

# 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:** June 7, 2021

**Category of Services:** Category D – Construction Engineering and Management Services

**Title:** Request for Qualifications (RFQ) for Construction Management, Inspections and Engineering Services for Florida Ave NE - 2nd St NE to H St NE

**Solicitation No.** OCPTO210008

### **1. BACKGROUND**

The total project length is about 1.09-mile-long along Florida Avenue, NE. Providing sidewalks on both sides of the street that meet DDOT standards, adding bike lanes from 2nd Street to 8th Street, with the potential to connect as far as West Virginia. Pedestrian crossing improvements at uncontrolled and skewed crossings; and reduction of 1 travel lane in each direction with some protected turn pockets at key locations.

### **2. TASK ORDER COMPETITION**

The District is soliciting qualifications from firms awarded an A/E schedule containing Category D – Construction Engineering and Management Services in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced Task Order award is anticipated. The three firms are:

- Sabra & Associates (now Mead & Hunt)
- Somat Engineering
- Volkert Engineering

### **3. APPLICABLE DOCUMENTS:**

- Contractor's respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, May 2010 revised July 2010 or latest edition
- DDOT Standard Specifications for Highways and Structures, dated 2013, issued by District of Columbia Department of Transportation
- Construction Project Documents
- Construction documents may be found at the link; [https://dcgovict-my.sharepoint.com/:b:/g/personal/ashakeri\\_ddot\\_dc\\_gov/EUJpAfqoUoIejB1oyGmxwUcB49KGDba6FxlDcEkpdMYBA?e=4%3A22GV2g](https://dcgovict-my.sharepoint.com/:b:/g/personal/ashakeri_ddot_dc_gov/EUJpAfqoUoIejB1oyGmxwUcB49KGDba6FxlDcEkpdMYBA?e=4%3A22GV2g)

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

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

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

The consulting firm, hereinafter referred to as "Consultant", shall provide for the District of Columbia, Department of Transportation (DDOT), construction engineering and inspection services during construction of the Upgrading Streetlight and Traffic Signal for Florida Ave NE - 2nd St NE to H St NE Street including monitoring of the construction work through inspection and testing, tracking progress against the construction schedule, checking and recommending interim and final payments, administrating changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, May 2010. The construction and inspection services shall include, without limitation, the following:

#### **Section 1.0 General**

- The primary purpose and intent of this work is to provide DDOT the services of a qualified consulting firm to act under the general direction of the Engineer to assist in the construction management and inspection of the reconstruction of Florida Ave NE - 2nd St NE to H St NE Street during the construction phase. Construction will be performed by a Contractor, who will be under contract with the District. The presence or duties of the Consultant's personnel at a construction site, whether as onsite representatives or otherwise, do not make the Consultant or its personnel in any way responsible for those duties belonging to the construction Contractors or other entities, and do not relieve the construction Contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health

or safety precautions required by such construction work.

- The Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.
- The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the Contractor.
- The construction Contract documents for the Project, including all specifications, special provisions, drawings, addenda, change orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract.
- The Upgrading Streetlight and Traffic Signal for Florida Ave NE - 2nd St NE to H St NE Street measures as per the Contract document will be referred to herein as the project.
- A certified work zone specialist shall be provided and shall perform reviews and enforce work zone safety requirements and advise the Contractor to correct any safety-related deficiencies.
- The Consultant shall develop and implement comprehensive public participation including but not limited to development of public participation work plans, preparation of necessary presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a project mailing list of stakeholders, groups and interested parties. Update the project website that will be housed on DDOT's site. All TO contract documents shall be in electronic and hard copy format which are uploaded onto SharePoint on real time and accessible to DDOT managers.
- Ensure that the Contractor strictly follows the approved phasing plans for all work.
- The Consultant shall monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.
- The Standard of Care applicable to Consultant's Services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar Services on projects of similar size and scope in the Washington, D.C. metropolitan area.

