



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

Date: 11/19/2021

**Category of Services:** Category C–Bridge Design

**Title:** Request for Qualifications (“RFQ”), for Anacostia Metro Bicycle & Pedestrian Bridge – Preliminary & Final Design

**Solicitation No.:** OCPTO210074

#### 1. PROJECT BACKGROUND

The Anacostia Metrorail Station located in the District of Columbia’s Anacostia neighborhood has two entrances, one at the north end and the other at the south end. The South Metro Entrance site at the Anacostia Metrorail Station is approximately 3.17 acres in size and is the main pedestrian and bike access point for passengers coming from the surrounding neighborhood.

Pedestrians can access the South Metro Entrance from Howard Road and Martin Luther King Jr. Avenue. However, the topography along the south edge of the site (between Suitland Parkway and Metrobus facilities) prohibits pedestrian access from the south.



Figure1. Small Area Plan by (Source: DC office of planning and 2016 WMATA Final Report)



Figure2. Potential Joint development parcel at existing south Metro Entrance (Source: 2016 WMATA Final Report)



Three (3) feasibility studies were conducted:

### **2006-Small Area Plan**

Anacostia Transit-Area Strategic Investment and Development Plan has been approved by Council in 2006, recommended a Metro Node with a civic focus at the South Metro Entrance site. The concepts included modest ground floor retail, and improvements to pedestrian paths to make the transit station more accessible. This Small area Plan acknowledged engineering and operational constraints when considering future development.

### **2016-Anacostia Metrorail Station Joint Development Analysis**

To expand Small Area plan work, WMATA-Anacostia Metrorail Station Joint Development Analysis completed transportation planning study of transit-oriented development at the Anacostia Metro facility in 2016. The focus of the analysis was Metro-owned property at the South Metro Entrance site. It evaluated opportunities for joint development in the context of existing site utility constraints, transit needs, and nearby planned redevelopment (Barry Farm, Poplar Point, and St. Elizabeth's East and West Campus) and planned infrastructure (Anacostia Streetcar Extension and South Capitol Street Corridor Project).

### **2019 Barry Farm – Anacostia Metro Access Feasibility Analysis**

The Barry Farm – Anacostia Metro Access Feasibility Analysis was sponsored by the Metropolitan Washington Council of Government's (MWCOC) Transportation Land Use- Connections program. This project evaluated recommendations from past planning studies that enhance non-automobile connections between the Barry Farm development located in Ward 8 and the Anacostia Metro Station. This study was focused on the area bounded by Martin Luther King Jr. Avenue SE, Firth Sterling Avenue SE, Howard Road SE and St. Elizabeth's West, but considers the context of the larger Anacostia neighborhood as well.]

## **2. PROJECT PURPOSE**

Based on the above transportation studies, District Department of Transportation (DDOT) is seeking a consultant to perform preliminary and final design of a pedestrian bridge between the South Metro Entrance site at the Anacostia Metrorail Station and Barry Farm development. There is sufficient buildable area on Metro's property to accommodate this pedestrian bridge across Suitland Parkway for pedestrians and bicyclists to respond to current and future connectivity needs while blending community and Metro functionality.

### **Existing Documents**

**2.1** 2006 Anacostia Transit Area Strategic Investment and Development Plan

**2.2** 2016 Transportation planning study - Anacostia Metrorail Station Joint Development Analysis by WMATA

**2.3** 2019 Barry Farm – Anacostia Metro Access Feasibility Analysis by MWCOC Transportation Land Use- Connections program.

