



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

**Date:**

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

**Title:** Request for Qualifications (“RFQ”), Citywide sign structure -upgrade & replacement. Final Design and PS&E package

**Solicitation No.:** OCPTO210055

#### **1. PROJECT LOCATION**

Within the District boundaries and 1 mile outside the District boundaries on Interstates and major arterials.

#### **2. PROJECT BACKGROUND**

The purpose of this project is to develop a planning level guidance document to geo-locate major signs structures within the District as well as prioritize corridor level future design projects. The project also includes review of an existing condition assessment, structural evaluation, detailed inspection, as needed and coordination on future asset management needs. This solicitation task order will also include the design of 5 signs listed in Task 2 below.

#### **3. TASK ORDER COMPETITION:**

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

- A. Morton Thomas and Associates, Inc
- Gannett Fleming Engineering & Architects, PC
- AECOM Technical Services, Inc.

#### **4. DESIGN STANDARDS:**

All Design work shall comply with current design practices and latest edition of code requirements of the District of Columbia (DC), Department of Transportation (DDOT), FHWA and as well as the following:

# Government of the District of Columbia

## Department of Transportation



Sr. No.	Agency	Title ( Latest Editions)	Website
1	DDOT	Design and Engineering Manual	<a href="https://ddot.dc.gov/node/466062">https://ddot.dc.gov/node/466062</a>
2	DDOT	Standard Specification of Highways & Structures, including Multi-use trail standards	<a href="https://ddot.dc.gov/node/466272">https://ddot.dc.gov/node/466272</a>
3	DDOT	Green Infrastructure Standards	<a href="https://ddot.dc.gov/node/818592">https://ddot.dc.gov/node/818592</a>
4	DDOT	Standard Drawings	<a href="https://ddot.dc.gov/page/standard-drawings-2015">https://ddot.dc.gov/page/standard-drawings-2015</a>
5	DDOT	Environmental policy and Process Manual	<a href="https://ddot.dc.gov/node/767382">https://ddot.dc.gov/node/767382</a>
6	DDOT	Context Sensitive Design Guidelines	<a href="https://ddot.dc.gov/node/469752">https://ddot.dc.gov/node/469752</a>
8	DDOT	Temporary Traffic Control Manual – Guidelines and Standards	<a href="https://ddot.dc.gov/node/468412">https://ddot.dc.gov/node/468412</a>
9	DDOT	Work Zone Safety and Mobility Policy	<a href="https://ddot.dc.gov/node/466322">https://ddot.dc.gov/node/466322</a>
10	DDOT	Right of Way Policies and Procedures Manual	<a href="https://ddot.dc.gov/node/466172">https://ddot.dc.gov/node/466172</a>
11	DC WATER	DC Water Green Infrastructure Utility Protection Guidelines	<a href="http://www.dewater.com/business/permits/utility_protection_guide_lines.pdf">http://www.dewater.com/business/permits/utility_protection_guide_lines.pdf</a>
14	WMATA	Adjacent Construction Project Manual	<a href="https://www.wmata.com/business/adjacent-construction/upload/ACPM-Rev-5a-09-21-15.pdf">https://www.wmata.com/business/adjacent-construction/upload/ACPM-Rev-5a-09-21-15.pdf</a>
15	AASHTO	A Policy on Geometric Design of Highways and Streets (The “Green Book”)	<a href="https://store.transportation.org/item/collectiondetail/180">https://store.transportation.org/item/collectiondetail/180</a>
16	AASHTO	Standard Specifications for Structural Supports for Highway Signs, Luminaries, and Traffic Signals	<a href="http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_494.pdf">http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_494.pdf</a>
18	AASHTO	An Informational Guide for Roadway Lighting	<a href="https://safety.fhwa.dot.gov/roadway_dept/night_visibility/lighting_handbook/pdf/fhwa_handbook2012.pdf">https://safety.fhwa.dot.gov/roadway_dept/night_visibility/lighting_handbook/pdf/fhwa_handbook2012.pdf</a>
20	FHWA	Manual on Uniform Traffic Control Devices, MUTCD	<a href="https://ddot.dc.gov/node/466292">https://ddot.dc.gov/node/466292</a>
21	FHWA	Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data , ASCE 38-02	<a href="https://www.asce.org/Product.aspx?isbn=9780784406458">https://www.asce.org/Product.aspx?isbn=9780784406458</a>



22	FHWA	Roadway Lighting Handbook	<a href="https://safety.fhwa.dot.gov/roadway_dept/night_vision/lighting_handbook/">https://safety.fhwa.dot.gov/roadway_dept/night_vision/lighting_handbook/</a>
----	------	---------------------------	---

### 5. **DISADVANTAGED BUSINESS ENTERPRISE GOAL**

A 17% DBE subcontracting goal for firms certified as DBEs in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR.

