

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: May 22, 2020

Category of Services: Category N – Pavement Management and Infrastructure Data Collection

Title: Request for Qualifications (RFQ) FY 18 Traffic Sign Inventory Upgrade

Solicitation No.: OCPTO190030

1. BACKGROUND

New federal guidelines as stated in the Manual on Uniform Traffic Control Devices (MUTCD) require that agencies must have maintenance method in place that manages traffic sign performance and maintains retro-reflectivity which means that agencies will need to have a good understanding of the performance of their signs, set goals to achieve compliance, and develop corrective action measures when the performance fails to meet expectations and standards.

Roadway signs are critical for public safety and having a strong sign management program with up-to-date inventory data is an important part of DDOT’s asset management efforts to promote safety, enhance traffic operations, and facilitate comfort and conveniences for all road users.

Currently, DDOT Field Operations Branch (FOB) oversees over 500,000 traffic signs on District Streets and is currently using the process of collecting sign data in spreadsheets, making it difficult to preserve data integrity and to use the data effectively to maintain an inventory of properly placed, well-functioning and performing signs. As a result, DDOT is seeking a the service of a contractor to comprehensively collect roadway sign asset inventory and develop a new sign management system to track and report state of good repair, sign productivity, maintenance and cost management.

A traffic sign management system (TSMS) will help DDOT not only improve public safety but also improve business processes by identifying maintenance strategies to get optimal value from sign assets that keep those assets in good repair. More so, a sign management system can

significantly improve how DDOT meets Federal Highway Agency (FHWA) standards for sign retro reflectivity, a key indicator of the asset's visibility and, its ability to promote safety. TSMS will be integrated with other DDOT backend systems- Signworks and Cityworks.

With this projects, DDOT can keep and maintain a database of all the signs in the District road network, track scheduled inspections for signs, proactively perform work activities to ensure that signs reach their full-service life, establish a program and process for either repairing or replacing non-functional signs and maintain a process for keeping records of all maintenance activities which will thus reduce the influx of service requests received through District 311 systems.

2. ACRONYMS

- API- Application Program Interface (API)
- CA- Contract Administrator
- DC – District of Columbia
- DDOT – District Department of Transportation
- FOB – Field Operations Branch
- FHWA – Federal Highway Administration
- GIS – Geographical Information System
- GPS – Global Positioning System
- MOT- Maintenance of Traffic
- MUTCD – Manual on Uniform Traffic Control Devices
- OSHA – Occupational Safety and Health Administration
- PE – Professional Engineer
- QA/QC – Quality Assurance/ Quality Control
- RFQ – Request for Qualifications
- SHS – Standard Highway Sign
- SIS – Sign Inventory System
- TSMS –Traffic Sign Management System

3. TASK ORDER COMPETITION

The District is soliciting qualifications from five firms awarded an A/E schedule containing **Category N – Pavement Management and Infrastructure Data Collection** in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The five firms are:

- AECOM;
- Wood PLC (formerly Amec Foster);
- Applied Research & Associates;
- O'Connell & Lawrence and
- Precision Systems, Inc.

4. APPLICABLE DOCUMENTS:

- Standard Highway Signs
https://mutcd.fhwa.dot.gov/ser-shs_millennium_eng.htm
- Manual on Uniform Traffic Control Devices (MUTCD)
- https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm
- DDOT Standard Specifications for Highways and Structures, issued by District of Columbia Department of Transportation, 2013
 - https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf

5. APPLICABLE SOFTWARE:

- GIS Roadway Centerline Data / Network Shapefile (To be provided by DDOT-Information Technology Division)
- Aerial Photography of the City (To be provided by DDOT Information Technology Division)
- DDOT Signing standards and sign nomenclature (To be provided by FOB-Sign Shop)
- Signworks (DDOT Application to be provided by Information Technology Division)
- Cityworks (DDOT Application to be provided by Information Technology Division)
- Cyclomedia Imagery (DDOT Application to be provided by Information Technology Division)

