

The following documents are incorporated by reference into the Task Order:

- 1) Request for Qualifications dated 2 April 2018 entitled "Request for Qualifications for FY18 ITS On-call Support Services"
- 2) Contractor's proposal dated September 6, 2018

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: April 2, 2018

Category of Services: Category P – Intelligent Transportation Systems (“ITS”)

Title: Request for Qualifications (“RFQ”) for FY18 ITS On-Call Support Services

1. Introduction and background

The District has a requirement to provide on-call ITS support services. Technical support services includes, but is not limited to, transportation and ITS planning, deliverable reviews/evaluation, construction management support, technical consulting, system verification and validation, product studies and research, inventory and planning supports. Tasks will occur throughout the period of performance, and may include multiple work orders being performed concurrently.

2. TASK ORDER COMPETITION

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

- Daniel Consultants;
- M& J Engineering; and
- Sabra Wang & Associates

3. ATTACHMENTS INCORPORATED BY REFERENCE

- Consultant’s respective IDIQ Contract terms and clauses
- The manual and guides listed below:

All District of Columbia, Department of Transportation (“DDOT”) and Federal Highway Administration (“FHWA”) requirements and regulations apply. All design work will comply with current design practices and code requirements of the District of Columbia, Department of Transportation (“DDOT”), Federal Highway Administration (“FHWA”) and as well as the following:

- DDOT Standard Specifications for Highways and Structures, issued by District of Columbia Department of Transportation, 2013
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf
- District of Columbia Department of Transportation - Design and Engineering Manual, 2017
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2017-06-30_DDOT_DEM.pdf
- District of Columbia Streetlight Policy and Design Guidelines, 2013
<https://comp.ddot.dc.gov/Documents/Streetlight%20Policy%20and%20Design%20Guidelines.pdf>
- National Transportation Communications for ITS Protocol (the latest version)
<https://www.ntcip.org/library/documents/>
NTCIP 1201,1203 and 1205

4. TASK ORDER SPECIAL PROVISIONS

4.1. OPTION TO EXTEND THE TERM OF THE CONTRACT

- 4.1.1. The District may extend the term of this contract for a period of one (1) 12-month option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract 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 Contractor may waive the 30 day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 4.1.2. If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 4.1.3. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.
- 4.1.4. DDOT will review the base period's work orders to determine if each option exercise is in the best interest of the District.

4.2. WORK ORDER ISSUANCE AND ADMINISTRATION

- 4.2.1. The Consultant shall not commence work until notification of work order approval has been transmitted by the CA.

- 4.2.1.1. Each work order shall be initiated by the CA transmitting a scope of work outlining the expected duties to be performed and any specific terms and conditions related to the effort.
- 4.2.1.2. If there is a conflict between the terms and conditions of a work order and the terms and conditions of a TO or the IDIQ contract, then the terms of the TO or the IDIQ contract shall prevail.
- 4.2.1.3. The CA is responsible for transmitting all work orders to the Consultant. The CA shall prepare a scope of work containing a period of performance with each work order.
- 4.2.1.4. The Consultant shall acknowledge each work order within 24 hours of notification, and provide an estimate within six business days of notification.
 - 4.2.1.4.1. The Consultant's proposal for a work order shall contain data that are sufficient to demonstrate an understanding of the work including, without limitation, the identity of personnel, quantity of hours, and Other Direct Costs ("ODC") required to accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the Work order.
 - 4.2.1.5. Work order approvals shall include, without limitation, the agreed upon scope of work, period of performance, deliverables, level of effort, and associated total price. The CA and Consultant shall sign the work order.
 - 4.2.1.6. Work order approval notifications shall be communicated in writing. Electronic mail and messaging, internet-based shared data sites, hand delivery, and U.S. Mail are acceptable.
- 4.2.2. Emergency work orders
 - 4.2.2.1. The CA shall ensure urgent requirements are clearly communicated as Emergency.
 - 4.2.2.2. Emergency work orders may be communicated via phone or email.
 - 4.2.2.3. The Consultant shall acknowledge Emergency work orders with two hours of notification and begin performance within 12 hours.
 - 4.2.2.4. Emergency work orders do not need to comply with Section 4.2.1 prior to work start, but the Consultant shall comply with Section 4.2.1 as soon as practicable thereafter.
- 4.2.3. The CA shall administer all work orders in accordance with their delegated duties.

5. SCOPE OF WORK (“SOW”)

5.1. Project Deliverable Review

The consultant shall thoroughly review draft and final deliverables assigned and provide comments on the deliverables to the DDOT Contract Administrator (“CA”).

