

Government of the District of Columbia

Department of Transportation



d. Office of Contracting and Procurement

DISTRICT ARCHITECT AND ENGINEER (“A/E”) SCHEDULE TASK ORDER (“TO”) SOLICITATION

Date: January 8, 2021

Category of Services: Category A – Roadway
Design

Solicitation No. OCPTO200072

Title: Request for Qualifications (RFQ) for
Macomb Street NW from Ross Place to Connecticut
Avenue, NW Reconstruction Design

1. BACKGROUND

This project’s objective is to improve safe vehicle and pedestrian access along Macomb Street, NW from Ross Avenue to Connecticut Avenue, which is approximately 1000-ft-long with a 30-ft-wide roadway. This narrow roadway carries two-directional traffic and has street parking on both sides of the street.

The Right of Way (ROW) is approximately 8’-6” from the curb. The width of the sidewalk varies. On the south sidewalk, the sidewalk is fairly consistently 6’-0” in width and is reduced to 5’-0” in the vicinity of the trees. The north sidewalk width varies throughout the full block; its widest is 4’-0” in width, and is reduced to as narrow to 2’-0” in some locations, except on the Cleveland Park Library lot at the east end of the block. The sidewalk in front of the library was improved when the library was built. The north sidewalk has also experienced extensive unevenness and cracking of the sidewalk, which a safety hazard to pedestrians. The curb height varies from 4” to practically none, causing excessive ponding of water at several locations.

This project is to provide engineering design services and the preparation of construction documents for the Macomb Street Reconstruction. An investigation shall be performed to improve the drainage issue, i.e., lower the roadway profile grade and/or raise the top of curb grade and/or raise the sidewalk grade. The overall project shall also include reconstruction of the roadway; reconstruction and/or repair of the sidewalks; stormwater and drainage improvements; and utilities. Other design elements considered for the project are construction of ADA ramps at the crosswalk between 2929 and 2932 Macomb Street; use of permeable pavers and permeable asphalt in parking lanes; and tree preservation and landscape restoration.

Project Limits



2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category A – Roadway Design in accordance with the provisions of the A/E contract. It is anticipated that one Firm-Fixed-Priced TO will be awarded. The three firms are:

- HNTB District of Columbia, PC
- KLS Engineering, LLC
- Toole Design Group, LLC

3. APPLICABLE DOCUMENTS:

- Contractor’s respective IDIQ Contract terms and clauses
- All design work will comply with current design practices and code requirements of the District of Columbia, Department of Transportation (DDOT), AASHTO, FHWA, including the following:
 - AASHTO manual “A Policy on Geometric Design of Highways and Streets”, latest edition
 - Manual on Uniform Traffic Control Devices (MUTCD), latest edition
 - AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals, latest edition.
 - DDOT Standard Specifications for Highways and Structures, 2013, issued by District of Columbia Department of Transportation.
 - District of Columbia Department of Transportation - Design and Engineering Manual, 2019
 - District of Columbia Department of Transportation Environmental Policy and Process Manual, latest edition
 - District of Columbia Work Zone Safety and Mobility Policy
 - FHWA’s Final Rule on Work Zone Safety and Mobility

- District of Columbia Temporary Traffic Control Manual Guidelines and Standards
- District of Columbia Department of Transportation - Complete Streets Policy
- District of Columbia Department of Transportation, Green Infrastructure Standards, 2014
- District Department of Environment Stormwater Management Guidebook, 2013
- NACTO, Urban Bikeway Design Guide, 2nd Edition
- District of Columbia Standards and Specifications for Soil Erosion and Sediment Control, 2017
- District of Columbia Streetlight Policy and Design Guidelines
- Sidewalk Installation Guidelines and Policy

The editions listed above were current at the time of preparation of the solicitation package. If any updates were made prior to the contract execution, the updated design standard must be followed.

