

Government of the District of Columbia

Department of Transportation



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

Date: 11/18/2021

Category of Services: Category A–Roadway Design

Title: Request for Qualifications (“RFQ”),

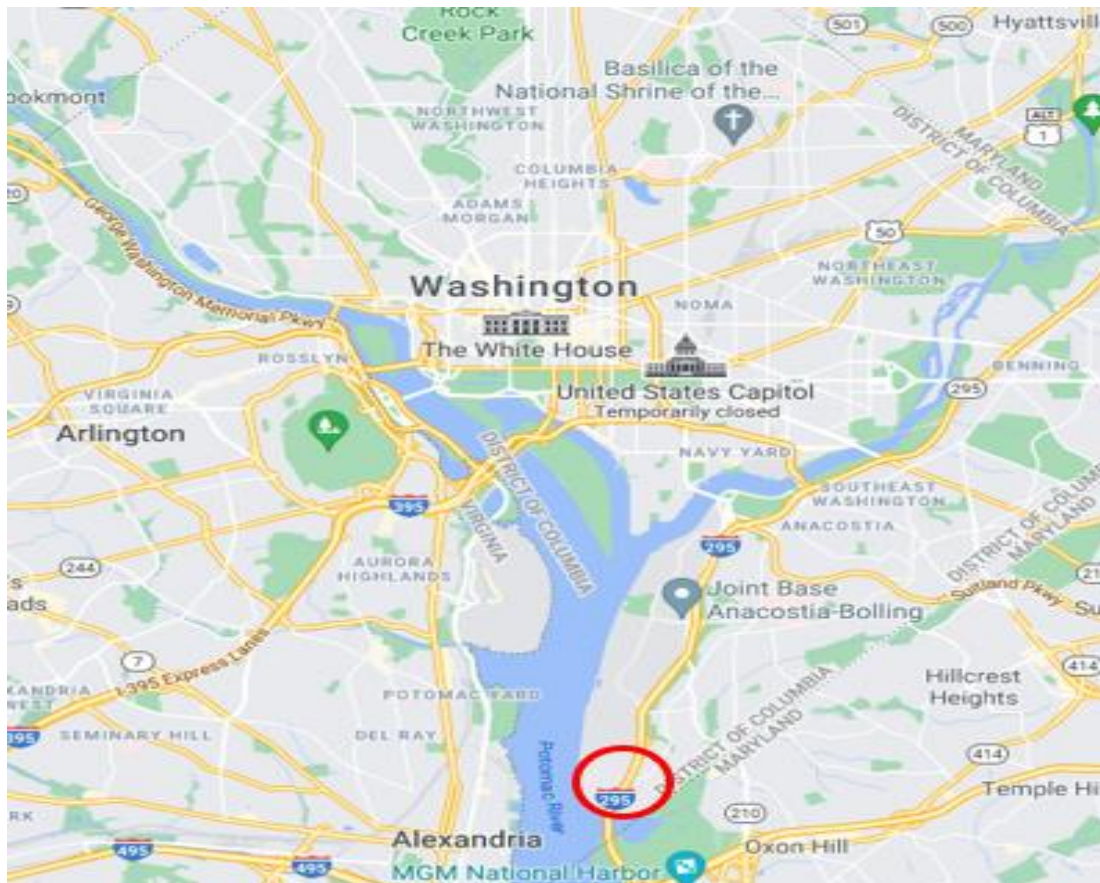
I-295 Weigh Station Upgrade – Preliminary & Final Design

Solicitation No.: OCPTO210075

1. PROJECT BACKGROUND

The locations of the weigh station and major devices at each location are listed below:

- I-295, southbound pull-off near Blue Plains Water Treatment Plant, Fairbanks fixed scale, trailer scale house
- I-295, northbound pull-off near Blue Plains Water Treatment Plant
- I-295, six (6) lanes, IRD iSYNC Series single load cell weigh-in-motion (WIM) station and Virtual Weigh Station (VWS).



Government of the District of Columbia

Department of Transportation



Figure1. The location of I-295 Weight Station

The I-295 VWS was constructed in 2006 and has been operational since 2007. The WIM stations are currently under maintenance contract.

The trailer scale house was installed in 2011 with an MPD-supplied diesel generator to supplement the Fairbanks platform fixed scale, which was installed in 2008 or thereabouts.