6. APPLICABLE MINIMUM EQUIPMENT:

- Mobile Van mounted two cameras
- GPS track log computer system
- Field Asset Status Tracker tool
- Sign Retroflectometer

7. Disadvantaged Business Enterprise Goal

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

8. SCOPE OF WORK (“SOW”)

8.1 SIGN DATA COLLECTION REQUIREMENTS

This section outlines the scope of work requirements for Section 8 under this contract. The Contractor shall provide all the management, supervision, labor, equipment, materials, and supplies required to perform the following:

8.2 Task I - Work Plan, Schedule and QA/QC Requirements

8.2.1. The Contractor shall prepare a Work Plan, which establishes a detailed project schedule in Microsoft Project for the entire scope of work. Contractor shall organize coordination meetings with key DDOT staff to receive feedback on the project work plan and schedule. This Work Plan shall be submitted to the DDOT CA for review prior to work initiating.

8.2.2 The work plan and schedule developed by the Contractor shall identify at a minimum:

- Project overview and project scope;
- Work break down system (WBS);
- Tasks that can be conducted concurrently and parallelly;
- Established milestones and key deliverables;
- Scheduling and timeline for the completion of all tasks; and
- Cost analysis
- Staffing and management plan

8.2.3 The Contractor shall set up a kick-off meeting and share a presentation that will review the project scope, objectives, deliverables, project plan, and sign rating criteria to be used for determining the sign condition assessment and retroreflectivity rating.

8.2.4 The Contractor shall submit a QA/QC plan to ensure that quality is maintained throughout the project including data collection, retroreflectivity data gathering, visual processing, data entry, inventory database development, and deliverables as outlined in the contract.

8.2.5 The Contractor shall provide the project communication plan. The plan shall clearly determine how the project team communicate together and to other stakeholders. Also, they shall prepare agendas in conjunction with DDOT staff and take minutes as necessary for all meetings and presentations. All

presentations, minutes and any meeting summaries will be transmitted to DDOT after each meeting.

- 8.2.6 The Contractor shall submit monthly progress report to the DDOT CA throughout the life of the contract.
- 8.2.7 The monthly report shall summarize project progress, the schedule status, (completed tasks in the past period and tasks in the upcoming period), past changes and potential delays in the plan, a map showing the data collection progress and status of each traffic sign.

8.3 Task II –Traffic Sign and Sign-Post Inventory and Database Population

- 8.3.1 DDOT developed and currently uses a Cityworks Asset Management System, Signworks System, and Cyclomedia Imaginery. These applications together provide a platform in which the signs data are available for the whole district. The Contractor shall review and evaluate all these applications.
- 8.3.2 The Contractor shall extract the signs and signposts data captured in abovementioned data applications to build and to populate the first version of DC Traffic Sign Inventory and Assessment Database.
- 8.3.3 The sign inventory will include all signs (R-, W-, M-, and D-series, and others, including non-MUTCD signs, special signs, wayfinding signs, heritage signs, gateway signs and overhead signs) and sign supports on all the district roads. Signs on the private property, temporary traffic control signs, or signs associated with driveway (private or otherwise) shall be excluded from the data collection and inventory.
- 8.3.4 The sign inventory shall be comprised of a database that includes both signs and signposts. Table 1 represents the list of main attributes (Table 1). The Contractor shall perform a detailed visual process to collect all required data, as table 1 represents, for each sign and signposts. The Contractor shall assure that the whole process is compatible and integrated with both Cityworks and Signworks applications.

