

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 25, 2021

Category of Services: Category R – Stormwater
Management and Green Infrastructure Design

Title: Request for Qualifications (RFQ) Broad Branch
Stormwater Retrofit Project

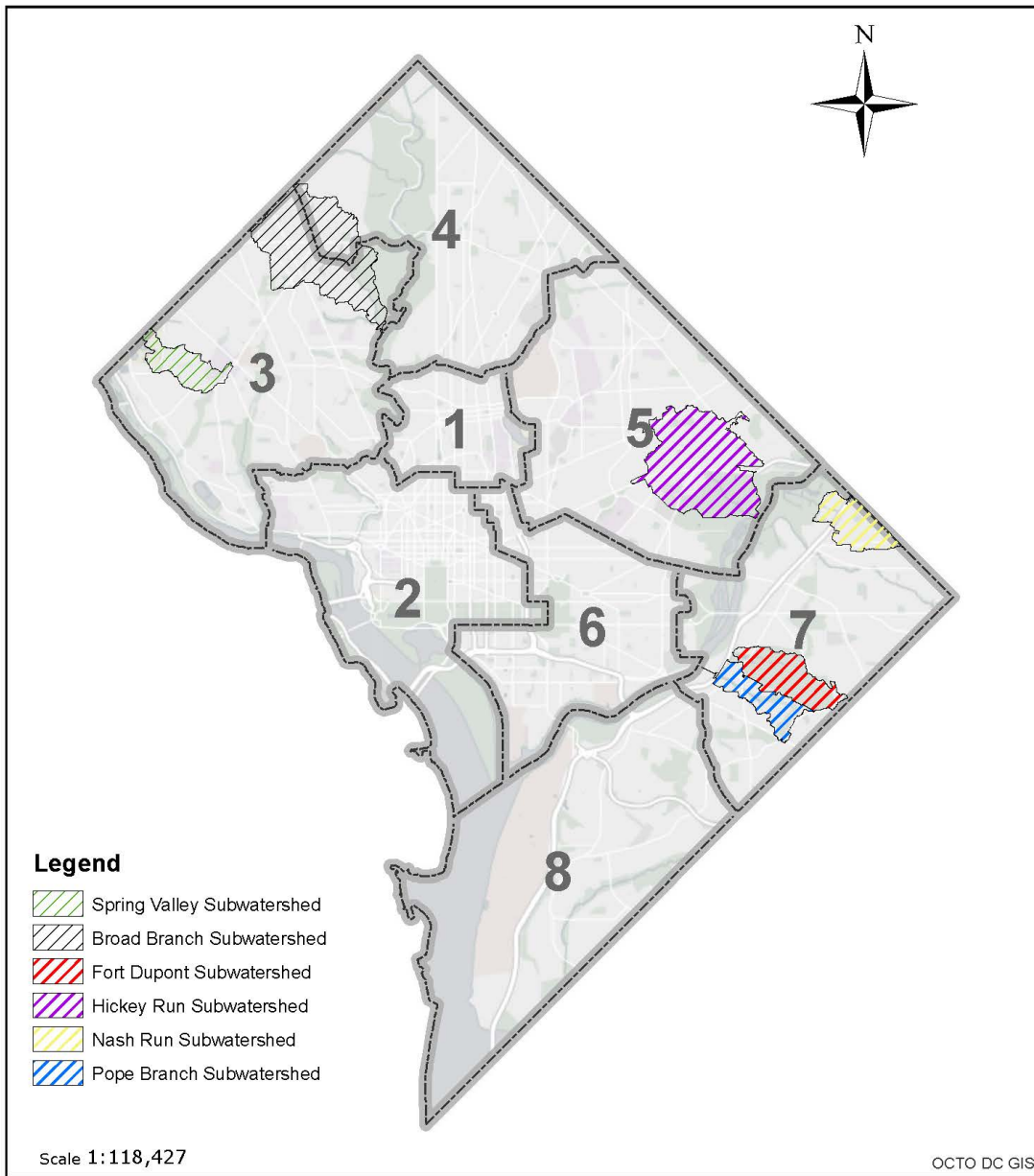
Solicitation No.: OCPTO210030

1. BACKGROUND

In accordance with the Municipal Separated Storm Sewer System (MS4) Permit issued to the District of Columbia by the United States Environmental Protection Agency (USEPA), the District Department of Transportation (DDOT) is required to retrofit areas within the transportation public right of way. In this effort, the District Department of Energy and Environment (DOEE) and DDOT Infrastructure Project Management Division (IPMD) have identified the Broad Branch and Spring Valley sub-watersheds to be retrofitted with stormwater management green infrastructure (GI) best management practices (BMPs) as part of the long-term solution to improve the water quality and overall conditions of the affected tributaries. The selected watersheds were chosen based on significant erosion and/or pollution in the stream and impairment of water quality which has led to efforts to improve the stream condition.

