

# 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:** October 2, 2020

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

**Title:** Request for Qualifications (RFQ) for Construction Management and Inspections Services for Thermoplastic Pavement Marking -Stop Gap

**Solicitation No.:** OCPTO200003

### **1. BACKGROUND**

The District Department of Transportation (DDOT) is the agency responsible for highway safety programs and highway preservation in the District. The agency annually collects roadway asset condition information in order to: 1) monitor the health of the roadway assets and network; 2) identify rehabilitation needs; 3) use data to assist in making programming and budgeting policy and decisions; and; 4) fulfill the Federal Highway Administration (FHWA) requirements.

The purpose of the pavement markings is to provide road users with direction and information which thus help improve safety, efficiency and quality of life of all roadway users in the District of Columbia. All pavement markings of the type specified shall be applied at the locations as determined by the CA and shall be in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD), DDOT Standards and Specifications, and retroreflectivity, as required by the FHWA.

This solicitation is issued to retain the services of a qualified and experienced consulting firm, referred to herein as the “Consultant,” to provide construction management and inspection services for Thermoplastic Pavement Marking Project (DCKA-2020-B-0074). The construction Contract documents, 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 “construction Contract.” The company to which the District has awarded the construction Contract will be referred to herein as the “Contractor.”

**2. ACRONYMS**

- CA – Contract Administrator
- CO – Contracting Officer
- CPM – Critical Path Method
- DC – District of Columbia
- DDOT – District Department of Transportation
- FHWA – Federal Highway Administration
- GED – General Education Diploma
- IDRs – Inspector’s Daily Reports
- MUTCD – Manual on Uniform Traffic Control Devices
- QA/QC – Quality Assurance/Quality Control
- RFQ – Request for Qualifications
- SO – Shop Order
- SR – Service Request
- TO – Task Order
- WO – Work Order

**3. 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 provision of the A/E contract. It is anticipated that one Firm-Fixed-Priced contract will be awarded for this task order. The three firms are:

- J-Dos
- Greenman-Pedersen
- EBA Engineering

**4. APPLICABLE DOCUMENTS**

The following documents are applicable to this procurement and are hereby incorporated by reference:

<b>Title</b>	<b>Link</b>
DDOT Standard Specifications for Highways and Structures, 2013	<a href="https://ddot.dc.gov/page/standard-specifications-highways-and-structures">https://ddot.dc.gov/page/standard-specifications-highways-and-structures</a>
DDOT Standard Drawings, 2015	<a href="https://ddot.dc.gov/page/standard-drawings-2015">https://ddot.dc.gov/page/standard-drawings-2015</a>
The Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)	<a href="https://mutcd.fhwa.dot.gov/">https://mutcd.fhwa.dot.gov/</a>

Standard Highway Signs and Markings	<a href="https://mutcd.fhwa.dot.gov/ser-shs_millennium.htm">https://mutcd.fhwa.dot.gov/ser-shs_millennium.htm</a>
DDOT Work Zone Temporary Traffic Control Manual 2006	<a href="https://ddot.dc.gov/publication/ddot-work-zone-temporary-traffic-control-manual-2006">https://ddot.dc.gov/publication/ddot-work-zone-temporary-traffic-control-manual-2006</a>
DDOT Construction Management Manual, May 2010	<a href="https://ddot.dc.gov/publication/ddot-construction-management-manual">https://ddot.dc.gov/publication/ddot-construction-management-manual</a>
Contractor’s respective IDIQ Contract terms and clauses	N/A
Construction Contract Document: Contract Number DCKA-2020-B-0074	<a href="https://dtap.ddot.dc.gov/Project/SolicitationRequestDetail/L2NMY1o5c3VkOVU90?soINum=DCKA-2020-B-0074">https://dtap.ddot.dc.gov/Project/SolicitationRequestDetail/L2NMY1o5c3VkOVU90?soINum=DCKA-2020-B-0074</a>

**5 DISADVANTAGED BUSINESS ENTERPRISE GOAL**

In accordance with 49 CFR Part 26, the DBE goal for this Task Order is 16%.

