

# 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 11, 2019

**Category of Services:** Category R – Stormwater Management and Green Infrastructure Design

**Title:** Request for Qualifications (RFQ) for Cleveland Park Drainage and Watershed Improvements

**Solicitation No.:** OCPTO190054

### **1. BACKGROUND**

The District Department of Transportation (DDOT) is soliciting qualifications to provide stormwater management and green infrastructure design services (as “Consultant”) for the Cleveland Park Drainage and Watershed Improvements project (the “Project”). The Project is located in the Northwest quadrant of the District of Columbia, west of Connecticut Avenue, generally between Macomb Street to the South and Tilden Street to the North. The Project focuses on Stormwater Management (SWM) for the three sewersheds: the Macomb-Newark Sewershed, the Ordway-Porter Sewershed and the Melvin Hazen Sewershed, within the limits indicated above. Additionally, the Project includes drainage system improvement of the Ordway-Porter Sewershed and capacity evaluation and design of sewer trunk on Porter Street NW, east of Connecticut Ave NW to its outfall in Rock Creek, to accommodate at least a 15-year storm.

The approximate sewershed areas are shown in Figure 1 below. The Consultant shall perform watershed analysis to precisely define hydraulic boundaries of the three sewersheds using available survey and District Geographic Information System (GIS) resources.

