

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: 12/2/2020

Category of Services: Category H– Environmental Engineering Investigation and Studies

Solicitation No. OCPTO190051

Title: Request for Qualifications (RFQ) for the New York Avenue Streetscape and Reconstruction Project

1. PURPOSE

The purpose of this Project is to complete the preliminary engineering, environmental and right-of-way work for the New York Avenue Streetscape and Trail project (the “Project”) in accordance with the DDOT Design and Engineering Manual. Phase I of preliminary engineering study (concept) was complete by DDOT in 2017, a copy of concept engineering study of the project are available at the project website at www.newyorkavenueproject.com . The Consultant should study the attached concept study of the project to avoid repeating scope that have been completed and ensure that their proposal and team include the multidisciplinary experience design team members to continue and complete project concept engineering study, under this task order. The proposed design team should include: civil engineering, planning, environmental/NEPA/Section 106 experience, utility engineering, survey, environmental testing and right-of-way research and right-of-way acquisition services.

The Consultant is expected to demonstrate an understanding of the adjacent development proposals and plan to coordinate with expected development. There are site plan development projects proposed by Douglas Development and other developers in the Project corridor, and the Virginia Railway Express Midday Storage Project (<https://www.vre.org/development/maintenance-storage-facilities/midday-storage-facility/midday-storage-facility-community/>).

The Project limits extend along New York Avenue NE between Florida Avenue NE and Bladensburg Road NE and extend south of New York Avenue NE from NoMa-Gallaudet U Metro Station to the U.S. National Arboretum (the Arboretum) as shown in Figure 1.



Figure 1: Project Study Area Limits

2. BACKGROUND

A Project concept, environmental documentation, and right-of-way background was developed in 2017-2018 for New York Avenue between Florida Avenue NE and Bladensburg Road NE. The project concept and preliminary design were informed by public meetings, topographic survey, utility designation, and other constraints and opportunities. The project also includes an on and off-street bicycle route that will connect users from Florida Avenue NE to the United States National Arboretum.

In 2018, the Project completed the concept design for the streetscape and trail project that involved an extensive public engagement process, and right-of-way investigation. The materials for the design and public engagement process are located on the project website at www.newyorkavenueproject.com. The Consultant should review the materials located on the website to establish their scope of work and methodology to conduct the project.

As part of the concept design work, DDOT identified right-of-way impacts that must be addressed in this phase of the project. Title searches were undertaken for the parcels that were impacted by the Project design and are available for informational purposes only. The parcels that identified within the Project Study Area Limits are listed in Task 4, and title reports are available for each of the properties listed.

3. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category H Environmental Engineering Investigation and Studies) in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The five firms are:

- Kimley-Horn;
- Whitman Requardt and Associates;
- Stantec
- CH2MHill; and
- HDR Engineering;

4. APPLICABLE DOCUMENTS:

- Contractor’s respective IDIQ Contract terms and clauses
- Design Standards and Guidelines. All design deliverables shall be completed in accordance with the following design standards and guidelines.
 - AASHTO Manual on “A Policy on Geometric Design of Highways and Streets”, 7th Edition, 2018
 - AASHTO Guide for the Development of Bicycle Facilities, 2012
 - DC Streetlight Policy and Design Guidelines, 2013
 - DC Work Zone Safety and Mobility Policy, 2007
 - DOEE Storm water Management Guidebook, 2013 (SWGB)
 - DDOT Standard Specification Soil Erosion and Sediment Control, 2003
 - DDOT Design and Engineering Manual 2019
 - DDOT Environmental policy and Process Manual 2nd Edition, 2012
 - DDOT Green Infrastructure Standards, 2014
 - DDOT Standard Specification of Highways & Structures, 2013
 - DDOT Standard Drawings, 2009
 - DDOT Temporary Traffic Control Manual Guidelines and Standards, 2006
 - DDOT Right-of-way Manual, 2019
 - DDOT Pedestrian Safety and Work Zone Standards, 2010
 - DC Public Realm Design Manual, 2019
 - FHWA Final Rule on Work Zone Safety and Mobility, 2004
 - MUTCD, All Safety practices and requirements must meet the MUTCD, 2012
 - NACTO, Urban Bikeway Design Guide, 2nd Edition, 2014
 - NACTO, Urban Street Design Guide, 2013
 - ASCE C-I 38-02, Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, 2002

5. SUBCONTRACTING REQUIREMENTS

- (a) For all contracts in excess of \$250,000 that are unrelated to the District’s response to the COVID-19 emergency but entered into during the COVID-19 emergency, absent a waiver pursuant to D.C. Official Code § 2-218.51, at least 50% of the dollar volume (“CBE minimum expenditure”) of the contract shall be subcontracted to SBEs.