Table 1. List of Main Sign Inventory Attributes in Inventory Database

Sign Inventory Attribute	Definition
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<i>General Attribute</i>	
Street Name	Full official street name derived from centerline GIS data set provided by DDOT
Coordinates	Latitude and longitude location must yield an accuracy of +/- 10 centimeter, on the axis parallel to the roadway and ensuring correctness in both sequential order and position relative to the road, while maintaining relative positional accuracy between signs and posts.
Orientation	Direction signpost is facing (N, NE, E, SE, S, SW, W, NW)
Sign Category	Regulatory, Warning, Directional, Guide, School, Recreation, Information, General
Sign Type	Federal MUTCD designation or DDOT custom designation for specialized signs, Wayfinding, Gateway, and Heritage Trail.
Linear Referencing	Standard Route Identifier (SRI) and milepost.
Functional Classification	Principal arterial, freeway, Minor arterial, collector, Local
<i>Signpost Attribute</i>	
Sign Post ID	The database ID of the sign post
Post Type	U-channel, Round, Square, Light Pole, Signal Mast, Wood, utility pole , perforated square steel, steel/aluminum tubes, I-beam ,etc
Post Material	Steel, Wood, Concrete, brick, etc
Status of Post	Active, Retired, etc. to be input by the Consultant at a later date as a way of tracking the asset.
Post Structure	Non-breakaway, breakaway, bend-away, etc.
Post Condition	Twisted, bent, etc
Date of Inventory	The date on which the signpost was inventoried. (If applicable)
Other Dates	Inspection, maintenance, replacement, etc., to be input by Consultant /FOB at a later date (If applicable)
Signpost Photo	Digital image of each signpost
<i>Sign Attribute</i>	

Sign and Post ID Number	Unique identifier for each inventoried asset. Each Sign record also has the ID of the Post on which it is mounted.
Sign Panel Size	MUTCD panel size should be verified. Non-MUTCD signs should be measured. All panel sizes should be reported at an accuracy tolerance of +/- 1”.
Position on Post	Sign’s relative position, in column and row notation, among all signs mounted on the same structure. Top, middle, bottom, etc
Sign Position	Left, Right, Overhead, Center, Median, Ground-mounted
Latitude and Longitude	Global Positioning System (GPS) location (+/- 1 meter and correct in sequential order and side of road)
Sign Designation	For MUTCD signs, the MUTCD code will be listed (for example, R1-1 for a standard stop sign). For non-MUTCD signs, a description of the sign will be listed. For parking signs time restrictions must be reported including restriction ID, and time restrictions (End day, Start time, End time, and Hour limits).
Sign Panel Dimension	Sign panel height and width estimated from photo and snapped to current DDOT standards
Mount Height	Height from road ground to bottom edge of sign estimated from photo and snapped to current DDOT standards
Legend	Fully captured message of sign types with variable text
Status of Sign	Active, Retired, etc. to be input by Consultant at a later date as a way of tracking the asset.
Sign Condition	Good, Fair, Critical rating and classification of defect types assessed through review of daytime digital images such as Twisted, Bent, Vandalized, View Obscured, sign down or missing, graffiti, damaged abuse, theft, storm, vandalism and adult physical force, corrosion etc.
Compliance with FHWA / MUTCD retroreflectivity requirements	Each sign will be assessed for reflectivity and assigned a condition rating using FHWA Comparison Panel Method.
Date of Inventory	The date on which the sign was inventoried. (If applicable)
Other Dates	Inspection, maintenance, replacement, etc., to be input by DDOT staff (If applicable)
Sign Photo	Digital image of each sign

8.3.5 The Contractor shall prepare a report which briefly explain the structure of the Traffic Sign Inventory Database. This report also needs to provide a brief overview of existing data and extracted data from the Cyclomedia imagery.

8.4 Task III Sign Condition Assessment and Retroreflectivity Data Collection

8.4.1 After the inventory database has been populated and updated with DDOT database and imagery, the Contractor shall collect the daytime and nighttime sign reflectivity data. The contractor needs to use vehicle-mounted mobile retro-reflectometer. In special cases and with CA approval, the Contractor may use handheld retro-reflectometers.

8.4.2 The Contractor shall configure the street scene capture system to capture only forward-looking images for all signs. Thus, all required roadways in the eight wards including alleys shall be driven in both directions.