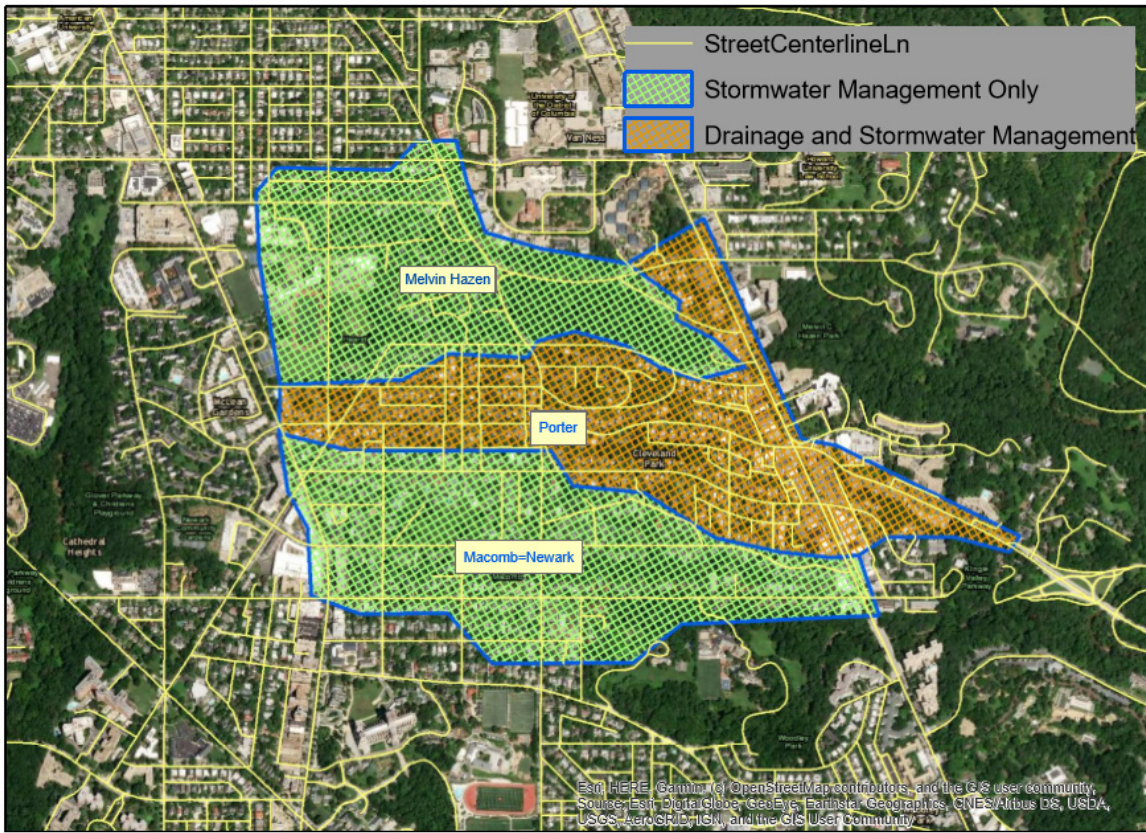


Figure 1: Approximate proposed Project sewershed limits

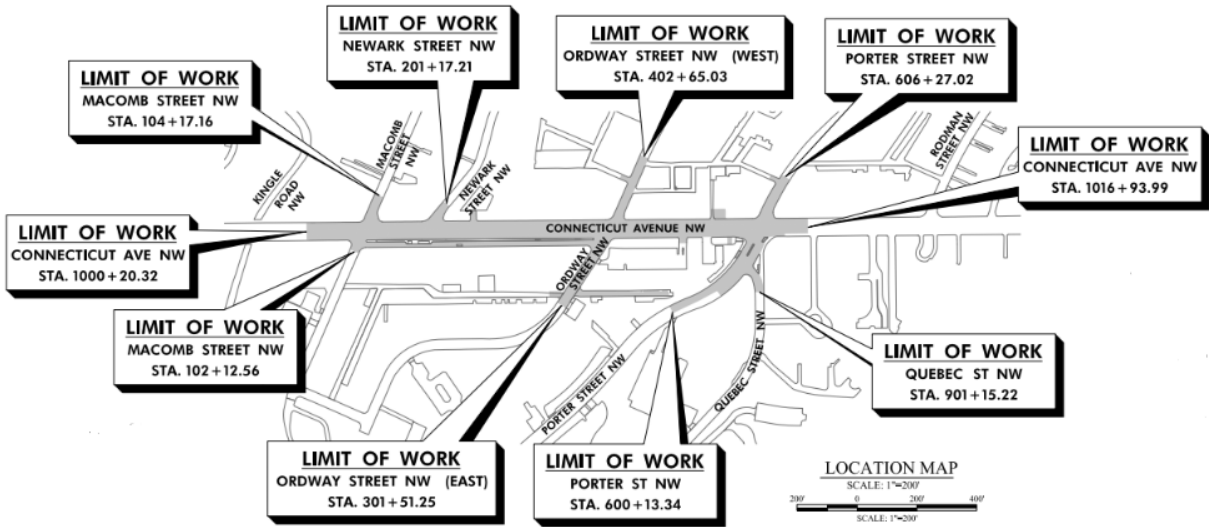


Figure 2: Project limits of Cleveland Park Streetscape and Drainage Improvement project, currently under design

There is an ongoing project currently under design to mitigate flooding at the Cleveland Park Metro Station, the Cleveland Park Streetscape and Drainage Improvement project (Streetscape project). The limits of the Streetscape project are provided on Figure 2 above. The ongoing Streetscape project made assumptions for percentage of flow entering the project limits from upstream drainage areas and did not evaluate capacity of the downstream sewer pipe beyond project limits. Due to these limitations, the Streetscape project could not completely attain its objective of managing the flooding conditions on Connecticut Avenue NW. Therefore, this the proposed Project shall consider outputs of the ongoing Streetscape project as an existing condition and comprehensively evaluate drainage area upstream of the Streetscape project, as well as capacity of the storm sewer along Porter Street NW south of Connecticut Avenue NW. Based on results of this evaluation, an integrated approach of drainage and stormwater management shall be followed to prepare a construction-ready design for optimum solutions, compliant with current DDOT manuals and standards. While the drainage improvement and stormwater management efforts focus on storm drain areas contributing to the Porter Street NW storm line discharging to Rock Creek, only stormwater management (i.e. Green infrastructure (GI) retrofits) evaluations and design will be conducted on the other two sewersheds (Macomb-Newark/Melvin-Hazen).

At the completion of this Project, the Consultant, in compliance with the current DDOT's Design and Engineering Manual (DEM) and DDOT's Standard Specifications for Highways and Structures, shall produce final design plans, specifications and estimate for the construction of drainage improvement works in the Porter St. NW storm line catchment and stormwater management (GI) facilities in all three sewershed areas defined above. The work will involve data collection, analysis and data gap identification; additional data collection and analysis; preparation of plans, reports and drawings; and stakeholder coordination at various stages of the Project. The Project also includes coordination of permit requirements, environmental processes and documentation.

## **2. TASK ORDER COMPETITION**

The District is soliciting qualifications from three (3) firms awarded an A/E schedule containing Category R – Stormwater Management and Green Infrastructure Design including the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- AECOM Technical Services, Inc.;
- Volkert Engineering, PC;
- Whitman, Requardt and Associates, LLP.

