

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: February 13, 2020

Category of Services: Category L – Bicycle and Pedestrian Studies, Planning and Design

Title: Near Northwest III Livability Study

Solicitation No.: OCPTO190072

1. BACKGROUND

The Near Northwest III Livability Study is in the Northwest quadrant of the District, and includes areas within Ward 1, Ward 2, and Ward 6. The study area is bounded by Georgia Avenue, Florida Avenue, 6th Street, O Street, New Jersey Avenue, New York Avenue, Mount Vernon Place, Massachusetts Avenue, 16th Street, Irving Street, Beach Drive, Piney Branch Parkway, Spring Road, and New Hampshire Avenue. The study area is a mix of medium and higher-density residential areas with corridors of commercial activity, and a well-connected transportation network. The District Department of Transportation (DDOT) is seeking a proactive approach to addressing multimodal improvements at a local level. The study will mainly focus on short-term recommendations that are easily implementable to improve safety and access for all modes of transportation.

Project Overview

The Near Northwest III Livability Study will evaluate the transportation network in the study area and look for opportunities for a safer and more accessible multimodal network.

Livability is a term that refers to quality of life as experienced by the people who live, work, and recreate in a community. Livability studies are essentially quality of life studies, and they examine opportunities in the public right of way to find improvements to transportation safety and access.

This study will be led with a data-driven approach, using existing conditions and crash data to understand transportation challenges and opportunities in order to recommend specific project actions to address them. The study will also be supported with robust public outreach and engagement throughout the process.

The study shall consider the following:

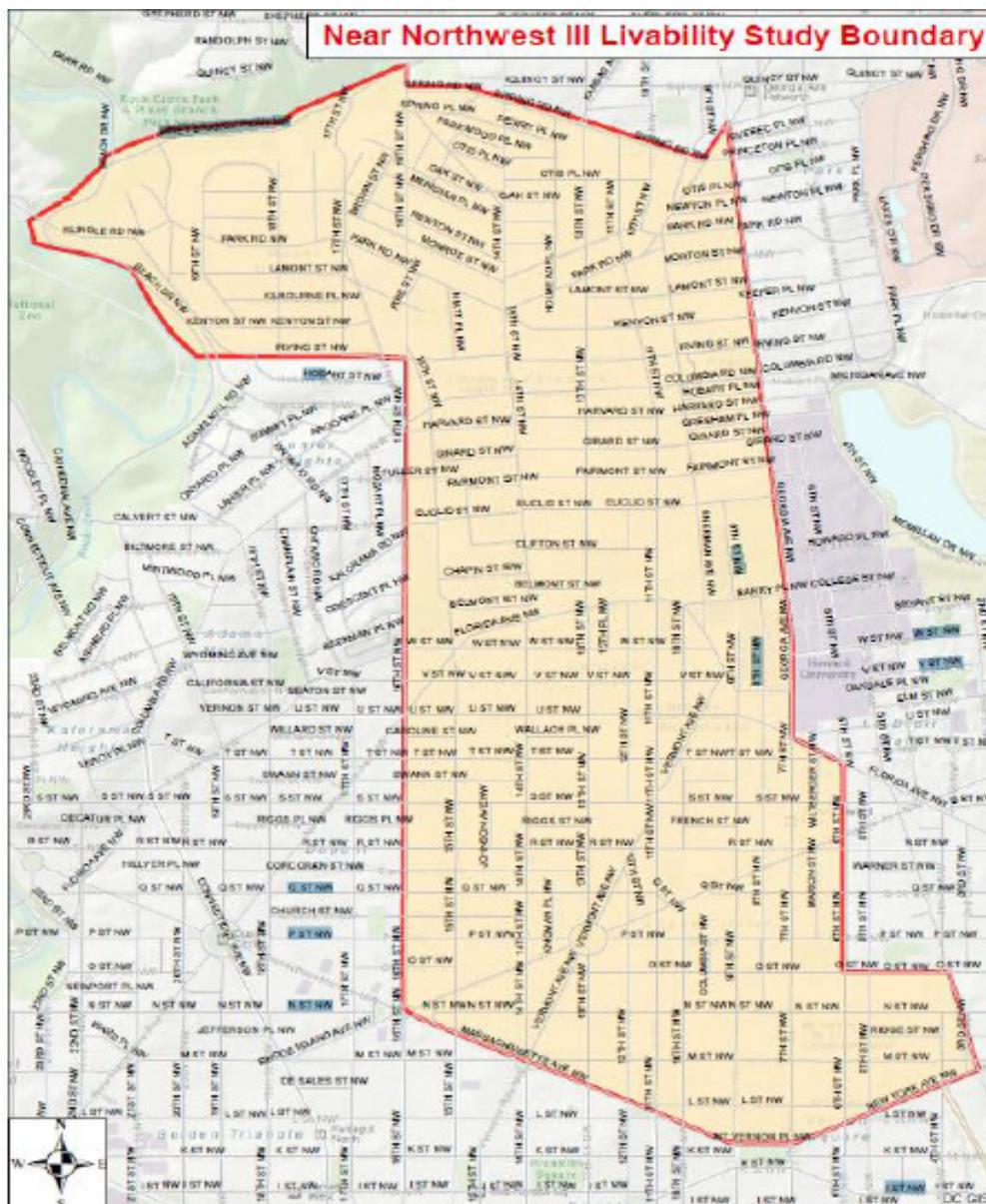
- Review the existing conditions of the study area for livability opportunities;
- Identify and incorporate small-scale and quick-win transportation projects, including some that can be implemented using a tactical urbanism approach during the livability study;
- Refer to previous and ongoing DDOT studies and plans, including but not limited to: Mayor