**6. APPLICABLE SOFTWARE / APPLICATION**

- Cyclomedia (Provided by DDOT)
- Cityworks (Provided by DDOT)
- Near Map (Provided by DDOT)
- PaveDC Map (Provided by DDOT)
- SharePoint Site (Provided by DDOT)

**7. APPLICABLE MINIMUM EQUIPMENT**

- Computer system (Provided by Consultant)
- Smartphones and/or tablets and/or iPad with reliable cellular data reception (Provided by Consultant)

**8. SCOPE OF WORK (“SOW”)**

The Consultant shall provide for the District of Columbia, Department of Transportation (DDOT), construction management and inspection services during construction of the pavement marking project. Work shall include, but not be limited to: monitoring and inspecting construction work; tracking progress against the construction schedule; checking and recommending interim and final payments; administrating changes; maintaining and filing records for audits; providing documentary records that the project has been built in accordance with shop orders, work order, service requests, drawings, plans and specifications; and closing out service requests and work orders in Cityworks. The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, DDOT Standards and Specifications, and MUTCD Standards.

8.1 General

- Under the direction of DDOT’s CA, the Consultant shall perform construction management and inspection services during construction of the Thermoplastic Pavement Markings STOP GAP project. Construction 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 construction 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 construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work, in accordance with the construction Contract documents and any health or safety precautions required by such construction work.
- The Consultant shall perform reviews and enforce work zone safety requirements and advise the Contractor to correct any safety-related deficiencies.
- The Consultant shall update the Cityworks and PaveDC website that will be housed on DDOT’s site. All TO documents shall be in electronic format which are uploaded onto SharePoint with real time visibility and accessibility to DDOT managers.
- The Consultant shall ensure that the Contractor strictly follows the approved phasing plans for all work.
- The Consultant shall monitor and report the Contractor’s compliance with the Disadvantaged Business Enterprise (DBE) participation goal and requirements, including on-time payments to DBEs, as per the Contract documents.
- The Standard of Care applicable to Consultant’s services will be the degree of skill and diligence normally employed by professional engineers or a consultant performing the same or similar services on projects of similar size and scope in the Washington, D.C. metropolitan area.

## 8.2 Organization

The Consultant shall:

- Establish, subject to the approval of the CA, on-site organization and lines of authority in order to carry out the overall plans of DDOT in all aspects of the Project.
- Prepare and submit an organization chart within ten (10) working days after the execution of this Agreement. The organization chart shall show the Consultant's proposed job-site staff, including the resume on each individual on the proposed staff; and the job classification and salary of each member of staff for review and approval of the CA. Any subsequent staff changes shall be subject to the prior written approval of the CA.

## 8.3 Supervision and Inspection

The Consultant shall:

- Designate a qualified and experienced Principal/Construction Manager as the primary representative and point of contact.
- Maintain a qualified and experienced full-time Field Inspector at the job site for the inspection of the construction project.
- Maintain a qualified and experienced full-time Senior Technician/Inspector at the job site for the coordination and inspection of the construction project.
- Provide documentation showing the field inspection staff having received formal training in the maintenance and protection of traffic.

#### 8.4 Procedures

Within ten (10) working days from receipt of the Notice to Proceed, the Consultant shall provide written procedures for coordination with the CA, the Contractor, and all involved government agencies, with respect to all aspects of the project. Upon approval by the CA, the Consultant shall implement such procedures.

#### 8.5 Preparation of Correspondence

The Consultant shall prepare correspondence pertaining to the project for the review and signature of the CA and/or 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 CA. Preparation of correspondence shall include drafting, revising, finalizing, distributing, and filing activities. Correspondence shall be prepared within the time schedule established by the CA or depicted in the TO documents.

#### 8.6 Job Site Records

The Consultant shall:

- Maintain and secure at the job site all construction Contract and TO records including: addendums, general correspondence, Contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, shop orders, work orders, plans, submittals, catalog cuts, transmittal letters, Federal Highway Administration (FHWA) inspection reports, minutes of meetings, progress schedule file, reading file, utilities file, quality assurance records, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, 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 CA. Logs of all records shall be maintained on a current basis. The files shall be open to District and FHWA representatives at all times. Prior to final payment to the Consultant, such records, drawings, and samples shall be

delivered to the CA.

## 8.7 Meetings

The Consultant shall:

- Become familiar with the Cityworks, work orders, shop orders, service requests, plans, specifications and other related documents.
- Assist the CA in conducting a preconstruction meeting attended by all stakeholders, and act as liaison in subsequent meetings with their representatives and the Contractor at a location identified by the CA.
- Schedule and conduct project meetings as may be needed when approved by the CA with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, potential changes, outstanding issues, project coordination, DBE utilization, and equal employment opportunity.
- Prepare detailed minutes of all meetings and distribute copies to all parties within 3 working days.