8.4.3 According to MUTCD code, all regulatory, warning, and guide signs shall meet minimum level of retroreflectivity. The Contractor shall use the measurement method in accordance with FHWA publication, “Methods for Maintaining Traffic Sign Retroreflectivity” (MUTCD, 2007 edition). This guideline explains main requirements to measure retroreflectivity with non-contact instruments (vehicle-mounted mobile retroreflector). The Contractor may measure the signs with retro-reflectometers to verify the assessment in all necessary cases.

8.4.4 Inspection vehicles shall be either a sport utility vehicle, van, or pick-up truck. The maximum age of inspection vehicles shall be 10 years old. The Contractor shall ensure that the windshield and headlamps of the inspection vehicles are cleaned prior to each inspection run.

8.4.5 The Contractor shall provide the date and time of retroreflectivity inspections, and inspector’s name, weather conditions, route, vehicle info and year of manufacture to DDOT for future reference.

8.4.6 The Contractor shall conduct a detailed visual data processing to extract sign conditions data and retroreflectivity records.

8.4.7 For each sign, the Contractor must report the measured retroreflectivity of all colors in accordance with Table 2A-3 of the MUTCD (the table enclosed to this section). Also, the contrast ratio of related signs needs to be measured and Contractors shall report it.

8.4.8 The Contractor shall match records with signs data in the Traffic Sign Inventory Database (with sign ID) and shall store all signs conditions and retroreflectivity measurements data into the database (update table1). Also,

the Contractor shall conduct quality control process to ensure that the database has been thoroughly checked and updated.

8.4.9 The contractor shall maintain and continually update a daily status work log of street blocks for which signposts and signs data have been entered, reviewed and passed through the checking process. This daily status work log will reflect current completed work and must be provided to DDOT CA upon request.

8.5 Task IV Sign Performance and Retroreflectivity Rating Criteria

8.5.1 The Contractor shall collect and provide the required sign condition assessment. Using the following rating criteria:

- **CRITICAL**- Sign need immediate replacement. **FAIR**- Sign that may need replacement within one (1) to five (5) years. **GOOD**- Sign that may need replacement within 5 or more years.

8.5.2 The Contractor shall update the Inventory Database and shall notify DDOT of any signs rated “Critical” so that DDOT personnel may review, and schedule replacement or repair as needed to restore performance to the desired level.

8.5.3 Conflicting signs shall be flagged to allow respective DDOT Divisions to review and approve correct signs before the traffic sign inventory is finalized.

8.5.4 Also, the Contractor shall record the retroreflectivity level of each sign as either “Pass” or “Fail”. All signs with retroreflectivity rate lower than the minimum levels, as shown in Table 2A-3 of the MUTCD (2010 Edition), are considered as a “Failed” sign (the Table has been attached to this section).

8.5.5 The Contractor also shall update the Inventory Database and shall notify all “Failed” sign to DDOT so that DDOT may conduct proper action to restore retroreflectivity performance to the accepted level. The updated database shall be compatible with existing DDOT database (Signworks and Cityworks).

8.5.6 The Contractor shall submit to CA two (2) sets of sign replacement drawings and reports for review and approval. The report shall include the critical conditions signs, conflicting signs and non-compliance signs regarding retroreflectivity performance. The report will include identification of defects and sign attributes in an adequate detail to generate work orders.