Bowser's Vision Zero Action Plan, moveDC, the District of Columbia Strategic Highway Safety Plan, the District's Freight Plan, etc.; and

- Review and coordinate with recent and ongoing DDOT requests, improvements, and projects such as and not limited to DDOT ongoing safety neighborhood studies, DC311 traffic and safety requests that can be improved by design, DC Metropolitan Police Department (MPD) crash data, etc.

Once the Consultant has collected data and analyzed background information, they will be expected to evaluate the existing conditions of multimodal traffic flows throughout the study area. Based on the existing conditions analysis, the Consultant will be expected to identify tangible solutions to foster safe and balanced management of the transportation network. The Consultant will be expected to develop measures that maximize pedestrian and bicycle access, minimize impacts to residential neighborhoods, and promote efficient and safe operations within the study area.

Project Area



3. TASK ORDER COMPETITION

The District is soliciting qualifications from three (3) firms awarded an A/E schedule containing Category L – Bicycle and Pedestrian Studies Planning and Design including the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- Kittleson & Associates;
- Sabra & Associates;
- Toole Design Group, LLC.

4. APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

- Contractor’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	Date
1	Design Manual	Public Realm Design Manual	March 2019
2	Engineering Manual	DDOT Design and Engineering Manual	January 2019
3	AASHTO Standard	AASHTO, Guide for Planning, Design and Operation of Pedestrian Facilities	
4		DOEE, Standards and Specifications for Soil Erosion and Sediment Control (current version)	September 2017
5		Applicable requirements of the Federal Highway Administration (FHWA)	Latest Edition
6		FHWA, Manual on Uniform Traffic Control Devices (MUTCD)	Latest Edition
7		National Association of City Transportation Officials (NACTO) Urban Street Design Guideline	Latest Edition
8		The District of Columbia Strategic Highway Safety Plan	Latest Edition
9		Vision Zero Action Plan,	Latest Edition

10		Curbside Management Study	Latest Edition
11		Bus Stop Intersection Analysis & ADA Design Project	Latest Edition

5. SCOPE OF WORK (“SOW”)

Work under this task order will consist of promoting transportation safety in the study area, and to improve the operational efficiency of the transportation network for all modes of travel. The study area is a mix of medium and higher-density residential areas with corridors of commercial activity, and the transportation network is predominately grid like.

