

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF TRANSPORTATION**

**DISTRICT ARCHITECT AND ENGINEER (“A/E”) SCHEDULE  
TASK ORDER (“TO”) SOLICITATION**

**d. Office of Contracting and Procurement**

**Date:** 12/28/2020

**Category of Services:** Category A – Roadway Design

**Solicitation No.** OCPTO200063

**Title:** Request for Qualifications (RFQ) for Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements

**Phase 1- Conceptual Development**

**Phase 2- 30% Design**

**1. BACKGROUND**

The Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements project encompasses Alabama Avenue SE from Martin Luther King Jr. (MLK) Avenue SE to Bowen Road SE, a distance of approximately 4.3 miles. There will be two phases for this project:

Phase I will conduct project planning and concept development activities to approximately the 10 percent level. This element of the project will be managed by DDOT’s Planning and Sustainability Division (PSD).

Phase II of the project will take the preferred concept design and provide engineering and design services to the 30 percent level. Phase II of the project will be managed by DDOT’s Infrastructure and Project Management Division (IPMD). This statement of work outlines the required tasks, technical expertise and qualifications expected from Offerors for Phases I and II. Phase II of the project will not be completed until the Consultant receives written approval.

The Consultant is expected to have experience with planning and concept design development and roadway design and engineering capabilities, up to 30% design. Please note that a majority of the project scope of work is dedicated to planning and concept design development.

**2. TASK ORDER COMPETITION**

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

- Alpha Corporation;
- Volkert; and
- Sheladia

The firm selected for this task will be precluded from the specific, future design work for Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements serving as a Prime or a Subconsultant, since this task involves preparing the 30% design work?

### 3. 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; and
- The manual and guides listed below:

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

Item No.	Document Type	Title	Date
1	Previous Alabama Avenue Corridor Study	<a href="https://www.alabamaavenuesestudy.com/resources">https://www.alabamaavenuesestudy.com/resources</a>	2017
2	Design Manual	<a href="#">Public Realm Design Manual</a>	March 2019
3	Design Manual	<a href="#">DDOT Design and Engineering Manual</a>	January 2019
4	Standard Specifications	<a href="#">DDOT Standard Specifications for Highways and Structures</a>	2013
5	Standards	<a href="#">DDOT Standard Drawings</a>	2015
6	Standards	<a href="#">DDOT Green Infrastructure Standards</a>	2014
7	Design Manual	<a href="#">AASHTO Geometric Design of Highways and Streets</a>	2018
8	Manual	<a href="#">FHWA Manual on Uniform Traffic Control Devices</a>	May 2012
9	Guidebook	<a href="#">District Department of Energy &amp; Environment (DOEE) Stormwater Management Guidebook</a>	2020
10	Manual	<a href="#">DOEE Erosion and Sediment Control Manual</a>	September 2017
11	Design Manual	<a href="#">DC Water Project Design Manual Volume 3 Linear Infrastructure Design</a>	July 2018
12	Standards	<a href="#">DC Water Standard Specifications</a>	February 2020
13	Design Details	<a href="#">DC Water General Design Details</a>	2004
14	Guidelines	<a href="#">DC Water Green Infrastructure Utility Protection Guidelines</a>	July 2013

### 4. DISADVANTAGED BUSINESS ENTERPRISE GOAL

A DBE subcontracting goal for firms certified as DBE’s in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally-assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR. The DBE goal is **6%**.

### 5. PROJECT OBJECTIVES AND ANTICIPATED DESIGN ELEMENTS

This project provides an opportunity to conduct a thorough assessment of all traffic conditions and safety concerns for all transportation modes along Alabama Avenue SE from MLK Avenue SE to Bowen Road SE. Bus Priority will be considered for the corridor beginning from MLK Avenue. The safety improvement portion of the study will begin at 18<sup>th</sup> Street SE and conclude at Bowen Road SE. The purpose of this study is to improve multimodal safety, mobility and quality of life for pedestrians, bicyclists, and drivers and to reduce speed and reduce crashes and fatalities.

Anticipated design elements of the project include:

- Road diet along Alabama Avenue SE reducing the number of travel lanes from four to two, wherever possible;
- Bus Priority improvement concepts between MLK Avenue SE to 25<sup>th</sup> Street SE;
- Medians, curb extensions, refuge islands and bulb outs where there are not constraints such as pedestrian access and drainage;
- Incorporate Green Infrastructure where possible;
- Traffic Engineering modifications such as signal phasing and timing, design of left and right turn pockets, and signing and striping; and
- Redesign of *at least* four (4) intersections identified in *2017 Alabama Avenue SE Corridor Study* with complex or atypical geometry that do not follow the cross-section recommendations for the rest of the corridor, as well as selected pedestrian crossings.

These intersections include, but may not be limited to:

- Suitland Parkway and 24<sup>th</sup> Street SE;
- Knox Place and 25<sup>th</sup> Street SE;
- Suitland Road and 36<sup>th</sup> Street SE; and
- Burns Street and Bowen Road.

## 6. STUDY AREA

Figure 1 provides a map of the study area. The study area extends along Alabama Avenue SE from Martin Luther King (MLK) Avenue SE to Bowen Road SE. The project's limits include a distance of approximately 4.3 miles. The study area for Bus Priority will begin at MLK Ave SE. The safety improvement portion of the study will begin at 18<sup>th</sup> Street SE and conclude at Bowen Road SE.