2. PROJECT PURPOSE

The District Department of Transportation (DDOT) is seeking consultant services to perform a design to repair and upgrade its southbound I-295 weigh station, and a feasibility study for upgrades to the existing northbound I-295 site. The project scope includes evaluation of the current conditions of the northbound and southbound weigh station sites, evaluation of the proposed/existing weigh station enforcement systems, feasibility analysis of improvements for the northbound site, site engineering, and development of the Plans, Specifications and Estimates (PS&E) package for future construction of the southbound site.

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:

- Alpha Corporation
- Century Engineering, Inc.
- Sheladia Associates, Inc.

4. 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:

Government of the District of Columbia

Department of Transportation



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

Government of the District of Columbia

Department of Transportation



5. DISADVANTAGED BUSINESS ENTERPRISE GOAL

A 21% 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. 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 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 structural design experience in an urban context. It is required that the structural Engineer should have a professional engineer's license in the District of Columbia.

Government of the District of Columbia

Department of Transportation



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

Task 1: Project Management

The contractor shall prepare a project management plan (PMP) at the start of the project and update it monthly. The PMP shall be delivered to DDOT for review prior to the kick-off meeting and shall be revised to reflect DDOT comments. Information included in the PMP shall be as follows:

- Project description and objectives
- Project team organization chart and contact information
- Project communication procedures
- Project budget and performance control
- Scope of work
- Deliverables
- Project schedule (To Be Developed Based on Mutual Agreement with DDOT)
- Quality Assurance and Quality Check procedures
- Change Management
- Risk management procedures

The monthly reviews shall compare actual and expected costs, compare actual and expected progress on deliverables, and identify events that could affect the team's ability to meet the agreed schedule and budget. The PMP is used to track progress and keep the project on schedule and within budget.

The contractor shall schedule a kick-off meeting with DDOT upon receiving notice to proceed. The meeting shall enable DDOT to alert the project team to new developments and shall enable the project team to ask questions about DDOT preferences. The meeting shall also be a time for DDOT to request changes to the draft project management plan.

The contractor shall prepare a progress report to accompany monthly invoices. The progress reports shall alert DDOT to events that threaten to adversely affect cost or schedule. In addition, the progress reports shall remind DDOT of any actions required of DDOT in order to keep the project on target. The fee estimate is based on twelve (12) monthly progress reports.

Task 2. Pre-Design Activities

The contractor shall review, assess, and incorporate relevant information from DDOT's 2008 Feasibility Study for I-295 WIM Site Improvements Study, based on on-site inspection, evaluations of existing operational conditions, District priorities, and stakeholder input.

Government of the District of Columbia

Department of Transportation



The contractor shall conduct on-site inspection and evaluate the operational conditions of the existing weigh station pull-off and WIM stations. The contractor shall inspect the southbound 295 weigh station and its major components, including on- and off-ramps (and signage and signal systems), fixed scale and its wooden walkway, trailer house / scale house, and utility systems.

The contractor shall review design and construction materials relating to the 295 WIM station upgrade contract, including details about the scales on the roads, hardware, software, and communication equipment deployed in the cabinets, the WIM systems' detection and communication system specifications, etc.

The contractor shall work with DDOT's system engineers and traffic operation managers to develop the system functional requirements for upgrades to the 295 southbound weigh station. The functional requirements should at least cover a truck inspection area and pit, a scale house, a platform scale, and the data accuracy of weigh measures. In addition, the contractor shall investigate the feasibility and cost of any relevant upgrades, including but not limited to thermal imaging cameras.

Based on the developed system functional requirements, the contractor shall perform market research for the latest weighing, detection, and inspection technology available in the industry that meets DDOT's operational needs.

The contractor shall develop a technical memorandum detailing the evaluation results of the current weigh station and WIM system upgrades, system functional requirements for new weigh station systems, and the results of market research. In the technical memorandum the contractor shall provide analysis of alternatives and recommendation for the system design for the weigh station along SB 295.

The contractor shall also look at whether any enforcement/weigh station functionality is feasible at the pull out along northbound 295, given the current location of the WIM systems, or whether the 2008 feasibility study's conclusion still holds true that functionality first requires relocation of the pull out and WIM system.

Task 2 Deliverables:

- 1) A technical memorandum summarizing 1) the evaluation results of the current weigh station facilities, 2) the results of market research, including analysis of alternatives and recommendation for the system design for the weigh station along SB 295, 3) the spatial and functional requirements of the selected system design for the weigh station (including specifications for the upgraded WIM systems mostly provided by the vendor), 4) the accel/decel and other physical requirements (scale house, parking, above-ground cabinets and equipment, employee parking, enforcement space) based on AASHTO and DC DEM standards, 5) any

Government of the District of Columbia

Department of Transportation



design exceptions or waivers, and 6) a determination whether any enforcement/ weigh station functionality is feasible at the pull out along northbound 295 at its current location.