The Broad Branch and Spring Valley Project will manage stormwater by installing GI BMPs. These GI practices include bioretention; permeable pavement in parking lanes, sidewalks, and alleys; impervious surface removal; tree plantings; and other appropriate volume reduction and water quality enhancement techniques with particular emphasis to retention/detention of stormwater runoff within the project area. The project focus area is located within the Broad Branch and Spring Valley sub-watersheds in two of the major tributary watersheds of Potomac River and Rock Creek in the District of Columbia (see below for project area map).

Current GI Project Locations



<p>The base map was compiled from aerial photography and airborne GPS data acquired in March and April 1999.</p> <p>All mapping is referenced to the Maryland State Plane Coordinate System 1983 North American horizontal datum and 1988 vertical datum in meters.</p>	Data Source	DDOT/OCTO	Date Created	February 19, 2020
	Map Type	Current GI Project Areas	Expiration Date	TBD
	Serial No	2192020	Created By	DDOT Stormwater

Disclaimer

The information contained on this page is NOT to be construed or used as a "legal description". District Department of Transportation (DDOT) does not provide any guaranty of accuracy or completeness regarding the map information. Any errors or omissions should be reported to the DDOT Geographic Data Systems Division of the Office of Information Technology & Innovations Administration.

In no event will DDOT be liable for any damages, including but not limited to loss of data, lost profits, business interruption, loss of business information or any other pecuniary loss that might arise from the use of this map or information it contains.

2. TASK ORDER COMPETITION

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

- **A. Morton Thomas and Associates, Inc.**
- **RK&K, LLP**
- **Volkert Engineering, PC.**

3. ATTACHMENTS INCORPORATED BY REFERENCE

- Consultant’s respective IDIQ Contract terms and clauses
- The manual and guides listed below:

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

Item No.	Document Type	Title
1	https://ddot.dc.gov/page/design-and-engineering-manual	District of Columbia Department of Transportation - Design and Engineering Manual (DEM) 2019 (or latest edition)
2	https://ddot.dc.gov/node/785402	DDOT Standard Specifications for Highways and Structures 2013 (or latest edition)
3	https://ddot.dc.gov/page/standard-drawings-2015	DDOT Standard Drawings 2015 (or latest edition)
4	https://ddot.dc.gov/publication/ddot-green-infrastructure-standards-2014	DDOT Green Infrastructure Standards 2014 (or latest edition)
5	https://www.fhwa.dot.gov/programadmin/standards.cfm	AASHTO Geometric Design of Highways and Streets 2011 (or latest edition)
6	https://mutcd.fhwa.dot.gov/	Manual on Uniform Traffic Control Devices 2009 (or latest edition)
7	https://doee.dc.gov/swguidebook	District Department of the Environment and Energy (DOEE) Stormwater Management Guidebook 2013 (with latest updates)
8	https://doee.dc.gov/publication/soil-	DOEE Standards and Specifications for Soil Erosion and Sediment Control 2017 (or latest edition)

	erosion-and-sediment-control-resources	
9	https://www.dcwate.r.com/design-standards-and-forms	D.C. Water and Sewer Authority (DC Water) design manuals, construction standard details, Green Infrastructure Utility Protection Guidelines, and specifications
10	https://www.fhwa.dot.gov/	Applicable requirements of the Federal Highway Administration (FHWA)