- (b) If there are insufficient qualified SBEs to meet the requirement of paragraph (a), the subcontracting requirement may be satisfied by subcontracting the CBE minimum expenditure to any qualified CBE; provided, that best efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontracting work.
- (c) For every dollar expended by the Consultant with a resident-owned business (ROB), as defined in D.C. Official Code § 2-218.02(15), the Consultant shall receive a credit for \$1.10 against the CBE minimum expenditure.
- (d) For every dollar expended by the Consultant with a disadvantaged business enterprise (DBE), as defined in D.C. Official Code § 2-218.33, the Consultant shall receive a credit for \$1.25 against the CBE minimum expenditure.
- (e) For every dollar expended by the Consultant that uses a company designated as both a DBE and as a ROB, the Consultant shall receive a credit for \$1.30 against the CBE minimum expenditure.
- (f) "COVID-19 emergency" means the emergencies declared in the Declaration of Public Emergency (Mayor's Order 2020-045) together with the Declaration of Public Health Emergency (Mayor's Order 2020-046), declared on March 11, 2020, including any extension of those declared emergencies.
- (g) This special provision shall apply to all option periods exercised under those contracts.
- (h) Except as provided in this Section, all other subcontracting requirements shall remain in effect.

6. SCOPE OF WORK (“SOW”)

6.1. Study Area Description

New York Avenue, NE is a major transportation route that connects neighborhoods, industrial, and commercial areas in Northeast Washington, D.C. The existing condition of the corridor is motor vehicle focused and has inconsistent and insufficient pedestrian and bicycle facilities. Portions of the highway are divided by raised medians or pavement markings. The corridor is bounded on the north by heavy and light rail lines and the Union Station railroad yard, which are owned by Amtrak and the Washington Metropolitan Area Transit Authority (WMATA). Virginia Railway Express (VRE) has a real estate interest in the same property. The existing land use south and north of New York Avenue NE is low and medium density and consists of commercial, industrial, transportation, and mixed-use development. The Union Station railroad yard is on the north side of the Project limits and residential and commercial development lies beyond the railroad track limits.

The rail yard acts as a barrier to the neighborhoods and businesses to the north. Connections at Florida Avenue NE, 9th Street NE, Montana Avenue NE, and Bladensburg Road NE link New York Avenue NE to northern neighborhoods. New York Avenue NE crosses over the railroad tracks between Florida Avenue NE and 4th Street NE on two (2) separate, parallel steel structures with precast, post-tensioned concrete decks that were constructed by DDOT in 2011 and over a late 1800s era railroad tunnel.

The existing topography and right-of-way are challenges in the Project area. The grading of the landscape is considerably steep along the north edge of the New York Avenue NE right-of-way.

There are existing structural retaining walls with tie backs to the north of the roadway from 4th Street NE to the Howard Johnson property and from the Howard Johnson property to the 9th Street NE Bridge. While the existing right-of-way is wide (approximately 130'), a significant portion of that space is used for vehicle travel or is made up of steep topography.

Existing private encroachments (permitted and unpermitted signage, retaining walls, fencing, etc.) are present throughout the Project corridor. As discussed above, there is one (1) tunnel structure underneath and one (1) bridge structure over New York Avenue NE, which are both privately owned by railroad companies. DDOT owns two (2) bridges in the Project area: the 9th Street NE bridge over New York Avenue NE and New York Avenue NE Bridge over the Union Station railroad yard.

6.2. Project Tasks

6.2.1. Project Management

Key Personnel:

Project Manager. The project manager shall have at least ten years' experience in roadway design/ civil engineering and environmental compliance in an urban context. It is required that the project manager have a professional engineer's license in the District of Columbia.

Environmental Lead. The environmental lead shall have at least ten years' experience in NEPA and DC EPA compliance.

Right of Way Lead. The right of way lead shall have at least five years' experience in the following services; survey, appraisal, title review, and acquisition.

Civil/Traffic Engineering Lead. It is required that the civil/traffic engineering lead have a professional engineer's license in the District of Columbia and at least five years' experience in roadway design/civil engineering in an urban context.

6.2.1.1. Kick-Off Meeting

The Consultant shall prepare for and attend a kick-off meeting to initiate the project. Key personnel from the Consultant and DDOT will be introduced and communication protocols

established. The contents of the Work Plan and schedule will be discussed along with the requirements, schedule and deliverables for each task.

Deliverable 1: Kick-off meeting, prepare agenda for, attend, and record and write post-kick-off meeting minutes.