The scope of work will address, but is not limited to the following:

- Develop a neighborhood-wide comprehensive approach for the implementation of traffic management and operational improvements;
- Identify specific issues that impact safety and comfort of pedestrians, bicyclists, transit riders, and drivers;
- Establish recommendations to improve transportation safety where problems have been measured or observed;
- Evaluate safety and access issues and solutions around public facilities such as: schools, parks, recreational centers, and other key community facilities;
- Design cost-effective and measurable system improvements that benefit all users, focusing on recommendations that can be installed within three (3) years; and
- Create design solutions that will enhance comfort and livability for residents and visitors to the project area.

5.1 Project Management and Public Outreach

Kick-off Meeting

Within one week of Task Order award, the Consultant’s Project Manager will meet with DDOT’s identified Project Manager for a project kickoff meeting.

Key Personnel

The project team shall include an Urban Planner with a minimum of eight years of experience in urban design projects and a Professional Engineer licensed in the District of Columbia with experience in pedestrian safety design experience.

Prepare Project Schedule and Work Plan

Within two weeks of Task Order award, the Consultant shall submit a project schedule and work plan for project deliverables and collaborate with DDOT staff to ensure project needs are monitored and met. The schedule will 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 performance schedule will include:

- Significant milestones required for performance;
- An estimated PoP for each task;
- An estimate for expenditures for the activities identified; and
- Sufficient detail to adequately analyze the performance schedule and level of effort, by Consultant/Sub-consultant, for adequacy and reasonableness in comparison to the Task Order.

Biweekly Coordination Meetings or Calls with DDOT Project Manager

Establish biweekly project check-ins with DDOT Project Manager to provide updates and coordinate efforts. Meeting agendas and materials should be submitted at minimum two business days prior to each meeting.

Project Accounting

The Consultant shall produce accurate and timely project financial information and prepare monthly project invoices with progress reports to be submitted electronically to DDOT Project Manager. These project invoices should be well organized and include receipts for all direct costs plus accompanying progress report. The Consultant shall provide a table in each invoice documenting the budget spent by task and associated level of effort by task to track budget performance for the project.

Deliverables:

1. Project Schedule and Work Plan provided to DDOT Contract Administrator,
2. Coordination of and attendance at biweekly project meetings or calls, and
3. Monthly invoices and progress report (PDF) sent to DDOT Contract Administrator by email.

5.1.1 Public Involvement Plan

The public involvement process will be used to obtain input about existing conditions as well as feedback regarding proposed solutions.

The Consultant shall be responsible for all components of public engagement related to the project, which will include project branding, outreach, meeting preparation & administration, and documentations. The Consultant shall prepare a Public Engagement Plan for the entire study and a strategic engagement plan for each meeting for a total of: three strategic engagement meetings, one prior to each public workshop, in an Excel format, to make it easy to track dates and approvals, 45 days prior to a public meeting. Generally, each of the public involvement plans will include the following components:

- Identification of major outreach objectives for this project phase;
- Outreach strategies (getting people to the meeting, i.e. e-blasts, listservs, etc.);
- Meeting format (meetings, open house events, focus group discussions, etc.);
- Tools to be used (surveys, website updates, printed information);
- Timeline of events; and
- Identification of action items and responsible parties for each.

Public Workshops

The Consultant shall be responsible for hosting three public workshops. The Consultant team shall be responsible for all components of designing the public workshop, including but not limited to finding a

suitable meeting space to accommodate the needs of the workshop, prior workshop outreach, meeting materials, workshop PowerPoint presentation, meeting materials, post meeting summary, website updates, and meeting follow-up. Of note, all draft materials for Public Workshops must be submitted at minimum six weeks prior to the meeting to allow for adequate DDOT review time.

Notification and Communication

Project Branding

The Consultant shall follow all DDOT guidelines for branding, public involvement, and outreach. All materials produced by the Consultant must receive DDOT approval prior to distribution or publication.

Website, Social Media, Communications

The Consultant shall use multiple media outlets to communicate information to the community including a project website, and will utilize tools such as maps, infographics, handouts, and reports.

DDOT will be hosting and designing the project website. The Consultant will be expected to coordinate with the DDOT Project Manager and IT department regarding the formulation of the project website, and any updates to it. All final public workshop materials for the website should be given to DDOT with 72 hours in advance of the public workshop.