The consultant shall attend project meeting(s) and address/defend comments provided. Should the comments necessitate additional revisions to the project deliverables, the consultant shall make the necessary revisions based on the feedback received from the CA and confirm satisfactory completion of the deliverables.

The review work will include, but are not limited to, the following items:

- a) Review design plans for the fiber construction project (freeways and arterials).
- b) Review design plans for new CCTV installation.
- c) Review design plans for DDOT Weigh-in-Motion upgrade.
- d) Review deliverables for enhancements to the Advanced Transportation Management Systems (ATMS).
- e) Review reports for the cybersecurity audit project.
- f) Review the documents for pilot connected vehicle project.
- g) Review impact studies associated with new developments including analysis of mode split, trip generation, and trip distribution.
- h) Other documents or deliverables of future DDOT projects

5.2. Assistance to the DDOT CA

Each work order shall set forth the expected level of effort. The consultant shall adhere to the tasks and be heavily involved in assisting DDOT project manager(s) in implementation of the ITS projects.

The consultant shall coordinate with other vendors during implementation of all above-mentioned projects as directed by the DDOT CA.

6. DELIVERABLES

Due to the dynamic nature of on-call requirements, the District may specify unique deliverable requirements with each work order. However, all deliverables shall be in accordance with the deliverable requirements for the tasks required as outlined in the Attachments incorporated in section 3 of this TO RFQ.

7. PERIOD OF PERFORMANCE

Base Period: 12 months from date of Award

Option Year I: 12 months from Option Exercise

8. I.12 DISADVANTAGED BUSINESS ENTERPRISE GOAL

A 5% DBE subcontracting goal for firms certified as DBE's in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally-assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If 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.

9. INSTRUCTIONS TO OFFERORS

9.1 Qualifications Due Date

- 9.1.1 Submissions, in whole, shall not exceed 100 pages in length.
- 9.1.2 Qualifications are due on or before 5:00 PM on Wednesday April 25, 2018.
- 9.1.3 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to ddot.aeschedule@dc.gov. Inclusion of other materials by reference will not be considered.

9.2 Organization and Content

- 9.2.1 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 10 of this TO RFQ.
 - 9.2.1.1 Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.
 - 9.2.1.2 Identify 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.
 - 9.2.1.3 Provide qualifications and experience regarding implementing best practices and strategies for on-call ITS support services, including:
 - 9.2.1.3.1 Communication between stakeholders;
 - 9.2.1.3.2 Executing emergency work;
 - 9.2.1.3.3 Experience utilizing QA/QC processes and their ability to ensure contract compliance; and

9.2.1.3.4 Identification, management and mitigation of project risks.

9.2.1.4 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. 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:

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

- i. District eVAL
- ii. 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.

The District will conduct interviews with selected firms following receipt and evaluation of all firm qualifications. The interview location will be 55 M Street S.E., Washington, DC 20003. The date, time, and specific room will be determined after the issuance of this RFQ and transmitted to all offerors. Interviews will be evaluated in accordance with the below evaluation criteria.

5. During the oral interviews, 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)

Total Possible Points: 125

11. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

Name: Jason Tao
Title: Project Manager
Agency: District Department of Transportation
Address: 55 M Street, SE Washington, DC 20003
Telephone: 202-671-4582

12. RECEIPT OF QUALIFICATIONS

If you have any questions regarding the solicitation or requirement, please contact the undersigned at jeralyn.johnson@dc.gov.

Sincerely,



Jeralyn Johnson
Contracting Officer - DDOT

C.C: Jason Tao, IPMD

Enclosure

**DDOT CAT-P Tasks for First Year
Summary of Tasks and Proposed Scope
for Items Discussed at August 17, 2018 Scoping Meeting**