6.2.1.2. Project Management Plan

Within two weeks from the kickoff meeting, the Consultant shall provide a Project Management Plan containing a performance schedule (including significant milestones required for successful performance), detailed tasks and approaches to performing the required work, the management and communications strategy and other PMP components as appropriate. The schedule shall represent the Consultant's good faith estimate of the time required to perform each task within the Period of Performance ("PoP") and expenditures required to complete significant activities. The schedule shall be provided *in Microsoft Project* for DDOT staff and the Consultant to make adjustments, as required. A schedule will also be developed as a user-friendly, public facing, Microsoft Excel document.

The PMP shall include:

- Project Organization and Staffing Plan- Includes an organization chart that outlines key roles and responsibilities, coordination procedures, etc.
- Performance schedule- Microsoft Project and in Microsoft Excel (public-facing document) showing significant milestones and a PoP for each Task and sufficient detail to adequately analyze the performance schedule for adequacy and reasonableness in comparison to the TO; Budget and Resource Management plan. A budget and resource management plan shall be completed by task. Personnel resources should be identified for each project task. This should include procedures for monthly invoices, progress reports, DBE monitoring, bi-weekly project meetings, etc.;
- Stakeholder Management Plan. In association with DDOT, the Consultant shall develop a list of preliminary stakeholders inclusive of internal and external agencies. Names, organizations, addresses, contacts, phone and email attributes should be included in this list. The stakeholder list shall be maintained and updated throughout the project duration;
- Communications Plan (internal and external)- Develop internal and external stakeholder public participation processes for the Project. This includes developing and maintain website content, social media, press releases, briefings, etc.
- Risk Management Plan (RMP) (Risk Register/potential mitigations). The RMP shall be updated as required.

The Contract Administrator ("CA") shall approve the Project Management Plan.

Deliverable 2: PMP Outline, Draft and Final Project Management Plan, updated as required.

6.2.1.3. Bi-weekly coordination meetings or telephone calls with DDOT CA

Consultant shall establish bi-weekly project check-ins with DDOT CA to provide updates and coordinate efforts. The Consultant shall document progress, key issues, and “red flags” during each bi-weekly meeting. Meeting agendas and materials shall be provided more than two days in advance of the bi-weekly coordination meeting and presented to the DDOT’s CA for approval and/or modification. Meeting minutes shall be provided within one business day of the bi-weekly coordination meeting and presented to the DDOT CA for approval and/or modification.

Deliverable 3: Bi-weekly coordination meeting or telephone calls with the CA or other members of the DDOT Project Team.

6.2.1.4. Routine Communications

The Consultant shall be responsible for preparing routine emails and conducting routine telephone calls, as required, throughout the project duration.

Deliverable 4: Routine emails and telephone calls, as required.

6.2.1.5. Invoicing and Progress Reports

The Consultant shall provide a draft invoice for informal review with the CA prior to formal submittal within the PASS electronic system. The formal invoice shall be submitted within PASS in accordance with District of Columbia requirements. A progress report shall accompany each invoice providing a list of current activities during the invoice period, “red flags” or issues that cause a risk to the project in terms of budget, schedule, personnel or other resources and external risks, anticipated next steps/activities during the next invoice period, a budget summary that includes the percentage of the budget incurred during the invoice period that is broken out individually for all Consultants and cumulatively for all Consultants, and the CBE/DBE percentages achieved during the invoice period and cumulatively.

Deliverable 5: 18 invoices and associated progress reports

6.2.1.6. Stakeholder Coordination Meetings

The Consultant shall assume preparation for and attendance and development of post meeting summaries of up to five (5) coordination meetings with stakeholders. Stakeholders are expected to include but are not limited to: VRE, Amtrak, NPS, WMATA, PEPCO, SHPO, DC WATER and Washington Gas.

Deliverable 6: Five (5) stakeholder coordination meetings

6.2.1.7. Public Engagement

The consultant shall assume preparation for and attendance and development of post meeting summaries of up to two (2) public meetings. The consultant shall assume preparation of materials including but not limited to, public meeting logistics, public notification, presentation and graphics, agendas, and minutes.

Deliverable 7: Two (2) public meetings

6.2.1.8. DDOT Internal/Project Team Work Sessions

The Consultant shall assume preparation for and attendance and development of post meeting summaries of up to five (5) DDOT Internal/Project Team Work Sessions, each two (2) hours in duration.

Deliverable 8: Five (5) DDOT Internal/Project Team Work Sessions of a duration of two (2) hours each.

6.2.2. CONCEPT ENGINEERING STUDY

Planning and concept engineering study was completed in October 2017. The Consultant shall study the concept engineering and complete the preliminary design plans based on changes to the existing conditions related to adjacent developments and/or updates to the Right-of-Way.