Project Outreach

The Consultant shall create meeting posters, door hangers, and flyers which must be distributed at minimum two weeks prior to a public workshop or event. The Consultant team shall distribute these materials where recommendations are proposed. The Consultant shall provide a distribution map that should be submitted as part of the strategy engagement plan for the public workshop, which details the locations that doorhangers, posters, and flyers will be distributed prior to the public workshop. DDOT will edit the distribution map based on where recommendations are proposed.

The Consultant shall draft press releases and notices for Councilmember newsletters for submission to the DDOT Project Manager. The Consultant shall coordinate with DDOT's Community Engagement team to distribute on appropriate listservs. DDOT will distribute these materials.

The DDOT Project Manager will manage all project communication with the District of Columbia Council through the established agency protocols. The Consultant shall assist in the production of materials for council briefings.

Other Communications

The Consultant shall also ensure project information is communicated to persons with limited internet access. The Consultant shall distribute meeting notices throughout the study area and shall make materials from public meetings available at the Shaw and Mount Pleasant Public Libraries. Within two business days after each public meeting, the Consultant shall provide a booklet or binder of meeting materials at each library. This document should include pages to provide comments on the materials, and the contact information for the DDOT Project Manager.

The Consultant shall complete all Title VI requirements for public participation, language access, and record keeping.

Project Committees

The Consultant shall coordinate directly with the Project Manager and schedule meetings with the following two groups. Of note, all draft materials for Advisory and interagency Steering Committee meetings must be submitted at minimum two weeks prior to the meeting to allow for adequate DDOT review time.

1. Interagency Steering Committee consisting of representatives from DDOT administrations (particularly staff focused on safety, operations, and roadway design). If needed, additional partner agencies will be invited to participate; including DC Water, Office of Planning (OP), Washington Metropolitan Area Transit Authority (WMATA), and others. DDOT anticipates that there will be up to five Interagency Steering Committee meetings throughout the project.

Deliverables:

1. A Public Engagement Plan for the entire study.
2. Prepare three (3) strategic engagement plans, one prior to each public workshop.
3. Three (3) public workshops, up to five (5) interagency steering committee meetings, two (2) public outreach events (“pop-ups”), and ANC meetings as requested by DDOT Project Manager.
4. Website content outline, schedule for updating, and any materials to be posted to the website.
5. Project contacts spreadsheet.
6. Press releases for project workshops and meetings.
7. Project notices for Councilmember newsletter.
8. Project outreach materials (doorhangers, posters, flyers).
9. Public Workshop materials (nametags, sign-in sheets, comment forms, maps, power point presentation, handouts, interactive activities, meeting summary document).
10. Materials from Project Committee Meetings – agenda, copies of handouts, meeting summary.
11. Three summaries of public involvement including Title VI demographic data, to be prepared after each public workshop.
12. Hard copies of public meeting materials will be made available to the public at the Shaw and Mount Pleasant Public Libraries within two business days of each public workshop.

5.1.2 Plan Review

With the assistance of the DDOT Project Manager, the Consultant shall identify and review existing DDOT and partner agency studies and/or planning documents and GIS maps related to the study area.

Important documents include but are not limited to: The District of Columbia Strategic Highway Safety Plan, moveDC, Vision Zero Action Plan, Curbside Management Study, Bus Stop Intersection Analysis & ADA Design Project.

Deliverables:

1. Report detailing all data and relevant recommendations found as part of the research and document review. This should include a map illustrating previous plans and studies in and around the study area.
2. Summary list in spreadsheet form of 1) capital projects, 2) major recommended policy changes, 3) proposed responsible agencies that were identified through the plan review in this task, and 4) status of the project and recommendations.
3. Where applicable, relevant GIS maps in a map package prepared by Consultant, illustrating

previous plans and studies in and around the study area.

5.1.3 Data Collection and Field Observations

Data collection will serve as the foundation of this data-driven study. The Consultant will be expected to collect existing data and any additional data that will be needed to identify challenges in the study area and analyze localized, context-sensitive treatments to address these challenges. The data will be presented and analyzed in consideration of the citywide transportation network and goals. Existing conditions data will identify the current configurations and allocations of the right-of-way for the variety of multimodal users – in both narrative and graphic form – to enable data-driven discussions and recommendations.