### 3. ATTACHMENTS INCORPORATED BY REFERENCE

- Consultant’s respective IDIQ Contract terms and clauses
- The manual and guides listed below:

All design work shall comply with current design practices and code requirements of the District of Columbia, Department of Transportation (“DDOT”) and the Federal Highway Administration (“FHWA”), as well as the following:

Item No.	Document Type	Title
1	<a href="https://ddot.dc.gov/page/design-and-engineering-manual">https://ddot.dc.gov/page/design-and-engineering-manual</a>	District of Columbia Department of Transportation - Design and Engineering Manual (DEM) 2019 (or latest edition)
2	<a href="https://ddot.dc.gov/node/785402">https://ddot.dc.gov/node/785402</a>	DDOT Standard Specifications for Highways and Structures 2013 (or latest edition)
3	<a href="https://ddot.dc.gov/page/standard-drawings-2015">https://ddot.dc.gov/page/standard-drawings-2015</a>	DDOT Standard Drawings 2015 (or latest edition)
4	<a href="https://ddot.dc.gov/publication/ddot-green-infrastructure-standards-2014">https://ddot.dc.gov/publication/ddot-green-infrastructure-standards-2014</a>	DDOT Green Infrastructure Standards 2014 (or latest edition)
5	<a href="https://www.fhwa.dot.gov/programadministration/standards.cfm">https://www.fhwa.dot.gov/programadministration/standards.cfm</a>	AASHTO Geometric Design of Highways and Streets 2011 (or latest edition)
6	<a href="https://mutcd.fhwa.dot.gov/">https://mutcd.fhwa.dot.gov/</a>	Manual on Uniform Traffic Control Devices 2009 (or latest edition)
7	<a href="https://doee.dc.gov/swguidebook">https://doee.dc.gov/swguidebook</a>	District Department of the Environment and Energy (DOEE) Stormwater Management Guidebook 2013 (with latest updates)
8	<a href="https://doee.dc.gov/publication/soil-erosion-and-sediment-control-resources">https://doee.dc.gov/publication/soil-erosion-and-sediment-control-resources</a>	DOEE Standards and Specifications for Soil Erosion and Sediment Control 2017 (or latest edition)
9	<a href="https://www.dcwate.com/design-standards-and-forms">https://www.dcwate.com/design-standards-and-forms</a>	D.C. Water and Sewer Authority (DC Water) design manuals, construction standard details, Green Infrastructure Utility Protection Guidelines, and specifications
10	<a href="https://www.fhwa.dot.gov/">https://www.fhwa.dot.gov/</a>	Applicable requirements of the Federal Highway Administration (FHWA)

#### **4. DISADVANTAGED BUSINESS ENTERPRISE GOAL**

A 7 % DBE subcontracting goal for firms certified as DBE's in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally-assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR.

#### **5. SCOPE OF WORK ("SOW")**

The services to be provided by the Consultant shall include analyzing hydrology and hydraulics of the Project area; preparing detailed design of stormwater management and drainage conveyance system to produce a construction-ready plan, specification and estimate (PS&E) package, including all necessary stakeholder coordination; and compliance reviews and permits per the DEM. The hydrologic and hydraulic analysis shall take into consideration findings from the Streetscape project. The Project will augment the ongoing Streetscape project through implementing stormwater management measures and drainage/conveyance improvement works in the vicinity of the Cleveland Park area.

While the drainage improvement work focuses only on the Ordway-Porter Street Sewershed (all the way to the outfall), the stormwater management (GI) endeavor will include Macomb-Newark, Ordway-Porter, and Melvin Hazen (west of Connecticut Ave.), as shown in the approximate Project limits map below.

##### **5.1 Project Management**

The Consultant shall provide effective design project management to final delivery of the Project, in accordance with Chapter 3-Project Management of the DEM. The Consultant shall provide a project schedule containing the significant milestones required for successful performance. The schedule shall represent the Consultant's good faith estimate for the allocation of the Period of Performance ("PoP") and expenditures across the significant activities required for successful performance.

The project team shall include:

- A Project Manager with a minimum five years of experience in roadway projects and a Professional Engineer license in the District;
- A Hydraulic/Stormwater Engineer with a Bachelor of Science degree in Civil Engineering and a minimum two years of experience in water resources;
- A Roadway Engineer with Bachelor of Science degree in Civil Engineering and a minimum two years of experience in roadway design;
- A Traffic Engineer with Bachelor of Science degree in Civil Engineering and a minimum three years of experience in transportation projects;
- A Landscape Architect with a Bachelor of Science degree in Civil Engineering or Landscape Architecture and a minimum five years of experience in landscape design.