Specific subtasks to be undertaken include:

- Review the previous project concept study & design. The study, design, and previous survey will be made available to the Consultant,
- Complete the preliminary engineering based on right-of-way and /or changed conditions since completion of the original study. One of the changes to be taken into consideration include the updated designs by VRE for their Midday Storage Facility,
- Preparation of right-of-way plan set,
- Review the current phasing plan and provide recommendations for changes. As shown in Figure 2, a Phasing Plan for the New York Avenue project was developed during the initial preliminary design study,
- Review all concepts included in the preliminary design report and evaluate which elements of the various concepts are included in this revised set of plans,
- Update the Preliminary Stormwater Management (SWM) Report and,
- Update the cost estimates by project phase.

Deliverables

Deliverable 9: Two (2) drafts and one (1) final set of preliminary engineering plans; Required submittals and plans for the completed preliminary engineering in accordance with Chapter 12 of the 2019 DEM.

Deliverable 10: Updated Right-of-Way plan sets. (Draft and Final)

Deliverable 11: Updated Phasing Plan (Draft and Final)

Deliverable 12: Updated Stormwater Management Report (Draft and Final)

Deliverable 13: Updated Cost Estimates, by Phase (Draft and Final)

Deliverable 14: Draft and Final Technical Memorandum summarizing all changes from the original design concept and final report dated, December 2017.

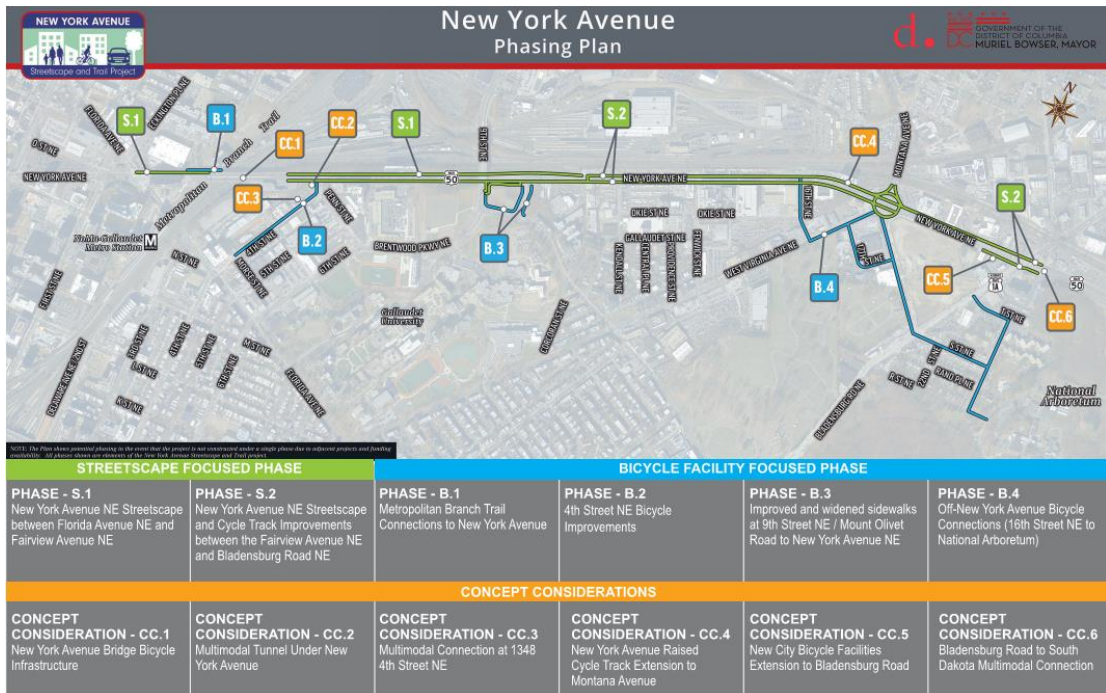


Figure 2: New York Avenue Project Phasing Plan

6.2.3. ENVIRONMENTAL DOCUMENTATION

The Consultant shall prepare Categorical Exclusion Document (CE 3) including associated appendices. The Consultant shall follow the requirements outlined in the DDOT Environmental Manual (2nd Edition, 2012). The Consultant is expected to perform all work necessary and obtain a CE-3 approval with required signatures for the Project. The Consultant shall coordinate with and incorporate all edits from DDOT and FHWA, as required. DDOT will provide environmental information collected during the preliminary design. The Consultant shall use this information to inform the CE 3 document. The right-of-way (Task 4) shall inform the content of the CE-3 document.

The document will describe the proposed action and develop a purpose and need statement. The Consultant shall clearly show and describe the alternatives, including the no-build alternative.

Additionally, the Consultant shall provide detailed information on the affected environment and consequences of the action.