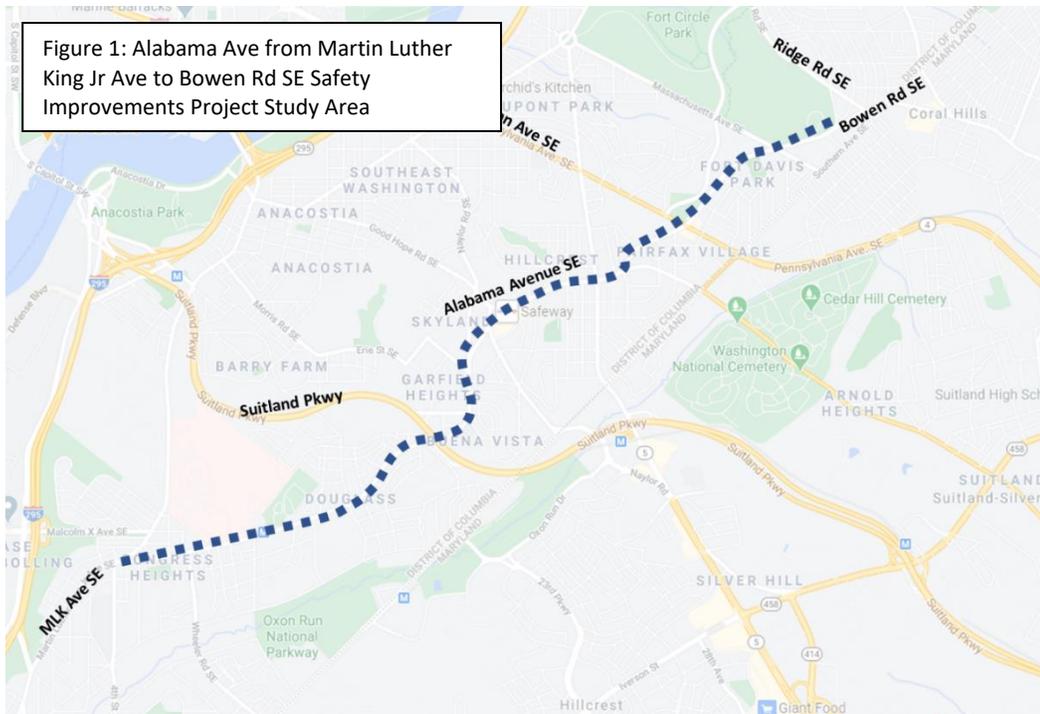


Figure 1: Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements Project Study Area

**2017 Alabama Avenue SE Corridor Study**

DDOT completed the *Alabama Avenue Corridor Safety Study* in June 2017, which outlined recommendations for safety improvements along the approximate 4.3 mile corridor extending from Martin Luther King, Jr. Avenue SE to Bowen Road SE. These recommendations include reducing the number of travel lanes from four to two, installing curb extensions or refuge islands to facilitate pedestrian crossings, and adding HAWK or Rectangular Rapid Flashing Beacon (RRFB) signals at locations with high pedestrian volumes.

Since the completion of the study, DDOT has advanced recommendations on a portion of the corridor between Stanton Terrace SE and Bruce Place SE. In the summer of 2019, bike lanes were constructed between Webster Place SE to 18<sup>th</sup> Street SE. As part of this design, on-street parking was removed, and refuge islands were constructed at Webster Place SE. The bike lanes were subsequently removed based on public sentiment regarding on-street parking removals. Note, that bike lanes currently existing along portions of Alabama Avenue SE from Stanley Road SE to Pennsylvania Avenue SE and Stanton Terrace SE to Bruce Place SE.

Consultants may obtain all study reports, resources, findings and recommendations on the DDOT Alabama Avenue SE Corridor Safety Study web page:

<https://ddot.dc.gov/page/alabama-avenue-se-corridor-safety-study>

**DDOT Traffic Engineering and Signals Division Mid-term Safety Improvements**

DDOT’s Traffic Engineering and Signals Division (TESD) conducted a traffic analysis of the 2017 recommendations included in the *Alabama Avenue SE Corridor Safety Study*, particularly the segment between 7<sup>th</sup> Street SE and 18<sup>th</sup> Street SE. TESP recommended a typical two-lane cross-section be implemented at three (3) locations along Alabama Avenue SE: (7<sup>th</sup> Street SE, Wheeler Road SE, and 13<sup>th</sup> Street SE) to ensure continued MUTCD compliance, reduce blockages and queueing, and accommodate high turning volumes. TESP also recommended the implementation of

bump-outs and median refuge islands along the corridor where feasible, approximately 15 to 30 curb extensions, median refuges, and the installation of two HAWK (High-Intensity Activated crosswalk) signals for improved pedestrian safety.

Other projects underway or recently completed include:

- **Alabama Avenue SE/Massachusetts Avenue SE.** The intersection operates with four-way split phase (four approaches running in a sequential manner). Left turn pockets will be created with both intersection approaches (east-west; north-south) running concurrently. That will significantly reduce waiting times for all modes especially the pedestrian traffic. This type of design should be incorporated in other corridor recommendations. There is adequate curb-to-curb width to fit in these pockets through changes in striping/parking spaces. Signals can be modified once the left turn pockets are implemented;
- **Rectangular Rapid Flashing Beacon (RRFB)** at Irving Place SE and Alabama Avenue SE, to assist pedestrians crossing at Garfield Elementary School. (Spring 2018);
- **HAWK signal** at 7<sup>th</sup> and Alabama;
- **Leading Pedestrian Interval (LPI) and HAWK signal** at Turner Elementary School (included as recommendation in original study);
- **HAWK signal** at 15<sup>th</sup> Place SE and Alabama Avenue SE and at 18<sup>th</sup> Street SE and Alabama Avenue SE; and
- **Other location-specific treatments** at 7<sup>th</sup> Street SE to Wheeler Road SE and at 13<sup>th</sup> Street SE.

## 7. Project Requirements/Constraints/Exclusions/Inclusions

- The designs/improvements must stay within curb-to-curb width of Alabama Avenue SE; there shall be no ROW impacts;
- Overall concepts may include a road diet where the number of travel lanes will be reduced from four to two or retaining the existing lane configurations along Alabama Avenue SE where applicable;
- The project shall include curb extensions, bus priority improvements, medians and refuge islands, signal and signage improvements, where applicable;
- Concrete curb extensions will not be done at areas requiring stormwater and utility work;
- Project will not include streetscape elements/design such as lighting or street furniture;
- There could be limited sidewalk widening in specific locations;
- No new bicycle lanes unless the community directs DDOT to include them in this study;
- Bus Priority improvements shall be considered from MLK Ave SE to 25<sup>th</sup> Street SE
- VISSIM modeling will not be performed for the corridor;
- Synchro/Sim Traffic Analysis will be performed for the existing, build-year (no-build and build conditions) and 2045 (no-build and build conditions) for the AM, PM and Midday (MD) peak hours;
- Environmental Inventory and completion of a CE-2 is anticipated. Preparation of an EA or EIS is not required;
- Consultant shall be highly skilled in the use and application of GIS to produce high-quality graphics and visuals; and
- All files and graphics shall be provided in native formats, as applicable.

