

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: December 21, 2018

Category of Services: Category D – Construction Engineering and Management Services

Title: Request for Qualifications (RFQ) for Construction Management, Inspections and Engineering Services during the replacing and upgrading damaged guiderail and impact attenuators

Solicitation No. OCPTO180078

1. BACKGROUND

Under this contract, the Consultant shall provide all needed staff to carry out inspection and reporting of damages to safety appurtenances on the District’s streets and freeways, preparation of work orders and coordination of all construction activities on the project as they are being performed and resolve field construction problems and design input for changes. The staff must have a working knowledge of the repair/replacement of highway safety appurtenances, including guiderail, attenuators, barrier transitions and guiderail end terminals. The staff must be able to assess the extent of damage of the units and what effort is needed to complete the repair or replacement.

2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category D – Construction Engineering and Management Services in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- CES Consulting;
- Jacobs Engineering Group; and
- KCI Associates of DC, PC

3. APPLICABLE DOCUMENTS:

- Contractor's respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, May 2010
- IFB Solicitation DCKA-2018-B-0060 and all associated attachments, drawings, appendices, specifications, and attachments.

Please note: All offerors shall retrieve the Construction Project Documents for solicitation number DCKA-2018-B-0060 electronically using the below:

<https://dtap.ddot.dc.gov/Project/SolicitationRequestDetail/UkRqU1pJOUFxemc90?solNum=DC KA-2018-B-0060>

TASK ORDER SPECIAL PROVISIONS

1.1. OPTION TO EXTEND THE TERM OF THE CONTRACT

- 1.1.1. The District may extend the term of this contract for a period of one (1) 12-month option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the 30 day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 1.1.2. If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 1.1.3. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.
- 1.1.4. DDOT will review the required deliverables at each project milestone as outlined in section 5 ("Scope of Work") to determine if each option exercise is in the best interest of the District.

1.2. WORK ORDER ISSUANCE AND ADMINISTRATION

- 1.2.1. All issuance of work orders shall follow the workflow outlined in the Cityworks Attenuator/Guiderail Management System. The Consultant shall attend a workshop conducted by DDOT for guidance regarding its operation.
 - 1.2.1.1. The Consultant shall conduct daily field inspections of guiderail and attenuator locations throughout the District of Columbia. Ensure that all locations in the inventory are visited at least once a week. Visit locations with multiple damage

incidents more frequently. From the field inspections, the Consultant shall prepare damage reports recommending repairs for each location and provide them to the CA. Upon approval of the repair/replacement recommendations, the Consultant shall prepare draft work orders with a scope of work detailing the repairs to be performed, a cost estimate and emergency status for approval by the CA. The CA transmits the finalized work order back to the Consultant for assignment to the Contractor with any specific terms and conditions related to the effort.

- 1.2.1.2. If there is a conflict between the terms and conditions of a work order and the terms and conditions of a TO or the IDIQ contract, then the terms of the TO or the IDIQ contract shall prevail.
- 1.2.1.3. The CA is responsible for ensuring that all final work orders are submitted to the Contractor by the Consultant. The CA shall review the scope of work in each draft work order for completeness and ensure that it contains a period of performance.
- 1.2.1.4. The Consultant shall acknowledge each work order within 24 hours of notification, and provide a non-emergency draft work order and cost estimate within six business days of notification. Draft emergency work orders shall be prepared within two business days of notification.
 - 1.2.1.4.1. The Consultant's proposed work order shall contain data that are sufficient to demonstrate an understanding of the work including, without limitation, the work to be performed, the identity of personnel, quantity of hours, and Other Direct Costs ("ODC") required to accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the work order.
- 1.2.1.5. Work order approvals shall include, without limitation, the agreed upon scope of work, period of performance, deliverables, level of effort, and associated total price. The CA shall provide work order samples to the Consultant.
- 1.2.1.6. Work order approval notifications shall be communicated in writing. Electronic mail and messaging, internet-based shared data sites, hand delivery, and U.S. Mail are acceptable.
- 1.2.2. Emergency work orders
 - 1.2.2.1. The CA shall ensure that the requirements in the work order are clearly communicated as emergency. Emergency work orders are usually for severe damage of safety appurtenances at locations that are detrimental to safety of the traveling public, like gore locations or fixed objects like bridge abutments.
 - 1.2.2.2. Emergency work orders may be communicated via phone or email and be transmitted to the Contractor at a later date.