### 6. **PROJECT MANAGEMENT**

- a) **Progress Meetings:** The consultant's key personnel and design engineers knowledgeable of the project and its design shall attend a kick-off meeting and monthly progress meetings with the DDOT Project Manager and participating agencies for each design submission. Coordination meetings will also be held with project stakeholders as needed. Attending interagency coordination meetings and community presentations will be part of this task.
- b) **Meeting Minutes:** The consultant shall provide a draft of meeting minutes to DDOT and the attendees at the meeting by close of business within five (5) days after the meeting. Attendees and DDOT personnel will return comments (if any) for revision for the consultant to finalize. Once the DDOT Project Manager approves the minutes, the consultant shall distribute an electronic copy of the minutes to each attendee within 3 calendar days following DDOT's approval to distribute.
- c) **Monthly Progress Reports & Invoices:** Along with invoices, the consultant shall prepare and submit monthly progress reports to the DDOT project manager. Each report shall outline the task accomplishments, meetings held, status of deliverables, expected activities for the next period, issues for resolution and the responsible party, problems and their disposition from the previous period, updated schedule, contract deadlines and financial status.

### 7. **Key Personnel Requirements:**

A successful project team will be multidisciplinary with skills and experience in a variety of technical areas to provide programmatic guidance. Further, the team should have deep urban area experience consisting of nationally recognized experts in the field.



- **Project Principal:** The Project Principal shall have at least 10 (ten) years' experience in design and civil engineering of transportation projects in an urban context. It is required that the Project Manager have a professional engineer's license in the District of Columbia.
- **Project Manager:** The Project Manager shall have at least (5) five years' experience in design and civil engineering of multi-modal transportation projects in an urban context including with analysis, design & inspection of all types of sign structures. It is required that the Project Manager have a professional engineer's license in the District of Columbia.

*Specifically, the team should exhibit demonstrated engineering experience with or in:*

- Multidisciplinary coordination efforts and engineering services for the upgrade/replacement of the sign structures.
- Experience in inspection and design (structural/geotechnical/traffic/lighting) related to all types of urban sign structures.
- Structural Engineering Experience in sign foundation and Bridge structures design.
- Experience in coordination and maintenance of traffic (MOT) during installation of overhead /cantilever signs over regular/express lanes.

**8. SCOPE OF WORK** The scope of work includes but not limited to the following:

### **TASK 1: Hands on Inspection, Reporting, Evaluation and recommendation**

#### **a) Task 1.1: Inspection and Data Collection**

Inspect structures located along the following path and obtain data/detail information about each structure before conducting the evaluation. – For this task, DDOT provide lane closure.

- I-395, I-66, I-295, I-695, Route 1, Route 1A
- Chain Bridge, Key Bridge, Arlington Memorial Bridge
- MacArthur Blvd, Dalecarlia Parkway, Mass Ave., Wisconsin Ave., Connecticut Ave., 16th Street, New Hampshire Ave., Michigan Ave., New York Ave., East Capitol Street, Pennsylvania Ave., Suitland Road, Branch Av., Naylor Road, Suitland Parkway, Southern Ave., South Capitol Street.

The signs and other information collected will be geo-referenced in GIS.

#### **b) Task 1.2: Reporting**

After the inspection is done provide inspection reports that include locations of repairs. If needed, provide repair details for the area that needs immediate repair.



**c) Task 1.3: Evaluation and recommendation**

- Based on the overhead traffic guiding sign provided by DDOT Traffic Operation Administration, evaluate the existing sign structures as well as the new signs structures (if /as needed) for structural adequacy by performing structural analysis for the proposed traffic guiding signs. In addition, review the preliminary proposed sign changes provided by DDOT for conformance to standards.
- Obtain detail information about each structure before conducting the analysis. The report shall include locations recommend for replacement, immediate repair, and future repair.