## 8. Key Personnel Requirements

- 8.1. This project requires the following key personnel:
- 8.1.1. **Principal-in-Charge (PIC).** The PIC shall have 15 or more years' experience conducting and managing the types of projects required in this solicitation.
  - 8.1.2. **Project Manager.** The Project Manager shall have 10 or more years' experience conducting and managing the types of projects required in this solicitation. The project manager must have conceptual planning and roadway design capabilities.
  - 8.1.3. **Traffic Engineering/Design Lead.** This individual shall have 7 or more years' experience conducting projects that have pedestrian and bicycle infrastructure and safety components, traffic signal expertise, and development of projects to the conceptual level as well as to 30 percent design.
  - 8.1.4. **Traffic Engineering/Transportation Planning/Modeling/Traffic Forecasting Lead.** This individual shall have 7 or more years' experience conducting projects that have Synchro/Sim Traffic components, macrosimulation modeling using the MWCOG model.
  - 8.1.5. **Civil Engineering/Roadway Design/Multimodal Lead.** This individual shall have 7 or more years' experience conducting multimodal corridor projects at the planning/conceptual level to the 30 percent design level.
  - 8.1.6. **Public Involvement Lead.** This individual shall have 7 or more years' experience conducting public involvement activities for multimodal corridor projects at the planning/conceptual level to the 30 percent design level.
  - 8.1.7. **Environmental Lead.** This individual shall have 7 or more years' experience developing environmental documentation for multimodal corridor projects at the conceptual level to the 30 percent design level in accordance with the National Environmental Policy Act and the DC Environmental Policy Regulations.
  - 8.1.8. **Technical Editor.** This individual shall have 7 or more years' experience conducting preparing seamless technical reports with sections developed and written by multiple consultants/staff.

## 9. Statement of Work

### Phase I- Project Planning and Concept Development

#### 9.1. Task 1: Project Management

- 9.1.1. **Kick-Off (KO) 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 Draft Project Management Plan (PMP) including the Work Plan and Schedule will be discussed.
- 9.1.2. **Project Management Plan (PMP).** At the KO meeting, the Consultant shall provide a Draft PMP containing a performance schedule (including significant milestones required for successful performance), detailed tasks and approaches to performing the required work, a management and communications strategy and other PMP components as appropriate. Based on KO meeting comments, the Consultant shall prepare a subsequent draft of the PMP. The PMP will be a "living document" and the Consultant will be responsible for updating the document should major changes to the project occur. The

schedule shall be developed in Microsoft Project for use by the Project Management Team and in Excel, as a user-friendly document for use by senior management, stakeholders and the public.

**9.1.3. Invoices and Progress Reports.** The Consultant shall develop comprehensive monthly invoices that includes the work of the Prime Consultant and all subconsultants (if applicable) during the preceding month. The invoice shall include all certifications by the Prime and any subconsultants, receipts for direct costs, excel spreadsheets with no locked cells showing formulas, and calculations of any CBE and DBE monthly expenditures. The Consultant will prepare an Excel document that shows current month and cumulative expenditures and hours, percent complete, by Consultant/Subconsultant and by Task/Subtasks. The consultant shall ensure that **all** subconsultant activity is included in monthly invoices.

**9.1.4. Bi-weekly coordination meetings or calls with DDOT Contract Administrator (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 summaries shall be provided within one business day of the bi-weekly coordination meeting and presented to the DDOT CA for approval and/or modification.

**9.1.5. Project Coordination.** The Consultant shall respond to emails, prepare for and attend in person or online meetings (Microsoft TEAMS meetings or other online meeting platforms) and correspond with the project team by telephone, as required, during the period of performance of the project. The Consultant shall coordinate with DDOT, any subconsultants, other District-wide agencies and external organizations, as appropriate and as requested by the DDOT CA.

## **Deliverables**

T1-01	Kick-Off Meeting, PowerPoint and Meeting Summary
T1-02	Draft and Final - two (2) PMP- inclusive of schedule, scope of services/tasks/work breakdown structure, task approach, management and organization plan, communication plan and protocols, risk management plan and other elements, as requested by DDOT
T1-03	Invoice and Progress Reports
T1-04	Bi-weekly Coordination Meetings/Telephone calls and Project Coordination, as required.

## **9.2. Task 2: Public and Agency Engagement Activities**

### **9.2.1. General Requirements**

- The Consultant shall follow the Public Engagement Plan (PEP) completed in Section 9.2.2.1 of this RFQ.
- Notification and Communication. The Consultant shall use multiple media to communicate information to the public and will utilize tools such as a project website, maps, infographics, handouts, and reports. The consultant shall work with the DDOT CA to ensure Title VI requirements are met with regard to

public participation, language access, and record keeping.

- Consultant shall prepare a Final Project Summary of Public Engagement including Title VI demographic data;
- The Consultant shall follow all DDOT guidelines for website protocols, branding templates, public involvement, and outreach. All printed or web collateral must receive DDOT approval prior to distribution or publication.
- Hard copies of public meeting materials will be made available to the public at public libraries within two weeks of each public workshop;
- All meeting materials (boards and presentation) shall be posted within 48 hours to the project website;
- Meeting summaries shall be finalized within one (1) week of the public meeting and available for the public;
- The DDOT CA shall manage all project communication with the DC Council and Advisory Neighborhood Commissions through established agency protocols; and
- The consultant is required to follow public outreach and engagement guidelines and approvals as established by DC Government during the public health emergency, as needed.

## **9.2.2. Public and Agency Engagement Elements**

### **9.2.2.1. Public Engagement Plan (PEP)**

The Consultant shall develop a draft and final PEP for the Project in coordination with the DDOT Ward 7 and Ward 8 Community Engagement Liaison. The PEP shall include strategic guidance and logistics plans for six (6) public meetings, eight (8) ANC meetings, eight (8) community stakeholder meetings and five (5) interagency meetings. The PEP shall include:

- Identification of major outreach objectives for this project;
- Identification of action items and responsibilities.
- Outreach strategies (notification and communication, (e.g., e-blasts and listservs meeting format (e.g., Microsoft Teams, Zoom, physical meetings (when allowed to do so and approved by DDOT), open house events and focus group discussions);
- Tools to be used (e.g., online engagement surveys, website development and updates, printed information); and
- Timeline of events. The PEP shall be coordinated with the overall project schedule and the PMP. The development and completion of technical deliverables must be coordinated with public workshops and other scheduled meetings throughout the project duration.

### **9.2.2.2. Public Workshops**

The Consultant shall develop and manage a meaningful public involvement

process that will consist of three (3) public workshops at two (2) locations each, for a total of six (6) public meetings. The public involvement process will be used to obtain input about existing challenges as well as feedback regarding proposed solutions. The Consultant will be responsible for developing the workshop agenda, PowerPoint presentation and associated meeting materials (e.g., factsheets, handouts, project boards and maps).

The Consultant shall be responsible for all components of public engagement related to the project, including outreach, meeting preparation, administration, and documentation. The Consultant will be responsible for communicating meeting logistics through contacts with ANCs, community groups, corridor stakeholders through in-person and virtual outreach platforms such as doorhangers, in mailings, neighborhood listservs platforms, Microsoft Teams online meetings, Zoom (and other online meeting platforms, as required) and providing verbiage and materials for DDOT's social media platforms and project website.

**Anticipated public workshops include:**

**Public Workshop No. 1** will take place at two separate locations within the Alabama Avenue SE corridor. The purpose of Public Workshop No. 1 will be to solicit input into corridor issues and opportunities, present existing conditions, and show residents, businesses and institutional users recommendations included in the *2017 Alabama Avenue SE Corridor Safety Study*.