Task	-<M&J Staff ->										-<ICF Staff ->					Total	DSE	Loaded	OCC	Line	Task
	Project Manager	Senior ITS	ITS Engineer	Structural Engineer	Junior Eng/Tech	Network/Cyber	Project Manager	Senior ITS	Mid ITS	Junior ITS	Hours	Labor	Labor	Expenses	Total						
Proposed Scope Items	\$200,822	\$157,277	\$91,944	\$145,177	\$30,200	\$75,000	\$296,733	\$208,115	\$148,677	\$96,622	88	\$4,784,000	\$11,575,118	\$500,000	\$12,075,118						
REV-2 1	8	40	40	0	0	0	0	0	0	0	88	\$4,784,000	\$11,575,118	\$500,000	\$12,075,118						
2	8	16	32	0	0	0	0	0	0	0	56	\$2,920,000	\$7,065,122	\$0,000	\$7,065,122						
3	4	24	32	0	0	0	0	0	0	0	84	\$3,828,000	\$9,262,088	\$0,000	\$9,262,088						
4	4	24	16	0	0	0	0	0	0	0	60	\$2,980,000	\$7,210,293	\$0,000	\$7,210,293						
5	4	40	80	0	0	0	0	0	0	0	128	\$5,304,000	\$15,252,917	\$0,000	\$15,252,917						
6	4	40	72	0	0	0	0	0	0	0	156	\$5,688,000	\$16,617,544	\$0,000	\$16,617,544						
7	4	24	40	0	0	0	0	0	0	0	68	\$3,412,000	\$8,255,544	\$0,000	\$8,255,544						
8	4	32	40	0	0	0	0	0	0	0	116	\$5,332,000	\$15,320,655	\$0,000	\$15,320,655						
9	8	40	32	0	0	0	0	0	0	0	48	\$3,264,000	\$7,897,444	\$0,000	\$7,897,444						
10	16	40	32	0	0	0	0	0	0	0	88	\$5,144,000	\$12,446,222	\$0,000	\$12,446,222						
11	8	32	0	0	0	0	0	0	0	0	48	\$3,224,000	\$7,800,566	\$0,000	\$7,800,566						
16	8	0	0	0	0	0	0	0	0	0	48	\$3,664,000	\$8,965,277	\$0,000	\$8,965,277						
MR-2 1	4	16	40	0	0	0	24	0	32	6	122	\$7,044,889	\$19,456,055	\$300,000	\$19,656,055			\$128,068,588			
2	4	20	0	0	0	0	16	0	24	0	144	\$10,403,922	\$26,781,944	\$0,000	\$26,781,944						
3	8	20	0	0	0	0	0	0	24	0	132	\$3,153,366	\$22,637,466	\$200,000	\$23,037,466						
4	8	0	0	0	0	0	0	0	0	0	48	\$3,664,000	\$8,965,277	\$0,000	\$8,965,277						
5	8	0	0	0	0	0	0	0	0	0	48	\$3,664,000	\$8,965,277	\$0,000	\$8,965,277						
6	8	32	32	0	0	0	8	0	0	0	120	\$1,751,288	\$19,213,588	\$100,000	\$19,313,588			\$108,519,088			
MR-3 1	4	4	16	0	0	0	0	0	0	0	24	\$1,200,000	\$2,903,477	\$300,000	\$3,203,477						
2	4	4	16	0	0	0	0	0	0	0	24	\$1,200,000	\$2,903,477	\$0,000	\$2,903,477						
3	8	24	24	0	0	0	0	0	0	0	56	\$3,196,000	\$7,587,744	\$0,000	\$7,587,744						
4	4	8	40	0	0	0	0	0	0	0	52	\$3,372,000	\$8,239,200	\$300,000	\$8,539,200						
5	4	8	24	0	0	0	0	0	0	0	36	\$1,764,000	\$4,268,100	\$0,000	\$4,268,100						
6	4	16	32	0	0	0	0	0	0	0	52	\$2,588,000	\$6,361,822	\$100,000	\$6,461,822						
7	8	24	40	0	0	0	0	0	0	0	72	\$3,744,000	\$9,058,833	\$0,000	\$9,058,833			\$39,422,644			
MR-5 1	8	24	0	0	0	0	12	0	32	6	82	\$5,189,977	\$14,279,022	\$500,000	\$14,779,022						
2	16	16	0	0	0	0	8	0	36	12	88	\$5,328,800	\$14,614,922	\$0,000	\$14,614,922						
4	16	16	0	0	0	0	12	0	16	0	60	\$4,347,833	\$11,669,000	\$0,000	\$11,669,000						
6	20	16	0	0	0	0	8	0	24	0	68	\$4,680,644	\$12,474,733	\$0,000	\$12,474,733			\$53,537,677			
Total	220	600	648	48	80	320	88	0	188	24	2,216	\$129,957,699	\$325,349,055	\$2,200,000	\$327,546,055						

- Notes:
- M&J Loaded Rate Calculated by (DSR*(1+Overhead)*(1+10% Profit))
 - Basis for ICF Loaded Rate Multiplier is Proprietary and would be negotiated with DDOT at a later date and is consistent with their Federal Schedules
 - ICF has provided a loaded Rate for use in the total fee calculations
 - ICF DSE roles computed based on an assumed typical multiplier and are just an estimate
 - Minor Points will be assigned work in support of the Review Tasks which will be itemized under the specific Task Order requests when issued
 - ODCs listed are predominantly associated with Merge at GSA rate and other vehicle expenses associated with anticipated field surveys and investigations
 - M&J Engineering is a DBE consultant - We anticipate that the 5% requirement for DBE will be satisfied with Minor Points contribution
 - Per Teleconfernce on 9/6 Consultant will include REV-2 and MR-2,3 with some tasks removed from MR-3 and MR-5
 - REV-1, REV-3, MR-1, and MR-4 may be considered at a later date based on DDOT priorities
 - Subconsultant markup of 3% removed and set to 0 per Amendment #3