## 8.8 Contract Scheduling

The Consultant shall:

- Receive, review, evaluate for conformance to the construction Contract requirements and recommend acceptance or rejection of the Contractor's Critical Path Method (CPM) schedule, costs, resource analysis and subsequent monthly updates.
- Complete the review/evaluation of the Contractor's CPM schedule within twenty-one (21) calendar days from receipt from the Contractor. Utilize all available resources to effect completion of the construction Contract by the calculated completion date.
- Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and construction Contract. Provide timely written notice to the CA when the Contractor is not in compliance with the approved schedule and construction Contract. Provide all justification and/or documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the construction Contract.
- Receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor, 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.

## 8.9 Work Orders, Shop Orders, Service Requests, Shop and Working Drawings

- The Contractor shall be responsible for pulling, inputting, storing, updating, and tracking pavement marking installation and repair work in the District's Maintenance Management System known as Cityworks. Pavement marking requests come in the form of work orders, shop orders, service requests, shop and working drawings from the Cityworks.

- The Consultant shall submit pavement marking requests to the Contractor for implementation and notify the CA if any work orders, service request, plans, drawings and shop orders are unclear and require additional information.
- Once the Consultant submits the work orders, service requests, plans, drawings, and shop orders to the Contractor, the Consultant shall update the Cityworks.
- The Consultant shall ensure construction work is in accordance with the approved work orders, shop orders, service requests, shop and working drawings, as provided by the Engineer of Record for the project. The Consultant shall advise the CA when progress adversely affects the project schedule.
- The Consultant shall register citizen's complaints in Cityworks.
- The Consultant shall be responsible for updating Cityworks database, Pavement Marking Plan and PaveDC map on a daily basis. The Consultant shall assist the CA in developing the marking plan.
- If, before the start of the TO or during performance of the work under the TO, Cityworks is replaced by an alternate system; the Consultant shall be responsible for pulling, inputting, storing, and tracking pavement marking repairs in the new system, at no additional cost to the District.

#### 8.10 Assurance of Material Quality

The Consultant shall:

- Review all laboratory test and conformance reports, as well as certifications concerning materials required under the construction Contract. Verify that all materials meet the construction Contract requirements, unless such requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers. Document the actions concerning materials that are rejected because of non-conformance to the construction Contract requirements.

#### 8.11 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 construction 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 CA in writing of such determination and provide recommendations to prevent the delay.

#### 8.12 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 determine that the

permanent materials furnished and work performed are in accordance with all construction Contract documents and the approved work orders, shop orders, service requests, shop and working drawings.

- Document receipt of certifications for materials as required prior to the Contractor 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.
- Prepare the CA's written notification to the Contractor whenever construction work or permanent material fail to conform to the construction Contract documents. In the event that the CA is required to interpret the requirements of the construction Contract documents and make a decision on a technical or contractual dispute with the Contractor, the Consultant shall provide all relevant information and data, as requested by the CA.
- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

#### 8.13 Correction of Discrepancies and Deficiencies

The Consultant shall:

- Notify the CA, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction, if requested, and assist the CA 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 matter to the CA. The Consultant is not authorized to change the Contractor's scope of work.

#### 8.14 Contractor's Payments

The Consultant shall:

- On a daily basis, accurately measure, compute and record all quantities of unit price items to be paid for under the construction Contract.
- Review Contractor's monthly payment request for accuracy with field manager quantities, and notify the CA of any discrepancies. Recommend to the CA 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.

#### 8.15 Progress Reports and Records

The Consultant shall:



- Keep accurate and detailed written records of the project during all stages of construction; submit weekly and monthly written progress reports to the CA, 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. The photos shall be high resolution digital images (1280 x 960 or higher).
- Maintain a detailed daily diary of events occurring on the job site or connected with the project. The diary shall be open to the CA at all times and shall be turned over to the CA 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-related information.
- Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements.

#### 8.16 Change Orders

The Consultant shall:

- Make written recommendations, including detailed justification and cost estimates, to the CA for all proposed changes to the construction Contract. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the CA.
- Whenever directed by the CA, prepare all change order packages including justification, specifications, time extension, engineer's estimate, memorandum of negotiation, correspondence and backup documentation, in accordance with DDOT procedures and the construction Contract documents.

#### 8.17 Claims

The Consultant shall:

- In the event a claim is made by the Contractor against the District, or the District against the Contractor, the Consultant shall prepare all correspondence for the signature of the CA and Contracting Officer, including preparation of written reports with supporting information and documentation necessary to address or resolve the dispute.
- 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 CA.