**Public Workshop No. 2** has the objective of presenting and obtaining feedback on the development and evaluation of a Draft Concept Package. Based on comments by residents, businesses and institutional uses, DDOT will consider adjustments to the Draft Concept Package and finalize the design to be included in the Final Concept Development Report. Public Workshop No. 2 will be held in two separate locations within the Alabama Avenue SE Corridor.

**Public Workshop No.3** will occur after the Draft 30% Design submittal is completed (in Phase II). This workshop will be used to show the public the 30 percent design plans and to solicit feedback prior to finalizing 30 percent corridor engineering and design. Two Public Workshop No. 3 meetings will be held in two separate locations within the Alabama Avenue SE Corridor.

**9.2.2.3. ANC Meetings.** Up to eight (8) ANC Meetings shall be assumed to take place during the project duration. The Consultant shall be required to assist in the preparation, attendance and post meeting summaries including development of meeting presentations, boards and maps, question and answer summaries, agendas, and other requirements as requested by the DDOT CA.

**9.2.2.4. Stakeholder Meetings.** Up to eight (8) meetings with individual stakeholders will take place during the project duration. The Consultant shall assist in meeting preparation, outreach, attendance and post meeting summaries of stakeholder meetings, development of meeting presentations, boards and maps, question and answer summaries, agendas, attendee lists and other requirements as requested by the DDOT CA.

**9.2.2.5. Interagency Meetings.** Up to five (5) Interagency meetings will be held consisting of representatives from DDOT administrations (particularly staff focused on safety, operations, and roadway design) and other District-wide agencies. Agencies to be invited may include: DC Water, WMATA, OP, HSEMA, and DPW, among others. The Consultant shall assist in meeting preparation, attendance and post meeting summaries of meetings, development of meeting materials.

**9.2.2.6. Web Resources.** The Consultant shall develop an outline of the anticipated content of the DDOT Alabama Avenue Website. The outline will be approved by the DDOT CA and DDOT Communications Office. All content must be submitted to DDOT three (3) weeks prior for inclusion on the website. This timeframe allows for the review and comment of the web resources by DDOTs Communication Office. The Project Website will remain within DDOT and shall not be contracted to a third-party vendor. The Consultant shall assist in maintaining the website and update content throughout the project lifecycle. The consultant must provide all future website materials (factsheets, project summaries, etc.) to the DDOT CA and Communications team for review throughout the duration of the project 48 hours before posting. The Consultant will work with the DDOT CA to develop a project email and communications protocol for public responses. *Please note: DDOT is in the process of updating its website requirements and formats. Therefore, the consultant shall develop the web resources in accordance with the most current DDOT policies.*

**9.2.2.7. Project contact spreadsheet.** The Consultant shall maintain a project contact spreadsheet and provide updates to the DDOT CA on a bi-weekly basis or as required.

**Deliverables**

T2-01	Draft and Final Public Engagement Plan (PEP)
T2-02	Six (6) Public Workshops, attendance, materials, and pre/post meeting logistics.
T2-03	Eight (8) ANC Meetings, attendance, materials, and pre/post meeting logistics.
T2-04	Eight (8) Stakeholder Meetings, attendance, materials, and pre/post meeting logistics.
T2-05	Five (5) Interagency Meetings, attendance, materials, and pre/post meeting logistics.

T2-06	Project website, website materials, updated throughout project duration; project email.
T2-07	Project Contact Spreadsheet updated throughout project duration.

### 9.3. Task 3: Existing Conditions (EC)

The purpose of this Task is to:

- Revise and update the Existing Conditions Report (ECR) completed for the 2017 *Alabama Avenue SE Corridor Safety Study*;
- Collect and analyze data regarding traffic, safety, geometric and multimodal conditions within the Corridor; and
- Conduct a limited roadway survey to ensure that all project design elements can be accommodated within the curb-to-curb width along Alabama Avenue SE.

**9.3.1. Conduct Background Document Review.** The Consultant shall review and gain a comprehensive understanding of all previous studies within the Alabama Avenue Corridor. This includes the 2017 *Alabama Avenue SE Corridor Safety Study* and all data and designs contained therein. The Consultant shall obtain, summarize and plot current and planned DDOT infrastructure, operations, transit, streetscape and other multimodal projects proximate to the study area. The Consultant shall also obtain, interpret and present any relevant data from current CTRs (Comprehensive Transportation Review studies) that have been submitted within the Corridor.

**9.3.2. Prepare Corridor and Specific Location Base Maps.** The Consultant shall prepare standardized base maps and detailed corridor graphics for project deliverables. Templates for maps and graphics must be approved by the DDOT CA prior to use in any reports. Report templates must also follow approved DDOT branding and logo guidelines.

#### 9.3.3. Data Collection

**9.3.3.1. Data Collection Plan.** The Consultant will develop a draft and final data collection plan. The Plan will outline the types of data to be collected, how the data will be collected, which agencies or sources will provide the data, a description of how the data will be used and a timeline for data collection. Consultants should identify contingency plans if the timeline for data collection does not occur as planned.

#### 9.3.3.2. Data to be Collected

- **Traffic Counts.** Where available, the Consultant shall obtain existing conditions count data from DDOT including: 48-hour Automated Traffic Recorder (ATR) counts, AM, PM and Midday (MD) Intersection/Turning Movement Counts (TMC's) for vehicles, bicycles, and pedestrians. Given the current pandemic, conducting new ATR counts and TMC's would yield results that may not be consistent with previous counts. Select counts may be undertaken to validate pandemic traffic conditions within the corridor. The Consultant shall develop a strategy for use of the existing count and any new count data given the COVID-19 pandemic situation. The Consultant shall

obtain all data collected and analyzed based on the *2018 Signal Optimization Study* and current traffic engineering studies performed along the broader Alabama Avenue Corridor from Martin Luther King, Jr. Avenue SE to Bowen Road SE.

- AM, PM and MD intersection signal timing, phasing and lane geometry files from DDOT/TESD. The Consultant shall verify signal operations in the field.
- Traffic speeds (Consultant may wish to use INRIX or Streetlight data; however, traffic speeds shall be verified in the field);
- Traffic, pedestrian, bicycle, other crashes (most recently available 5-year historical data);
- Curbside parking inventory, regulations, and utilization by block face;
- Curbside loading zones, pick-up, drop-off zones;
- Inventory and map key land uses/commercial/institutional areas (e.g., public facilities and destinations) within corridor;
- Inventory of transit facilities (included but not limited to-Metrobus routes and stops, and facilities at transit stops);
- Transit performance data for MLK to 25<sup>th</sup>: Peak and off-peak bus travel speeds, ridership, and reliability metrics based on data provided by WMATA; and
- Environmental Inventory (EI) and associated data collection must conform to the appropriate level of NEPA requirements.