4. SUBCONTRACTING REQUIREMENTS

- (a) For all contracts in excess of \$250,000 that are unrelated to the District’s response to the COVID-19 emergency but entered into during the COVID-19 emergency, absent a waiver pursuant to D.C. Official Code § 2-218.51, at least 50% of the dollar volume (“CBE minimum expenditure”) of the contract shall be subcontracted to SBEs.
- (b) If there are insufficient qualified SBEs to meet the requirement of paragraph (a), the subcontracting requirement may be satisfied by subcontracting the CBE minimum expenditure to any qualified CBE; provided, that best efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontracting work.
- (c) For every dollar expended by the Consultant with a resident-owned business (ROB), as defined in D.C. Official Code § 2-218.02(15), the Consultant shall receive a credit for \$1.10 against the CBE minimum expenditure.
- (d) For every dollar expended by the Consultant with a disadvantaged business enterprise (DBE), as defined in D.C. Official Code § 2-218.33, the Consultant shall receive a credit for \$1.25 against the CBE minimum expenditure.
- (e) For every dollar expended by the Consultant that uses a company designated as both a DBE and as a ROB, the Consultant shall receive a credit for \$1.30 against the CBE minimum expenditure.
- (f) "COVID-19 emergency" means the emergencies declared in the Declaration of Public Emergency (Mayor's Order 2020-045) together with the Declaration of Public Health Emergency (Mayor's Order 2020-046), declared on March 11, 2020, including any extension of those declared emergencies.
- (g) This special provision shall apply to all option periods exercised under those contracts.

- (h) Except as provided in this Section, all other subcontracting requirements shall remain in effect.

5. STATEMENT OF WORK (“SOW”)

The project shall consist of the following tasks:

1. Project Management
2. Design Development for PS&E Contract Documents
3. Public Involvement and Interagency Coordination

5.1 Project Management

Key Personnel Requirement: The Consultant’s Project Manager shall be a Professional Engineer licensed in the District of Columbia with a Bachelor of Science Degree in Civil Engineering and five (5) years of experience in roadway design.

Project Coordination: The Consultant shall work with the DDOT Contract Administrator and coordinate with various agency departments, utility companies and other local agencies regarding their requirements and include them in the project as directed by the DDOT Contract Administrator. It is the Consultant’s responsibility to coordinate with various utility companies and other consultants, and receive their responses in a timely manner as prescribed in the project schedule and to make any changes resulting from the reviews and coordination with various utility companies and other consultants. The Consultant shall keep the DDOT Contract Administrator informed of all dealings with various offices, agencies, stakeholders, and utility companies as well as any delays. The Consultant shall also coordinate efforts on this project with other ongoing projects in the project area. A copy of final coordination information (Progress Meetings and Reports, Meeting Minutes, and Monthly Progress Reports) shall be maintained on DDOT’s SharePoint. Project coordination shall include the following:

- **Progress Meetings and Reports:** The Consultant shall attend a kick-off meeting and progress meetings with the DDOT Contract Administrator and participating agencies for each design submission. The Consultant or its representative attending the meetings shall be key personnel and design engineers knowledgeable of the project and its design. Coordination meetings will also be held with project stakeholders. Attending agency meetings and community presentations will be part of this task.
- **Minutes of Meetings:** The Consultant shall provide a draft of meeting minutes to DDOT and the attendees at the meeting by close of business within five (5) days after the meeting. Attendees and DDOT personnel will return comments for revision for the Consultant to finalize. Once the DDOT Contract Administrator approves the minutes, the Consultant shall distribute an electronic copy of the minutes to each attendee within 3 calendar days following DDOT’s approval to distribute.

- **Monthly Invoices:** The Consultant shall provide monthly invoices to the DDOT Contract Administrator for approval and timely payment. A format of DDOT invoices will be given to the Consultant after NTP has been issued.
- **Monthly Progress Reports:** The Consultant shall prepare and submit monthly progress reports. Each report shall outline the task accomplishments, meetings held, status of deliverables, expected activities for the next period, issues for resolution and the responsible party, problems and their disposition from the previous period, updated schedule and financial status.