Affected environment and consequences include, but are not limited to, right-of-way impacts, land use impacts, social impacts, traffic and transportation, pedestrians and bicyclists, air quality, and hazardous waste sites. All environmental issues to be included in the Categorical Exclusion document must be approved by DDOT. The document shall reference and summarize all public and agency involvement activities.

Exhibit A outlines the content required for the CE-3 document. Please note that the specific content will be proposed by the Consultant and agreed upon by the DDOT CA and the Environmental Planning Branch Manager.

Deliverables

Deliverable 15: Draft and Final CE-3 Outline

Deliverable 16: Three (3) drafts and a Final CE-3 document. The CE-3 document must have the approval of DDOT and FHWA.

6.2.4. RIGHT-OF-WAY

Working under DDOT's CA supervision, and in coordination with DDOT's Right-of-way Program ("ROW") and the Office of General Counsel, the Consultant will determine what, if any, of the potential right-of-way needs may be required to implement the Project from the lots identified in Exhibit B. The Consultant shall include all tasks that will allow DDOT to obtain both temporary and permanent property rights needed to complete the design and construction of the Project. The Consultant shall coordinate with the Contract Administrator and DDOT staff to develop a schedule for obtaining the right-of-way based on the 30% project design and provide right-of-way services as directed. The Consultant will document right-of-way acquisition progress as included in the *DDOT Right-of-Way Manual*.

The right-of-way tasks shall include:

- Identification of property impacts, and right-of-way actions required based on recommended updates to the preliminary design;
- Engage with property owners regarding potential project impacts based on Project design;
- Title Search;
- Appraisal;
- Appraisal Review;
- Cadastral Survey;
- Preparation of draft plats, legal descriptions for temporary construction easements;

- Phase 1 environmental site investigation per the DDOT ROW Manual;
- Phase 2 environmental site investigation per the DDOT ROW Manual;
- Research and identify all encroachments in the public space
- Preliminary Relocation Planning (per 646.204 of NEPA) (Optional Task 5); and
- Acquisition Services (Optional Task 5)

Deliverables

The Consultant shall be required to provide the following deliverables including levels of right-of-way acquisition services within this task:

Deliverable 17: Title Reports and title insurance, as required.

Deliverable 18: Appraisal and Review appraisal which comply with all of the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”), Uniform Standards of Professional Appraisal Practice (“USPAP”), the Uniform Appraisal Standards for Federal Land Acquisitions (“UASFLA”), the laws and regulations of the District of Columbia, and the District of Columbia Department of Transportation Right-of-way Policies and Procedures Manual, as amended (DDOT ROW Manual”).

Deliverable 19: Preparation of plats, as needed, to secure temporary rights for construction and for conveyance of permanent real property interests, plats must be delivered in pdf, CADD and GIS files sufficient to obtain all necessary approvals to open the public space and meeting the requirements of the DC Surveyor.

Deliverable 20: Negotiation services and preparation of contract documents, as directed by the ROW Unit, in accordance with the Uniform Act and the DDOT ROW Manual.

Deliverable 21: Phase 1 Environmental Site Assessment per the DDOT ROW Manual for each fee acquisition.

Deliverable 22: As directed by the Agency, a Phase 2 Environmental Site Assessment to evaluate the property’s environmental condition and assessing potential liabilities for any contamination, prepare reports documenting environmental findings.

Deliverable 23: Building Hazmat Survey and Reports. This deliverable must be completed for fee simple acquisitions of parcels with structures and must include a hazmat survey and reports.

6.2.5. OPTIONAL TASK 6.2.5: ACQUISITION AND RELOCATION SERVICES

The Consultant shall provide all applicable acquisition services for fee simple acquisitions as required in accordance with the DDOT ROW Manual. The Consultant shall provide all applicable relocation services in accordance with Uniform Act and the DDOT ROW Manual. The Consultant shall determine which, if any, of the impacted parcels shown in Exhibit B, require relocation and provide this service, as required.

Deliverable 24: Preparation of draft plats, legal descriptions for fee acquisitions. For fee acquisitions an additional plat must be prepared showing the parent parcel and the parcel to be acquired by the Agency as needed for the Disclaimer application to be filed with the Office of Tax and Revenue to create new lot numbers)

Deliverable 25: Relocation services for eligible owners and/or tenants in accordance with the Uniform Relocation Act for the properties within the project limits and listed in Exhibit B.

7. PERIOD OF PERFORMANCE

The period of performance is 18 months ~~after from task order award~~

7.2 OPTION TO EXTEND THE TERM OF THE TASK ORDER

The District may extend the term of this TO for a period of 18 months, or a fraction thereof, by written notice to the Consultant before the expiration of the TO; provided that the District will give the Consultant a preliminary written notice of its intent to extend at least thirty (30) days before the TO expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Consultant may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the TO.