### **9.3.3.3. Conduct Roadway Survey/Prepare Brief Survey Memo**

Conduct surface level survey (Level C) that includes the following:

- Location of utilities;
- Manholes, catch basins, pipe inverts, inlets;
- Driveways, curb cuts, and alleys;
- Roadway geometrics/street cross sections;
- Traffic control conditions;
- Public Right-of-Way dimensions;
- Topographic features within existing ROW lines and building restriction lines including all above ground physical features including paved areas, roadways, curbs, sidewalks, signs, tree lines, trees 6" in diameter or larger, substantial vegetation and above ground evidence of underground utilities and accessible invert; and
- Relationship to the adjacent lots and squares, as well as any cross streets, alleys and curb cuts that would enable DDOT to identify ROW impacts.

This surface level survey should be provided to DDOT in cadastral format and prepared with a brief findings memo. A more detailed survey for use in the development of Phase II, 30 percent design plans may be required as stated in Section 9.8.2. This decision will be made at the Phase II Kick-off meeting. The

consultant will shall not conduct this detailed survey unless IPMD approvals are provided at the start of Phase II.

#### **9.3.3.4. Data Analysis**

Section 9.3.3.4 is distinguished from the above Section 9.3.3.2 in that data analysis and interpretation, development of findings and conclusions are part of this Section. The previous section is the collection of data necessary to conduct the analysis. The consultant will provide a summary of findings and conclusions from the data analysis in a draft and final PowerPoint presentation.

##### **9.3.3.4.1. Conduct Traffic Operations Analysis of Existing Conditions.**

The Consultant shall use SYNCHRO/Sim Traffic to analyze the AM, PM and MD traffic operations for the Alabama Avenue Corridor SE signalized intersections. Measures of Effectiveness (MOEs) to be evaluated include approach and intersection level of delay, volume to capacity ratios (v/c), level of service (LOS), and 95th percentile queue lengths. Easy to understand graphics and tables shall be developed to display and summarize the EC Synchro Analysis.

##### **9.3.3.4.2. AADT/ADT/Hourly and Directional Corridor Volumes.** The Consultant shall graphically display and provide an interpretation of AADT/ADT and hourly and directional corridor volumes for the *Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements* study area.

##### **9.3.3.4.3. Multimodal Crash Analysis (5-year data).** The Consultant shall update the multimodal crash analysis conducted as part of the 2017 Alabama Avenue SE Safety Study to include a five-year crash history from 2016-2020. The crash analysis dates will be based upon the award date of this study.

##### **9.3.3.4.4. Parking and Curbside Analysis.** This section will provide interpretation and findings from the curbside parking regulations, inventory and utilization data, location and length of loading zones and Pick-Up Drop Off (PUDO) zones. The Consultant shall advise DDOT of institutional, religious and other facilities along the corridor that currently use on-street parking spaces during evenings and/or weekend days.

##### **9.3.3.4.5. Pedestrian.** The Consultant shall document and analyze pedestrian activity (based on TMCs, volumes and/or observations) at key intersections.

##### **9.3.3.4.6. Bicycles.** The Consultant shall document and analyze bicycle activity (based on TMCs, volumes and/or observations) at key intersections.

9.3.3.4.7. **Speed Limits along Alabama Avenue SE.** The Consultant shall document the 85% percentile speeds along the Alabama Avenue SE corridor during non-peak periods, between 10am and 2pm, on a typical Tuesday, Wednesday and Thursday. The Consultant shall compare the 85<sup>th</sup> Percentile speed to posted speed limits. Ticketing data for moving violations along Alabama Avenue shall be analyzed including speeding and red light running. The consultant shall not complete this task until the methodology including locations along the corridor have been approved by DDOT.

9.3.3.4.8. **Bus Transit.** The Consultant shall document and analyze transit headways and frequencies, daily ridership by route, transit boardings and alightings by bus stop, bus travel speeds, reliability metrics, and proposed transit service improvements/changes. The goal of this analysis is to identify opportunities to maintain or improve bus transit performance while also accomplishing corridor safety improvements. This includes and is not limited to a review of where slower bus speeds or reliability issues may be present in the corridor and identifying appropriate areas for operational improvements. The segment of Alabama Avenue SE from MLK Avenue SE to 25<sup>th</sup> Street SE has been identified as an area where potential bus transit improvements could be considered.

9.3.3.5. **Existing Conditions Report (ECR).** The Consultant shall prepare an ECR Report Outline (must be approved by DDOT prior to starting work on draft ECR). Two drafts of the of the ECR Outline are assumed and two drafts (one draft and one final version) of the report are included in the scope of services. The ECR documentation shall include all data, appendices, analyses, base mapping, interpretations and conclusions. The Consultant shall also be responsible for developing two versions of a public facing ECR PowerPoint slide deck to be used in public and agency meetings.

**Deliverables**

T3-01	Background Data Review
T3-02	Base Map Templates
T3-03	Draft and Final Data Collection Plan
T3-04	Data Collection (all elements except roadway survey)
T3-05	Conduct Roadway Survey/Prepare Brief Survey Memo
T3-06	Draft and Final Data Analysis Findings and Conclusions PowerPoint (to be incorporated into Draft and Final ECR Presentation (T3-09))
T3-07	Draft and Final ECR outline
T3-08	Draft and Final Existing Conditions Report
T3-09	Draft and Final ECR PowerPoint Presentation

**9.4. Task 4: NEPA Documentation**

For the purposes of this RFQ, below are NEPA assumptions:

- The project will continue to qualify for a CE-2 Form;
- If preparation of a CE-3 is deemed necessary later; the Consultant will submit additional scope of work;
- The preparation of an Environmental Assessment or Environmental Impact Statement will not be necessary;
- Air conformity analysis will not be required; and
- Noise modelling will not be required.

9.4.1. **Environmental Inventory.** The Environmental Inventory and associated data collection shall be completed according to Section 8.3.3.2 conforming to NEPA CE-2 requirements. This section of the scope of services provides for the analysis of the components of the EI. Resource sections in the EI shall include current data and interpretations, supported by relevant maps and graphics.