Table 2A-3. Minimum Maintained Retroreflectivity Levels¹

Sign Color	Sheeting Type (ASTM D4956-04)				Additional Criteria
	Beaded Sheeting		Prismatic Sheeting		
	I	II	III	III, IV, VI, VII, VIII, IX, X	
White on Green	W*; G ≥ 7	W*; G ≥ 15	W*; G ≥ 25	W ≥ 250; G ≥ 25	Overhead
	W*; G ≥ 7	W ≥ 120; G ≥ 15			Post-mounted
Black on Yellow or Black on Orange	Y*; O*	Y ≥ 50; O ≥ 50			²
	Y*; O*	Y ≥ 75; O ≥ 75			³
White on Red	W ≥ 35; R ≥ 7				⁴
Black on White	W ≥ 50				–
¹ The minimum maintained retroreflectivity levels shown in this table are in units of cd/lx/m ² measured at an observation angle of 0.2° and an entrance angle of -4.0°.					
² For text and fine symbol signs measuring at least 48 inches and for all sizes of bold symbol signs					
³ For text and fine symbol signs measuring less than 48 inches					
⁴ Minimum sign contrast ratio ≥ 3:1 (white retroreflectivity ÷ red retroreflectivity)					
* This sheeting type shall not be used for this color for this application.					
Bold Symbol Signs					
<ul style="list-style-type: none"> • W1-1,2 – Turn and Curve • W1-3,4 – Reverse Turn and Curve • W1-5 – Winding Road • W1-6,7 – Large Arrow • W1-8 – Chevron • W1-10 – Intersection in Curve • W1-11 – Hairpin Curve • W1-15 – 270 Degree Loop • W2-1 – Cross Road • W2-2,3 – Side Road • W2-4,5 – T and Y Intersection • W2-6 – Circular Intersection • W2-7,8 – Double Side Roads 		<ul style="list-style-type: none"> • W3-1 – Stop Ahead • W3-2 – Yield Ahead • W3-3 – Signal Ahead • W4-1 – Merge • W4-2 – Lane Ends • W4-3 – Added Lane • W4-5 – Entering Roadway Merge • W4-6 – Entering Roadway Added Lane • W6-1,2 – Divided Highway Begins and Ends • W6-3 – Two-Way Traffic • W10-1,2,3,4,11,12 – Grade Crossing Advance Warning 		<ul style="list-style-type: none"> • W11-2 – Pedestrian Crossing • W11-3,4,16-22 – Large Animals • W11-5 – Farm Equipment • W11-6 – Snowmobile Crossing • W11-7 – Equestrian Crossing • W11-8 – Fire Station • W11-10 – Truck Crossing • W12-1 – Double Arrow • W16-5P,6P,7P – Pointing Arrow Plaques • W20-7 – Flagger • W21-1 – Worker 	
Fine Symbol Signs (symbol signs not listed as bold symbol signs)					
Special Cases					
<ul style="list-style-type: none"> • W3-1 – Stop Ahead: Red retroreflectivity ≥ 7 • W3-2 – Yield Ahead: Red retroreflectivity ≥ 7; White retroreflectivity ≥ 35 • W3-3 – Signal Ahead: Red retroreflectivity ≥ 7; Green retroreflectivity ≥ 7 • W3-5 – Speed Reduction: White retroreflectivity ≥ 50 • For non-diamond shaped signs, such as W14-3 (No Passing Zone), W4-4P (Cross Traffic Does Not Stop), or W13-1P,2,3,6,7 (Speed Advisory Plaques), use the largest sign dimension to determine the proper minimum retroreflectivity level. 					

E. Control Signs—Replacement of signs in the field is based on the performance of a sample of control signs. The control signs might be a small sample located in a maintenance yard or a sample of signs in the field. The control signs are monitored to determine the end of retroreflective life for the associated signs. All field signs represented by the control sample should be replaced before the retroreflectivity levels of the control sample reach the minimum levels.

F. Other Methods—Other methods developed based on engineering studies can be used.

Support:

05 Additional information about these methods is contained in the 2007 Edition of FHWA’s “Maintaining Traffic Sign Retroreflectivity” (see Section 1A.11).

Option:

06 Highway agencies may exclude the following signs from the retroreflectivity maintenance guidelines described in this Section:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

8.6 Task V Traffic Sign Management System (TSMS) / Sign Life Predictive Model

- 8.6.1 After successfully populating the Traffic Sign Inventory Database with approved signposts and signs data, the Contractor shall develop a Traffic Sign Management System (SMS). This system shall provide a theoretical predictive model for the sign inventory management and prepare a decision support system for DDOT.