The total duration of this TO, including the exercise of the option year, shall not exceed three (3) years.

7.3 Phase 1. Preliminary design and recommendations shall be completed and delivered to the DDOT within eighteen (18) months from Date of task order award. This includes 30% entire documents. Required submittals and plans for the 30% submission shall be in accordance with Chapter 12 of the 2019 DEM.

7.4 Optional Task 6.2.5 Acquisition and Relocation services shall be completed and delivered to DDOT within eighteen (18) months from the Exercise of the Option.

8. DELIVERABLES

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
6.2.1.1	Deliverable 1: Kick-off meeting, preparation for, attendance and post-kick-off meeting minutes.	Meeting attendance Electronic Format	2 weeks from NTP	DDOT
6.2.1.2	Deliverable 2: PMP Outline, Draft and Final Project Management Plan, updated as required.	Electronic	Outline; 1 weeks from NTP Draft: 3 weeks from NTP Final: 4 weeks from NTP	DDOT
6.2.1.3	Deliverable 3: Bi-weekly coordination meeting or telephone calls with the CA or other members of the DDOT Project Team.	Telephonic or In-Person Meetings	Bi-weekly	DDOT
6.2.1.4	Deliverable 4: Routine emails and telephone calls, as required.	Emails Telephone calls	As required	DDOT
6.2.1.5	Deliverable 5: 18 invoices and associated progress reports	Electronic Format	Monthly	DDOT
6.2.1.6	Deliverable 6: Five (5) stakeholder coordination meetings	In-Person meetings	As required	DDOT
6.2.1.7	Deliverable 7: Two (2) public meetings	In-Person meeting	As required	DDOT
6.2.1.8	Deliverable 8: Five (5) DDOT Internal/Project Team Work Sessions of a duration of two (2) hours each.	In-Person meetings	As required	DDOT
6.2.2	Deliverable 9: Two (2) drafts and one (1) final set of 30 percent design plans;	Electronic Format Hard copies	12 months from NTP	DDOT
6.2.2	Deliverable 10: Updated Right-of-Way plan sets. (Draft and Final)	Electronic Format Hardcopies	12 months from NTP	DDOT
6.2.2	Deliverable 11: Updated Phasing Plan (Draft and Final)	Electronic Format	12 months from NTP	DDOT
6.2.2	Deliverable 12: Updated Stormwater Management Report (Draft and Final)	Electronic Format	12 months from NTP	DDOT
6.2.2	Deliverable 13: Updated Cost Estimates, by Phase (Draft and Final)	Electronic Format	16 months from NTP	DDOT
6.2.2	Deliverable 14: Draft and Final Technical Memorandum summarizing all changes from the original design concept and final report dated, xxx, 2017.	Electronic Format	16 months from NTP	DDOT
6.2.3	Deliverable 15: Draft and Final CE-3 Outline	Electronic Format	12 months from NTP	DDOT

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
6.2.3	Deliverable 16: Three (3) drafts and a Final CE-3 document. The CE-3 document must have the approval of DDOT and FHWA.	Electronic Format Hard copies	17 months from NTP	DDOT
6.2.4	Deliverable 17: Title Reports, as required.	Electronic Format Hard copies	17 months from NTP	DDOT
6.2.4	Deliverable 18: Appraisal and review appraisal for acquisitions, only as directed by the Agency, which comply with all of the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”), Uniform Standards of Professional Appraisal Practice (“USPAP”), the Uniform Appraisal Standards for Federal Land Acquisitions (“UASFLA”), the laws and regulations of the District of Columbia, and the District of Columbia Department of Transportation Right-of-way Policies and Procedures Manual, as amended (DDOT ROW Manual”).	Electronic Format Hard Copies	17 months from NTP	DDOT
6.2.4	Deliverable 19: Preparation of plats, and metes and bounds descriptions, as needed, to secure temporary rights for construction and for conveyance of permanent real property interests sufficient to open the public space, meeting the requirements of the DC Surveyor.	PDF, CADD & GIS format	17 months from NTP	DDOT
6.2.4	Deliverable 20: Negotiation services and contract preparation, as directed by the ROW United, in accordance with the URA and the DDOT ROW Manual.	Discussions/ Meetings/ Meeting Summaries	17 months from NTP	DDOT
6.2.4	Deliverable 21: Phase 1 Environmental Site Assessment per the DDOT ROW Manual for each fee acquisition.	Electronic Format Hard Copies	17 months from NTP	DDOT
	Deliverable 22: As directed by the Agency, a Phase 2 Environmental Site Assessment to evaluate the property’s environmental condition and assessing potential liabilities for any contamination, prepare reports documenting environmental findings.			
6.2.4	Deliverable 22: Building Hazmat Survey and Reports. This must be completed for fee simple acquisitions of parcels with structures, a building hazmat survey and reports.	Electronic Hard copies	17 months from NTP	DDOT
6.2.5	Deliverable 23: Preparation of draft plats, legal descriptions for fee acquisitions. For fee acquisitions an additional plat must be prepared showing the parent parcel and the parcel to be acquired by the Agency as needed for the Disclaimer application to be filed with the	Electronic Hard copies	17 months from NTP	DDOT