9.4.2. **Categorical Exclusion 2 NEPA Form and Technical Report.** The Consultant shall develop a CE-2 NEPA Form and Associated Technical Report. The Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements Project will be using federal funding, and therefore will follow the National Environmental Policy Act (NEPA) process. This project scope of work assumes that a Categorical Exclusion-2 (CE-2) NEPA document will be prepared. This CE-2 document will be prepared in accordance with Federal Highway Administration (FHWA) regulations outlined in 23 CFR 771.117 and DDOT guidance outline in the in 2012 *DDOT Environmental Manual*. The consultant shall use and provide updates, as required, to all data and analyses developed from any previous task within this RFQ to complete the CE-2. The CE-2 shall clearly describe the purpose and need, alternatives considered and preferred alternative. The CE-2 shall also provide sufficient environmental impacts analysis for DDOT, FHWA, and the public, to adequately compare the build and no-build alternatives. The CE-2 shall incorporate design decisions and future environmental coordination and permitting needs, if any. The consultant shall work in cooperation with DDOT to gain NEPA clearance/approval for this project. Two drafts of the of the report and one final version of the report are included in the scope of services.

**Deliverables:**

- T4-01 Draft and Final Environmental Inventory
- T4-02 Draft cover letter from FHWA to DCSHPO, seeking their concurrence on FHWA’s determination of effect on the historic resources, pursuant to Section 106 of the National Historic Preservation Act of 1966 (NHPA).
- T4-03 Categorical Exclusion-2 NEPA Report and supporting technical analysis (up to two (2) drafts and a final document)

**9.5. Task 5: Traffic Forecast Modeling and Traffic Operations Analysis**

**9.5.1. Calibrated Existing Conditions Model/Forecasts of Existing Conditions**

The Consultant shall develop a calibrated, existing conditions travel demand model. A Technical Memorandum shall be prepared providing the assumptions, calibration

criteria and the interpretation and analysis of the model to achieve the calibration criteria.

#### **9.5.2. 2045 Traffic Forecasts**

##### **9.5.2.1. Under No-Build**

##### **9.5.2.2. Under Build Conditions**

*This following statement applies to both 9.5.2.1 and 9.5.2.2.* The Consultant shall develop traffic forecasts in the study area for 2045 under No-Build and Build conditions. The deliverable will include a Macroscopic Travel Demand Model based on calibrated existing conditions model for the future build scenario. Traffic forecasts shall be for the AM, PM and midday condition. The consultant shall assume a minimum of two sets of reviews by DDOT prior to finalization. The consultant shall use the MWCOG model to determine growth rates. The consultant shall also use manual procedures and engineering judgment in the application of growth rates and assignment of traffic to study area intersections.

#### **9.5.3. 2045 Traffic Operations Analysis**

##### **9.5.3.1. Under No-Build**

##### **9.5.3.2. Under Build Conditions.**

*This following statement applies to both 9.5.3.1 and 9.5.3.2.* The consultant shall use the SYNCHRO/Sim Traffic to analyze key intersections within the study area for the year 2045 No-Build and Build condition in the AM and PM and MD peak hours. The consultant shall develop a set of tables that summarize delay, v/c ratio, LOS, and 95<sup>th</sup> percentile queue lengths for the overall intersection and approaches.

#### **9.5.4. Traffic Data and Analysis Report**

Two (2) drafts and final Traffic Data and Analysis Report shall be completed. The consultant shall prepare brief technical memoranda at varying timepoints within Task 5 and then consolidate the technical memoranda into the Traffic Data and Analysis Report. Technical Memoranda and the report shall include all assumptions, calibration criteria and thresholds achieved, results, interpretations, limitations and results for each step within the Traffic Forecast Modeling and Traffic Operations Analysis task.

#### **Deliverables**

T5-01	Calibrated Existing Conditions Model and Technical Memorandum
T5-02	2045 No-Build Traffic Forecasts
T5-03	2045 Build Traffic Forecasts
T5-04	2045 No-Build Traffic Operations Analysis
T5-05	2045 Build Traffic Operations Analysis
T5-06	Draft (N=2) and Final Traffic Data and Analysis Report

## **9.6. Task 6: Concept Development Package**

### **9.6.1. Draft Concept Development Package**

The Consultant shall develop a Draft Concept Package based on the preliminary concepts included in the *2017 Alabama Avenue Corridor Safety Study*. *Please note that not all elements included in the 2017 Study will be included in the Draft Concept Development Package that the consultant prepares for this effort.* Re-examination of current conditions as well as community preferences shall be taken into account when developing the Draft Concept Development Package. Please see **RFQ Section 7** for project requirements, constraints, exclusions and inclusions.

While DDOT expects these opportunities will be limited, the Consultant shall identify if any locations are suited for Green Infrastructure (GI). Where possible, the Consultant shall identify and propose GI improvements as part of a design. Changes in the road configuration, such as traffic calming, curb extensions, lane closures, pavement removal, and sidewalk adjustments may create new opportunities for stormwater practices. The Consultant shall also look to opportunities to expand existing tree boxes or green spaces.

All stormwater retention and management recommendations must be designed in compliance with the DDOT and DC stormwater water management regulations and design standards. Wherein there may be conflicts between the two sets of regulations, the Consultant shall identify them and bring them to the attention of the DDOT Project Manager, and work to find a mutually agreeable design solution.

The Consultant shall develop concept drawings including roll maps for each roadway segment including detail maps of specific locations. The consultant shall provide maps and graphics of the Draft Concept Package to be included in the Concept Development Report. The Consultant shall include high quality graphics using GIS, renderings and other methods to show individual elements of the Draft Concept Package. A PowerPoint slide deck should be prepared that shows the elements included in the Draft Concept Package.

The Draft Design Package will be presented to the public and stakeholders in Public Workshop #2 and to other groups (e.g., Interagency team, ANCs).

### **9.6.2. Develop Final Concept Designs**

Based on the comments generated at Public Workshop No. 2, interagency and community stakeholder and ANC meetings, and other public engagement events, the consultant shall modify the corridor roadway and intersection concepts along Alabama Avenue SE to incorporate any modifications to the elements included in the Draft Concept Development Package. The Final Concept Package developed in this task shall be used in Phase II of the project.

Please note: From a work sequencing perspective, the consultant and DDOT shall conduct an internal workshop after Public Meeting #2 and the Interagency meeting to identify comments raised and potential adjustments to the Draft Concept Development Package. Any agreed-upon adjustments that will significantly affect the traffic analyses (see Task 5)

or the analyses conducted for other resources (see Task 3) will require an additional iteration of analysis to ensure consistency between all elements within the Final Concept Package and the resource analyses completed herein.

#### **Deliverables**

- T6-01 Draft Concept Development Package: visuals, graphics, posters, maps (N=2)
- T6-02 Draft Concept Development Package: PowerPoint (N=2)
- T6-03 Final Concept Design Package (N=2)
- T6-04 Final Concept Design Package: PowerPoint (N=2)

### **9.7. Task 7: Multimodal/Environmental Effects of Concept Development Package**

#### **9.7.1. Evaluation of Multimodal/Environmental Impacts**

In addition to the Traffic Analyses conducted in Task 5, a multimodal/environmental analysis of the effects of the Concept Development Package elements, a multimodal/environmental review shall be conducted, as follows:

**Parking.** The consultant shall evaluate parking impacts by block face and total parking impacts (number of parking spaces) that would change as a result of implementing the elements within the Concept Package. The consultant shall note key uses that may be affected.

