GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION

Mrs. Elizabeth Quinn
President
Quinn Consulting Services, Inc.
14160 Newbrook Drive, Suite 220
Chantilly, VA 20151

Subject: Letter Contract
Construction Management, Inspections, and Engineering Services
for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1 Project
Contract No. DCKA-2017-T-0086 Task Order 001

Dear Mrs. Quinn:

This is a letter contract between the Government of the District of Columbia ("District") and Quinn Consulting Services, Inc. ("Quinn" or "Contractor") wherein Contractor agrees to perform the above-captioned services in accordance with those documents incorporated herein.

The District intends to definitize this letter contract within ninety (90) days of the date this letter contract is signed by the Contracting Officer. If the District and the Contractor agree in writing to the terms of a definitive contract within 90 days, this letter contract shall merge with the definitive contract upon such agreement. If the District does not definitize this letter contract within 90 days of the date of award of this letter contract or any extensions thereof, this letter contract shall expire. Award of this letter contract and the definitive contract shall be contingent on the availability of appropriated funds.

The District will pay the Contractor for the services performed under this letter contract in an amount not-to-exceed ("NTE") $665,326.00. In no event shall the amount paid under this letter contract, or any extensions thereof, exceed $665,326.00, which is approximately 50% of the estimated contract NTE of the proposed definitive contract. If the District and the Contractor agree in writing to a definitive contract, the District will pay the Contractor for the services performed during the duration of the definitive contract an amount not to exceed $1,330,651.22 for the fifteen-month period of the proposed definitive contract. The proposed definitive contract will require the prior approval of the Council of the District of Columbia ("Council").

The Contractor shall perform under this letter contract pursuant to the terms and conditions outlined in the below attachments 1-4. The following attachments are incorporated in full-text and made part of this letter contract:

Attachment 1: Request for Qualifications OCPTO180119 dated 6/24/2019
Attachment 2: Qualifications submission dated 7/15/2019
Attachment 3: Request for Proposal dated 9/30/2019
Attachment 4: Proposal dated 11/8/2019

Schedule for Definitization

Submission of contract approval package to the Council:	1/17/2020
Approval by the Council:	1/28/2020
Award of the definitive contract:	1/31/2020

Signatures:

Elizabeth Quinn Viinski — 12/13/2019
Quinn Consulting Services, Inc. — Date

Jeralyn Johnson — 1-13-2020
Jeralyn Johnson — Date
Contracting Officer

Attachment 1: Request for Qualifications

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: June 24, 2019

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

Title: Request for Qualifications (RFQ) for Construction Management, Inspections and Engineering Services for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1 project.

Solicitation No. OCPTO180119

1. BACKGROUND

Martin Luther King, Jr. Avenue, from Milwaukee Place to South Capitol Street, is classified as a minor arterial that is located in Ward 8 in Southeast Washington, D.C. It is a four-lane, undivided street that runs in a north-south direction. There are schools, churches, residences, businesses and residential communities that the corridor must serve and function in different capacities. The project goal is to provide an improved and sustainable transportation network, pedestrian and vehicular safety, efficient travel options, travel lane and sidewalk enhancements, improve the aesthetics of the corridor and others. Martin Luther King, Jr. Avenue project supports the Mayors Vision Zero Initiative which aims to eliminate all deaths and serious injuries by the year 2024. The following provides a general description of the required work. The individual Special Provisions and Plan Drawings provide a detailed description of the work. The overall project scope includes but not limited to new signal design, intersection realignment, sidewalk and curb reconstructions, improving signage and pavement markings, enhancing streetscape and landscaping along the corridor, roadway resurfacing, constructing ADA ramps to current standards, upgrading existing streetlights and traffic signals, install new medians, repairing catch basins, constructing bike racks, increasing number of trees and landscape areas along the roadway, furnishing and installing streetscaping etc..