## **Section 2.0 Organization**

The Consultant shall:

- Establish, subject to the approval of the Engineer, on-site organization, and lines of authority in order to carry out the overall plans of DDOT in all aspects of the Project.
- Prepare and submit within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed job-site staff, including a brief resume on each individual on the staff, organization chart, the size of staff, the job classifications and salaries of staff personnel for review and approval of the Engineer. Any subsequent staff changes shall be subject to the prior written approval of the Engineer.

## **Section 3.0 Supervision and Inspection**

The Consultant shall:

- Place in charge of the work to be performed under this task order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
- Maintain a competent full-time inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer. The on-site staff shall have the qualifications to inspect all aspects of the Project
- Provide documentation that shows at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic.
- Provide all technical engineering design and analyses to be collected and submitted to the engineer on record for review and approval.

#### **Section 4.0 Procedures**

Establish written procedures within ten (10) working days from award, for coordination with the Project Engineer, the Contractor, the design Consultant, DC WATER, PEPCO, other utility companies, and all involved government agencies and public outreach with respect to all aspects of the Project. Upon approval by the Project Engineer, the Consultant shall implement such procedures.

#### **Section 5.0 Preparation of Correspondence**

Prepare correspondence pertaining to the project for the review and signature of the Project Engineer and the Contracting Officer or their designees. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and advisements to the Contractor, requests for information (RFI), transmittal letters, submittals, findings of fact, meeting minutes, proposed change orders, time extensions, responses to claims, intergovernmental memoranda, memoranda to the file or any other written communication requested by the Project Engineer or the Engineer. Preparation of correspondence will include the composing of drafts for review by the DDOT Project Engineer, revising as directed by the DDOT Project Engineer, preparing its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Project Engineer.

#### **Section 6.0 Job Site Records**

Maintain and secure at the job site and upload all document in electronic format into DDOT's Project SharePoint on a current basis of all Contract and TO contract records including: TO and Contract documents, addendums, general correspondence, Contractor's insurance policies,

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change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, submittals, catalog cuts, transmittal letters, minutes of meetings, progress schedule file, reading file, utilities file, quality assurance records, concrete mixing records, delivery tickets, National Park Service file, Water and Sewer Administration file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design Consultant's correspondence, subcontractors and supplier files and materials, quantity computations, partial payment records, samples, diaries, inspector's daily reports, daily personnel and equipment records, accident reports, certifications, progress photographs, and any other related documents situationally necessary or as deemed necessary by the Project Engineer. Logs of all records shall be maintained on a current basis. These files shall always be open to District. Prior to final payment to the Consultant, all hard copies records, drawings, and samples shall be delivered to the Engineer.

### **Section 7.0 Meetings**

The Consultant shall:

- A. Become familiar with the plans, specifications and other related documents. Convene and conduct a meeting with the Chief Engineer and Project Engineer within two (2) weeks after execution of the first Task Order for the purpose of preparation of the base line schedule with the Contractor and planning for pre-construction meeting.
- B. Assist the DDOT Project Engineer in conducting a preconstruction meeting attended by all stakeholders, and act as liaison in subsequent meetings with their representatives and the Contractor at a location identified and supplied by the Engineer.
- C. Schedule and conduct project meetings as may be needed when approved by the DDOT Project Engineer with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, issues, project coordination, DBE utilization, and equal employment opportunity.
- D. Prepare detailed minutes of all meetings and distribute copies to all parties within 3 working days.

### **Section 8.0 Contract Scheduling**

The Consultant shall:

Receive, review, evaluate for conformance to the Contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule, cost, resource analysis and subsequent monthly updates.

Complete the review/evaluation of the Contractor's Critical Path Method ("CPM") schedule within twenty-one (21) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.

Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and Contract. Provide timely written notice to the Engineer when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or

documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the Contract.

Program the Contractor's approved CPM (Primavera) into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or the District, or others.

Consultant is not authorized to perform work on any task or work beyond the services completion date identified in this task order.