Project Management will include bi-weekly coordination meetings with DDOT and other stakeholders. The Consultant shall prepare agenda, action items, and minutes of meetings, including list of attendees and project schedule and distribute to the attendees within 72 hours (3 business days); after getting comment, the Consultant shall distribute the final meeting minutes within 48 hours (2 business days). In addition, monthly progress reports and invoices in DDOT format shall be delivered to DDOT Project Manager.

Consultant Team members, DDOT and other stakeholders will have a kickoff meeting to discuss critical success factors for the project deliverables, standards that will be used on the project, schedule, and goals after award.

Deliverables include, but are not limited to:

- Project Management and Quality Assurance/Quality Control (QA/QC) Plan
- Project Schedule
- Agenda, Action Items, and Meeting Minutes
- Monthly Progress Reports and Invoices

## **5.2 Data Collection and Desk Review**

The Consultant shall become familiar with the Project area through maps, site visits, review of available reports, etc. and perform sewershed analysis to precisely define hydraulic boundaries of the three sewersheds and agree with DDOT on such boundaries. The Streetscape project drainage report is an essential document to review in order to clearly understand shortcomings of assumptions and design, if any, and plan the current project to eliminate such uncertainties. Data collection and desk review will also include identifying stakeholders and establishing points of contact.

The Consultant shall conduct field reconnaissance of the Project area, noting existing land uses, existing roadway geometric and traffic conditions, traffic flow patterns, transit facilities and services, pedestrian facilities, bicycle facilities, as well as opportunities and constraints pertaining to access from intersecting local streets and driveways. In addition, the Consultant shall, as appropriate, collect and analyze data/information on existing utilities, geotechnics, hydrology study of the catchment area, existing projects, environmental issues, right-of-way issues, etc.

During this data collection and desk analysis period, the Consultant shall identify all potential stormwater management practices (GI) that can be implemented based on existing information such as soils, topography, existing utilities, etc. and prepares selection criteria matrix including involving residents that would potentially be affected.

At the completion of the desk study, the Consultant shall produce document outlining data



collected, result of the analysis made, data gap identification, plans for additional data collection, stakeholder's coordination and public involvement to support implementation of the Project.

Deliverables include, but are not limited to:

- GIS and PDF maps of completed sewershed mapping and GI sites
- GI selection criteria matrix
- Spreadsheet with volume calculations and preliminary cost estimate for each GI facilities
- Preliminary drainage analysis report for the Ordway-Porter sewershed
- Public Involvement Plan (PIP)

### **5.3 Preliminary Plans (30% Submission)**

The Consultant, based on plans prepared and approved at the end of Section 5.2 above, shall implement data collection, coordination and public involvement activities to enable successful completion of the intended design works. Involving agency/utility stakeholders and the public should be given due diligence as it is vital to share information and get feedback. It should be considered as an essential component for success and should be started at the outset of the Project.

At this stage of the Project, the Consultant shall refine list of GI facilities with the help of the matrix prepared and agreed in previous task. Public outreach will have a major impact in selection of type and location of such facilities. The Consultant shall prepare presentation graphics, boards, and project handouts to give a project overview of the preliminary plans.

The drainage report will also be prepared at this stage for review and acceptance by DDOT. The drainage report shall summarize findings of previous studies, existing drainage patterns, new drainage area delineation to efficiently accommodate 15-year-return period storm within the provisions of the DDOT DEM and implement effective stormwater management practices.

At the end of this task, the Consultant shall submit 30% design plans complying with the DDOT DEM. Pursuant to investigation and data collection requirements outlined in Section 5.4 below, the Consultant shall prepare scope of investigation works for geotechnical, infiltration testing, topographic survey, utility designation, etc.

Deliverables include, but are not limited to:

- 30% plans prepared per DDOT DEM, Chapter 12 Project Deliverables
- Comment Resolution matrix showing compliance or response to all comments to date
- Cost Estimate including project item and quantity list and cost estimate per GI facility
- SWM and Hydrology and Hydraulics /Drainage Report
- Environmental Documentation Report
- Data Collection and Investigation plan

#### **5.4 Investigation, Data Collection and Analysis**

Based on the data collection and investigation plan prepared in Section 5.3 above and subsequent approval of DDOT, the Consultant shall conduct all investigation and data collection needed to further and complete the design of drainage improvement and stormwater management project. The Consultant in consultation with DDOT shall continue to refine the conflict matrix and resolve conflicts with utility companies to obtain utility clearance letters.