2. 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 provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- ATCS
- Dewberry & Associates; and
- Quinn Consulting

3. APPLICABLE DOCUMENTS:

- Contractor's respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, May 2010
- IFB Solicitation entitled Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1
- Plans entitled Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1

- **Please note:** All offerors shall retrieve the Construction Project Plans for Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1 electronically using the link below:

(file://DDOT-JZ0WV12/Users/iozbay/OneDrive%20-%20Government%20of%20The%20District%20of%20Columbia/MLK/PHASE%2001.%20FINAL%20DESIGN/07.%20Final%20Bid%20Package/20181003_Final%20Bid_MLK%20Vision%20Zero_Plans.pdf)

4. SUBCONTRACTING REQUIREMENTS

(a) 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 contractor 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 contractor 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 contractor 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 contractor 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 contractor 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 contractor 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.

5. SCOPE OF WORK ("SOW")

The consulting firm, hereinafter referred to as "Consultant", shall provide for the District of Columbia, Department of Transportation (DDOT) construction engineering and inspection services during construction of the revitalization of Martin Luther King Jr. Avenue S.E. from Milwaukee PL S.E. to the intersection with 4th Street S.E. including monitoring of the construction work through inspection and testing, tracking progress against the construction schedule, checking and recommending interim and final payments, administrating changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, May 2010. The construction and inspection services shall include, without limitation, the following:

Section 1.0 General

The primary purpose and intent of this work is to provide DDOT the services of a qualified consulting firm to provide construction management and inspection of the revitalization of Martin Luther King Jr. Avenue S.E. from Milwaukee PL S.E. to the intersection with 4th Street S.E. during the construction phase. Construction work will be performed by a Contractor, who was awarded a 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 Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.
- The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the Contractor.
- The construction Contract documents for the Project, 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 Contract.
- The revitalization of Martin Luther King Jr. Avenue S.E. from Milwaukee PL S.E. to the intersection with 4th Street S.E. measures as per the contract document will be referred to herein as the project.
- A certified work zone specialist shall be provided and shall perform reviews and enforce work zone safety requirements, and advise the Contractor to correct any safety-related deficiencies.
- The Consultant shall develop and implement comprehensive public participation including but not limited to development of public participation work plans, preparation of necessary presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a project mailing list of stakeholders, groups and interested parties. Update the project website that will be stored on DDOT's site. All TO contract documents shall be in electronic and hard copy format which are uploaded onto SharePoint on real time and accessible to DDOT managers.
- Ensure that the Contractor strictly follows the approved phasing plans for all work.
- The Consultant shall monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.
- The Standard of Care applicable to Consultant's Services will be high degree of skill and diligence employed by professional engineers or Consultants performing the same or similar Services on projects of similar size and scope in the Washington, D.C. metropolitan area.

Section 2.0 Organization

The Consultant shall:

- Establish, subject to the approval of the Engineer, 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 within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed job-site staff, including a brief resume on each individual on the staff, organization chart, the size of staff, the job classifications and salaries of staff personnel for review and approval of the Engineer.

Any subsequent staff changes shall be subject to the prior written approval of the Engineer.

Section 3.0 Supervision and Inspection

The Consultant shall:

- Provide equipment and materials necessary for the implementation of this project, as discussed with DDOT officials, survey equipment, material testing equipment, communication equipment, hand held field manager devices, camera, Hand held field manager devices, data collection equipment and office supplies. Purchased under this contract will be returned to DDOT upon completion of the project.

- Place in charge of the work to be performed under this task order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
- Maintain a competent full-time inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer. The on-site staff shall have the qualifications to inspect all aspects of the Project.
- Provide documentation that shows at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic.
- Provide all technical engineering design and analyses to be collected and submitted to the engineer on record for review and approval.

Section 4.0 Procedures

Establish written procedures within ten (10) working days from the Notice to Proceed date, for coordination with the Project Engineer, the Contractor, the design Consultant, DC WATER, PEPCO, other utility companies, and all involved government agencies and public outreach with respect to all aspects of the Project. Upon approval by the Project Engineer, the Consultant shall implement such procedures.

Section 5.0 Preparation of Correspondence

Prepare correspondence pertaining to the project for the review and signature of the Project Engineer and 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 Project Engineer or the Engineer. Preparation of

correspondence will include the composing of drafts for review by the DDOT Project Engineer, revising as directed by the DDOT Project Engineer, preparing its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Project Engineer.