*To download documents, please visit*

<https://www.anacostiawaterfront.org/anacostia-metro-pedestrian-bridge>

# Government of the District of Columbia

## Department of Transportation



### 3. APPLICABLE DOCUMENTS

All Design work for the 30%, 65% and 100% review submissions 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 as applicable:

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_guidelines.pdf">http://www.dewater.com/business/permits/utility_protection_guidelines.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_handbook/pdf/fhwa_handbook2012.pdf">https://safety.fhwa.dot.gov/roadway_dept/night_visibility_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_visibility_handbook/">https://safety.fhwa.dot.gov/roadway_dept/night_visibility_handbook/</a>



#### 4. TASK ORDER COMPETITION

The District is soliciting qualifications from (3) Three- firms awarded an A/E schedule containing Category C – Bridge Design including the provisions of the A/E contract. (1) One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- Gannett Fleming Engineering & Architects
- WSP
- Michael Baker

#### 5. SUBCONTRACTING REQUIREMENTS

##### **Mandatory Subcontracting Requirements**

- (1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- (2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- (3) A prime consultant that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.
- (4) Except as provided in (a)(5) and (a)(7), a prime consultant that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime consultant that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (5) A prime consultant that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime consultant that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- (7) A prime consultant that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.



### 6. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

- 6.1** 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.
- 6.2** 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.

### 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.

- 7.1 Project Principal:** The Project Principal shall have at least 10 (ten) years’ experience in the management of design and civil engineering of transportation projects in an urban context.
- 7.2 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. It is required that the Project Manager shall have a professional engineer’s license in the District of Columbia.
- 7.3 Structural Engineer:** The structural Engineer shall have at least (5) five years of bridge design experience in an urban context. It is required that the structural Engineer shall have a professional engineer’s license in the District of Columbia.

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

- 8.1** Project Management
- 8.2** Project Interagency Coordination
- 8.3** Public Involvement
  
- 8.4** Collection/Investigation and Consolidation of Data
  - 8.4.1** Topographic Survey
  - 8.4.2** Geotechnical Investigation
  - 8.4.3** Environmental Documentation
  - 8.4.4** Subsurface Utility Engineering
  - 8.4.5** ROW investigation





**8.5** Drainage, Stormwater Management, E& S Control and Utility Relocation

**8.6** Quantity Computations and design Calculations

**8.7** Context Sensitive Design & Landscaping Plans

**8.8** Design Deliverables (Preliminary Design 30%, Interim submissions of 65%, 100%, and a final PS&E submission)

**8.8.1** Civil Plans

**8.8.2** Bridge/Structural Plans

**8.9** Permits

### **8.1 Project management**

- a) **Progress Meetings:** The contractor'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 contractor 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 contractor to finalize. Once the DDOT Project Manager approves the minutes, the contractor 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 contractor 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.

### **8.2 Project Interagency Coordination:**

The Contractor shall work with the project manager and coordinate with various offices, utility companies (DC Water, WMATA, WASH Gas, Pepco and other agencies as needed) and other Local and Federal Agencies regarding their requirements for review and approval of required permits and include them in the project as directed by the project manager. It is the Contractor's responsibility to coordinate with various utility companies and other contractors and receive their responses in a timely manner as prescribed in the project schedule and to make any changes resulting from the reviews and coordination with various utility companies and other contractors. The Contractor shall keep the DDOT Project Manager informed of all dealings with various offices, agencies, stakeholders, utility companies and delays. The contractor shall also coordinate with other ongoing projects in the project area. The Contractor is responsible to prepare documents to acquire utility clearance letters from various utility companies.



### **8.3 Public Involvement:**

The contractor shall develop a meaningful community participation process during the life of the project that will consist of public meetings for the community including, but not limited to, residents, commercial property owners, and affected representatives from Advisory Neighborhood Commissions. The purpose of the meeting will be to obtain input for development of concept designs. The contractor shall participate in a planning work session meeting with DDOT at the beginning of the project to complete the draft scope of work, schedule milestones, discuss the public involvement process and refine the project deliverables. The contractor shall prepare meeting agenda and handouts, as well as visual aids and illustrative images, charts, and other tools to convey ideas to the public. This planning meeting shall occur during the first two weeks of the project. The initial public meeting shall occur after the 30% design is completed. The final public meetings shall also be held after the 65% or 90% designs are completed.

### **8.4 Collection and Consolidation of Data:**

The contractor shall conduct field reconnaissance of the corridor area, noting existing land uses, existing roadway geometric and traffic conditions, traffic flow patterns, transit facilities and services and pedestrian facilities as applicable as well as opportunities and constraints pertaining to access to the trail from intersecting local streets. In addition, the contractor shall also perform existing utility investigation, drainage analysis, environmental and right-of-way investigation to support the development of the proposed alternatives.