- 8.6.2 This system consists an interface in which the following characteristics is attained: mapping and queries, web-accessibility, capability to add, remove, and change signs, predictability, work orders, flexibility, expandability, user-friendliness, and mobile data collection tool. All new, removed, and changed signs in this web-based system shall be communicated with existing DDOT database (i.e. Signworks and Cityworks) via an ArcGIS (ESRI) based REST API.

- 8.6.3 The Contractor must ensure that the application can perform a Sign Life Predictive Model which allows DDOT to reliably predict when a sign may need to be replaced. There is no need to calculate the estimated remaining sign life, the system will do this automatically when the required information is entered into the system

- 8.6.4 In the system, reports or queries can be run to identify the signs that need to be reviewed based on predicted end-of-life year. In addition, DDOT can assess these signs as to their condition and determine if replacements are needed or other action should be taken. Accordingly, district-wide assessments will no longer be necessary as the system will provide the year that the sign may need replacement.

- 8.6.5 As signs are replaced over time, all changes and installation data shall be added to the data records by the contractor. This information is key to predicting the estimated useful life of a sign. All updates must be integrated with Cityworks and Signworks applications via an ESRI based REST API. for this purpose, DDOT's existing .NET and Javascript codebase and the Cityworks .NET Software Development Kit (SDK) is available for contractor to use.

8.7 **Task VI Final Report, Updated DDOT Sign Manual and Electronic Bar-code system Requirements**

- 8.7.1 Once the Contractor formalizes the acceptance of the data and the functionality of the system according to the DDOT’s requirements, the Contractor shall submit the final report to DDOT with the results of findings regarding signs identified as having defects and the types of defects.

- 8.7.2 The report shall include inventory summary and result report, sign condition and retroreflectivity assessments. The report shall summarize conditions by wards, sign types, and conditions. The final report shall be in MS word, excel powerpoint and PDF formats.
- 8.7.3 Based on the report findings, the Contractor shall update and finalize DDOT Sign Manual for publication. The Contractor shall provide DDOT with three (3) hard copies of the DDOT Sign Manual, and hard drive. DDOT shall provide a draft sign manual to the Contractor to update.
- 8.7.4 The Contractor shall provide DDOT with requirements for future sign barcode system. The barcode system requirements shall include but not limited to adhesiveness, visibility, durability, heat resistance, tear resistance and cold resistance.

8.8 Task VI I Technical Support, Ongoing Services, and Training,

- 8.8.1 Contractor shall provide technical support through the duration of this contract.
- 8.8.2 The inventory database shall be accessible to DDOT personnel during the contract period of performance including any necessary troubleshooting of data and/or software necessary to transfer data to DDOT.
- 8.8.3 Also, the Contractor needs to identify all requirements that will be imposed to DDOT and IT support after implementation of the project in order to keep the database and SMS fully functional. Contractor shall determine all ongoing future operations costs associated with TSMS and inventory database. These ongoing costs must be reported in dollars per year.
- 8.8.4 The contractor shall conduct in-person, hands-on training sessions and in-field demonstration. The training period must be at least two full days. The training will be attended by the DDOT personnel. The Contractor should demonstrate all functionalities of the database and TSMS including mapping, queries, how to add, remove or change signs.
- 8.8.5 The Contractor shall provide comprehensive training materials. These items shall be prepared in an online format to supplement any in-person training to be utilized to train new users.
- 8.8.6 At the conclusion of the project, the TSMS application(s) and database(s) shall be deployed within DDOT-hosted Web and database servers.

8.8.7 The Contractor shall build Web application which is compatible with Windows Server. Similarly, DDOT's preferred DBMS is SQL Server and any DBMS developed shall be delivered using this platform.

9. Period of Performance (“PoP”): 18 months from date of Award

10. DELIVERABLES

Item 10 does not encompass all deliverables required under the TO. This section highlights the major deliverables required under the TO. This section does not supersede the deliverable requirements included elsewhere in the TO or attachments.