## **Section 9.0 Shop and Working Drawings**

### **A. Shop Drawings:**

Once the Contractor submits the shop drawings and PE stamped calculations directly to the project field office, the Consultant shall log the shop drawings and distribute with transmittal to the design Consultant, DDOT in accordance with the Contract documents, project agreements and permits within 3 working days. The Consultant shall ensure the work is in accordance with the approved structural shop and working drawings by the Engineer of Record for the project and reviewing agencies. Advise the DDOT Project Engineer when progress of review adversely affects the project schedule.

Confirm work is in accordance with the approved shop drawings and material certifications for compliance with the Contract drawings and specifications.

### **B. Working Drawings:**

Once the Contractor submits working drawings and PE stamped calculations directly to the project field office, the Consultant shall log the documents and distribute with transmittal to the design Consultant, in accordance with the Contract documents, project agreements and permits within 2 working days. The Consultant shall ensure the work is in accordance with the reviewed working drawings and erection plans by the Engineer of Record for the project and reviewing agencies. Assist the DDOT Project Engineer when progress of review adversely affects the project schedule.

## **Section 10.0 Assurance of Material Quality**

The Consultant shall:

**A.** Review for Contract conformance all laboratory test reports and certifications concerning materials required under the Contract. Verify that all materials meet the Contract requirements unless such requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers. Document the actions concerning materials that are rejected because of non-conformance to the Contract requirements.

**B.** Provide shop and field inspection services for fabricated modular units, carbon fiber reinforced polymer wrapping (CFRP), ultra-high performance concrete (UHPC) and

other metal work, including steel reinforced elastomeric bearing system and anchor bolts, roadway load transfer assemblies, fabrication of steel girders and beams and other prefabricated elements, handrailing, guardrailing, galvanizing, surface preparation and painting, epoxy coatings of reinforcing steel, and inspection of other material that is heated, rolled, fabricated or welded during all phases of fabrication and painting at the fabricator's plant pursuant to the Contract. Submit resumes of qualified personnel to perform the shop inspection duties. The assigned shop inspector shall prepare reports and data confirming materials and fabrications are following the approved shop drawings and the Contract.

- C. Obtain and submit materials and samples for testing to the DDOT QA/QC Division as specified in the Contract. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland-Cement-Concrete, Ultra-High Performance Concrete masonry concrete, tack coat, prime coat, base course, embankment fill, structural back-fill, steel reinforcement, water-stop, curing compounds, sealers, welded wire fabric, bars, grout mix, neoprene bearings, anchor bolts, paint and any other material requiring testing by the QA/QC Division as per the Contract documents.
- D. The Contractor shall be responsible for the performance of bituminous and Portland cement concrete plant inspections. The Consultant shall notify the QA/QC Division of planned Portland cement concrete and asphaltic concrete placement one day in advance of such planned work. The Consultant shall perform testing of concrete at the job site and shall ensure the temperature of asphalt mixes delivered to the job site conforms to the Contract requirements.

### **Section 11.0 Maintenance of Traffic (MOT)-**

The consultant shall review MOT plans that will be submitted by the contractor for each sign structure locations and provide review comments to the contractor after obtaining review comments from DDOT traffic safety office, resolve the comments and get the MOT plans approved by DDOT. Conduct the implementation of the approved MOT or Temporary Traffic Control plan during construction and updated the DDOT traffic control officer; update the record as per the requirement. Have copy of the approved MOT plan available and go over each phase with your project team and the contractor ahead of time to implement the recommendation. Before allowing the contractor to close any lanes, contact the DDOT project engineer and make sure the lane closure is approved by the engineer and the lane closure is communicated to the DDOT communication office to distribute to the public. In addition, distribute the lane closures to the residents and businesses in the area. Assist DDOT in coordinating the construction work including the lane closures with the National Park Service (NPS), Virginia Department of Transportation, Federal Highway Administration (FHWA), and other stakeholders. Provide project communication plan to the DDOT project manager for review and approval including list of stakeholders.

## **Section 12.0 Contractor's Resources**

The Consultant shall monitor the adequacy of the Contractor's progress, schedule, personnel and equipment and the availability of necessary materials and supplies for conformance to the Contract requirements and approved baseline schedule. If the Consultant determines the Contractor's resources, operations or procedures may lead to a delay or the lack of compliance with District or Federal requirements, notify the Project Engineer in writing of such determination and provide recommendations to prevent the delay.