## 8.18 Construction Estimate Revisions

The Consultant shall:

- Revise and refine the construction estimate as construction proceeds forward, and as required incorporating approved changes to the Project as they occur. The Consultant shall advise the CA in writing, with detailed breakdown and estimates, whenever construction costs are expected to exceed the estimated costs.

## 8.19 Safety

The Consultant is charged with the sole responsibility for conducting its operations in a manner that ensures a safe work environment at all times for all employees, subconsultants, and others that may come in contact with or be exposed to its work environment.

## 8.20 Marked Drawings, Work Orders and Specifications

The Consultant shall:

- Maintain at the job site a current, marked set of drawings, work orders, and specifications.
- Identify known deviations, changes, change orders, and other modifications as annotated by the construction Contractor.

## 8.21 Final Inspection

The Consultant shall:

- Convene and conduct the final inspection and prepare the punch list resulting from the final inspection.
- Send the CA 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 CA with a letter, signed by the Consultant's designated representative, certifying that the project was constructed in conformance with the Contract documents, except for those changes delineated in the letter.

## 8.22 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 requirements.
- Return to the DDOT any original calculations, notes, pavement markings, or other data provided by the DDOT.
- Provide certifications thereon of all data produced by the Consultant.
- Documents prepared by the Consultant and its subconsultants, pursuant to the terms and conditions of this TO, shall be delivered to and become the property of the DDOT.

### 8.23 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.
- Ensure said materials are 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. Upon request, copies of these materials shall be furnished to the respective representatives from the District and Federal government.

## 9. KEY PERSONNEL

In response to the anticipated scope for the Construction Management Services for Thermoplastic Pavement Marking STOP GAP project, DDOT has identified the following key personnel positions. Each person will be required to be co-located with DDOT personnel at DDOT's Field Operations Office located in Southeast Washington, DC, or as otherwise specified by DDOT.

Principal/ Construction Manager:

- The Consultant shall designate one Principal/Construction Manager. The Consultant’s Principal/Construction Manager must be knowledgeable of maintenance principles and practices and have a minimum of five (5) years of experience in pavement marking maintenance or construction with a degree in the field of Construction or equivalent.
- The Principal/Construction Manager shall have supervisor experience demonstrating excellent leadership, management, planning, administration, financial, budgeting, reporting experience and supervisory authority on similar projects. This position shall be DDOT’s primary point of contact for written and verbal communication. This position will supervise all activities in the TO; will be assigned to the TO on a part time basis based on the number of assigned work hours; and will be the principal liaison with the CA.
- The Principal/Construction Manager shall be available for immediate contact and response to the District for all issues and concerns, which cannot be resolved by the Senior Technician/Inspector.

#### Senior Technician/Inspector:

- The Senior Technician shall assume inspection responsibilities as a Senior Inspector when necessary. The Senior Technician shall: support the Principal/Construction Manager for the technical and administrative areas of the project; set up and maintaining project files; verify quantities and check all invoicing, and applications for payment; pull and update work orders, shop orders, service requests, work and shop drawings in Cityworks; attach photos and close-out requests; update PaveDC map; upload documents in DDOT's SharePoint; and perform all other tasks typically performed in this role using construction management best practices.
- The Senior Technician shall maintain a documented record of all quantities and payments made. The Senior Technician shall maintain a log of all submittals and re-submittals. This will include quantities and payments for any changes in the work. The document record shall include all supporting documents required for payment, such as: material certifications, material cut sheet approvals, and insurance certificates.
- The Senior Technician shall process all Requests for Information (RFI) and changes and shall document this process. Any changes that result from the RFI shall be processed through change documentation.
- The Senior Technician shall maintain all TO-related files and assist the Principal/Construction Manager with preparation of general correspondence, meeting minutes, and letters of transmittal, weekly reports, and other documentation.
- The Senior Technician must have the knowledge and ability to utilize computers, including the latest versions of office productivity and project management software.
- At a minimum, the Senior Technician shall hold an Associate Degree in Engineering Technology or Construction Management, with a minimum of five (5) years of pavement marking maintenance or construction experience. This position shall be assigned to the project on a full-time basis.