4. SUBCONTRACTING REQUIREMENTS

- a) For all contracts in excess of \$250,000 that are unrelated to the District’s response to the COVID-19 emergency but entered into during the COVID-19 emergency, absent a waiver pursuant to D.C. Official Code § 2-218.51, at least 50% of the dollar volume (“CBE minimum expenditure”) of the contract shall be subcontracted to SBEs.
- b) If there are insufficient qualified SBEs to meet the requirement of paragraph (a), the subcontracting requirement may be satisfied by subcontracting the CBE minimum expenditure to any qualified CBE; provided, that best efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontracting work.
- c) For every dollar expended by the Consultant with a resident-owned business (ROB), as defined in D.C. Official Code § 2-218.02(15), the Consultant shall receive a credit for \$1.10 against the CBE minimum expenditure.
- d) For every dollar expended by the Consultant with a disadvantaged business enterprise (DBE), as defined in D.C. Official Code § 2-218.33, the Consultant shall receive a credit for \$1.25 against the CBE minimum expenditure.
- e) For every dollar expended by the Consultant that uses a company designated as both a DBE and as a ROB, the Consultant shall receive a credit for \$1.30 against the CBE minimum expenditure.
- f) "COVID-19 emergency" means the emergencies declared in the Declaration of Public Emergency (Mayor's Order 2020-045) together with the Declaration of Public Health Emergency (Mayor's Order 2020-046), declared on March 11, 2020, including any extension of those declared emergencies.
- g) This special provision shall apply to all option periods exercised under those contracts.
- h) Except as provided in this Section, all other subcontracting requirements shall remain in effect.

5. SCOPE OF WORK (“SOW”)

At the completion of this project, the Consultant will produce final design plans, specifications, and estimates for the construction of the Broad Branch and Spring Valley GI Retrofit project per the standards listed below. The consultant shall deliver the project in two packages, one for each sub-watershed.

The Consultant shall evaluate the project scope of work and existing site conditions to identify appropriate GI practices and sites that will achieve the highest stormwater quality benefit while minimizing cost and conflicts. The sub-watershed areas of The Broad Branch and Spring Valley Project are approximately 1,120 and 270 acres respectively. The project goal is to capture and retain approximately 27,000 cubic feet of runoff distributed per watershed area from this total area and additional 6000 sq. ft. of impervious removal, soil remediation, and/or tree planting, etc. The selection and placement of GI BMPs will depend on the available space within the ROW, site conditions, conflicts with existing features such as trees and utilities, soil considerations, topography, runoff volume, parking spaces (especially in residential areas) and construction feasibility.

Below are examples of the facility types that DDOT has considered and implemented previously. However, the Consultant is not restricted to this list but must do its selection of BMP types based on the project area and ability to treat the goal. The Consultant should aim to achieve a varied distribution of types of treatment per table below:

Category 1 – 80%	Category 2 – 20%
Bioretention	Tree Planting
Permeable Pavement	Impervious Surface Removal
Green Alleys	Soil Remediation
	Detention Practices
	Disconnected impervious surfaces

This is a voluntary stormwater retrofit project by DDOT and a Stormwater Management Permit from DOEE is required. The project does not have a regulatory retention requirement (SWRv) and will not follow the Maximum Extent Practicable process. However, the project should focus on achieving the stormwater retention credit ceiling per the DOEE Stormwater Guidebook to maximize benefits achieved.

5.1 Project Task

The Consultant shall use the DDOT Design and Engineering Manual (DDOT DEM), DDOT Standard Specifications for Highways and Structures, and Green Infrastructure Standards for this project as referenced above. The Consultant must provide a special provision for any deviation from the standard specifications. The design team should plan for meetings with DDOT at each milestone, site visits during the project, and regular status conference calls.

The Consultant shall complete the following tasks for the design project

5.1.1 Task 1- Desk Review and Data Analysis

The Consultant shall collect and analyze existing information/data relevant to Broad Branch and Spring Valley sub-watershed areas that are vital for determination of potential types of BMPs, associated contributing drainage areas, and optimum locations for the placement of each BMP identified. Use GIS or other mapping software to complete the analysis. If additional information/data needs to be collected, the Consultant shall identify the data gap and include it in a report.

The map shall identify practices and sites that best reduce stormwater volumes within the existing infrastructure and ROW. Sites should aim to enhance the public right-of-way and seamlessly add retrofits with multiple benefits. Delineate all drainage areas within the project area to identify the runoff volume. Identify a large set of potential BMPs for review by DDOT and the community to select a subset for design that will still achieve the treatment goal in respect to cost efficiency, community impact and watershed management. If traffic analysis, such as AutoTurn is needed per proposed design, the Consultant shall provide the analysis. The proposed sites should account for hydraulic analyses and integrating additional elements such as traffic calming and integrating with existing streetscape.