## **Section 13.0 Inspections and Interpretations**

The Consultant shall:

- Inspect the work of the Contractor on the project as it is being performed until final completion and acceptance of the Project by DDOT to determine that the permanent materials furnished and work performed are in accordance with all Contract documents and the approved shop and working drawings.
- Document receipt of certifications for materials as required prior to incorporating said materials into the project. Take such necessary actions as may be required to prevent incorporation of materials into the work that have not been approved or certified as required.
- Prepare the Project Engineer's written notification to the Contractor that the work or permanent material fails to conform to the Contract documents. In the event that interpretation by the Engineer of the meaning and intent of the Contract documents becomes necessary during construction, provide to the Engineer all information and data relative to the interpretation, and make recommendations when requested by the Project Engineer.
- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

## **Section 14.0 Correction of Discrepancies and Deficiencies**

The Consultant shall notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Engineer in assuring the Contractor's compliance with DDOT's requests for correction. In the event that the Contractor fails or refuses to correct such discrepancies or deficiencies, report the same to the Project Engineer. The Consultant is not authorized to change the Contractor's scope of work.

## **Section 15.0 Surveys**

The Consultant shall:

- Check base line points and benchmarks when directed by the Project Engineer. Report all discrepancies in the established base lines and benchmarks to the Project Engineer



and recommend solutions. Provide other surveying services as may be requested by the Project Engineer.

- Coordinate with the Contractor regarding the measurements to be taken in accordance with the Contract documents for the purpose of determining excavation and fill quantities. Verify the accuracy of the Contractor's measurements prior to the Contractor's proceeding with the work.
- Verify the Contractor makes all field measurements of the existing construction as required by the Contract documents which may affect the construction, e.g., elevations of existing bridge girders and beams, and location of existing bearing center lines. Verify the accuracy of the Contractor's measurements.
- After the Contractor has established his controls and detailed layouts, verify and monitor such controls and layout for conformance with the Contract requirements. Such verification shall be performed prior to construction and in a manner such that there will be no delay to the Contractor. Report all discrepancies found to the Project Engineer and resolve the same with the Contractor.

### **Section 16.0 Contractor's Payments**

The Consultant shall accurately measure, compute, daily reconcile with contractor and record all quantities of items to be paid for under the Contract unit prices. Measure all quantities for payment in accordance with the Contract documents. Input quantities into the field manager palm pads on a daily basis. Review Contractor's monthly payment request for accuracy with field manager quantities and notify the Project Engineer of any inconsistencies. Recommend amount of monthly progress payments to the Project Engineer. Recommend to the Engineer the amount of the final payment to be made to the Contractor based on the Consultant's computation of quantities. Prepare all computations and payment requests using DDOT standard procedures, forms and formats. Keep orderly and separate back-up documentation of all quantities for payment measured in place.

### **Section 17.0 Progress Reports and Records**

The Consultant shall:

- Keep accurate and detailed written records of the Project during all stages of construction; submit weekly and monthly written progress reports to the Project Engineer, including, but not limited to, information concerning the work of the Contractor for the report period (supplemented by photos), the percentage of completion of work, the percentage of money spent and the number and amount of change orders.
- Maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall always be open to the District Engineer and shall be turned over to the Project Engineer at the completion of construction. The information recorded in the diary shall include descriptions of work progress, specific problems encountered, corrective actions taken, material deliveries, weather conditions, labor disputes, and other pertinent project information.

- Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements. Prepare and maintain concrete mixing records complying with DDOT requirements.

## **Section 18.0 Change Orders**

The Consultant shall:

Make written recommendations, including detailed justification, schedule, and cost estimates, to the Project Engineer for such changes in the construction Contract, as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the Project Engineer.

Receive directives to prepare change orders from DDOT's Project Engineer. Upon approval by the Engineer, prepare all change order documents including justification, schedule, specifications, time extensions, engineer's estimate, correspondence, and backup documentation in accordance with DDOT procedures and the Contract documents. Provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the Contractor's labor, equipment and materials used in the work. Where requested by the Project Engineer, negotiate the final change order price with the Contractor and make recommendations, complete with substantiation, to the Project Engineer.