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
	Office of Tax and Revenue to create new lot numbers)			
6.2.5	Deliverable 24: Relocation services for applicable parcels for eligible owners and/or tenants in accordance with the Uniform Relocation Act.	Discussions/Email /Meetings/Meeting Summaries/Electronic Format/Hard Copies	TBD	DDOT

9. INSTRUCTIONS TO OFFERORS

Qualification submissions are subject to the following requirements and limitations:

9.1 Submissions, in whole, shall not exceed 50 pages. Offerors may submit a title page that does not exceed two pages. Any pages exceeding these limitations will not be considered.

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 and Jeralyn.johnson@dc.gov Inclusion of other materials by reference will not be considered.

9.2.2 SF 330, Section D, shall include key staff and the role as proposed for the project. All staff listed in the chart will be assumed to be fully committed to the project during the TO period.

9.2.3 SF 330, Section F, shall not exceed 5 projects that are similar in scope and scale. Each project shall present the actual work details that were performed by key staff in the proposed team organization.

9.2.4 Section H of the SF 330 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.

9.2.5 Describe your understanding of the New York Avenue Streetscape and Trail environmental compliance complexities, and your experience and qualifications in overcoming the type of complexities identified on this or other urban roadway design projects in urban areas with many stakeholders.

9.2.6 Identify three important issues pertaining to the New York Avenue Streetscape and Trail project that represent significant potential risks to successful performance and describe your experience and qualifications in overcoming the type of issues and risks identified.

9.2.7 Provide qualifications and experience regarding implementing best practices and strategies for environmental compliance, right-of-way permitting, and acquisition in an urban context including:

- Communication between stakeholders;
- Experience utilizing QA/QC processes and their ability to ensure compliance;
- Identification, management and mitigation of project risks;
- Right-of-way or property acquisition.
- Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 3 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

9.3 Qualifications are due on or before December 18, 2020 @ 2:00pm (EST).

9.4 All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at jeralyn.johnson@dc.gov. The DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

10. EVALUATION OF QUALIFICATIONS

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The five (5) evaluation factors and their relative importance for this requirement are as follows:

1. Key Personnel Qualifications. Professional qualifications necessary for satisfactory performance of required services. Resumes of proposed staff shall provide information on the conduct of past projects in terms of similar project type, relevancy, size/magnitude and complexity; (40 Points)
2. Specialized experience and technical competence in the type of work required; (30 Points)
3. Risk Assessment-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. (30 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. In addition to each offeror's response to Factor 4 – Past Performance, the District may utilize additional Past Performance sources to include (a) District eVAL and (b) Publicly available information. (20 Points)

5. Capacity to accomplish the work in the required time; (10 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: 130

11. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 8, 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.

12. CONTRACT ADMINISTRATOR

Name: Cynthia Lin
Title: Transportation Planner / Project Manager
Agency: District Department of Transportation
Address: 55 M Street, SE Washington, DC 20003
Telephone: 202-671-2381

13. CONTRACTING OFFICER (CO)

Name: Jeralyn Johnson
Title: Contracting Officer
Agency: Office of Contracting and Procurement
Address: 55 M Street, S.E., 7th Floor, Washington, D.C. 20003
Email: jeralyn.johnson@dc.gov

Sincerely,

Jeralyn Johnson
Contracting Officer - DDOT
C.C: Cynthia Lin

Exhibit A- CE-3 OUTLINE

1. Introduction
2. Table of Content
3. Proposed Action
4. Project Area Map
5. Purpose & Need
6. Alternatives
 - a. No Build
 - b. Build Alternative (s)
7. Affected Environment & Consequences
 - a. Land Use Impacts
 - b. Social Impacts
 - c. Relocation Impacts
 - d. Economic Impacts
 - e. Traffic & Transportation
 - f. Pedestrians and Bicyclists
 - g. Air Quality
 - h. Noise
 - i. Water Quality & Wetlands
 - j. Threatened or Endangered Species
 - k. Historic and Archeological Preservation
 - l. Hazardous Waste Sites
 - m. Visual impacts
 - n. Construction impacts
8. Public and Agency Involvement
9. Conclusions
10. Signature Page
11. Appendices