In addition to obtaining DDOT crash data – which can be found through DDOT’s Traffic Analysis Reporting and Accident System (TARAS) and requested through DDOT – the Consultant shall gather other relevant multimodal transportation and topography data and conduct field observations to develop and support study recommendations. The Consultant shall identify and prioritize intersections with known or perceived needs for improvement. The locations of traffic counts will be established with the DDOT Project Manager, with assistance from the Consultant. Information to be collected shall include, but is not limited to:

- Bicycle and pedestrian TMCs
- Completed DDOT roadway safety audits and traffic safety assessments
- Roadway characteristics such as sight distance, and intersection configuration as needed
- Signal timing data from DDOT
- Pedestrian activity and facilities, including crossing times at all signalized intersections, sight distances approaching crosswalks, locations of mid-block crossings, locations of unsignalized crosswalks on arterials and collector streets, and crossings near bus stops and other potential conflict locations involving vehicles and pedestrians
- Bicycle activity and facilities, including existing and proposed bike lanes and trails. Use of DDOT bicycle count data (to be provided by DDOT) is recommended to enhance understanding of bike routes throughout the study area
- Review proposed transportation infrastructure for study area as outlined in moveDC
- Locate and map area deficiencies and needed upgrades such as missing sidewalks
- Vision Zero crowdsource map data
- DC311 Traffic and Safety data
- MPD crash data
- Existing speed camera locations
- Other data elements that be essential to the study objectives

Deliverables:

The Consultant shall prepare a Briefing Book with the existing conditions and evaluations, which highlights key safety and operational issues in the study area and notes where there are strategic opportunities to improve management of the street network. The Briefing Book will be a highly data-driven and infographic-based document. Written text will support and expand upon the illustrative elements that describe the conditions of the existing transportation network. Understanding and presenting existing conditions must be a robust part of the Briefing Book.

5.1.4 Data Analysis and Draft Recommendations

Data Analysis

The Consultant shall analyze the collected data, obtain input from interested parties and workshop feedback, and work with DDOT project staff to develop draft recommendations and treatments for specific locations to present to the public to be completed before the second public workshop. The Consultant will perform data analysis that will evaluate existing multimodal traffic flows throughout the study area network. Once the analysis is complete, the Consultant shall propose implementation-focused solutions that will yield a safe, well-managed, and balanced transportation environment for users.

The Consultant shall identify all issues that impact safety and quality of life including but not limited to: speeding; missing or outdated infrastructure; upgrading and standardizing signs, signals and other traffic controls; needs for multimodal facilities; poor sight distance; wide turning radii; challenging access points; and any other issues discovered as part of the analysis. The Consultant shall identify issues at intersections or street segments and determine holistic and multimodal design solutions.

The Consultant shall focus on improvements that can be done in a short- or medium-term timeframe. The goal of the study is that all low-cost projects that are recommended by the livability study should be completed within three years. The Consultant shall also identify 10 immediate-term projects that can be implemented during the study PoP. These should be implemented using a tactical urbanism approach.

The Livability Study should not focus on concepts that would require a long-term timeframe to be implemented. These include larger capital projects which need to be programmed into the budget process with more detailed design and right-of-way examination. These should only be included if DDOT requests they be included for various reasons, if DDOT agrees with strong community support for a project that would require a long-term timeframe, and if DDOT and the study team cannot identify an appropriate substitute project that can be implemented in a short- or medium-term timeframe. If long-term projects are included, only a limited number should be listed.

Deliverables:

Draft Recommendations should be developed before the second public meeting and will be presented at that meeting. Draft recommendations should be at a minimum 10% design in order to ensure constructability. Ten percent designs are intended to assess the feasibility of initial design concepts and must have ROW lines, identify storm drains, utility poles, signage, striping, and all features needed in order to develop implementable recommendations. These concepts should be drafted and refined two weeks prior to the second public workshop. They are to be structured in the following format:

Immediate-term: Identify 10 low-cost safety and traffic management projects to be implemented during the study with before and after implementation compliance data. These will need to be at 100% design.