## **Section 19.0 Value Engineering Change Proposals (VECPs)**

The Consultant shall evaluate the monetary value of the Contractor's VECPs and recommend to the Project Engineer acceptance or rejection complete with substantiation for such recommendation.

## **Section 20.0 Claims**

The Consultant shall:

If requested, maintain documentation of all contractual liability claims. In the event any claim is made or any action brought, arising under or in any way relating to the construction Contract, the Consultant shall prepare all correspondence for the signature of the Project Engineer and Contracting Officer, including preparation of written reports with supporting information, Contracting Officer's decisions, and findings of fact necessary to resolve disputes. Participate in all related hearings including, for example, Contract Appeals Board hearings and court hearings. In the event these services are required of the Consultant, these services will be considered additional and are not reflected in Consultant's TO contract budget. Applicable fees for these services will be negotiated between the Consultant and DDOT.

Receive, investigate, and answer all complaints and inquiries from property owners, citizens, agencies, companies, organizations and officials. Refer complaints to the Contractor and maintain a log showing the disposition of each complaint. Refer unresolved complaints, with recommendations, to the Project Engineer.

Contractors, subcontractors, and equipment and material suppliers on the Project, or their sureties, shall maintain no direct action against Consultant, Consultant's officers, employees,

affiliated corporations, and subcontractors for any claim arising out of, in connection with, or resulting from the engineering services performed. The District will be the only beneficiary of any undertaking by Consultant.

### **Section 21.0 Construction Estimate Revisions**

The Consultant shall revise and refine the construction estimate as construction proceeds forward, and as required incorporating approved changes to the Project as they occur. The Consultant shall advise the Engineer in writing, with detailed breakdown and estimates, whenever construction costs are expected to exceed the estimated costs.

### **Section 22.0 Safety**

The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall ensure safe working conditions at all times for all employees, subcontractors, Consultants and others who may come in contact with, or be exposed to, any work performed to complete the TO contract.

### **Section 23.0 As-Built Drawings and Specifications**

The Consultant shall, as directed by the Project Engineer, maintain at the job site a current, marked set of as-built drawings and specifications. Identify known deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction Contractor. Upon completion of construction, provide the Project Engineer with a certified set of marked as-built drawings and specifications in hard copies and electronic copies of pdf and dgn file format (dgn format only for the plans).

### **Section 24.0 Final Inspection**

The Consultant shall convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the Engineer and the Contractor a copy of the punch list. Verify all items on the punch list are completed by the Contractor in accordance with the Contract documents. Provide the Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the Contract documents, except for those changes delineated in the letter. The Final Inspection and certification by Consultant is for the purpose of providing the Engineer a greater degree of confidence that the completed construction work will conform generally to the construction documents and the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction Contractor(s). Consultant neither guarantees the performance of the construction Contractor(s) nor assumes responsibility for construction Contractor's failure to perform work in accordance with the construction documents

### **Section 25.0 Final Reports**

The Consultant shall prepare all final reports required by DDOT including the final payment voucher, material certification and analysis of overrun and underrun of quantities. Analyze and report on the Contractor's time of completion and prepare any justifiable time extension or

recommend assessment of liquidated damages and incentive or disincentive charges as appropriate. Provide to DDOT all project records in accordance with the DDOT standards and Consultant TO contract requirements. Return to the DDOT any original calculations, survey notes, engineering or other data provided by the DDOT. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this project execution shall be delivered to and become the property of the DDOT.

### **Section 26.0 Maintenance of Records**

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to the cost incurred during the performance of the work under this project, including all work performed during the preparation of proposals. Said materials shall be made available at the Consultant's office at all reasonable times during the period of this TO contract and for three years from the date of final payment for inspection and audit by authorized representatives of the District and Federal government. Copies of these materials shall be furnished upon request (both in hardcopy and electronic format).