Section 6.0 Job Site Records

Maintain and secure at the job site on a current basis all contract and TO contract records including: TO and contract documents, addendums, general correspondence, contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, submittals, catalog cuts, transmittal letters, minutes of meetings, progress schedule file, reading file, utilities file, quality assurance records, concrete mixing records, delivery tickets, National Park Service file, Water and Sewer Administration file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design consultant's correspondence, subcontractors and supplier files and materials, 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 Project Engineer. Logs of all records shall be maintained on a current basis. These files shall be open to District at all times. Prior to final payment to the consultant, such records, drawings, and samples shall be delivered to the Engineer.

Section 7.0 Meetings

The Consultant shall:

A. Become proficient with the plans, specifications and other related documents. Convene and conduct a meeting with the Chief Engineer and Project Engineer within two (2) weeks after execution of the first Task Order for the purpose of preparation of the base line schedule with the Contractor and planning for pre-construction meeting.
B. Assist the DDOT Project Engineer 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 and supplied by the Engineer.
C. Schedule and conduct project meetings as may be needed when approved by the DDOT Project Engineer with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, issues, project coordination, DBE utilization, and equal employment opportunity.
D. Prepare detailed minutes of all meetings and distribute copies to all parties within 3 working days.

Section 8.0 Contract Scheduling

The Consultant shall:

Receive, review, evaluate for conformance to the contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule, cost, resource analysis and subsequent monthly updates.

Complete the review/evaluation of the Contractor's Critical Path Method ("CPM") schedule within twenty-one (21) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.

Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and contract. Provide timely written notice to the Engineer when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the contract.

Program the Contractor's approved CPM into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or 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.

Section 9.0 Shop and Working Drawings

A. Shop Drawings:
Once the Contractor submits the shop drawings and PE stamped calculations directly to the project field office, the Consultant shall log the shop drawings and distribute with transmittal to the design Consultant, DDOT in accordance with the Contract documents, project agreements and permits within 3 working days. The Consultant shall ensure the work is in accordance with the approved structural shop and working drawings by the Engineer of Record for the project and reviewing agencies. Advise the DDOT Project Engineer when progress of review adversely affects the project schedule.

Confirm work is in accordance with the approved shop drawings and material certifications for compliance with the Contract drawings and specifications.

B. Working Drawings:
Once the Contractor submits working drawings and PE stamped calculations directly to the project field office, the Consultant shall log the documents and distribute with transmittal to the design Consultant, in accordance with the Contract documents, project agreements and permits within 2 working days. The Consultant shall ensure the work is in accordance with the reviewed working drawings and erection plans by the Engineer of Record for the project and reviewing agencies. Assist the DDOT Project Engineer when progress of review adversely affects the project schedule.

Section 10.0 Assurance of Material Quality

The Consultant shall:

A. Review for Contract conformance all laboratory test reports and certifications concerning materials required under the Contract. Verify that all materials meet the 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 Contract requirements.

B. Obtain and submit materials and samples for testing to the DDOT QA/QC Division as specified in the contract. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland-Cement-Concrete, Ultra-High Performance Concrete masonry concrete, tack coat, prime coat, base course, embankment fill, structural back-fill, steel reinforcement, water-stop, curing compounds, sealers, welded wire fabric, bars, grout mix, neoprene bearings, anchor bolts, paint and any other material requiring testing by the QA/QC Division as per the Contract documents.

C. The Contractor shall be responsible for the performance of bituminous and Portland cement concrete plant inspections. The Consultant shall notify the QA/QC Division of planned Portland cement concrete and asphaltic concrete placement one day in advance of such planned work. The Consultant shall perform testing of concrete at the job site and shall ensure the temperature of asphalt mixes delivered to the job site conforms to the Contract requirements.

Section 11.0 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 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 Project Engineer in writing of such determination and provide recommendations to prevent the delay.

Section 12.0 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 Contract documents and the approved shop and working drawings.
- Document receipt of certifications for materials as required prior to 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 Project Engineer's written notification to the Contractor that the work or

permanent material fails to conform to the Contract documents. In the event that interpretation by the Engineer of the meaning and intent of the Contract documents becomes necessary during construction, provide to the Engineer all information and data relative to the interpretation, and make recommendations when requested by the Project Engineer.

- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

Section 13.0 Correction of Discrepancies and Deficiencies

The Consultant shall notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Engineer 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 same to the Project Engineer. The Consultant is not authorized to change the Contractor's scope of work.

Section 14.0 Surveys

The Consultant shall:

- Check base line points and benchmarks before the construction starts. Report all discrepancies in the established base lines and benchmarks to the Project Engineer and recommend solutions. Provide other surveying services as may be requested by the Project Engineer.
- Coordinate with the Contractor regarding the measurements to be taken in accordance with the Contract documents for the purpose of determining excavation and fill quantities. Verify the accuracy of the Contractor's measurements prior Contractor proceeds with the work.
- Verify the Contractor makes all field measurements of the existing construction as required by the Contract documents which may affect the construction, e.g., elevations of existing roads, and location of existing structures. Verify the accuracy of the Contractor's measurements.
- After the Contractor has established his controls and detailed layouts, verify and monitor such controls and layout for conformance with the Contract requirements. Such verification shall be performed prior to construction and in a manner such that there will be no delay to the Contractor. Report all discrepancies found to the Project Engineer and resolve the same with the Contractor.

Section 15.0 Contractor's Payments

The Consultant shall accurately measure, compute and record all quantities of items to be paid for under the Contract unit prices. Measure all quantities for payment in accordance with the Contract documents. Input quantities into the field manager on a daily basis. Review Contractor's monthly payment request for accuracy with field manager quantities, and notify the Project Engineer of any inconsistencies. Recommend amount of monthly progress

payments to the Project Engineer. Recommend to the Engineer 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.

Section 16.0 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 Project Engineer, 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.
- Maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall be open to the District Engineer at all times and shall be turned over to the Project Engineer at the completion of construction. 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 information.
- Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements. Prepare and maintain concrete mixing records complying with DDOT requirements.

Section 17.0 Change Orders

The Consultant shall:

Make written recommendations, including detailed justification and cost estimates, to the Project Engineer for such changes in the construction Contract, as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the Project Engineer.

Receive directives to prepare change orders from DDOT's Project Engineer. Upon approval by the Engineer, prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with DDOT procedures and the Contract documents. Provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the Contractor's labor, equipment and materials used in the work. Where requested by the Project Engineer, negotiate the final change order price with the Contractor and make recommendations, complete with substantiation, to the Project Engineer.

Section 18.0 Value Engineering Change Proposals (VECPs)

The Consultant shall evaluate the monetary value of the Contractor's VECPs and recommend to the Project Engineer acceptance or rejection complete with substantiation for such recommendation.

Section 19.0 Claims

The Consultant shall:

If requested, maintain documentation of all contractual liability claims. In the event any claim is made or any action brought, arising under or in any way relating to the construction Contract, the Consultant shall prepare all correspondence for the signature of the Project Engineer and Contracting Officer, including preparation of written reports with supporting information, Contracting Officer's decisions, and findings of fact necessary to resolve disputes. Participate in all related hearings including, for example, Contract Appeals Board hearings and court hearings.

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 Project Engineer.

Contractors, subcontractors, and equipment and material suppliers on the Project, or their sureties, shall maintain no direct action against Consultant, Consultant's officers, employees, affiliated corporations, and subcontractors for any claim arising out of, in connection with, or resulting from the engineering services performed. The District will be the only beneficiary of any undertaking by Consultant.

Section 20.0 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 Engineer in writing, with detailed breakdown and estimates, whenever construction costs are expected to exceed the estimated costs.

Section 21.0 Safety

The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall ensure safe working conditions at all times for all employees, subcontractors, consultants and others who may come in contact with, or be exposed to, any work performed to complete the contract. Review and make recommendations on the Contractor's safety program submittal, and maintain on file safety programs developed by the Contractor. If the Consultant observes practices or conditions at the construction site which appear to be inconsistent with good construction safety practices, a report shall be made to the Resident Engineer. (The performance of such services by the Consultant shall not relieve the Contractor of responsibility for the safety of persons and property, and compliance with all statues, rules, regulations, and orders applicable to the conduct of the work.)