Exhibit B- Right-of-Way: Potential Impacted Parcels

Parcel ID# (PINs)	Square/ Parcel	Lot	Property Address	Owner	Impact Type	
NYA-001	3582	0802	1501 Eckington Place NE Washington, DC 20002	Federal Express Corporation	Ramp from New York Avenue to Metropolitan Branch Trail	Partial Fee Simple Perpetual and/or Temporary Construction Easement
NYA-002	3581	0017	101 Harry Thomas Way NE Washington, DC 20002	Potomac Electric Power Company (PEPCO)	Ramp from New York Avenue to Metropolitan Branch Trail	Partial Fee Simple Perpetual and/or Temporary Construction Easement
NYA-003	3594	0001	401 New York Avenue NE Washington, DC 20002	EAJ 401 New York Ave LLC	Relocate existing stairs	Potential Temporary Construction Easement
NYA-004	0130	0057	600 New York Avenue NE Washington, DC 20002	Gopal Inc.	Removal of private property within public right-of-way	Potential Temporary Construction Easement
NYA-005	0129	0115	1201 New York Avenue NE Washington, DC 20002	United States of America	Ramp from New York Avenue to 9th Street Bridge & Modification of walkway to entrance	Perpetual and (2) Temporary Construction Easements
NYA-006	4035	0024	1230 New York Avenue NE Washington, DC 20002	1230 New York LLC	Removal of private property within public right-of-way	Potential Temporary Construction Easement
NYA-007	4041	0825	1231 New York Avenue NE Washington, DC 20002	1231 New York Ave LLC	Sidewalk reconstruction on private property	Partial Fee Simple Acquisition for sidewalk
NYA-008	0142	0128	1240 New York Avenue NE Washington, DC 20002	Philadelphia, Baltimore & Washington Railroad Company	Removal of private property within public right-of-way	Temporary Construction Easement Two Driveway Closures
NYA-009	0142	0055 0110	1345 New York Avenue NE Washington, DC 20002	CLH New York Ave LLC	Closing of unused driveways	Three Driveway Closures

Parcel ID# (PINs)	Square/Parcel	Lot	Property Address	Owner	Impact Type	
NYA-010	0153	0144	1601 New York Avenue NE Washington, DC 20002	Jemal S Shell LLC	Sidewalk reconstruction on private property	Partial Fee Simple Acquisition for sidewalk
NYA-011	4099	0828	1615 New York Avenue NE Washington, DC 20002	Ivy City Lodging, LLC	Removal of private property within public right-of-way and construction of sidewalk on private property	Partial Fee Simple Acquisition for sidewalk
NYA-012	4102	0248	1600 New York Avenue NE Washington, DC 20002	44 Washington Associates, LLC	Removal of private property within public right-of-way	Temporary Construction Easement Two Driveway Closures
NYA-013	4099	0829	1765 New York Avenue NE Washington, DC 20002	Motiva Enterprises, LLC	Closure of three driveways (six existing driveways). Sidewalk reconstruction on private property.	Temporary Construction Easement Three Driveway Closures
NYA-014	4104	0248	1720 New York Avenue NE Washington, DC 20002	1625 New York Avenue LLC	Sidewalk reconstruction on private property. Closure of two driveways (one is unused).	Partial Fee Simple Acquisition for sidewalk Two Driveway Closures
NYA-015	0000	0580	NA	United States of America (probably under NPS jurisdiction)	Montana Circle Sidewalk and Streetscape	Temporary Construction Easement
NYA-016	4263	0006	1818 New York Avenue NE Washington, DC 20002	Sang Kwonchio and Young Choi	Removal of private property within public right-of-way	Temporary Construction Easement
NYA-017	4268	0816	1944 - 2201 New York Avenue NE Washington, DC 20002	Security Trust Company Trustees	Sidewalk reconstruction on private property	Partial Fee Simple Acquisition for sidewalk

Parcel ID# (PINs)	Square/ Parcel	Lot	Property Address	Owner	Impact Type	
				Harding and Carbone Inc.		
NYA-018	4263	0002	2230 New York Avenue NE Washington, DC 20002	Paul LLC	Sidewalk reconstruction on private property	Partial Fee Simple Acquisition for sidewalk
NYA-019	4393	0013	1925 Bladensburg Road NE Washington, DC 20002	Anacostia Realty LLC	Sidewalk reconstruction on private property	Partial Fee Simple Acquisition for sidewalk
NYA-020	4373	0014	2300 New York Avenue NE Washington, DC 20002	Peter Pappas and Phillip Pappas	Sidewalk reconstruction on private property	Partial Fee Simple Acquisition for sidewalk