The Consultant shall compile investigation, data collection and analysis report and document resulting data and analysis for each of the investigation and data collection discipline.

##### **5.4.1 Survey and Existing Utility Investigation**

The Consultant shall perform site investigation within the Project limits and collect all survey information required to complete detailed design defined in this scope of work. The survey data collection includes, but not limited to, utility maps and topographical maps of the catchment area (with respect to property ties, right-of-way lines, stations, elevations, and controls). Utility work shall include obtaining existing utility information from relevant utility companies and other authentic sources. Compilation of such information shall be in a report and in the plan set. Information shall be saved in MicroStation and shown on the preliminary plans, after resolving any discrepancies.

##### **5.4.2 Geotechnical Investigation and Infiltration Testing**

The Consultant shall collect available geotechnical and infiltration data relevant to intended drainage improvement and stormwater management undertakings defined earlier.

The Consultant shall perform geotechnical investigation and testing as needed and approved by the DDOT Project Manager. Infiltration tests shall be performed as needed to verify stormwater treatment volumes. Testing methodology and protocols shall comply with the Department of Energy and Environment (DOEE) Stormwater Management Guidebook. Based on the requirements of the DOEE Stormwater Management Guidebook, permeable pavement facilities have very low-cost effectiveness when infiltration rates are too low. This should be considered when identifying Best Management Practice (BMP) locations.

The Consultant must establish proper traffic control as needed at each location while performing testing. The Consultant shall be responsible for obtaining access to geotechnical



testing locations, which includes no cost Occupancy Permits through DDOT Transportation Online Permitting System (TOPS). A Building Permit and DOEE Boring Permit are not required if the boring is less than ten feet deep.

Infiltration testing shall be conducted for selected green infrastructure locations in consultation and approval of the DDOT Project Manager.

#### **5.4.3 Drainage and Stormwater Management Analysis and Improvements**

Once the Project limits are delineated, the Consultant shall perform Hydrologic and Hydraulic (H&H) analysis for all three sewersheds pertinent to their development objectives (Stormwater Management and/or Drainage), in consistence with the requirements of the DDOT DEM. Findings of such analysis shall be compiled in a drainage and stormwater management report.

Drainage improvement and stormwater management improvement works are intended to be conducted as follows:

- a. Drainage Improvement: - The Consultant shall, in Porter-Ordway St NW sewershed area, perform an in-depth H&H analysis including but not limited to calculate the total flow from the overall catchment area and at each inlets, analyze the capacity and efficiency of all the existing drainage structures (inlets, underground drainage pipes, etc.), and verify sufficiency per the DDOT DEM. The Consultant then shall evaluate different design options to develop conceptual alternatives with a recommended solution to mitigate flooding problem within this drainage area. The design solutions shall include but not limited to drainage improvement options by improving the existing drainage structures and introducing innovative stormwater management best practices.
- b. Stormwater Management: - The Consultant shall perform watershed analysis of the Porter-Ordway, Melvin Hazen, and Macomb-Newark sewersheds and identify optimum locations for GI practices. The Consultant shall evaluate both watershed and existing conditions to identify GI sites that will achieve the most volume collection for the least cost and conflicts. The selection of GI features will depend on the available space, site condition, conflicts with existing observable features such as trees and utilities, soil considerations based on existing soil reports, topography, street parking need, runoff volume to be captured, construction feasibility, etc. The Project will produce a prioritized GI site list based on cost effectiveness.

#### **5.4.4 Roadway Design**

It will be apparent that design, and hence, construction efforts to improve drainage system for the Project will call for reconstruction of some of the roadways. Any roadway that may be impacted by such activity may have to be reconfigured and or redesigned to current DDOT standards. In line with this, general scope of work for the roadway design may include roadway geometry modifications, pavement design, pavement repairs and rehabilitation, evaluation and design of sidewalks and ADA ramps for ADA compliance, and curb and gutter repairs. Other streetscape elements for improvements and upgrades for the Project may include streetlights,

traffic signals and intersection safety improvements, landscape upgrade with new trees along the roadway, replacement of street furniture such as benches, trash cans, bollards and other elements.