- 1.2.2.3. The Consultant shall acknowledge emergency work orders within one hour of receipt and shall notify the Contractor to begin performance within four hours or make the location safe.
- 1.2.2.4. Emergency work orders do not need to comply with Section 4.2.1 prior to work start, but the Consultant shall comply with Section 4.2.1 as soon as practicable thereafter.
- 1.2.3. The CA shall administer all work orders in accordance with their delegated duties.

5. DISADVANTAGED BUSINESS ENTERPRISE GOAL

In accordance with 49 CFR Part 26, the DBE goal for this Task Order is 7 %.

6. SCOPE OF WORK (“SOW”)

1. The consulting firm, hereinafter referred to as “Consultant”, shall provide for the District of Columbia, Department of Transportation (DDOT), construction engineering and inspection services during construction of the Guiderail and Attenuator Repair and Replacement project including monitoring of the construction work through inspection and testing, tracking progress against the construction schedule, checking and recommending interim and final payments, administrating changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, May 2010 as regarding ID/IQ contracts.
2. The staff must have a working knowledge of the repair/replacement of safety appurtenances, including guiderail, attenuators, transitions and guiderail end terminals. Staff must be able to assess the extent of the damage and what effort is needed to complete the repair or replacement.
3. Conduct daily reconnaissance of selected guiderail/attenuator locations throughout the District, ensuring that all locations are visited at least one a week. Visit problem locations more frequently. Prepare an Inspector’s Daily Report (IDR) to document damaged locations. Prepare work orders directing the Contractor’s repairs with specific work to be conducted. Prioritize work locations. Coordinate construction management activities through the Department’s AASHTO Field Manager and CitiWorks environments.
4. Accurately measure and record all quantities of items, which are to be paid under this contract. Verify the accuracy of the Contractor’s field measurements. Obtain the Contractor’s agreement on the quantities and services daily. Obtain agreement on the quantities in the Contractor’s monthly invoice prior to submittal. Inform the DDOT project manager of any disagreements.
5. The construction and inspection services shall include, without limitation, the following:

Section 1.0 General

- The primary purpose and intent of this work is to provide DDOT the services of a qualified consulting firm to act under the general direction of the Engineer to assist in the construction management and inspection of the Project during the construction phase. Construction will be performed by a construction firm (Contractor), who will be under contract with the District. The presence or duties of the Consultant's personnel at a construction site, whether as onsite representatives or otherwise, do not make the Consultant or its personnel in any way responsible for those duties belonging to the construction Contractors or other entities, and do not relieve the construction Contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.
- The Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.
- The construction documents for the Project, including all specifications, special provisions, drawings, addenda, change orders, work orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract.
- The Consultant's key personnel for the project must be trained and certified by WMATA and CSX in advance prior to working within adjacent railroad right-of-way.
- The Consultant shall ensure that the Contractor strictly follows the approved phasing plans for all work.
- The Standard of Care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services on projects of similar size and scope in the Washington, D.C. metropolitan area.

Section 2.0 Organization

The Consultant shall:

- Establish, subject to the approval of the Engineer, on-site organization and lines of authority in order to carry out the overall plans of DDOT in all aspects of the Project.
- Prepare and submit within ten (10) working days after the execution of this TO Contract, an organization chart, showing the Consultant's proposed job-site staff, including a brief resume on each individual on the staff, organization chart, the size of staff, the job classifications and salaries of staff personnel for review and approval of the Engineer. Any subsequent staff changes shall be subject to the prior written approval of the Engineer.

Section 3.0 Supervision and Inspection

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A. The Consultant shall:

- Place in charge of the work to be performed under this task order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
- Maintain a competent full-time inspection staff with staff supervision at the job sites for the inspection and coordination of the Project, and assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer. The on-site staff shall have the qualifications to inspect all aspects of the Project
- Provide staff to monitor and manage work whenever the Contractor is granted permission to work. The work times may extend beyond normal working hours or be at night and/or on weekends.
- Provide documentation that shows at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic.
- Provide all technical engineering design and analyses to be collected and submitted to the engineer on record for review and approval.
- Provide all equipment and materials necessary to perform the construction engineering and inspection work, including but not limited to: laptop computers with all software applications; digital cameras; mobile phone(s); concrete slump measuring equipment; temperature and air content measuring equipment; and any other equipment required to monitor the Contractor's activities.
- Perform a thorough risk analysis for the construction project to identify project risks and risk mitigation strategies.
- Provide a certified work zone specialist and perform reviews and enforce work zone safety requirements, and advise the Contractor to correct any safety-related deficiencies.
- If requested by the Project Engineer for new or upgraded locations, develop and implement a public participation program including but not limited to development of public participation work plans, preparation of necessary presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a project mailing list of stakeholders, groups and interested parties; and update the project website that will be housed on DDOT's site. All TO contract documents shall be in electronic and hard copy format which are uploaded onto SharePoint on real time and accessible to DDOT managers. Monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.