2) NEPA documentation for a categorical exclusion.

Task 3. Topographic Survey and Utility Designation

The contractor shall perform a Geometric Field Survey to establish horizontal and vertical control for the project. The geometric field survey shall include information on equipment, deceleration and acceleration lanes and tapers, platform scale, scale house / parking, inspection pit, out of service truck storage, shoulder widths, terrain and drainage elements, including any retaining wall needs and specifications, cabling and wiring, pull boxes, weighing scales, junction boxes, sensors, etc. pertaining to all the devices utilized for the weigh station at the site. Further, the geometric field survey shall also include information on traffic signage, roadside features, WIM station details etc. at the study location.

The contractor shall conduct a thorough study of all existing private and public utilities within the project area. The Consultant will obtain as-built drawings from DC WASA, PEPCO, Verizon, Washington Gas and all other necessary utility owners showing the locations, type, and size of utilities within the project limits, identify type, size, and location of all existing utilities. If connection to or relocation of utilities is needed, the contractor shall provide plan specifications for utility connections, or recommendations for utility relocation.

The contractor shall perform the right-of-way investigation to ensure that the installation, repairs and construction of equipment for the upgraded weigh station will take place within the existing legal right-of-way of DDOT.

The contractor shall prepare and submit final site survey plans based on the information obtained from the geometric field survey.

Task 3 Deliverables:

1. Geometric Field Survey
2. Plan specifications for utility connections, or recommendations for utility relocation.
3. Final site survey plans based on geometric field survey, utility plan specifications, and right-of-way investigation

Task 4. Development of Plans, Specifications and Engineer's Estimate (PS&E)

The contractor shall prepare a PS&E package for use in the construction to upgrade and repair the weigh station and its major components. The contractor shall sequentially submit 30% design package, 65% design package, 90% design package, and fully completed design package to DDOT for its review and comment. The components of the fully completed design plans shall include, but not be limited to:

Government of the District of Columbia

Department of Transportation



- Topographic survey
- Geotech drilling and testing
- Roadway design (accel/decel lanes, barrier, attenuator) to AASHTO/DDOT standards
- Site design to include drainage, pavement.
- the scale house should be scoped as a prefab modular building that will be delivered to the site
- Roadway and site lighting
- Signing and pavement marking
- Retaining walls design
- ITS design
- Site utilities (domestic water, fire hydrant, sanitary sewer, telecommunications (probably OCTO/DDOT ITS, not Verizon))
- Special provisions
- Cost estimate

The contractor shall develop a special provisions document containing the specifications of the proposed weigh station equipment and inspection system as well as how the systems will integrate with the existing WIM systems. The document shall specify the following (not limited to) items:

- Platform scale
- Scale house
- Inspection Pit
- Detection Systems
- Communications equipment
- Construction tasks related to installing and providing utility connections for weigh station components
- Requirements for acceptance testing

The PS&E package shall consist of two half-size sets of plans, specifications, pay-item schedule, special provisions and cost estimates. The cost estimate shall be prepared by utilizing DDOT's Estimator software program. The contractor shall incorporate all the comments provided by DDOT staff and shall revise the design plans accordingly.

The contractor shall also develop a conceptual scope and order of magnitude cost estimate for a future annual maintenance contract.

Task 4 Deliverables:

1. PS&E package consisting of two half-size sets of plans (at 30% design, 65% design, 90% design, and fully completed design), specifications, pay-item schedule, special provisions and cost estimates.
2. Conceptual scope and order of magnitude cost estimate for a future annual maintenance contract.

Government of the District of Columbia

Department of Transportation



Task 5. Assist in the Procurement Process

The contractor shall help develop a procurement package for open bid under the direction of DDOT engineers and participate the pre-bid conference to answer technical questions.

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 twelve (12) months from the Notice to Proceed (NTP) date.

10. INSTRUCTIONS TO OFFERORS

10.1 Qualifications Due Date

- Submissions, in whole, shall not exceed 75 pages in length.
- Qualifications are due on or before 2:00 PM on December 21, 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 and Jeralyn Johnson at 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. 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 14 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.

Government of the District of Columbia

Department of Transportation



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.

Government of the District of Columbia

Department of Transportation



<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.

13. 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