#### **5.4.5 Environmental Investigation**

As part of this Project, the Consultant shall conduct appropriate studies, consult with appropriate Federal and Local Agencies, collect new and relevant data, and review existing databases/records to identify environmental and socioeconomic effects associated with considered alternatives. Data on physical features, biological resources, traffic, land use, historic/archaeological resources, utility constraints, water resources, and water quality shall be collected, analyzed and submitted to DDOT using latest Environmental Forms I and II. The information gathered from this research as well as appropriate impact mitigation solutions or avoidance strategies shall be included in the final report submitted to DDOT.

#### **5.4.6 Right-of-Way Investigation**

Under this task, the Consultant shall perform survey work and right-of-way (ROW) determination for any properties affected by this Project. The Consultant shall make all effort to keep all proposed Project features within the public (transportation) ROW. If it becomes evident that Project features will have to encroach into properties outside of such ROWs, the Consultant shall collect all relevant information, notify DDOT during the preliminary design stage and seek for resolution.

### **5.5 Project Interagency Coordination**

The Consultant shall work with the DDOT Project Manager and coordinate with various offices, utility companies (DC Water, WMATA, Washington Gas, Verizon, Pepco and others) and other local and federal agencies regarding their requirements for review and approval of required permits and include them in the Project as directed by the DDOT Project Manager. 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 Project Manager informed of all dealings with various offices, other DDOT Project Managers, and utility companies and delays, if any, caused by those utilities. The Consultant shall also coordinate efforts on this Project with other ongoing projects in the Project area.

### **5.6 Public Involvement**

Public outreach shall be carried out at all stages of the project and is a critical component. The Public Involvement Plan (PIP) shall be the guideline to conduct public outreach efforts and shall be refined/modified throughout the life of the project as conditions demand. Public outreach activities shall include organizing consultation events and preparing and distributing presentation materials, notices and fact sheets regarding the Project. The presentations may be

through various formats and platforms, such as Advisory Neighborhood Commissions (ANCs), neighborhood associations, on-site community feedback sessions, and through other related DDOT project and public meetings. The Consultant shall prepare presentation graphics, boards, and project handouts to give a project overview throughout the Project. The Consultant shall provide notice for meetings and presentations through emails, handouts, or other means to affected residents and prepare any graphics and project information for website/blog/or community list serve updates. The Consultant shall prepare a PIP per the DEM. The PIP shall detail a strategy that deploys the appropriate tools to address the community about the Project and actions completed throughout design.

Deliverables include, but are not limited to;

- Public Outreach Meeting and Materials
  - Illustrative design drawings for use in presentations and handouts (provided in drawing file format, jpeg, and pdf)
  - Mounted presentation boards
  - Public meeting report with compiled data from the public engagement events
- Notices and Fact Sheets

### **5.7 Intermediate Plan (65% Submission)**

At this stage of the Project, selection of type and location and size of BMPs will be finalized based on information collected in earlier tasks; design of structures and relevant details/connections elaborated; utility coordination intensified, and all conflicts and previous (30%) comments resolved; standard specifications reconciled and Special Provisions prepared (as needed); and a refined cost estimate with line items pursuant to DDOT/AASHTO-Estimator guidelines and standards established. The plans shall incorporate all elements of a 65% plan submission per the DDOT DEM.

The Consultant shall conduct outreach to the public per the PIP during the development of Final Site Plan and upon completion, incorporate feedback from the stakeholders. The Consultant shall provide plans and calculation for each one of proposed and existing drainage structures verifying the system as one fulfills the objectives of the Project within the provisions of the DEM and other relevant standards as approved by DDOT.

The Consultant shall provide a refined Drainage Report with calculations for each proposed GI BMP, including Contributing Drainage Area, Runoff Volume using the 1.2" storm, and stormwater retention/detention values, and water quality benefit. The Consultant shall calculate the Stormwater Retention Value achieved as determined by the DOEE Stormwater Guidebook and provide a cost estimate for each Green Infrastructure facility.

The Consultant shall resolve all comments and conflicts with utility companies to enable obtain utility releases/clearances and conduct a final walk-through with DDOT to demonstrate that no conflicts will reduce the water quality treatment provided by the proposed BMPs.