Short-term (1-2 years): These projects can be executed through existing contracts and typically do not need capital funding or environmental clearance. Short-term projects should be at 30% design by the end of the study (8 months).

Medium-term (2-3 years): These projects typically need more advanced design but may not be subject to a full environmental impact statement (EIS) depending on the nature of the project. Medium-term projects should be at 30% design by the end of the study.

Long-term (5+ years): If necessary, to be determined during the study. If included, the number of projects should be limited.

5.1.5 Implementation of Immediate-Term Projects

After analyzing the data, the Consultant shall identify 10 projects that can be implemented during the study PoP. These should be designed by the Applicant using a tactical urbanism approach. These projects will be installed by other DDOT contractors. Materials for immediate-term projects should include DDOT standard materials such as flex posts and paint. The Consultant shall coordinate with DDOT on appropriate standard materials.

At least five (5) of the immediate-term projects should design and install a ground-mural into a curb extension. The Consultant shall conduct a pop-up event to identify an appropriate design.

The projects should be designed in CAD and be construction ready for implementation. They should be implemented around the time of the second public workshop. The 10 projects should be in different parts of the study area. These projects should continue to be evaluated between the second and third public workshops, and the Consultants should review public comments regarding these tactical urbanism projects. The Applicant will need to design and implement a plan that collects compliance data before and after implementation of the 10 immediate-term projects. At the third public workshop, the projects should be reviewed with the public, and any modifications to them (including removal, if warranted) should be announced.

Deliverables:

- Conceptual illustrations/sketches for the immediate-term projects
- Associated maps, infographics, documents, and summaries to support concepts
- Final design plans of 10 immediate-term projects anticipated to be constructed during the study

5.2 Final Recommendations

Final Recommendations

Taking the data analysis, public feedback, and DDOT and interagency comments on the draft recommendations, the Consultant will develop final recommendations that directly respond to specific transportation issues. These should be complete before the third public meeting and presented at that meeting. Recommendations should directly address the following:

- DDOT roadway prioritization for users (see MoveDC)
- Roadway network and configuration
- Bike/Pedestrian
- Transit (access, bus stop improvements)
- Specific public space improvements, if applicable

Final Concepts and Designs

The Consultant shall develop short-term and low-cost safety and traffic management measures, such as pavement markings, quick curb extensions, flex posts, speed tables, and signage through maps and infographics.

For medium-term recommendations that require design engineering or environmental review, the Consultant will be responsible for providing 30% design plans, which have been analyzed for underlying conflicts or constraints. For instance, any proposed geometric changes such as curb extensions must take into account effects on the right-of-way and adjacent stormwater drains. Any changes to the signal

system must take into account effects on the operations of the surrounding system. Recommendations should be made in accordance with accurate site conditions and dimensions and using software such as MicroStation and in accordance with the latest version of DDOT's Design and Engineering Manual.

Traffic Analysis Considerations

The Consultant shall determine which recommendations will have an impact on vehicular capacity. For proposed measures not expected to have large impacts on vehicular capacity (such as limited geometric changes) the Consultant will not need to perform substantial traffic analysis. For any proposed measures expected to create impacts on vehicular capacity (such as lane repurposing or intersection reconfigurations) the Consultant shall perform supporting traffic analysis using Synchro and SimTraffic to demonstrate network effects.

Deliverables:

- Conceptual illustrations and 30% design plans for the final short-term and medium-term improvement options
- Associated maps, infographics, documents, and summaries to support concepts
- Associated traffic analysis considerations for concepts.

5.2.1 Cost Estimates, Implementation Timeframe, and Performance Metrics

Cost Estimates

The Consultant shall develop planning-level cost estimates for all relevant recommendations as well as identifying potential funding sources or partnership opportunities for implementation.

Implementation Timeframe

All recommendations should be assigned an implementation timeframe (immediate-term, short-term, medium-term, or long-term) to manage expectations and communicate DDOT's Project Development Process.