The Consultant shall also prepare a Public Involvement Plan, which identifies the most effective formats to engage the public. The plan should aim to be flexible and utilize a context sensitive approach. The Public Involvement Plan is required to identify the outreach methods and frequencies of public outreach to be conducted by DDOT/Consultant that will engage the community in the efforts and actively participating in the placement of GI BMPs. The Public Involvement Plan shall include multiple scenarios or levels of outreach dependent on conditions during design, including restrictions due to public health emergencies.

All deliverables of this task, listed below, shall be well documented, timely submitted, and approved by DDOT.

5.1.1.1 Deliverables:

1. Desk Review and Data Analysis Report: a PDF Map identifying drainage areas, proposed GI BMP locations, existing conditions, and conflicts
2. Matrix of proposed GI BMPs, contributing drainage areas, runoff volumes, and other details
3. Public Involvement Plan

5.1.2 Task 2- Preliminary Plans (30% Submission)

The Consultant, based on the Public Involvement Plan prepared and approved at the end of Task 1 above, shall conduct outreach to the public to present the Preliminary Site Plans. The outreach shall consist of presentation of the Preliminary Site Plan as well as other presentations per the Public Involvement Plan. Presentations may include on-site walk throughs of preliminary sites.

The consultant shall prepare presentation graphics, boards, and project handouts to give a project overview of the Preliminary Site Plans. This is a critical stage to get feedback from the public regarding the determination of type, location, and number of BMPs.

Based on site visits and feedback from the community and available existing information, the Consultant shall use a refined list of preliminarily selected sites to prepare a plan to complete the data gap identified in Task 1, including geotechnical testing locations, quality (level) and extents of survey. At the end of this task, the Consultant shall submit 30% design plans complying with the DDOT DEM. Pursuant to investigation and data collection requirements outlined in section Task 3.1 below, the Consultant shall prepare scopes of investigation work for geotechnical infiltration testing, topographic survey, utility designation, etc.

The Consultant shall also prepare a Drainage Report with calculations for each proposed GI BMP, which includes contributing drainage area, stormwater retention volume using the 1.2" storm, 1.7" stormwater retention ceiling, stormwater retention/detention values, and water quality benefit. Provide all pertinent hydraulic calculations for the implementation of the GI BMPs. Calculate the stormwater retention value achieved as determined by the DOEE Stormwater Guidebook. Provide a preliminary cost estimate for each GI facility.

5.1.2.1 Deliverables:

1. Extents and quality level of survey needed to complete the design of identified GI BMPs
2. Geotechnical testing locations for infiltration tests needed to verify stormwater treatment volumes
3. 30% design Plans
4. Utility and right-of-way conflict and conflict resolution matrix
5. Matrix of potential GI BMPs, contributing drainage area and runoff volume, and other details
6. Preliminary Drainage Report with Calculations
7. Preliminary cost estimate per GI facility

5.1.3 Task 3- Investigation and data collection

Based on the data collection and investigation plan prepared in Task 2 and subsequent approval from DDOT, the Consultant shall conduct all investigation and data collection needed to further and complete the design of each selected BMP site and the project extent as a whole, as the case may be. The Consultant will also continue to refine the conflict matrix and resolve conflicts with utility companies to obtain utility clearance letters. The Consultant shall compile an investigation, data collection, and analysis report and document resulting data and analysis for each investigation and data collection discipline.

5.1.3.1 Investigation and data collection requirements

A. Geotechnical Testing

The Consultant shall perform infiltration tests as needed to verify stormwater treatment volumes. Consider BMP locations within A or B hydrologic soil groups and locations without access to the storm drain system for infiltration testing. Testing methodology and protocols shall comply with the DOEE Stormwater Guidebook. To reiterate, based on the requirements of the DOEE Stormwater Guidebook, permeable pavement facilities have low cost effectiveness when infiltration rates are too low, which should be considered when identifying BMP locations.

The Consultant shall establish proper traffic control as needed at each location while performing testing and have proper certified staff on the field for traffic control establishment. The Consultant shall be responsible for obtaining access to geotechnical testing locations, which includes DDOT TCP approval and issuance of Emergency No Parking (ENP) Signs from DDOT project manager. A Building Permit and District Department of the Environment and Energy (DOEE) Boring Permit are not required if the boring is less than ten feet deep.