Deliverables include but are not limited to;

- 65% plans prepared per DEM, Chapter 12 Project Deliverable
- Comment Resolution matrix showing compliance or response to all comments to date
- Cost Estimate including project item and quantity list and cost estimate per Green Infrastructure facility
- Geotechnical Report
- SWM and Hydrology and Hydraulic/Drainage Report
  - Specifications and special provisions
  - Final approved Environmental Documentation Report

### **5.8 Final Construction Plans, Specifications, and Cost Estimate (PS&E)**

The Consultant shall provide Final Construction Plans, Specifications/Special Provisions, and Cost Estimates per the DEM. The Consultant shall prepare all documentation needed and obtain a Soil Erosion and Sediment Control (SESC) Permit, Stormwater (SWM) Permit, and Building Permit for construction. This is a voluntary project to install stormwater BMPs and follows the fee schedule for review of Stormwater Management Plan to Certify Stormwater Retention Credits. The Consultant shall apply for the permits on DDOT's behalf, pay the fees, and obtain the approved SESC, SWM, and DCRA Building Permits.

Before processing permits and submission of the final PS&E plans, the Consultant shall resolve all comments and conflicts and obtain utility release letters from all utility companies including but not limited to DC Water, Washington Gas, Pepco, Verizon, WMATA, and Comcast. The Consultant should go through the PS&E checklist to make sure that the plans are ready for construction.

Deliverables include, but are not limited to:

- DOEE stamped PS&E plans per DDOT DEM, Chapter 12 Project Deliverables
- Special Provisions in Microsoft Word
- DCRA Building Permit with SWM and SESC Permit Approvals
- Final Geotechnical Report
- Final Drainage Report/Calculations
- Final Cost Estimate including project item and quantity list and cost estimate per GI facility
- Specifications and special provisions
- Completed Designer Checklist
- MicroStation Files with all references
- GIS layer of all BMPs
- Project bid form

All project deliverables required throughout the project life shall be prepared per DDOT Design and Engineering Manual, latest edition.

## 6. DELIVERABLES

<b>SOW Reference</b>	<b>Deliverable</b>	<b>Method of Delivery</b>	<b>Due Date From Award</b>	<b>To Whom</b>
5.1	PM QA/QC Plan, Project Schedule, Agenda, Meeting Minutes, and Progress Report & Invoices	Compatible Electronic Format	2 weeks	DDOT CA
5.2	GIS and PDF maps of completed sewershed mapping and GI sites, GI selection criteria matrix, Preliminary Drainage Analysis Report, Preliminary cost estimate of GI sites, and PIP	Hard copy and Compatible Electronic Format	3 months	DDOT CA, utility companies, and other identified Federal and Local agencies
5.3	30% Plans, Preliminary Cost Estimate, Comment Resolution, SWM and H&H report, Environmental Documentation, and Data Collection and Investigation plan	Hard copy and Compatible Electronic Format	6 months	DDOT CA, utility companies, and other identified Federal and Local agencies
5.7	65% Plans, Cost Estimate, Specifications and Special Provisions, Cost Estimate, Geotechnical Report, SWM and H&H Report, and Final approved Environmental Documentation Report	Hard copy and Compatible Electronic Format	12 months	DDOT CA, utility companies, and other identified Federal and Local agencies
5.8	DOEE stamped PS&E plans, Specifications and Special Provisions, Cost Estimate, Geotechnical Report, SWM and H&H Report, DCRA Building Permit, MicroStation Files with all references, and GIS layer of all BMPs	Hard copy and Compatible Electronic	17 months	DDOT CA, utility companies, and other identified Federal and Local agencies

## **7. PERIOD OF PERFORMANCE**

**Base Period:** 18 months from date of Notice to Proceed

## **8. INSTRUCTIONS TO OFFERORS**

### **8.1 Qualifications Due Date**

8.1.1 Standard Form 330, Section H shall not exceed 50 pages in length.

8.1.2 Qualifications are due on or before 5:00 pm on January 3, 2020.

### **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](mailto: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 9 of this TO RFQ.

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

8.2.4 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.

8.2.5 Provide qualifications and experience regarding implementing best practices and strategies for Hydraulics/Stormwater analysis, drainage structures and GI practices design, and roadway design, including:

8.2.6 Communication between stakeholders;

8.2.7 Public Outreach;

8.2.8 Experience utilizing QA/QC processes and their ability to ensure contract compliance; and

8.2.9 Identification, management and mitigation of project risks.

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

## **9. 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 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)

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

If you have any questions regarding the solicitation or requirement, please contact the undersigned at [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov).

Sincerely,

Kara A. O'Donnell  
Contracting Officer - DDOT