SOW Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
8.2	Work Plan, Schedule, communication plan, staff management plan, and QA/QC Plan	Electronic & Upload	14 days	CA
8.2	Kick-off Meeting		1 day	
8.2	Minutes and meeting summaries	Electronic & Upload	Through the duration of the contract.	CA
8.2	Monthly Progress report	Electronic , Upload, & Hard Copy	Monthly	CA
8.3	Collect Sign Data from DDOT applications: CityWorks, SignWorks, and Cyclomedia street-level imagery	Electronic & Upload	8 weeks	CA
8.3	Traffic Sign Inventory Database Update		4 weeks	CA
8.3	<u>Report 1</u> : Sign Inventory Structure, summary of existing sign conditions	Electronic , Upload, & Hard Copy	1 week	CA
8.4	Sign Retroreflectivity and Condition Assessment Data collection	Electronic & Upload	4 weeks	CA
8.4	Visual processing for signs condition and retroreflectivity	Electronic & Upload	2 months	CA
8.4	Quality Control-Inventory Data	Electronic & Upload	1 week	CA
8.4	Daily Work Log	Electronic	Every day	CA
8.5	Conduct Sign Performance and Retroreflectivity Assessments using rating criteria	Hard Drive & Upload	2 weeks	CA

8.5	Report 2: Assessment Report; List of critical Signs, conflicting signs, and failed signs (due to poor retroreflectivity performance)	Electronic , Upload, & Hard Copy	1 week	CA
8.6	Configure Sign Management System / Sign Life Predictive Model	Hard Drive & Upload	2 weeks	CA
8.7	DDOT Pre-Review	Electronic	3 weeks	CA
8.7	Final Data System and Quality Check	Electronic	2 weeks	CA
8.7	Finalize and Publish DDOT Sign Manual	Hard Drive & Upload 3 Hard Copies	12 weeks	CA
8.7	Final Report: Summary of the Project findings and outcomes, including Electrical Barcode system requirements	Hard Drive & Upload	2 weeks	CA
8.7	Pre-Delivery meeting	Electronic	1 day	CA
8.7	Final Project Delivery, Close	Office	4 days	
8.8	Technical Support	Office	Through the duration of the contract.	CA
8.8	Training	Office (in-person)	Through the duration of the contract.	CA
8.8	Comprehensive Online Training Materials	Hard Drive & Upload		CA

11. INSTRUCTIONS TO OFFERORS

11.1 Qualifications Due Date

11.1.1 Qualifications are due on or before 2:00 PM on Friday June 12, 2020.

11.1.2 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to ddot.aeschedule@dc.gov and Jeralyn.johnson@dc.gov. Inclusion of other materials by reference will not be considered.

11.2 Organization and Content

11.2.1 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 13 of this TO RFQ.

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

11.2.3 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.

11.2.4 Provide qualifications and experience regarding implementing best practices and strategies for pavement management and infrastructure data collection services, including:

11.2.5 Communication between stakeholders;

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

11.2.7 Identification, management and mitigation of project risks.

11.2.8 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.

12. 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 four (4) 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.

13. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 12, in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

a. Rating Scale

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

b. Application of Rating Scale

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror’s score for each factor. The Offeror’s total score will be determined by adding the Offeror’s score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluates

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

14. CONTRACT ADMINISTRATOR (CA)

Name: Ogechi Elekwachi, Ph.D.
Title: Citywide Program Support Manager
Agency: District Department of Transportation
Address: 1338 G Street, SE, (Rear Alley), Washington, DC 20003
Telephone: (202) 369-7483

15. RECEIPT OF QUALIFICATIONS

If you have any questions regarding the solicitation or requirement, please contact Jeralyn Johnson, DDOT Contracting Officer, at jeralyn.johnson@dc.gov. All questions must be submitted via email to the designated Contracting Officer. The DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

Sincerely,

Jeralyn Johnson
Contracting Officer - DDOT

CC Ogechi Elekwachi