Section 22.0 As-Built Drawings and Specifications

The Consultant shall, as directed by the Project Engineer, maintain at the job site a current, marked set of as-built drawings and specifications. Identify known deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction Contractor. Upon completion of construction, provide the Project Engineer with a certified set of marked as-built drawings and specifications in hard copies and electronic copies of pdf and dgn file format (dgn format only for the plans).

Section 23.0 Final Inspection

The Consultant shall convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the Engineer 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 Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the Contract documents, except for those changes delineated in the letter. The Final Inspection and certification by Consultant is for the purpose of providing the Engineer a greater degree of confidence that the completed construction work will conform generally to the construction documents and the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the Contractor(s). Consultant neither guarantees the performance of the Contractor(s) nor assumes responsibility for Contractor's failure to perform work in accordance with the construction documents

Section 24.0 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 contract requirements. Return to the DDOT any original calculations, survey notes, engineering or other data provided by the DDOT. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this project execution shall be delivered to and become the property of the DDOT.

Section 25.0 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. Said materials shall be made 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. Copies of these materials shall be furnished upon request (both in hardcopy and electronic copy format).

Section 26. Public Outreach. Establish, subject to the approval of the Engineer, a public outreach overall plans that includes:

a. Consultant identifying the public/Stakeholders - Public Relations (PR) Staff will create an inventory of elected officials, community leaders, neighborhood and school organizations, businesses, church groups, ethnic organizations, homeowners associations, environmental or cultural organizations, special interest groups and civil rights groups.

b. Inform the Public - Consultant informing the public and familiarize the public with the project-PR staff creates memorandums to local governments, press releases, display ads, agendas, marketing materials and flyers. Additionally, distribute transportation plans, agendas and brochures to stakeholders as well as attend public meetings. The staff participates in established community events and community meetings. At each appearance, staff presents surveys and comment forms to solicit input from community stakeholders. The organization seeks additional opportunities to gauge public sentiment.

c. Web Site - Consultant developing and maintaining a project web site for the duration of the project. Web site content will include but not limited to project background, weekly progress, schedule, pictures, announcement and notifications. At DDOT discretion, consultant shall develop and provide web site content to be used for DDOT internal website.

6. PERIOD OF PERFORMANCE:
464 CONSECUTIVE CALENDAR DAYS FROM **DATE OF AWARD**

7 .DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
2	Organization Chart	Electronic	10 days	DDOT
3	Inspection Report	Electronic	Daily	DDOT
4	Project coordination procedure	Electronic	10 days	DDOT/ EOR
5	Correspondence Documents	Electronic	Daily	DDOT
6	Daily Records	Electronic	Daily	DDOT
7	Meeting Minutes	Electronic	Within 3 Working days	DDOT
8	Comments on proposed Contractor's schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
9	Drawing and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
10	Assurance of Material Quality Report	Electronic	Monthly	DDOT/ EOR
11	Letter	Electronic	Daily	DDOT
12	Daily log and weekly report	Electronic	Daily	DDOT

13	Recommendation letter	Electronic	Daily	DDOT
14	Survey report	Electronic and paper	Quarterly	DDOT/ EOR
15	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
16	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT
17	Change order documents	Electronic and Paper	45 days from initiation	DDOT
18	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
19	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
20	Over-run estimated cost report	Electronic	Quarterly	DDOT
22	Marked set of As-Built Drawings	Electronic and Paper	Quarterly	DDOT
23	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
24	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

8. INSTRUCTIONS TO OFFERORS

8.1 Qualifications Due Date

8.3 Qualifications are due on or before 5:00 PM on Monday July 15, 2019.

8.4 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.

8.5 Organization and Content

8.5.1 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 9 of this TO RFQ.

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

8.5.3 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.

8.5.4 Provide qualifications and experience regarding implementing best practices and strategies for construction management services, including:

8.5.5 Communication between stakeholders;

8.5.7 Experience utilizing QA/QC processes and their ability to ensure contract compliance; and

8.5.8 Identification, management and mitigation of project risks.

8.5.9 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.