**TASK 2: Design the locations identified for sign structure replacement**

**a) Task 2.1: Design 5 Sign Structure replacement for:**

No.	Structure Num	Route	Quadra	Director	Sign Structure Type	Latitude	Longitude	Location Description	Google Map
1	395 011	395	SW	North	Ground mounted structure for Cantilever has been addressed- Overhead panel only	38°52'44.75"N	77°02'01.13"W	I-395 Northbound at Potomac Park	<a href="https://www.google.com/maps/@38.8790254,-77.0338932,3a,75y,89.27h,97.93t/data=!3m6!1e1!3m4!1s1smEPnO7R77s-G1NCoh1vUogI2e0I7i16384I8i8192">https://www.google.com/maps/@38.8790254,-77.0338932,3a,75y,89.27h,97.93t/data=!3m6!1e1!3m4!1s1smEPnO7R77s-G1NCoh1vUogI2e0I7i16384I8i8192</a>
2	395 008	395	SW	North	Span	38°52'41.67"N	77°02'13.58"W	I-395 Northside of 14th Street Bridge	<a href="https://www.google.com/maps/@38.8781591,-77.0373367,3a,75y,43.34h,84.36t/data=!3m6!1e1!3m4!1s4YkkY0xBTzuGBCEfvlvLQI2e0I7i16384I8i8192">https://www.google.com/maps/@38.8781591,-77.0373367,3a,75y,43.34h,84.36t/data=!3m6!1e1!3m4!1s4YkkY0xBTzuGBCEfvlvLQI2e0I7i16384I8i8192</a>
3	395006	I 395	SW	North	Span	38°52'29.07"N	77°02'25.73"W	14th Street Bridge over Potomac River	<a href="https://www.google.com/maps/@38.8746486,-77.0407231,3a,75y,37.68h,101.77t/data=!3m6!1e1!3m4!1s1YigFyGU1o5ec8-dzvpP9A12e0I7i16384I8i8192">https://www.google.com/maps/@38.8746486,-77.0407231,3a,75y,37.68h,101.77t/data=!3m6!1e1!3m4!1s1YigFyGU1o5ec8-dzvpP9A12e0I7i16384I8i8192</a>
4	395 003	395	SW	North/Sou th	Span	38°52'42.01"N	77°02'21.00"W	14th Street Bridge HOV Lanes over Potomac River	<a href="https://www.google.com/maps/@38.8782315,-77.0394073,3a,75y,23.84h,101.57t/data=!3m6!1e1!3m4!1sV1qc3Ak4EJn_7GtB_o367A12e0I7i16384I8i8192">https://www.google.com/maps/@38.8782315,-77.0394073,3a,75y,23.84h,101.57t/data=!3m6!1e1!3m4!1sV1qc3Ak4EJn_7GtB_o367A12e0I7i16384I8i8192</a>
5		14th Street			Ground mounted	38°52'56"N	77°01'58.9"W	14th Street Exit Sign, Currently unsigned	<a href="https://www.google.com/maps/@38.881884,-77.0331371,3a,75y,20.4h,101.89t/data=!3m6!1e1!3m4!1s1sm5kcAppN1KLdqHTmKv-gI2e0I7i16384I8i8192">https://www.google.com/maps/@38.881884,-77.0331371,3a,75y,20.4h,101.89t/data=!3m6!1e1!3m4!1s1sm5kcAppN1KLdqHTmKv-gI2e0I7i16384I8i8192</a>

- Design includes lightings, lighting fixtures, wiring and power source location. Provide coating (corrosion protection) specifications for the new and existing structures.
- Perform survey/geometric layout of the existing and proposed structures, show stations, and offset, elevations, vertical clearance, including existing utility, roadway, and Right-of-way.
- Perform Geotechnical Investigations and material testing and provide reports with recommendations for foundation types as per DDOT DEM.
- Include foundation design for all the structural members supporting the overhead/cantilever guiding signs.
- Review of all traffic signs provided by DDOT for compliance to code.
- Show lane markings and overhead sign structures within the project limits.
- Provide design calculations sign and sealed by a professional engineer licensed by the District of Columbia.