5.2 Design Development for PS&E Contract Documents

PS&E Documents: Complete construction and/or repair contract documents shall be developed and submitted to DDOT and respective project stakeholders for review at 30%, 65% and 90%. Documents shall include but not be limited to existing condition plans, roadway plans, maintenance of traffic plans, landscaping plans, proposed sidewalk plans, drainage plans, erosion and sediment control plans. Provide sequence of construction, all permits, specification, cost estimates, and bid forms and proposals.

Field Survey and Mapping Update: Perform surveys/mapping to the assigned specific roadway improvement design project as well as other engineering tasks as may be required, including but not limited to:

- **Topography** - Perform field survey required for mapping within the established project limits. Locate existing streets, trees, walls, steps, and street level utility appurtenances including manholes, ROW lines, building restriction lines, existing topography structures and other physical and legal features within the limits of the project.
- **Topographical Map** – Generate a topographical map to show property ties, stations, elevations and controls.
- **Cross Sections** – Develop cross sections at 50 ft. intervals for the existing streets along center lines, quarter points, flow lines, tops of curbs, edges of sidewalks (if exist), and steps, providing full coverage of the area within the limits of the project.
- **Horizontal Control** - Furnish horizontal control in the State Plane Coordinate System of the State of Maryland unless otherwise directed.
- **Traverse points** - Perform a series of conventional horizontal control (the State Plane Coordinate System of the State of Maryland) and vertical control (D.C Datum) traverses for each street and highway project unless directed otherwise by the DDOT Contract Administrator. The traverse will consist of permanent points set in stable material that will not be disturbed during the course of construction. Tie each traverse point to a minimum of three permanent structures to assist in future recovery.
- **Global Positioning** - Use Global Positioning System (GPS) equipment to transfer controls to a project street/highway that is not within two thousand (2,000) ft. of an existing control.
- **Survey Permission** - Permits to perform field survey are not required, except from the National Park Service. Notify in writing the DDOT Contract Administrator and the adjoining property owners and communities prior to commencing the survey work.

- Survey limits - The width of the survey limits for each street will be from ROW line to ROW line where it can be easily determined. In areas where a ROW line can only be determined by performing a boundary survey, the survey limits for the street will be from the back of the existing sidewalk to the back of existing sidewalk. The project limits on the side streets will be a maximum of 50 feet from the curb returns on all side streets for tie-in, drainage, street light and other modifications. If additional information is required beyond the ROW line, the District will seek permission from the private property owner (in writing) prior to commencement of any work.
- Final Plans - Incorporate all information into the final contract plans including the subsurface utility engineering (SUE) information and cross section drawings.

Subsurface Utility Engineering (SUE): ASCE Standard 38-02 shall be used as reference for the proposed subsurface utility engineering work. Underground utilities will be verified in accordance with the DDOT Scope of Work – Non-Project Specific Subsurface Utility Engineering and Utility Coordination Services.

Undergrounding of existing overhead PEPCO lines is not anticipated in this project. Relocation or replacement of DC Water hydrants and valves shall be on as an as-needed basis.

Geotechnical Engineering: A Geotechnical Report shall be prepared.

Roadway Reconstruction: Roadway reconstruction is anticipated. Proposed work shall also include but not be limited to removal and reconstruction of curbs and gutters; and reconstruction and/or repair of sidewalks, as needed. Curbs, gutters and wheelchair ramps will be repaired as determined by field inspection in accordance with ADA requirements. The drainage system will be improved by repair/replacement of deteriorated catch basin.

Erosion and Sediment Control: Prepare plans, drawings, details, estimates and specifications for control of soil erosion and sedimentation during construction in accordance with current guidelines for erosion and sediment control of the DC standards. Soil Erosion and Sediment Control Plans must be provided and plans reviewed and approved by DOEE.