Form	Overhead Multiplier	Multiplier
M&J	120.0%	10.0%
ICF (See Note 3)	N/A	10.0%
Minor	174.7%	3.022
GSA		
Merge		
\$1,545		

Estimated Fee Summary	
Labor Fees=	\$325,349,055
Direct Expenses=	\$2,200,000
ICF Labor Fee=	\$56,381,088
Sub Markup=	0%
Total Fee=	\$327,546,055

M&J Engineering, P.C.
DDOT CAT-D Personnel Roster

<u>Name</u>	<u>Title</u>	<u>DSC Rate</u>
Arnold D. Rubenstein, P.E.	PM	\$83.00
Richard Rom, P.E.	Senior ITS	\$65.00
Nicole Rawlins	ITS Eng	\$39.00
Kushal Patel	ITS Eng	\$33.50
Kazia Millar	Junior Eng	\$29.00
Omid Ackhaven	Senior ITS	\$64.00
Periklis Papadopoulos	Senior ITS	\$74.00
Ramish Ramanathan	Senior ITS	\$65.79
Shutao Xing, P.E.	Structural	\$60.00
Michael Briska, P.E.	Senior ITS	\$60.00
Anthony Day	Networking/Cyber	\$75.00
Chris Viola	ITS Eng	\$38.00
Hung-Pui Ho, P.E.	Structural	\$80.00
Teng Zhang	ITS Eng	\$35.00
Jairo Rojas, P.E.	Structural	\$60.00

ICF
DDOT CAT-D Personnel Roster

<u>Name</u>	<u>Title</u>	<u>Loaded Rate</u>
Deepak Gopalakrishna	PM	\$296.73
Rachel Ostroff	Senior ITS	\$208.15
Radha Neelakantan	ITS	\$131.55
Nayel Aurena Serulle	ITS	\$146.22
Polly Okunieff	ITS	\$172.25
Sunil Dhuri	ITS	\$139.59
Deepak Raghunathan	ITS	\$153.75
Taylor Gestwick	Junior ITS	\$83.66
Cindy Peck	Junior ITS	\$109.58

Note:

- 1) Basis for ICF Loaded Rate Multiplier is Proprietary and would be negotiated with DDOT at a later date and is
- 2) ICF has provided a Loaded Rate for use in the total fee calculations

Mimar Ponte Mellor
DDOT CAT-D Personnel Roster

<u>Name</u>	<u>Title</u>	<u>DSC Rate</u>
Mohsen Abdeirahim, P.E.	Electrical Engineer	\$59.85
Mohammad Ayub, PE	Structural Engineer	\$65.00
Iyad Isaacs, PE	Civil Engineer	\$65.00
Nikolas Hill	CADD/Technician	\$29.50



***** Electronic Invoicing Purchase Order. Please use <https://vendorportal.dc.gov> to register and submit invoices. *****

Order No : PO594323 -KA0/TOA/ITS/ITS General Support Services

Issued on Fri, 02 Nov, 2018

Grantee :

M&J Engineering P.C.
2003 Jericho Turnpike
New HYDE Park, NY 11040
Phone: 516.821.7300
Contact

Recipient Address :

TRAFFIC OPERATIONS
ADMIN.
55 M STREET, SE, 6TH
FLOOR
Washington, DC 20003
United States

Bill To:

Please use <https://vendorportal.dc.gov> to register and submit invoices.

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Task Order Request ID: OCPTO170097 DDOT will...		each	327,549.05	Mon, 29 Oct, 2018	\$1.00 USD	\$327,549.05 USD
	Task Order Request ID: OCPTO170097 DDOT will hire a consulting firm to provide ITS general support services. Scope of services will include review of submittals from ITS design projects, market research on ITS technologies and provision of recommendations for future ITS implementation.						
Total							\$327,549.05 USD

Comments

- COMMENT by **aribasystem** on 11/02/2018
The Contractor shall submit payment requests in electronic format through the DC Vendor Portal vendorportal.dc.gov by selecting the applicable purchase order number which is listed on the Contractors profile. INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribasystem, Fri, 02 Nov, 2018)
- COMMENT by **aribasystem** on 11/02/2018
****GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV***** (aribasystem, Fri, 02 Nov, 2018)
- COMMENT by **aribasystem** on 11/02/2018
FOB is Destination unless specified otherwise (aribasystem, Fri, 02 Nov, 2018)