#### **8.4.1 Field Survey and Mapping Update:**

Perform all field surveys/mapping and prepare plans to complement the assigned Pedestrian Bridge design as well as other engineering tasks as may be required as per DDOT Design Engineering manual.

#### **8.4.2 Geotechnical Services:**

Perform supplemental geotechnical services and prepare final plans. Perform soil borings for pavements and bridges-type structures, including boring logs, test-cores, laboratory tests, analyses, and recommendations for appropriate action. Drilling, lab testing, and report preparation shall be completed within appropriate time period.

The designer shall provide geotechnical testing for SWM facilities. Borings and infiltration tests are required for each Best Management Practice (BMP) per the spacing and quantity required in the SWGB Appendix P.

#### **8.4.3 Environmental Documentation:**

As part of this project, the contractor shall conduct appropriate studies, consult with appropriate Federal and Local Agencies (as required), collect new and relevant data, and review existing databases/records to identify environmental and socioeconomic effects associated with the proposed alternatives. Data shall be collected, analyzed, and submitted to DDOT using appropriate sources;



including but not limited to physical features, biological resources, traffic, land use, historic/archaeological resources, hazardous material, utility constraints, water resources, and water quality. The information gathered from this research as well as appropriate mitigation solutions or avoidance strategies shall be included in the final report submitted to DDOT. This project may use local environmental impact process established by the Department of Consumer and Regulatory Affairs (DCRA). The Environmental Impact Screening Form (EISF) and the supporting documents can be viewed at the following link:

<https://eservices.dcra.dc.gov/DocumentManagementSystem/Home/retrieve?id=EISFormfillable.pdf>

#### **8.4.4 Subsurface Utility Engineering (SUE):**

Underground utilities will be verified in accordance with the District of Columbia Department of Transportation (DDOT) *Scope of Work - Non-Project Specific Subsurface Utility Engineering and Utility Coordination Services*. The quality levels and limits will apply to this project as per DDOT Design engineering manual.

#### **8.4.5 Right-of-Way Investigation:**

Under this task, the contractor shall perform survey work and right of way determination and acquisition for any properties affected by potential construction of Pedestrian Bridge and related connections.

### **8.5 Drainage, Stormwater Management, E& S Control and Utility Relocation**

All roadway drainage requirements shall be met per the DDOT Design and Engineering Manual Hydrologic and Hydraulic calculations and shall be prepared in accordance with the DOEE Stormwater Management Guidebook (Latest Edition) for all significant conveyance crossings of the existing and proposed trail. Drainage areas will be determined utilizing the best available topography and will be field checked for accuracy.

#### **8.5.1 Storm Water Management and Erosion & Sediment Control:**

The contractor will prepare Stormwater management calculations and designs in accordance with the current District Department of Environment (DOEE) Stormwater Management (SWM) Regulations, Section 438 of the Energy independence and security act, Soil Erosion and Sediment Control (SESC) Regulations, Stormwater Management Guidebook (SWGB), and DC Standards and Specifications for SESC. The project must follow MEP requirements of the current DOEE/SWM Regulations and SWGB and DDOT Design and Engineering Manual. The designer shall plan for submissions to DOEE at the 30%, 65%, 90%, and final design phases. All design submittals to DOEE include plans, MEP worksheet, narrative, and specifications. All plans must be submitted through DCRA Permit Center. The design shall be done with a high level of urban design and be context sensitive. A landscape architect or landscape designer shall prepare the design plans for green infrastructure facilities. Construction plans and specifications shall include all requirements from the SWGB for coordination with DOEE, construction inspection, submittals, and as-built drawing requirements.

#### **8.5.2 Utility Relocation:**

The contractor will provide coordination services for consolidating, visually improving and minimizing of overhead power and communication lines. Power connections to streetlights are included in this work, if needed. Relocation/replacement of DC water Hydrants and Valves shall be on an as-needed basis.