B. The Consultant's chief on-site representative shall meet one of the following requirements:

1. Hold a Bachelor of Science Degree in Civil Engineering or Structural Engineering with five (5) years of general highway construction experience with attenuator/guiderail construction acceptable to the Engineer or a Bachelor of Science Degree in Civil or

- Structural Engineering Technology with five (5) years of highway construction experience and two (2) years on projects with attenuator/guiderail construction acceptable to the Engineer.
2. Hold an Associate Degree in Civil Engineering Technology with eight (8) years of general highway construction experience, with attenuator/guiderail construction acceptable to the Engineer.
- C. The Consultant's staff shall consist of a sufficient number of trained engineering and inspection personnel, as approved by the Engineer, to adequately and competently perform the requirements of this Agreement. Fifty percent of the technical personnel, other than the on-site representative, assigned to the project must meet one of the following requirements:
1. Be NICET certified as a Transportation Engineering Technician Construction, Level II or higher, with a minimum of two (2) years of general highway construction experience acceptable to the Engineer.
 2. Have a minimum of five (5) years full time experience, acceptable to the Engineer, as a highway construction engineer or inspector on guiderail/attenuator maintenance and construction, with a State, County, federal or municipal department of transportation.
 3. Be licensed as a professional Engineer with a minimum of one (1) year of guiderail/attenuator maintenance and construction experience acceptable to the Engineer.
 4. Be certified as an Engineer-in-Training with two (2) years of guiderail/attenuator maintenance and construction experience acceptable to the Engineer.
- D. In lieu of the above requirements, the remaining fifty (50) percent of consultant technical personnel assigned to a District construction project shall meet any of the following requirements:
1. Hold a Bachelor of Science Degree in Civil Engineering with two (2) years of bridge/highway construction experience acceptable to the Engineer or a Bachelor of Science Degree in Civil Engineering Technology with three (3) years of highway construction experience acceptable to the Engineer.
 2. Hold an Associate Degree in Civil Engineering Technology with four (4) years of guiderail/attenuator construction experience acceptable to the Engineer.

Section 4.0 Procedures

Establish written procedures within ten (10) working days from the Notice to Proceed date, for coordination with the Project Engineer, the Contractor, the design Consultant, DC WATER, CSX, WMATA, PEPCO, other utility companies, and all involved government agencies and public outreach with respect to all aspects of the Project. Upon approval by the Project Engineer, the Consultant shall implement such procedures.

Section 5.0 Preparation of Correspondence

Prepare correspondence pertaining to the project for the review and signature of the Project Engineer and the Contracting Officer or their designees. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and advisements to the Contractor, requests for information (RFI), transmittal letters, submittals, findings of fact, meeting minutes, proposed change orders, time extensions, responses to claims, intergovernmental memoranda, memoranda to the file or any other written communication requested by the Project Engineer or the Engineer. Preparation of correspondence will include the composing of drafts for review by the DDOT Project Engineer, revising as directed by the DDOT Project Engineer, preparing its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Project Engineer.

Section 6.0 Job Site Records

Maintain and secure at the office site on a current basis all Contract and TO Contract records including: TO Contract and Contract documents, addendums, general correspondence, Contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, submittals, catalog cuts, transmittal letters, FHWA inspection reports, minutes of meetings, progress schedule file, reading file, utilities file, pile records, quality assurance records, concrete mixing records, delivery tickets, National Park Service file, Water and Sewer Administration file, Railroad file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design Consultant's correspondence, subcontractors and supplier files and materials, quantity computations, partial payment records, samples, railroad agreements, diaries, inspector's daily reports, non-conformance reports, daily personnel and equipment records, accident reports, certifications, progress photographs, and any other related documents situationally necessary or as deemed necessary by the Project Engineer. Logs of all records shall be maintained on a current basis. These files shall be open to District and FHWA representatives at all times. Prior to final payment to the Consultant, such records, drawings, and samples shall be delivered to the Project Engineer.