- Provide plans, details, and specifications for all new traffic signs including construction Traffic Management/Control Plans, Sign Summary; Sign Summary Sheets; Overhead Sign Structure- details; Overhead Sign Structure -Foundation Details; Miscellaneous Design Guardrail, Bridges and tunnels, Median Concrete Barrier.
- Coordinate with the interagency teams like Traffic, Bridge and Structures, Operations and Maintenance and Asset Management on regular basis throughout the project cycle.
- Prepare Plan, specifications w/ special provisions as needed and Cost Estimates (PS&E) and other construction bid documents as stated in DDOT, Design and Engineering Manual (DEM).

### **TASK 3: Replacement of existing overhead traffic signs on existing structures**

- Provide plans including connection details for the new overhead guiding sign that will replace the existing one, refine the analysis done under Task 1 for connection detail.
  - Each location was evaluated under Task 1 above for structural capacity of the new sign.
  - Provide plans, specification and cost estimate including material type and the new traffic guiding signs that will be installed.
9. The work includes preparing Maintenance of Traffic plans for the proposed work.

### **10. PUBLIC INVOLVEMENT:**

The consultant shall develop a presentation for two (2) public meetings and/or ANC meetings to obtain input for development of concept designs. The meetings will be held via zoom or WebEx due to pandemic. If at all the meetings are held in person then, the consultant shall prepare meeting agenda and handouts, as well as visual aids and illustrative images, charts, and other tools to convey ideas to the public. The schedule for the meetings will be discussed during the project development.

### **11. PERMITS:**

The design consultant shall be responsible for obtaining all necessary permits from DCRA and DOEE as required to complete the project. e.g.,

- NEPA
- Natural and Cultural Resource Delineation
- NPS/CFA/etc.
- Construction
- SW, Erosion and Sediment Control
- Others as needed.



**12. DELIVERABLES:** The Consultant shall provide the following deliverables:

- Sign Structure Inspection Reports
- Sign Structure Evaluation Reports
- Sign Structure Geotechnical Reports
- Sign Structure PS&E for each phase of submittals (30%, 65%, Final PS&E, and Bid Set)
- Bi-weekly progress report
- Meeting Notes
- Deliverables as stated in DEM
- As-builts

**13. PERIOD OF PERFORMANCE:**

The preliminary design will be completed at 30% and the project will move forward to the final design, which includes interim submissions of 65%, 100%, and a final PS&E submission. All submissions shall include the reports stated above. Construction Sequence and the pay item schedule shall be prepared and included with the plans starting from 90% submittal.

The project to be completed and delivered within eighteen (18) months from the Notice to Proceed (NTP) date.

**14. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY**

- a) The Contractor is required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.
- b) The Contractor is required to comply with City Administrator's Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.



### **15. INSTRUCTIONS TO OFFERORS:**

#### **1. Qualifications Due Date**

- Submissions, in whole, shall not exceed 75 pages in length.
- Qualifications are due on or before 2:00 PM on October 08, 2021.

#### **2. Organization and Content**

- 2.1** Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [jeralyn.johnson@dc.gov](mailto:jeralyn.johnson@dc.gov). Inclusion of other materials by reference will not be considered. 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.
- 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 14 of this TO RFQ.
- 2.3** Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.
- 2.4** Provide qualifications and experience regarding implementing best practices and strategies for roadway design, including: Avoidance and mitigation of impacts in public space adjacent; Public Outreach and communication between stakeholders; Experience utilizing QA/QC processes and their ability to ensure contract compliance; Identification, management, and mitigation of project risks.
- 2.5** 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.
- 2.6** Identify (3) 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.

### **16. 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:



# Government of the District of Columbia

## Department of Transportation



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:

1. District eVAL
2. 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**

### 1. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 14, 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

<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.

# Government of the District of Columbia

## Department of Transportation



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.

### 17. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

**Name:** Vrushali Tickle

**Agency:** District Department of Transportation

**Address:** 250 M Street, SE Washington, DC 20003

**Phone:** 202-907-7270

*Sincerely,*

Jeralyn Johnson

Contracting Officer - DDOT

C.C: Vrushali Tickle, DDOT