### **Section 27.0 Equipment, Materials and Field Layout**

The Consultant shall be equipped to perform the day to day work as per the task order with proper equipment & materials including but not limited to:

- Laptop computers with all software applications and internet access (with enough capacity to do the work, and capable to have AASHTOWare field book and field manager);
- Digital cameras.
- Cell phones.
- Concrete slump.
- Temperature and air content equipment; and
- The consultant team is responsible for their transportation.

Verify the accuracy of the Contractor's field measurements, locations of the sign structures, location of repair areas, size and location of the new traffic sign panels, locations of light fixtures in relation to the traffic lanes, vertical clearance and other field measurements as shown in the project contract documents.

Coordinate with the Contractor with respect to the measurements to be taken, as required by the Contract, for the purpose of determining quantities. Verify the accuracy of the Contractor's measurements prior to the Contractor's proceeding with such work.

**5. PERIOD OF PERFORMANCE:**

540 CONSECUTIVE CALENDAR DAYS FROM DATE OF AWARD

**6. DELIVERABLES**

<b>SOW Reference</b>	<b>Deliverable</b>	<b>Method of Delivery</b>	<b>Due Date From Award</b>	<b>To Whom</b>
2	Organization Chart	Electronic	10 days	DDOT
3	Inspection Report	Electronic	Daily	DDOT
4	Project coordination procedure	Electronic	10 days	DDOT/ EOR
5	Correspondence Documents	Electronic	Daily	DDOT
6	Daily Records	Electronic	Daily	DDOT
7	Meeting Minutes	Electronic	Within 2 Working days	DDOT
8	Comments on proposed Contractor's schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
9	Drawing and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
10	Assurance of Material Quality Report	Electronic	Monthly	DDOT/ EOR
11	Letter	Electronic	Daily	DDOT
12	Daily log and weekly report	Electronic	Daily/Weekly	DDOT
13	Recommendation letter	Electronic	Daily	DDOT
14	Survey report	Electronic and paper	Quarterly	DDOT/ EOR
15	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
16	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT
17	Change order documents	Electronic and Paper	30 days from initiation	DDOT
18	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
19	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
20	Over-run estimated cost report	Electronic	Quarterly	DDOT
22	Marked set of As-Built Drawings	Electronic and Paper	Quarterly	DDOT
23	Punch list, close out check list and	Electronic	At substantial completion	DDOT/ Contractor

	substantial completion letter			Contractor
24	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

**7. INSTRUCTIONS TO OFFERORS**

**7.1 Qualification Due Date**

7.1.1 Submissions are subject to the following limitations:

7.1.1.1 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 contract period.

7.1.1.2 SF 330, Section F, shall not exceed 7 roadway 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.

7.1.1.3 SF 330, Section H, shall not exceed 20 pages.

7.1.2 Qualifications are due on or before Monday June 28, 2021 @2:00pm

7.1.3 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.

**7.2 Organization and Content**

7.2.1 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement, or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 9 of this TO RFQ.

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

7.2.3 Provide qualifications and experience regarding implementing best practices and strategies for construction management services.

7.2.4 Present strategies in communicating with key stakeholders and public outreach plan;

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

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

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.

## **8. 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. Professional qualifications necessary for satisfactory performance of required services; (20 Points)
2. Specialized experience and technical competence in the type of work required; (40 Points)
3. Capacity to accomplish the work in the required time; (20 Points) and
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (20 Points)
5. Risk Assessment-the offeror's demonstrated (i) understanding of the potential risks to performance, quality, and costs, along with associated mitigation measures for such risks, and (ii) quality of its plan to ensure successful project delivery. (25 Points)

In addition to each offeror's response to Factor 4 – Past Performance, the District may utilize additional Past Performance sources to include:

- District eVAL
- Publicly available information

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation.

Total Possible Points: 125

## 9. 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

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
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.

## 10. CONTRACT ADMINISTRATOR (CA)

Name: Ali Shakeri  
Agency: District Department of Transportation  
Address: 250 M Street, SE, Washington, DC 20003  
Telephone: 202-409-2316

Sincerely,

Jeralyn Johnson  
Contracting Officer - DDOT

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