#### Field Inspector:

- The Field Inspector shall be responsible for inspecting the Contractor's work and ensuring the work is in compliance with the requirements of the construction Contract.
- The Field Inspector shall be familiar with the construction Contract plans, specifications, DDOT procedures, Maintenance of Traffic (MOT) and safety requirements, and be responsible for all tasks traditionally performed in this role using industry best practices.
- The Field Inspector shall take and record quantities, check and verify layout, observe the work and maintain daily reports, as well as monitor and maintain records of all testing, certification, and all other quantity records.
- The Field Inspector shall notify the Senior Technician and CA of quantity/testing issues and shall monitor and document resolutions.
- The Field Inspector must possess the knowledge and ability to utilize computers, including the latest versions of office productivity and project management software. In addition, this inspector shall be responsible for scanning and uploading the inspection

- reports, photos, and material cut sheets into the DDOT SharePoint site on a daily basis.
- The Field Inspector submit daily IDRs to the Senior Technician and CA for approval and countersignature.
- At a minimum, the Field Inspector shall hold a High School Diploma or GED, with a minimum of 2 years of pavement marking maintenance or construction experience.

**10. PERIOD OF PERFORMANCE:**

**Base Period: 12 months from task order award**

**Option Period: 12 months from option award**

**10.1 CONTRACT TERM**

The period of performance is 12 months after receipt of the executed Task Order (TO).

**10.2 OPTION TO EXTEND THE TERM OF THE TASK ORDER**

10.2.1 The District may extend the term of this TO for a period of one year, or a fraction thereof, by written notice to the Consultant before the expiration of the TO; provided that the District will give the Consultant a preliminary written notice of its intent to extend at least thirty (30) days before the TO expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Consultant may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the TO.

10.2.2 The total duration of this TO, including the exercise of the option year, shall not exceed two (2) years.

**11. DELIVERABLES**

The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all reports, recommendations, and other deliverables it furnishes under this TO. The Consultant shall, without additional compensation, correct or revise any non-conforming deliverables, if the non-conformance is a result of errors in the Consultant’s reports, recommendations, and/or other deliverables.

<b>SOW Reference</b>	<b>Deliverable</b>	<b>Method of Delivery</b>	<b>Due Date From Award</b>	<b>To Whom</b>
8.2	Organization Chart	Electronic	10 days	DDOT
8.3	Inspection Report	Electronic	Daily	DDOT
8.4	Project coordination procedure	Electronic	10 days	DDOT
8.5	Correspondence Documents	Electronic	Daily	DDOT
8.6	Daily Records	Electronic	Daily	DDOT

8.7	Meeting Minutes	Electronic	Within 3 Working days	DDOT
8.8	Comments on proposed Contractor's schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
8.9	Work Orders, Shop Orders, Service Requests, Shop and Working Drawing	Electronic	3 days from Contractor submittal	DDOT
8.10	Assurance of Material Quality Report	Electronic	Monthly	DDOT
8.11	Letter	Electronic	Daily	DDOT
8.12	Daily log and weekly report	Electronic	Daily	DDOT
8.13	Recommendation letter	Electronic	Daily	DDOT
8.14	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
8.15	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT
8.16	Change order documents	Electronic and Paper	45 days from initiation	DDOT
8.17	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
8.18	Over-run estimated cost report	Electronic	Quarterly	DDOT
8.19	Marked set of Drawings and Work Orders	Electronic and Paper	Quarterly	DDOT
8.21	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
8.22	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

## 12. INSTRUCTIONS TO OFFERORS

### RFQ Submission

Qualification submissions are subject to the following limitations:

- 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@dc.gov](mailto:jeralyn.johnson@dc.gov). Inclusion of other materials by reference will not be considered.
- SF 330, Section D, shall include key staff and the role as proposed for the project. All staff listed in the chart will be assumed to be fully committed to the project during the TO period.
- SF 330, Section F, shall not exceed 5 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.

- SF 330, Section H, shall not exceed 20 pages.
- Qualifications are due on or before Friday October 23 2020, 2:00 PM (EST).
- All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at [jonalyn.johnson@dc.gov](mailto:jonalyn.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.

### **13. 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

### **14. SCORING METHODOLOGY**

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 13, 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**

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

**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.

**15. CONTRACT ADMINISTRATOR (CA)**

Name: Ogechi Elekwachi  
Title: Citywide Program Support Manager  
Agency: District Department of Transportation  
Address: 1338 G Street, SE, Washington DC 20003  
Telephone: 202-369-7483  
Email: ogechi.elekwachi@dc.gov



**16. CONTRACTING OFFICER (CO)**

Name: Jeralyn Johnson

Title: Contracting Officer

Agency: Office of Contracting and Procurement

Address: 55 M Street, S.E., 7<sup>th</sup> Floor, Washington, D.C. 20003

Telephone: (202) 671-2277

Email: jeralyn.johnson@dc.gov

Sincerely,

Jeralyn Johnson

Contracting Officer - DDOT

C.C: Ogechi Elekwachi, Citywide Program Support Manager, DDOT