Section 7.0 Meetings

The Consultant shall:

- A. Become familiar with the plans, specifications and other related documents. Convene and conduct a meeting with the Chief Engineer and Project Engineer within two (2) weeks after execution of the Task Order for the purpose of discussing implementation of that Task Order and planning for the pre-construction meeting.
- B. Assist the DDOT Project Engineer in conducting a preconstruction meeting attended by all stakeholders, and act as liaison in subsequent meetings with their representatives and the Contractor at a location identified and supplied by the Engineer.
- C. Schedule and conduct project meetings as may be needed when approved by the DDOT

Project Engineer with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, issues, project coordination, DBE utilization, and equal employment opportunity.

- D. Prepare detailed minutes of all meetings and distribute copies to all parties within 3 working days.

Section 8.0 Contract Scheduling

The Consultant shall:

- A. Receive, review, evaluate for conformance to the Contract requirements and recommend acceptance or rejection of the Contractor's guiderail/attenuator repair schedule, cost, resource analysis and subsequent monthly updates.
- B. Complete the review/evaluation of the Contractor's weekly construction schedule one work day from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.
- C. Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and Contract. Provide timely written notice to the Project Engineer when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or documentation necessary to establish or calculate liquidated damage charges, if any, as provided in the Contract.
- D. Review and monitor Contractor's approved weekly construction schedule. Obtain the Contractor's proposed work schedule for the following week by Thursday of the current week. Prepare travel advisories of lane closures for the DDOT communications staff for distribution to the media and public. Inform the CA immediately of any schedule changes and cancellations. Record and analyze delays caused by the Contractor or the District, or others.
- E. The Consultant is not authorized to perform work on any task or work beyond the services completion date identified in this task order.

Section 9.0 Shop and Working Drawings

A. Shop Drawings:

When the Contractor submits requested shop drawings and PE stamped calculations directly to the project office, the Consultant shall log the shop drawings and distribute with transmittal, as needed, to the Engineer of Record, DDOT, CSX, WMATA, PEPCO, and/or DC Water, as needed, in accordance with the Contract documents, TO Contracts, project agreements and permits within 3 working days. The Consultant shall ensure the work is in accordance with the approved structural shop and working drawings by the Engineer of Record for the project and reviewing agencies. Advise the DDOT Project Engineer when progress of review adversely affects the project schedule.

Confirm work is in accordance with the approved shop drawings, calculations, DDOT standard drawings and material certifications for such items including but not limited to:

1. Attenuator manufacturer's drawings and recommendations for repair of existing units and construction of new units.
2. Structural steel – confirm materials, member sizes and connection details.
3. Reinforcing steel – review the bar sizes, quantities, and dimensions.

B. Working Drawings:

When the Contractor submits requested working drawings and PE stamped calculations directly to the project office, the Consultant shall log the documents and distribute with transmittal, as needed, to the Engineer of Record, DDOT, CSX, WMATA, PEPCO and/or DC Water, as needed, in accordance with the Contract documents, TO Contracts, project agreements and permits within 2 working days. The Consultant shall ensure the work is in accordance with the reviewed working drawings and erection plans by the Engineer of Record for the project and reviewing agencies. Assist the DDOT Project Engineer when progress of review adversely affects the project schedule. Some of the working drawings may include: modifications to existing structures for attachments of transitions, falsework, temporary support drawings and calculations submitted by the contractor as per the contract documents. Review welding procedures submitted by the Contractor and recommend acceptance or rejection with substantiation to the Engineer. The Consultant shall make sure the installations are as per the approved shop drawing and the contract documents.