### **8.6 Quantity Computations and Design Calculations:**

Prepare and submit to the DDOT project manager/engineer Design Quantity Computations that neatly, legibly, and orderly detail the processes and logical steps used to determine quantities for each pay item. Quantity computations for each pay item shall also indicate any quantities of incidental items that are included in the specific pay item. All design and calculations shall be signed and sealed by a licensed professional engineer of the District of Columbia.

#### *Bridge Structure:*

Work under this part of the Scope of Services focuses on the structural design of a pedestrian bridge and the connections between the South Metro Entrance site at the Anacostia Metrorail Station and Barry Farm development. The vertical clearance of the pedestrian bridge shall be required to maintain current AASHTO standards. The aesthetic features of these structures will be coordinated at a meeting with DDOT and NPS/Wmata to ensure the historic nature of the proposed site is maintained.

### **8.7 Context Sensitive Design/Solutions:**

The Context Sensitive Designs (CSD) and/or Context Sensitive Solutions (CSS) will be a key component of the Anacostia Pedestrian Bridge preliminary/final design. Plans will indicate the following components:

- 8.7.1 Bridge/Ramps:** Develop CSD/CSS for two alternate solutions. Cost factors will be developed for the two solutions.
- 8.7.2 Multi-use Trail, if needed:** Develop CSD/CSS range of potential multi-use solutions. Cost factors will be developed to include a range of solutions.
- 8.7.3 Landscaping:** Develop CSD/CSS range of potential landscaping (tree preservation, planting plan, streetscaping amenities) solutions. Cost factors will be developed to include a range of solutions.

### **8.8 Design Deliverables:**

All submissions will be as per the District of Columbia Department of Transportation, Design and Engineering Manual, Latest Edition. Applicable deliverables for each phase (30%, 65%, 100% and PS&E) of the project will be signed and sealed by a Professional Engineer registered in the District of Columbia.

### **8.9 Permits:**

The design is anticipated to be advanced as a Categorical Exclusion under the National Environmental Policy Act (NEPA) in the CEQ regulation (Section 1508.4). The designer shall prepare the draft DDOT Environmental Form I (at 30% plans) and Environmental Form II (at 65% plans) complete with location maps, photos, and cost estimates. The designer shall apply for a building permit at DCRA to include application for SWM and SESC permits as required. All design submittals to DOEE will include plans, MEP worksheet, narrative and specifications. The designer shall pay all permit fees associated with SWM and SESC, and building permits including initial and final plan review fees, meeting fees, and pay any other fees incurred during the plan review process. The designer is required to prepare and acquire all documents and MOA with Stakeholders.



### 9. 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 Task Order Award date.

### 10. INSTRUCTIONS TO OFFERORS

#### 10.1 Qualifications Due Date

Qualifications are due on or before 2:00 PM on Friday December 17, 2021.

#### 10.2 Organization and Content

**10.2.1** Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov) and Jeralyn Johnson at [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.

**10.2.2** 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 11 of this TO RFQ.

**10.2.3** Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.

**10.2.4** 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.

**10.2.5** 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.

**10.2.6** Identify (3) three significant potential risks to successful performance and describe your experience and mitigation strategies in overcoming the identified risks.



### 11. 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, their relative importance for this requirement are as follows:

- 11.1** Professional qualifications necessary for satisfactory performance of required services; **(30 Points)**
- 11.2** Specialized experience and technical competence in the type of work required; **(40 Points)**
- 11.3** Capacity to accomplish the work in the required time; **(20 Points)** and
- 11.4** Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. **(10 Points)**
- 11.5** 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:

- 11.6** District eVAL
- 11.7** 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**

### 12 SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 10 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. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

**Name:** Vrushali Tickle

**Agency:** District Department of Transportation, 250 M Street, SE Washington, DC 20003

**Phone:** 202-907-7270

If you have any questions regarding the solicitation or requirement, please contact the undersigned at [jeralyn.johnson@dc.gov](mailto:jeralyn.johnson@dc.gov).

*Sincerely,*

Jeralyn Johnson, Contracting Officer – DDOT