B. Survey and Utility Investigation

The Consultant shall collect survey and existing utilities data to document existing conditions and potential conflicts.

- Survey is required for unimproved alleys to include ROW boundary, adjacent structures, and elevations at one-foot intervals.
- Survey at BMP locations with proposed grade changes must collect elevations at one-foot intervals.
- GIS data may be used to determine existing conditions for existing paved alleys and parking lanes that will be finished at the same elevation to optimize the design process.
- All Trees within the ROW and public space must be marked on the existing conditions plan with tree type and Diameter at Breast Height (DBH) size. Trees within ten feet of the ROW line in unimproved alleys and within five feet of ROW line in paved alleys must be marked on the existing condition survey with tree type and DBH size.
- Utility survey data to Quality Level C must be included on the existing conditions plan. All sewer manhole and catch basin information shall include elevations of inverts, elevations of rims or tops, elevation of standing water within inlet, and sizes of all inlet and outlet pipes.
- Utility investigation to Quality Level A or B may be required at the locations of BMPs to achieve adequate clearances, design connection points appropriately, and to avoid conflicts.
- Utility investigation must include existing pipes size, material, and function that are within the analysis area. This information is required prior to getting permitted drawings.
- Provide all ROW boundary lines.

The Consultant shall provide the plans to DDOT stakeholders, utilities, and other stakeholders as needed for comments. Address and incorporate all comments into the next plan submission.

5.1.3.2 Deliverables:

1. Investigation, data collection and analysis report
 - a. Geotechnical testing (infiltration)
 - b. Survey and utility designation (as required)

5.1.4 Task 4 -Public Outreach

Public outreach shall be carried out at all stages of the project and is a critical component. The Public Involvement Plan prepared in Task 1 shall be the guideline to conduct public outreach efforts and can be refined/modified throughout the life of the project as conditions demand. It will involve organizing consultation events and preparing and distributing presentation materials, notices, and fact sheets regarding the project. The presentations may be through various formats and platforms, such as ANC meetings, neighborhood associations, on-site community feedback sessions, and through other related DDOT project and public meetings. The Consultant shall prepare presentation graphics, boards, and project handouts to give a project overview throughout the project. The Consultant shall provide notices for meetings and presentations through emails, handouts, or other means to affected residents and prepare any graphics and project information for website/blog/or community list serve updates. The Consultant shall prepare a Public Involvement Plan per the DDOT DEM. The Public Involvement Plan shall detail a strategy that deploys the appropriate tools to address the community about the project and actions completed throughout design. The Public Involvement Plan will employ options to respond to changing conditions.

5.1.4.1 Deliverables:

1. Public Outreach Meeting and Materials
 - a. Illustrative design drawings for use in presentations and handouts (provided in drawing file format, jpeg, and pdf)
 - b. Mounted presentation boards
 - c. Public Meeting report with compiled data from the public engagement events
2. Notices, fact sheets, graphics, and rendered landscaping plans as required

5.1.5 Task 5- Intermediate plans (65% submission)

At this stage of the project, selection of type and location and size of BMPs will be finalized based on information collected in earlier tasks; design of structures and relevant details/connections elaborated; utility coordination intensified, and all conflicts and previous (30%) comments resolved; standard specifications reconciled and Special Provisions prepared as needed; and a refined cost estimate with line items pursuant to DDOT/AASHTO-Estimator guidelines and standards established. The plans shall incorporate all elements of a 65% plan submission per the

DDOT DEM.

The Consultant shall conduct outreach to the public during the development of Intermediate Plan and after its completion. Conduct the outreach per the Public Involvement Plan and incorporate feedback from the stakeholders.

Provide a refined Drainage Report with calculations for each proposed GI BMP, including contributing drainage area, stormwater retention volume using the 1.2" storm, 1.7" stormwater retention ceiling, stormwater retention/detention values, and water quality benefit. Provide all pertinent hydraulic calculations for the implementation of the GI BMPs including spread and capacity. Calculate the stormwater retention value achieved as determined by the DOEE Stormwater Guidebook. Provide pertinent traffic analyses as necessary. Provide a cost estimate for each GI facility.