Section 10.0 Assurance of Material Quality

The Consultant shall:

- A. Review for Contract conformance all laboratory test reports and certifications concerning materials required under the Contract. Verify that all materials meet the Contract requirements, unless such requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers. Document the actions concerning materials that are rejected because of non-conformance to the Contract requirements.
- B. Provide as needed, shop and field inspection services for metal work, prefabricated elements, galvanizing, surface preparation and painting, epoxy coating of reinforcing steel, and inspection of other material that is heated, rolled, fabricated or welded during all phases of fabrication and painting at the fabricator's plant pursuant to the Contract. Submit resumes of qualified personnel to perform the shop inspection duties. The assigned shop inspector shall prepare reports and data confirming materials and fabrications are in compliance with the approved shop drawings and the Contract.
- C. Obtain and submit materials and samples for testing to the DDOT QA/QC Division as specified in the Contract. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland-Cement-Concrete, masonry concrete, embankment fill, steel reinforcement, curing compounds, anchor bolts,

paint and any other material requiring testing by the QA/QC Division as per the Contract documents.

- D. The Contractor shall be responsible for the performance of bituminous and Portland cement concrete plant inspections. The Consultant shall notify the QA/QC Division of planned Portland cement concrete and asphaltic concrete placement one day in advance of such planned work. The Consultant shall perform testing of concrete at the job site and shall ensure the temperature of asphalt mixes delivered to the job site conforms to the Contract requirements.
- E. As directed by the Engineer, provide shop and field inspection services for fabricated and/or rolled structural steel and other metal work including guiderails, galvanizing, surface preparation and painting, epoxy coatings of reinforcing steel, and inspection of other material heated, rolled, fabricated and welded during all phases of fabrication and painting at the fabricators plant as per the contract documents. Submit resumes of qualified personnel to perform the shop inspection duties. The assigned shop inspector shall prepare reports and data confirming materials and fabrications are in compliance with the approved shop drawings and the contract documents.

Section 11.0 Contractor's Resources

The Consultant shall:

- Monitor the adequacy of the Contractor's progress, schedule, personnel and equipment and the availability of necessary materials and supplies for conformance to the Contract requirements and approved baseline schedule. If the Consultant determines the Contractor's resources, operations or procedures may lead to a delay or the lack of compliance with District or Federal requirements, notify the Project Engineer in writing of such determination and provide recommendations to prevent the delay.

Section 12.0 Inspections and Interpretations

The Consultant shall:

- Inspect the work of the Contractor on the project as it is being performed until final completion and acceptance of the Project by DDOT to determine that the permanent materials furnished and work performed are in accordance with all Contract documents and the approved shop and working drawings.
- Document receipt of certifications for materials as required prior to incorporating said materials into the project. Take such necessary actions as may be required to prevent incorporation of materials into the work that have not been approved or certified as required.
- Prepare the Project Engineer's written notification to the Contractor that the work or permanent material fails to conform to the Contract documents. In the event that interpretation of the meaning and intent of the Contract documents becomes necessary during construction, provide to the Project Engineer all information and data relative to the interpretation, and make recommendations when requested by the Project

- Engineer.
- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

Section 13.0 Correction of Discrepancies and Deficiencies

The Consultant shall notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Engineer in assuring the Contractor's compliance with DDOT's requests for correction. In the event that the Contractor fails or refuses to correct such discrepancies or deficiencies, report the same to the Project Engineer. The Consultant is not authorized to change the Contractor's scope of work.

Section 14.0 Surveys

The Consultant shall:

- Check base line points and benchmarks when directed by the Project Engineer. Report all discrepancies in the established base lines and benchmarks to the Project Engineer and recommend solutions. Provide other surveying services as may be requested by the Project Engineer.
- Coordinate with the Contractor regarding the measurements to be taken in accordance with the Contract documents for the purpose of determining excavation and fill quantities. Verify the accuracy of the Contractor's measurements prior to the Contractor's proceeding with the work.
- Verify the Contractor makes all field measurements of the existing construction as required by the Contract documents which may affect the construction. Verify the accuracy of the Contractor's measurements.
- After the Contractor has established his controls and detailed layouts, verify and monitor such controls and layout for conformance with the Contract requirements. Such verification shall be performed prior to construction and in a manner such that there will be no delay to the Contractor. Report all discrepancies found to the Project Engineer and resolve the same with the Contractor.

Section 15.0 Contractor's Payments

The Consultant shall accurately measure, compute and record all quantities of items to be paid for under the Contract unit prices. Measure all quantities for payment in accordance with the Contract documents. Input quantities into the field manager palm pads on a daily basis. Obtain daily agreement with the Contractor regarding the quantity of work performed. Review the Contractor's monthly payment request for accuracy with field manager quantities prior to submittal or the monthly payment request, and notify the Project Engineer of any inconsistencies. Recommend amount of monthly progress payments to the Project Engineer. Recommend to the Project Engineer the amount of the final payment to be made to the

Contractor based on the Consultant's computation of quantities. Prepare all computations and payment requests using DDOT standard procedures, forms and formats. Keep orderly and separate back-up documentation of all quantities for payment measured in place. Analyze the Contractor's requests for release of retainage and make recommendations for payment.