Landscaping/LIDs: Proposed work includes but is not limited to determination of candidate areas for landscaping treatment and Low Impact Developments (LIDs). Tree replacements in empty tree pits along Macomb Street are to be included. Opportunities to introduce trees and planting beds in the corridor shall be identified and included. Soil volume shall be provided for street trees per the DDOT Green Infrastructure standards. Areas that are candidates for paving removal, impervious surface disconnection, permeable pavement, and bioretention should be identified and included to comply with stormwater permit requirements. Existing trees to remain shall be protected.

Quantity Computations and Design Calculations: Prepare and submit to the DDOT Contract Administrator/engineer Design Quantity Computations that neatly, legibly, and

orderly detail the processes and logical steps used to determine quantities for each pay item. Quantity computations for each pay item shall also indicate any quantities of incidental items that are included in the specific pay item. All design and calculations shall be signed and sealed by a licensed professional engineer of the District of Columbia.

Permits: The design is anticipated to be advanced as a Categorical Exclusion under National Environmental Policy Act (NEPA) in the CEQ regulation (Section 1508.4). The designer shall prepare the draft DDOT Environmental Form I (at 30% plans) and Environmental Form II (at 65% plans) complete with location maps, photos, and cost estimates.

The designer shall apply for a Building Permit at DCRA to include application for SWM and SESC permits, as required. The designer shall pay all permit fees associated with SWM, SESC, and Building permits, including initial and final plan review fees, meeting fees, report review fees, and any other fees incurred during the plan review process.

Voluntary installation of stormwater retention facilities shall be certified for Stormwater Retention Credits (SRC).

Submissions: All submissions will be as per the District of Columbia Department of Transportation, Design and Engineering Manual, Latest Edition.

5.3 Public Involvement:

The Consultant shall attend up to three (3) public meetings to present the project to the public. The Consultant shall prepare a meeting agenda and handouts, as well as visual aids and illustrative images, charts, and other tools to convey ideas to the public. A purpose of the meeting will be to obtain design input and field stakeholder concerns. The Consultant shall prepare a summary of all comments received. There will be a kick-off meeting before the design starts. The second public meeting shall occur after the 30% design is completed. Public meetings shall also be held after the 65% design is completed.

Context Sensitive Design/Solutions: The Context Sensitive Designs (CSD) and/or Context Sensitive Solutions (CSS) will be a key component of the Macomb Street, NW Sidewalk Improvement final design. The plan submission will not include specific material selections or structure types pending the CSD/CSS workshop(s) to follow the 30% Plan submission. Plans will indicate generic surface types and structural “envelopes” for but not limited to the following components:

Sidewalk: Develop CSD/CSS range of sidewalk reconstruction and repairs. Cost factors will be developed to include a range of solutions.

Landscaping: Develop CSD/CSS range of potential landscaping (tree preservation, planting plan, street amenities) solutions. Cost factors will be developed to include a range of solutions.

6. DELIVERABLES

Project Deliverables shall be submitted in accordance with Section 12 of the Design and Engineering Manual.

SOW Ref	Deliverable	Method of Delivery	Due Date From Date of Award
5.2	30% Design Plans and Specifications	Electronic & 4 sets of half-size Plans, 2 copies of Preliminary Construction Costs; 2 sets full-size SWM Plans	10 weeks
5.2	65% Design Plans, Estimate and Specifications	Electronic & 4 sets of half-size plans, 4 sets of Special Provisions, 2 copies of Preliminary Construction Costs	22 weeks
5.2	90% Design Plans, Estimate and Specifications	Electronic & 4 sets of half-size plans, 4 sets of Special Provisions, 2 copies of Construction Costs and Pay Item Schedule	32 weeks
5.2	PS&E Design Plans, Estimate and Specifications	Electronic & 2 sets of stamped half-sized Plans, 2 sets of Special Provisions, 2 sets of Pay Item Schedule and Cost Estimate, 2 sets full-size SWM Plans, 1 set full-size SWM plans on Mylar	39 weeks
5.2	Final Bid Package	Electronic & 4 sets of half-size Contract Plans, 4 sets of Special Provisions, Bid Forms and Appendices, 1 full-size reproducible final contract drawings and 5 full-size SWM plans	45 weeks
5.2	Geotechnical Report	Electronic & 1 Hard Copy	10 weeks
5.2	Drainage and Stormwater Calculations	Electronic & 1 Hard Copy	39 weeks
5.2	Quantity Takeoffs	Electronic	39 weeks