Deliverables:

1. Cost Estimate Spreadsheet with Implementation Timeframe. These should be incorporated into the Implementation chapter of the final report.

5.3 Final Recommendations Report

The Final Recommendations Report will be a highly data driven and infographic-based document. Written text will support and expand upon the illustrative elements that describe the conditions of the existing transportation network. An outline for the draft outline for the final report should be provided by the Consultant prior to the 2nd public meeting. A draft of the final report should be provided at minimum a month from the end of the contract (8 months from award), understanding there may be some placeholders for final concepts and text.

5.3.1 Deliverables

Draft Report- including maps, infographics, appendices (meeting summaries, stakeholder input, data collection summary, transportation counts, etc.), and Task 7 elements including cost estimates and

implementation timeframe.

Final Report – a final report that includes the component above and 20 report hard copies (not including the appendices) and 2 flash drives containing the digital report with appendices, electronic files, including data and analysis files such as Sim Traffic, Synchrho files, or CAD files if applicable.

6. DELIVERABLES

SOW Reference	Deliverables	Method of Delivery	Due Date From Award (calendar days)	To Whom
5.1	<ol style="list-style-type: none"> 1. Project Schedule and Work Plan provided to DDOT Project Manager, 2. Coordination of and attendance at biweekly project meetings or calls, and 3. Monthly invoices and progress report (PDF) sent to DDOT PM by email. 	Compatible Electronic Format	<ol style="list-style-type: none"> 1. Within two (2) weeks from award 2. Biweekly 3. Monthly 	DDOT CA
5.1.1	<ol style="list-style-type: none"> 1. A Public Engagement Plan for the entire study. 2. Prepare three (3) strategic engagement plans, one prior to each public workshop. 3. Three (3) public workshops, up to five (5) interagency steering committee meetings, two (2) public outreach events (“pop-ups”), and ANC meetings as requested by DDOT Project Manager. 4. Website content outline, schedule for updating, and any materials to be posted to the website. 5. Project contacts spreadsheet. 6. Press releases for project workshops and meetings. 7. Project notices for Councilmember newsletter. 8. Project outreach materials (doorhangers, posters, flyers). 9. Public Workshop materials (nametags, sign-in sheets, comment forms, maps, power 	Compatible Electronic Format, as well as printed for elements as necessary	<ol style="list-style-type: none"> 1. Within three (3) weeks of Award 2. Submit to DDOT CA 45 days prior to the public meeting 3. Submit information a minimum of six (6) weeks prior to meetings, and two (2) weeks for Interagency Steering Committee meetings 4. Submit final workshop materials for the website 72 hours in advance 5. Ongoing - update as we grow comments, but a final contact list should be provided at the conclusion of the project 6. 6-weeks before public meeting 7. 6-weeks before meeting 8. 6-weeks before 	DDOT CA

	<p>point presentation, handouts, interactive activities, meeting summary document).</p> <p>10. Materials from Project Committee Meetings – agenda, copies of handouts, meeting summary.</p> <p>11. Three summaries of public involvement including Title VI demographic data, to be prepared after each public workshop.</p> <p>12. Hard copies of public meeting materials will be made available to the public at the Shaw and Mount Pleasant Public Libraries within two business days of each public workshop.</p>		<p>meeting, must be distributed a minimum of two (2) weeks before workshop or event</p> <p>9. 6-weeks before meeting, Final documents a minimum of 1 (one) week prior to the meeting, meeting summary should be provided within one (1) week of meeting</p> <p>10. 6-weeks before meeting, meeting, summary should be provided within one (1) week of meeting</p> <p>11. Submit Title VI 48 hours after meeting, submit summaries two (2) weeks after the public meeting or ANC meeting</p> <p>12. Within two (2) business days of each public workshop</p>	
5.1.2	<p>1. Report detailing all data and relevant recommendations found as part of the research and document review. This should include a map illustrating previous plans and studies in and around the study area.</p> <p>2. Summary list in spreadsheet form of 1) capital projects, 2) major recommended policy changes, 3) proposed responsible agencies that were identified through the plan review in this task, and 4) status of the project and recommendations.</p> <p>3. Where applicable, relevant GIS maps in a map package prepared by Consultant, illustrating previous plans and studies in and around the study area.</p>	Compatible Electronic Format as well as printed for elements as necessary	<ul style="list-style-type: none"> 6 weeks before the first public meeting 	DDOT CA
5.1.3	<p>1. Briefing Book with the existing conditions and evaluations</p>	Compatible Electronic Format as well as printed	<p>1. 6 weeks before second public meeting</p>	DDOT CA