9. 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 five (5) 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:

- 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.

The District will conduct interviews with selected firms following receipt and evaluation of all firm qualifications. The interview location will be at 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.

1. During the oral interviews, the offeror's demonstration of their understanding of the work to include potential risks to performance, quality, and costs and associated mitigation measures, and the quality of their plan to ensure successful project delivery. (25 Points)

Total Possible Points: 125

10. CONTRACT ADMINISTRATOR (CA)

Name: Ilbay Ozbay
Title: Civil Engineer
Agency: District Department of Transportation
Address: 55 M Street, SE, Suite 400, Washington, DC 20003
Telephone: 202-673-6662

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

Sincerely,

Jeralyn Johnson

Jeralyn Johnson
Contracting Officer - DDOT

C.C:

Attachment 2: Qualifications

Quinn Consulting Services Incorporated

July 15th, 2019

Mr. Ilbay Ozbay
District Department of Transportation
55 M Street, SE, Suite 400,
Washington, DC 20003

Reference: **Construction Management, Inspections and Engineering Services for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1 project. (Solicitation No. OCPTO180119)**

Dear Mr. Ozbay:

Quinn Consulting Services, Inc., a registered DBE/WBE/SWAM business, is pleased to submit our Technical Qualifications for the above referenced project. We have assembled a project team made up of Quinn Consulting Services, Inc., Whitman Requardt & Associates, LLP (WRA), CKI & Associates, Inc. (CKI), and Tina Boyd & Associates (TB&A). This highly reputable team is committed to provide the District Department of Transportation with professional construction management, inspection, and engineering support services. All work will be in accordance with established criteria, policies, and standards.

This team is led by our Project Director, John Palmer, who has previous experience supervising project specific contracts, DDOT contracts and Construction, Engineering and Inspection contracts throughout the Mid-Atlantic Region. Mr. Palmer will be supported by local experienced engineers, construction managers, and inspectors. The members of our proposed team have successfully delivered transportation projects in and around the Washington, DC area and are available for immediate assignment to this Contract.

Quinn Consulting Services, Inc. is very excited about the opportunity to lead this team in proposing on this solicitation and we would welcome the opportunity to present our team's qualifications in an interview. We look forward to a favorable response to this proposal.

Sincerely,

Elizabeth Quinn Vicinski

Elizabeth Quinn Vicinski
President

14160 Newbrook Drive, Suite 220, Chantilly, VA 20151 Phone: (703) 818-0721 Fax: (703) 818-9392

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*)
Construction Management, Inspections and Engineering Services for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE Phase 1 project – Washington, DC

2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER
June 24th, 2019	**OCPTO180119**

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE
Elizabeth Quinn Vicinski, President

