experience, proposed personnel, and the cost.

The Crystal City BID may conduct interviews with the top bidders to help establish the most qualified firm to perform the work. Upon selection, a binding fee and schedule proposal will be requested from the preferred firm.

Point of Contact:

Direct all inquiries and correspondence to the project manager at the following address:

Crystal City Business Improvement District

Attn: Robert Mandle

2001 Jefferson Davis Highway, Suite 505

Arlington, VA 22202

703-412-9430

rmandle@crystalcity.org