SOW Ref	Deliverable	Method of Delivery	Due Date From Date of Award
5.2	CPM Construction Schedule Calculation	Electronic	39 weeks
5.2	Final Drawings in MicroStation	Electronic	39 weeks

7. PERIOD OF PERFORMANCE

Base Period: 9 months from Date of Award

8. INSTRUCTIONS TO OFFERORS

8.1 Qualifications Due Date

- 8.1.1 Standard Form 330, Section H shall not exceed 30 pages in length.
- 8.1.2 Qualifications are due on or before 5:00 pm on February 2, 2021.

8.2 Organization and Content

- 8.2.1 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to ddot.aeschedule@dc.gov. Inclusion of other materials by reference will not be considered.
- 8.2.2 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement, or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 10 of this TO RFQ.
 - (a) Include in your professional qualifications (ref. Section 10.1(1)), a description of qualifications as to the following:
 - 1) Describe your understanding of the project's complexities, and state your qualifications for overcoming the type of complexities identified.
 - 2) Identify three important issues that represent significant potential risks to successful performance, and describe your experience and qualifications in overcoming the type of issues and risks identified.
 - 3) Provide qualifications for implementing best practices and strategies for Roadway Design, including:

- Communication between stakeholders;
- Public Outreach;
- Experience utilizing QA/QC processes; and
- Identification, management and mitigation of project risks.

(b) In your description of your specialized experience and technical competence (ref. section 10.1(2)), include your specialized experience and technical competence for the following:

- 1) Describe your understanding of the project’s complexities, and state your experience and technical competence for overcoming the type of complexities identified.
- 2) Identify three important issues that represent significant potential risks to successful performance, and describe your experience and technical competence in overcoming the type of issues and risks identified.

8.2.3 Provide relevant information regarding evaluation of qualifications Factor 4 - Past Performance.

9. EVALUATION OF QUALIFICATIONS

9.1 Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The evaluation factors and their relative importance for this requirement are as follows:

1. Professional qualifications necessary for satisfactory performance of required services; **(25 Points)**
2. Specialized experience and technical competence in the type of work required; **(40 Points)**
3. Capacity to accomplish the work in the required time; **(15 Points)**
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. **(20 Points)**

In addition to each offeror’s response to Factor 4 – Past Performance, the District may utilize additional Past Performance sources to include:

- District eVAL
- Publicly available information

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation.

Total Possible Points: 100

9.2 Scoring Methodology

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 9.1, in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

a. Rating Scale

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Proposer did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

b. Application of Rating Scale

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror's score for each factor. The Offeror's total score will be determined by adding the Offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluates the Proposer's response as "Good," then the score for that evaluation factor is 4/5 of 50, or 40 points.

10. CONTRACT ADMINISTRATOR (CA)

Name: Yvonne Thelwell, PE
 Title: Supervisory Civil Engineer
 Agency: District Department of Transportation
 Address: 55 M Street, SE, Washington, DC 20003
 Email: yvonne.thelwell@dc.gov

If you have any questions regarding the solicitation or requirement, please contact the undersigned at ddot.aeschedule@dc.gov.

Sincerely,

Kara A. O'Donnell
Contracting Officer - DDOT