**Environmental.** The consultant shall provide an evaluation of the environmental resources that are affected in the Corridor. This analysis will be used as input to the anticipated CE-2 document that will be prepared. A table summarizing the impacts of the Concept Development Package (and the elements contained therein) shall be completed. The consultant will have information completed for the Environmental Inventory to assist in the completion of this task.

**Transit.** The consultant shall provide an assessment of the transit routes and transit facilities in the Alabama Avenue SE Corridor with the implementation of the Concept Development Package. The assessment should identify any impacts to bus reliability, speeds, safety, bus operations, signal phasing, facilities, and transit users.

**Pedestrians.** The consultant shall identify impacts to pedestrians along the Alabama Avenue SE as a result of implementing Concept Development Package. Pedestrian impact identification shall include ability for people to cross streets safely, availability of crossing locations, signal timing, visibility and vehicular/pedestrian impacts.

**Bicycles.** The consultant shall identify impacts to bicyclists along the Alabama Avenue SE as a result of implementing the Concept Development Package. Bicycle impact identification shall include changes to bicycle level of service, bicycle safety, signal protection, visibility and vehicular/bicycle impacts.

**Vehicular Safety.** DDOT is committed to making safety improvements that align with the District's Vision Zero goals. The Consultant shall evaluate the safety performance of each concept developed for this project using the Highway Safety Manual (HSM) or alternate procedures and methodologies. Where applicable, the

Consultant shall use crash reduction factors and HSM analysis to show crash severity and frequencies under No-Build and Build conditions. The Consultant shall document this evaluation in the Concept Development Report and provide recommendations to mitigate safety issues identified in the analysis.

### **Deliverables**

T7-01 Draft and final Multimodal/Environmental Evaluation Technical Memo based on Draft Concept Evaluation Package

### **Phase II- 30% Design**

Phase II consists of Task 7, development of 30% design plans. The DDOT management of Phase II will be transferred to IPMD. All work to be completed in this Task shall be completed in accordance with the DDOT Design and Engineering Manual and DDOT approval. Environmental clearances and approvals must be secured prior to the start of Phase II. The consultant shall work closely with the public engagement and environmental teams to ensure that internal schedule targets are met and consistency between technical products and messaging are achieved.

### **9.8. Task 8: Development of 30% Design Plans**

#### **9.8.1. Develop 30% Design Plans**

The consultant shall not proceed with this Task until written approval is provided. The consultant shall conduct an internal workshop with DDOT to discuss the expectations, deliverables and timeframes associated with the completion of the Preliminary Engineering and Design requirements for the Alabama Ave from Martin Luther King Jr Ave to Bowen Rd SE Safety Improvements Project. The PMP, developed in Task 1, shall be updated to reflect project requirements, activities and milestones. This task will not be initiated until Tasks 5, 6 and 7 are completed. All work to be completed in this Task shall be completed in accordance with the **DDOT Design and Engineering Manual and DDOT approval.**

Work to be included in the 30% Design Plan Task will follow DDOT's DEM 30% design definition, which includes, but is not limited to: development of existing conditions plans, geometric layouts and typical sections, utilities, storm water management, drainage, signals, lighting, pavement markings, maintenance of traffic, right-of-way (based on survey conducted in Task 9.3.3.3), cost estimates and other elements, as requested by DDOT.

Of note, Task 8 will include the Public Workshop No. 3 (cited here, but part of the scope of services under Task 2) to be conducted after the Draft 1, 30%.

#### **9.8.2. Conduct 30% Design-Level Survey (Optional)**

A full survey may be required after the project handoff to DDOT IPMD as 30% final design and engineering plans are developed in Phase II of this project. If this task is required, DDOT will provide the consultant with approval to proceed with this optional task.

**Deliverables:**

- T8-01 Draft 1, 30% Design Submittal, including CAD files;
- T8-02 Draft 2, 30% Design Submittal, including CAD files;

*Public Workshop No. 3 (cited here, but part of the scope of services under Task 2) to be conducted after the Draft 1, 30%*

- T8-03 Final 30% Design Submittal.
- T8-04 Full Survey to support 30 percent design (if optional task is exercised)

Submittals shall include illustrative 30% design plans plus high-quality graphics and visual materials to support the technical content/designs and public meetings.

**10. DELIVERABLES**

SOW Reference	Deliverables	Method of Delivery <sup>1</sup>	Due Date From Award (calendar days)
T1-01	Kick-Off Meeting, PowerPoint and Meeting Summary	In-person attendance	15 days
T1-02	Draft and Final of Project Management Plan	Electronic-Hard Copy	15 days (Draft) 30 days (Final)
T1-03	Invoice and Progress Reports	Electronic-Hard Copy	Monthly
T1-04	Bi-weekly coordination meetings/telephone calls (Up to 44, project coordination, as required.)	Telephone-Video Calls- In-person attendance	Bi-weekly Project Coordination as required
T2-01	Draft and Final Public Engagement Plan	Electronic-Hard Copy	15 days (Draft) 30 days (Final)
T2-02	Six (6) Public Workshops, attendance, materials, and pre/post meeting logistics	Electronic-Hard Copy-Attendance	Throughout project duration
T2-03	Eight (8) ANC Meetings, attendance, materials, and pre/post meeting logistics	Electronic-Hard Copy-Attendance	Throughout project duration

<sup>1</sup> All native files/formats shall be provided where applicable.