5.1.4	1. Draft Recommendations	Compatible Electronic Format as well as printed	1. Two (2) weeks before the second public meeting. These concepts should be drafted and refined two weeks prior to the second public workshop	DDOT CA
5.1.5	1. Implementation of Immediate-Term Projects	The construction plans will need to be electronic (including CAD files) and the projects will be implemented by others	1. These will be done at different schedules prior to the third public meeting, but at the third public workshop, the projects should be reviewed and assessed with the public on how they are functioning since implantation.	DDOT CA
5.2	1. Final Recommendations and 30% Design deliverables	Compatible Electronic Format as well as printed. The construction plans will need to be electronic (including CAD files)	1. 6 weeks before 3 rd public meeting	DDOT CA
5.2.1	1. Cost Estimate Spreadsheet with Implementation Timeframe	Compatible Electronic Format as well as printed	1. Six (6) weeks before the end of the 8 month contract	DDOT CA
5.3	1. Draft Report 2. Final Report	Compatible Electronic Format as well as printed (including CAD files).	1. Six (6) weeks before the end of the 8 month contract 2. Two (2) weeks before the end of the 8 month contract	DDOT CA

7. PERIOD OF PERFORMANCE

Base Period: 9 months from Date of Award

8. SUBCONTRACTING REQUIREMENTS

- a. Unless the Director of the Department of Small and Local Business Development (“DSLBD”) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the Contract shall be subcontracted to qualified small business enterprises (“SBEs”).
- b. If there are insufficient SBEs to completely fulfill the requirement of paragraph 1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (“CBEs”); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- c. A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections 8.a and 8.b of this clause.
- d. Except as provided in sections 8.e and 8.g, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- e. A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- f. Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- g. A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the Contract is \$1 million or less.

9. INSTRUCTIONS TO OFFERORS

9.1 Qualifications Due Date

- 9.1.1 Standard Form 330, Section H shall not exceed 50 pages in length.
- 9.1.2 Qualifications are due on or before 5:00 pm on March 6, 2020.

9.2 Organization and Content

- 9.2.1 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.
- 9.2.2 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:
- 9.2.1.1 Describe your understanding of the project’s complexities, and state your qualifications for overcoming the type of complexities identified.
 - 9.2.1.2 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.
 - 9.2.1.3 Provide qualifications for implementing best practices and strategies for Bicycle and Pedestrian Studies, Planning and Design, including:
 - 9.1.1.1.1 Communication between stakeholders;
 - 9.1.1.1.2 Public Outreach;
 - 9.1.1.1.3 Experience utilizing QA/QC processes; and
 - 9.1.1.1.4 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.
- 9.2.3 Provide relevant information regarding evaluation of qualifications Factor 4 - Past Performance.

10. EVALUATION OF QUALIFICATIONS

10.1 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:

- (1) District eVAL
- (2) 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.

The District will conduct interviews with selected firms following receipt and evaluation of all firm qualifications. The interview location will be 55 M Street S.E., Washington, DC 20003. The date, time, and specific room will be determined after the issuance of this RFQ and incorporated via amendment. Interviews will be evaluated in accordance with the below evaluation criteria.

5. During the oral interviews, the offeror's demonstration of their understanding of the work to include potential risks to performance, quality, and costs and associated mitigation measures, and the quality of their plan to ensure successful project delivery. **(25 Points)**

Total Possible Points: 125

10.2 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.

(1) Rating Scale

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets 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.

(2) 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 evaluations the Proposer's response as "Good," then the score for that evaluation factor is 4/5 of 50, or forty (40) points.

11. CONTRACT ADMINISTRATOR

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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