Section 16.0 Progress Reports and Records

The Consultant shall:

- Keep accurate and detailed written records of the Project during all stages of construction; submit weekly and monthly written progress reports to the Project Engineer, including, but not limited to, information concerning the work of the Contractor for the report period (supplemented by photos), the percentage of completion of work, the percentage of money spent and the number and amount of change orders.
- Maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall be open to the Project Engineer at all times and shall be turned over to the Project Engineer at the completion of construction. The information recorded in the diary shall include descriptions of work progress, equipment on-site and used for the work on that day; number of laborers, foreman, supervisors, etc.; start and stop time for various elements of the work; stored material quantities; specific problems encountered; corrective actions taken; material deliveries; weather conditions; labor disputes; and other pertinent project information.
- Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements. Prepare and maintain concrete mixing records complying with DDOT requirements.
- Issue Non-conformance reports as needed and track until such time as the issue is resolved and maintain non-conformance log for Project Engineer.

Section 17.0 Change Orders

The Consultant shall:

Make written recommendations, including detailed justification and cost estimates, to the Project Engineer for such changes in the construction Contract, as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the Project Engineer.

Receive directives to prepare change orders from DDOT's Project Engineer. Upon approval by the Engineer, prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with DDOT procedures and the Contract documents. Provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the Contractor's labor, equipment and materials used in the work. Where requested by the Project Engineer, negotiate the final change order price with the Contractor and make recommendations, complete with substantiation, to the Project Engineer.

Section 18.0 Value Engineering Change Proposals (VECPs)

The Consultant shall evaluate the monetary value of the Contractor's VECPs and recommend to the Project Engineer acceptance or rejection complete with substantiation for such recommendation.

Section 19.0 Claims

The Consultant shall:

If requested, maintain documentation of all contractual liability claims. In the event any claim is made or any action brought, arising under or in any way relating to the construction Contract, the Consultant shall prepare all correspondence for the signature of the Project Engineer and Contracting Officer, including preparation of written reports with supporting information, Contracting Officer's decisions, and findings of fact necessary to resolve disputes. Participate in all related hearings including, for example, Contract Appeals Board hearings and court hearings. In the event these services are required of the Consultant, these services will be considered additional and are not reflected in Consultant's TO Contract budget. Applicable fees for these services will be negotiated between the Consultant and DDOT.

Receive, investigate and answer all complaints and inquiries from property owners, citizens, agencies, companies, organizations and officials. Refer complaints to the Contractor and maintain a log showing the disposition of each complaint. Refer unresolved complaints, with recommendations, to the Project Engineer.

Contractors, subcontractors, and equipment and material suppliers on the Project, or their sureties, shall maintain no direct action against the Consultant, Consultant's officers, employees, affiliated corporations, and subcontractors for any claim arising out of, in connection with, or resulting from the engineering services performed. The District will be the only beneficiary of any undertaking by Consultant.

Section 20.0 Construction Estimate Revisions

The Consultant shall revise and refine the construction estimate as construction proceeds, and as required, incorporating approved changes to the Project as they occur. The Consultant shall advise the Engineer in writing, with detailed breakdown and estimates, whenever construction costs are expected to exceed the estimated costs.

Section 21.0 Safety

The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall ensure safe working conditions at all times for all employees, subcontractors, Consultants and others who may come in contact with, or be exposed to, any work performed to complete the TO Contract.

Section 22.0 As-Built Drawings and Specifications

The Consultant shall, as directed by the Project Engineer, maintain at the office a current, marked set of as-built drawings and specifications. Identify known deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction Contractor. Upon completion of construction, provide the Project Engineer with a certified set of marked as-built drawings and specifications in hard copies and electronic copies of pdf and dgn file format (dgn format only for the plans).