<b>SOW Reference</b>	<b>Deliverables</b>	<b>Method of Delivery<sup>1</sup></b>	<b>Due Date From Award (calendar days)</b>
T2-04	Eight (8) Stakeholder Meetings, attendance, materials, and pre/ post meeting logistics.	Electronic-Hard Copy-Attendance	Throughout project duration
T2-05	Five (5) Interagency Meetings, attendance, materials, and pre/ post meeting logistics	Electronic-Hard Copy-Attendance	Throughout project duration
T2-06	Project website, website materials, updated throughout project duration; project email	Electronic	Throughout project duration
T2-07	Project Contact Spreadsheet updated throughout the project duration	Electronic	Throughout project duration
T3-01	Background Document Review (Task 9.3.1) (Memo)	Electronic	45 days
T3-02	Base Mapping (Task 9.3.2)	Electronic-Hard Copy	60 days; updates as required.
T3-03	Draft and Final Data Collection Plan (Task 9.3.3.1)	Electronic, Native Files	30 days (Draft) 45 days (Final)
T3-04	Data Collection (all elements except for Survey). (Task 9.3.3.2)	Electronic, Native Files	90-120 days; additional data collection as required.
T3-05	Conduct Roadway Survey/Prepare Survey Report (Brief survey for concept development) (Task 9.3.3.3)	Electronic-Hard Copy	120 days
T3-06	Draft and Final Data Analysis Findings and Conclusions PowerPoint (Task 9.3.3.4)	Input to T3-07, T3-08	120 days (Draft)
T3-07	Draft/Final Existing Conditions Report Outline (Task 9.3.3.5)	Electronic-Hard Copy	100 days (Draft) 120 days (Final)
T3-08	Draft/Final Existing Conditions Report (Task 9.3.3.5)	Electronic-Hard Copy	150 days (Draft) 165 days (Final)
T3-09	Draft and final ECR PowerPoint Presentation (Task 9.3.3.5)	Electronic-Hard Copy	180 days (Draft) 188 days (Final)
T4-01	Draft and Final Environmental Inventory (Task 9.4.1)	Electronic-Hard Copy	150 days (Draft) 165 days (Final)
T4-02	Draft Cover Letter from FHWA to SHPO (Section 106) (Task 9.4.2)	Electronic-Hard Copy	270 days
T4-03	Categorical Exclusion 2 NEPA Documentation and supporting Technical Analysis (Task 9.4.2)	Electronic-Hard Copy	340 days (Draft 1) 430 days (Draft 2) 520 days (Final)
T5-01	Calibrated Existing Conditions Model and Technical Memorandum (Task 9.5.1)	Electronic-Hard Copy	175 days
T5-02	2045 No-Build Traffic Forecasts (Task 9.5.2.1)	Electronic-Hard Copy	250 days
T5-03	2045 Build Traffic Forecasts (Task 9.5.2.2)	Electronic-Hard Copy	350 days
T5-04	2045 No-Build Traffic Operations Analysis (Task 9.5.3.1)	Electronic-Hard Copy	275 days
T5-05	2045 Build Traffic Operations Analysis (Task 9.5.3.2)	Electronic-Hard Copy	375 days (Draft) 390 days (Final)
T5-06.1	Draft 1 TDAR (Task 9.5.4)	Electronic-Hard Copy	No Build, 280 days
T5-06.2	Draft 2, TDAR, Build (Task 9.5.4)	Electronic-Hard Copy	Build, 390 days
T5-06.3	Final TDAR, Build (Task 9.5.4)	Electronic-Hard Copy	Build, 400 days
T6-01	Draft Concept Development Package: visuals, graphics, posters, maps (N=2) (Task 9.6.1)	Electronic-Hard Copy	330 days (Draft) 420 days (Draft Final)

<b>SOW Reference</b>	<b>Deliverables</b>	<b>Method of Delivery<sup>1</sup></b>	<b>Due Date From Award (calendar days)</b>
T6-02	Draft Concept Development Package: PowerPoint (N=2) (Task 9.6.1)	Electronic-Hard Copy	340 days (Draft) 430 days (Final)
T6-03	Final Concept Design Package (N=2). Note: Will occur after Public Workshop No. 2) (Task 9.6.2)	Electronic-Hard Copy	510 days
T6-04	Final Concept Design Package: PowerPoint (N=2) Task 9.6.2)	Electronic-Hard Copy	520 days
T7-01	Draft and Final Multimodal/Environmental Evaluation and Technical Memo	Electronic-Hard Copy	375 days (Draft) 390 days (Final)
T8-01	Draft 1, 30% Design Submittal, including CAD files (Public Meeting No. 2 will occur after Draft 1, 30% is complete.)	Electronic-Hard Copy	720 days
T8-02	Draft 2, 30% Design Submittal, including CAD files	Electronic-Hard Copy	780 days
T8-03	Final 30% Design Submittal	Electronic-Hard Copy	860 days
T8-04	Full Survey to support 30 percent design (if optional task is exercised)	Electronic-Hard Copy	TBD

## 11. PERIOD OF PERFORMANCE

Phase 1: 18 months from Date of Award  
Phase 2: 12 months from Date of Award

## 12. INSTRUCTIONS TO OFFERORS

### 12.1. Qualifications Due Date

- 12.1.1. Standard Form 330, Section H shall not exceed 25 pages in length.
- 12.1.2. Qualifications are due on or before 2:00 pm on January 25, 2021.
- 12.1.3 All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at [jeralyn.johnson@dc.gov](mailto: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.

## 13. Organization and Content

- 13.1. Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov). and [Jeralyn.johnson@dc.gov](mailto:Jeralyn.johnson@dc.gov). Inclusion of other materials by reference will not be considered.
- 13.2. 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 14 of this TO RFQ.

- 13.3. Describe your understanding of the project’s complexities and state your qualifications for overcoming the type of complexities identified.
- 13.4. Identify three important issues that represent significant potential risks to successful performance and describe your experience and qualifications in overcoming the type of issues and risks identified.
- 13.5. Provide qualifications for implementing best practices and strategies for Conceptual and Roadway Design, including:
- 13.5.1. Communication between stakeholders;
  - 13.5.2. Public Outreach;
  - 13.5.3. Experience utilizing QA/QC processes; and
  - 13.5.4. Identification, management and mitigation of project risks, including budget, schedule, personnel resources and external events.
- 13.6. In your description of your specialized experience and technical competence (ref. section 9.1(2)), include your specialized experience and technical competence for the following:
- 13.6.1.1.** Describe your understanding of the project’s complexities and state your experience and technical competence for overcoming the type of complexities identified.
  - 13.6.1.2.** 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.
- 13.7 Provide relevant information regarding evaluation of qualifications Factor 4 - Past Performance.

#### **14. EVALUATION OF QUALIFICATIONS**

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

- 14.1. Professional qualifications necessary for satisfactory performance of required services; **(40 Points)**
- 14.2. Specialized experience and technical competence in the type of work required; **(25 Points)**
- 14.3. Capacity to accomplish the work in the required time; **(15 Points)**
- 14.4.** 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)**

Total Possible Points: 100

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.

### 15. 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.

## 16. CONTRACT ADMINISTRATOR

**Name:** Cynthia Lin, Project Planning Branch  
Planning and Sustainability Division

**Agency:** District Department of Transportation

**Address:** 55 M Street SE, 4<sup>th</sup> Floor  
Washington, DC 20003

**Telephone:** 781.605.7991

**Email:** [Cynthia.Lin@dc.gov](mailto:Cynthia.Lin@dc.gov)

Sincerely,

Jeralyn Johnson  
Contracting Officer – DDOT