

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: August 23, 2021

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

Title: Request for Qualifications (RFQ) for
Construction Management, Inspections and
Engineering Services for Construction of Fiber
Communication Networks on Corridor

Solicitation No.: OCPTO210054

1. BACKGROUND

DDOT is planning a comprehensive project to install fiber-optic cable and inner duct into the conduits that cover about 13 miles along arterial corridors. The purpose of this project is to perform a “pre-inspection” of the conduit system to determine its condition. This will be accomplished by rodding the conduits and performing a more extensive cleaning operation when the rodding is not successful. A pull rope will be installed after the rodding is completed successfully. In general, these conduits contain existing cables that must remain during the construction of the fiber-optic cable and after works. The conduits are either DDOT or PEPCO owned. Many of these conduit runs were installed as early as the 1980s and the condition is not known. However, it is known that the existing cables in the conduits are operational. The conduit inspection and cleaning work will be conducted by a construction contractor.

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:

- Greenman-Pedersen;
- CES Consulting Services; and
- M&J Engineering

3. APPLICABLE DOCUMENTS

- Contractor’s respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, 2020 (or latest edition)
- DDOT Standard Specifications for Highways and Structures 2013, issued by District of Columbia Department of Transportation or latest edition
- DDOT Design Engineering Manual 2017
- DDOT Work Zone Temporary Traffic Control Manual 2006
- Construction Project Documents

Download links for Construction documents including project plans for the Fiber Communications Network on Corridor DCKA-2020-B-0018:

http://app.ocp.dc.gov/RUI/information/scf/solicitation_detail.asp?solicitation=DCKA-2021-B-0018

4. DISADVANTAGED BUSINESS ENTERPRISE GOAL

A 6% 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 management and inspection services during the activities of the conduit conditioning project including monitoring of the project work through inspection and testing, tracking progress against the project 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

2020(or latest condition). The construction management and inspection services shall include, without limitation, the following:

Section 1 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 conduit conditioning project. The work of conduit inspection and cleaning 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 work 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 methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the project work in accordance with the Contract Documents and any health or safety precautions required by such project 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 implementation 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 conduit conditioning project 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.
- 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 Organization

The Consultant shall 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 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 4 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 5 Contract Records

Maintain and secure on a current basis all Contract and TO records including: TO and Contract documents, addendums, general correspondence, Contractor's insurance policies, 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, job 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 be open to District at all times. Prior to final payment to the Consultant, such records, drawings, and samples shall be delivered to the Engineer.

Section 6 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 pre-construction 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 7 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 8 Working Drawings

Once the Contractor submits working drawings, the Consultant shall log the documents and distribute with transmittal to the reviewer as instructed by DDOT project engineer, 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 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 9 Maintenance of Traffic (MOT)-

The consultant shall review MOT plans that will be submitted by the contractor for each project 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 project activities, 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. Assist DDOT in coordinating the project work including the lane closures with the National Park Service (NPS) and other stakeholders. Provide project communication plan to the DDOT project manager for review and approval including list of stakeholders.

Section 10 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 11 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 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.
- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

Section 12 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 13 Contractor's Payments

The Consultant shall accurately measure, compute 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 14 Progress Reports and Records

The Consultant shall:

- Keep accurate and detailed written records of the Project during all stages; 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 be open to the District Engineer at all times and shall be turned over to the Project Engineer at the completion of the project. 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 15 Change Orders

The Consultant shall:

Make written recommendations, including detailed justification and cost estimates, to the Project Engineer for such changes in the 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, 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 16 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 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 17 Work Estimate Revisions

The Consultant shall revise and refine the work estimate as the project 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 actual project costs are expected to exceed the estimated costs.

Section 18 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 19 As-Built Drawings and Specifications

The Consultant shall, as directed by the Project Engineer, maintain 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 Contractor. Upon completion of the project, 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 20 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 work will conform generally to the contract documents and the integrity of the design concept as reflected in the contract documents has been implemented and preserved by the Contractor. Consultant neither guarantees the performance of the Contractor nor assumes responsibility for Contractor's failure to perform work in accordance with the contract documents.

Section 21 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 22 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 copy format).

Section 23 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; and
- The consultant team is responsible for their transportation.

Verify the accuracy of the Contractor’s field measurements, locations of the conduits, and other field measurements as shown in the 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.

6. PERIOD OF PERFORMANCE: 10 MONTHS FROM DATE OF AWARD

7. DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
1	Organization Chart	Electronic	10 days	DDOT
2	Inspection Report	Electronic	Daily	DDOT
3	Project coordination procedure	Electronic	10 days	DDOT/ EOR
4	Correspondence Documents	Electronic	Daily	DDOT
5	Daily Records	Electronic	Daily	DDOT
6	Meeting Minutes	Electronic	Within 3 Working days	DDOT
7	Comments on proposed Contractor’s schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor

8	Letter	Electronic	Daily	DDOT
9	Daily log and weekly report	Electronic	Daily	DDOT
10	Recommendation letter	Electronic	Daily	DDOT
11	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
12	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT
13	Change order documents	Electronic and Paper	45 days from initiation	DDOT
14	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
15	Over-run estimated cost report	Electronic	Quarterly	DDOT
16	Marked set of As-Built Drawings	Electronic and Paper	Quarterly	DDOT
17	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
18	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

8. CONSTRUCTION MANAGEMENT STAFFING

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. The on-site staff shall have the required 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 has received formal training in the maintenance and protection of traffic.

9. INSTRUCTIONS TO OFFERORS

9.1 Qualification Due Date

9.1.1 Qualifications are due on or before 2:00 pm Tuesday September 14, 2021

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

9.2 Organization and Content

9.2.1 Submissions shall include key staff and the role as proposed for the project.

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

9.2.3 Section H of the SF 330 shall provide information demonstrating an understanding of the requirements of this project. Section H shall not exceed 15 pages.

10. EVALUATION OF QUALIFICATIONS

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The four (4) evaluation factors and their relative importance for this requirement are as follows:

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

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

- District eVAL
- Publicly available information

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

Total Possible Points: 100

11. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 9 in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity Proposer did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies are present.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies are present.
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.

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror’s score for each factor. The Offeror’s total score will be determined by adding the Offeror’s score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluates the Proposer’s response as “Good,” then the score for that evaluation factor is 4/5 of 50, or 40 points.

12. CONTRACT ADMINISTRATOR (CA)

Name: Jason Tao
 Title: ITS System Engineer
 Agency: District Department of Transportation
 Address: 250 M Street SE Washington, DC 20003
 Telephone:

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

Sincerely,

Jeralyn Johnson
 Contracting Officer - DDOT