Resolve all comments and conflicts with utility companies to enable obtain utility releases/clearances. Resolve all comments with DOEE for the Soil Erosion and Sediment Control Permit and Stormwater Permits. Conduct a final walk-through with DDOT to demonstrate that no conflicts will reduce the water quality treatment provided by the proposed BMPs. The Intermediate Plans must meet the total water quality goal and the plans will not be accepted until the goal is met.

5.1.5.1 Deliverables:

1. 65% design plans with relevant details
2. Finalized Matrix of proposed GI BMPs, contributing drainage area and runoff volume, and other details
3. Drainage Report with calculations
4. Refined Construction Estimate including project item and quantity list and cost estimate per GI facility
5. Special provisions, as needed

5.1.6 Task 6 – Final Construction Plans, Specifications, and Cost Estimates

The Consultant shall provide Final Construction Plans, Specifications/Special Provisions, and Cost Estimates per the DDOT DEM. The Consultant shall prepare all documentation needed and obtain a Soil Erosion and Sediment Control (SESC) Permit, Stormwater (SWM) Permit, and Building Permit for construction. This is a voluntary project to install stormwater BMPs and follows the fee schedule for review of Stormwater Management Plan to Certify Stormwater Retention Credits. The Consultant shall apply for the permits on DDOT's behalf, pay the fees, and obtain the approved SESC, SWM, and DCRA Building Permits.

However, before processing the required permits and submission of the final PS&E plans, the Consultant shall resolve all comments and conflicts and obtain utility release letters and

commitment letters as necessary from all utilities. The DDOT and Consultant should jointly go through the PS&E checklist to make sure that the plans are ready for construction.

5.1.6.1 Deliverables:

1. DOEE Stamped Final Construction Plans
2. Special Provisions in Microsoft Word
3. DCRA Building Permit with SWM and SESC Permit Approvals
4. Final Geotechnical Report
5. Final Drainage Report/Calculations
6. Final Estimate including project item and quantity list and cost estimate per GI facility
7. Specifications and special provisions
8. Final PS&E Hardcopy Plans
 - a. 3 Full Size Plans
 - b. 2 Half Size Plans
9. Completed Designer Checklist
10. MicroStation Files with all references
11. GIS layer of all BMPs

Key Personnel Requirements

- Project Manager: Civil-Roadway Engineer holding Professional Engineer (PE) license from District of Columbia with minimum 10 years' experience
- Stormwater/water-resources/environmental Engineer with minimum 10 years 'experience with green infrastructure
- Landscape Architect with minimum 10 years' experience with green infrastructure

6. INSTRUCTIONS TO OFFERORS

6.1 Qualifications Due Date

6.1.1 Submissions, in whole, shall not exceed ___75_____ pages in length.

6.1.2 Qualifications are due on or before 2:00 PM on __July 25__, 2021.

6.2 Organization and Content

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

6.2.2 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information.

The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 9 of this TO RFQ.

- 6.2.3** Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.
- 6.2.4** Provide qualifications and experience regarding implementing best practices and strategies for roadway design, including:
- 6.2.5** Communication between stakeholders;
- 6.2.6** Public Outreach;
- 6.2.7** Experience utilizing QA/QC processes and their ability to ensure contract compliance; and
- 6.2.8** Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

7. Period of Performance: 18 months from the date of award

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 evaluation factors and their relative importance for this requirement are as follows:

1. Professional qualifications necessary for satisfactory performance of required services; (25 Points)
2. Specialized experience and technical competence in the type of work required; (40 Points) 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.
3. Capacity to accomplish the work in the required time; (15 Points)
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (20 Points)

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: 100

9. CONTRACT ADMINISTRATOR (CA)

Name: Morvarid Ganjalizadeh

Title: Broad Branch Stormwater Retrofit Project

Agency: District Department of Transportation

Address: 250 M Street, SE Washington, DC 20003

Telephone: 202-904-3863

If you have any questions regarding the solicitation or requirement, please contact the undersigned at jeralyn.johnson@dc.gov. All questions must submit via email to the designated contracting officer. The OCP will not consider any questions received less than 7 calendar days before the date set for submission of standard form 330.

Sincerely,

Jeralyn Johnson

Contracting Officer - DDOT

C.C: Morvarid Ganjalizadeh, DDOT