Section 23.0 Substantial Completion Inspection and Final Acceptance

The Consultant shall:

- Convene and conduct the inspections.
- Prepare the punch list resulting from the inspections and send the Project Engineer and the Contractor a copy of the punch list.
- Verify all items on the punch list are completed by the Contractor in accordance with the Contract documents.
- Provide the Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the Contract documents, except for those changes delineated in the letter.
- The Final Acceptance and certification by Consultant is for the purpose of providing the Engineer a greater degree of confidence that the completed construction work will conform generally to the construction documents and the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction Contractor(s). The Consultant neither guarantees the performance of the construction Contractor(s) nor assumes responsibility for construction Contractor's failure to perform work in accordance with the construction documents

Section 24.0 Final Reports

The Consultant shall prepare all final reports required by DDOT including the final payment voucher, material certification and analysis of overrun and underrun of quantities. Analyze and report on the Contractor's time of completion and prepare any justifiable time extension or recommend assessment of liquidated damages and incentive or disincentive charges as appropriate. Provide to DDOT all project records in accordance with the DDOT standards and Consultant TO Contract requirements. Return to the DDOT any original calculations, survey notes, engineering or other data provided by the DDOT. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this project execution shall be delivered to and become the property of the DDOT. Provide all available materials, prepare reports and assist in closeout of the construction contract.

Section 25.0 Maintenance of Records

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to the cost incurred during the performance of the work under this project, including all work performed during the preparation of proposals. Said materials shall be made available at the Consultant’s office at all reasonable times during the period of this TO Contract and for three years from the date of final payment for inspection and audit by authorized representatives of the District and Federal government. Copies of these materials shall be furnished upon request (both in hardcopy and electronic copy format).

7. PERIOD OF PERFORMANCE:

Base Period: 12 months
 Option Period: 12 months

8. DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
2	Organization Chart	Electronic	10 days	DDOT
3	Inspection Report	Electronic	Daily	DDOT
4	Project coordination procedure	Electronic	10 days	DDOT/ EOR
5	Correspondence Documents	Electronic	Daily	DDOT
6	Daily Records	Electronic	Daily	DDOT
7	Meeting Minutes	Electronic	Within 3 Working days	DDOT
8	Comments on proposed Contractor’s schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
9	Drawing and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
10	Assurance of Material Quality Report	Electronic	Monthly	DDOT/ EOR
11	Letter	Electronic	Daily	DDOT
12	Daily log and weekly report	Electronic	Daily	DDOT
13	Recommendation letter	Electronic	Daily	DDOT
14	Survey report	Electronic and paper	Quarterly	DDOT/ EOR
15	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
16	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT

17	Change order documents	Electronic and Paper	45 days from initiation	DDOT
18	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
19	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
20	Over-run estimated cost report	Electronic	Quarterly	DDOT
22	Marked set of As-Built Drawings	Electronic and Paper	Quarterly	DDOT
23	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
24	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

9. INSTRUCTIONS TO OFFERORS

9.1 Due Date of Qualifications

98.1.1 Submissions, in whole, shall not exceed 100 pages in length.

9.1.2 Qualifications are due on or before 5:00 PM on Friday January 18, 2019

8.4 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.

8.5 Organization and Content

8.5.1 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirements, 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.

8.5.2 Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.

8.5.3 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.

8.5.4 Provide qualifications and experience regarding implementing best practices and strategies for construction management services, including:

8.5.5 Communication between stakeholders;

8.5.7 Experience utilizing QA processes and their ability to ensure contract compliance; and

8.5.8 Identification, management and mitigation of project risks.

8.5.9 Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of the experience with regard to cost control, quality of work, and compliance with performance schedules.

4. EVALUATION OF QUALIFICATIONS

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 five (5) evaluation factors and their relative importance for this requirement are as follows:

1. Professional qualifications necessary for satisfactory performance of required services; (20 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; (20 Points) and
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.

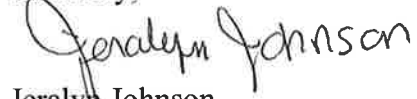
Total Possible Points: 100

5. CONTRACT ADMINISTRATOR (CA)

Name: Donald Cooney
Title: Project Engineer
Agency: District Department of Transportation
Address: 55 M Street, SE Washington, DC 20003
Telephone: (202) 671-4681

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

Sincerely,

A handwritten signature in black ink that reads "Jeralyn Johnson". The signature is written in a cursive style with a large initial "J".

Jeralyn Johnson
Contracting Officer - DDOT

C.C: Donald Cooney