5. NAME OF FIRM
Quinn Consulting Services, Inc.

6. TELEPHONE NUMBER	7. FAX NUMBER	8. EMAIL ADDRESS
(703) 818-0721	**(703) 818-9392**	**equinn@quinn-consulting.com**

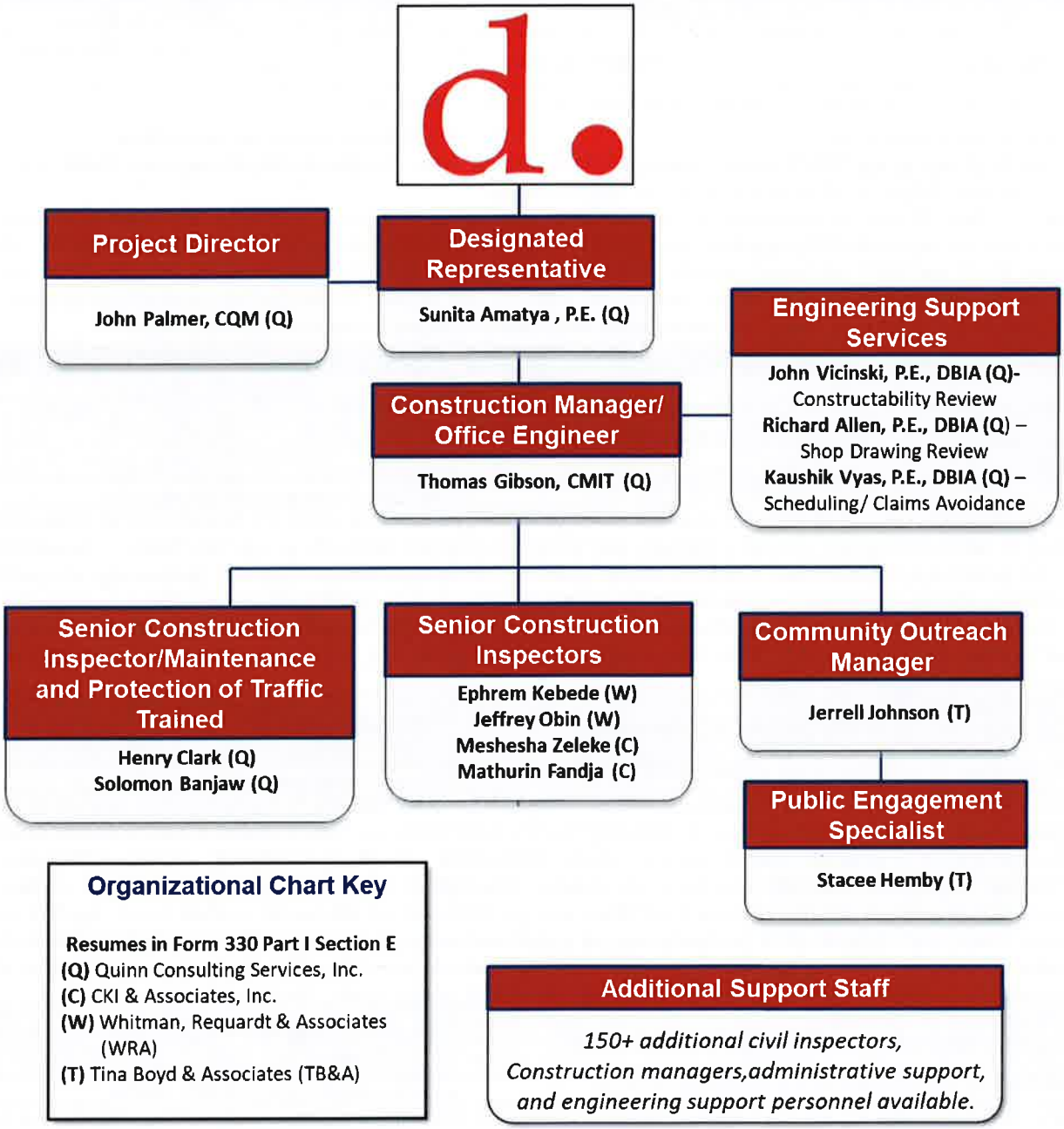
C. PROPOSED TEAM
(Complete this section for the prime contractor and all key subcontractors.)

	(Check) PRIME	(Check) JV PARTNER	(Check) SUBCONTRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.	X			**Quinn Consulting Services, Inc.** ☐ CHECK IF BRANCH OFFICE	**14160 Newbrook Drive, Suite 220, Chantilly, Virginia 20151**	**Project Director, Designated P.E., Construction Manager, Office Engineering, Civil Inspection Services, Maintenance and Protection of Traffic, Engineering Support**
b.			X	**Whitman Requardt & Associates, LLP (WRA)** ☑ CHECK IF BRANCH OFFICE	**100 M Street, SE, Suite 600 Washington, DC 20003** **1270 Fair Lakes Circle, Suite 300 Fairfax, VA 22030**	**Civil Inspection Services, Maintenance and Protection of Traffic Services**
c.			X	**CKI & Associates, Inc** ☐ CHECK IF BRANCH OFFICE	**006 Little River Turnpike E, Annandale, VA 22003**	**Civil Inspection Services, Maintenance and Protection of Traffic Services**
d.			X	**Tina Boyd & Associates (TB&A)** ☐ CHECK IF BRANCH OFFICE	**1315 Irving Street, N.W. Suite B, Washington, DC 20010**	**Public Outreach Services and shareholder communication services**
e.						

D. ORGANIZATIONAL CHART OF PROPOSED TEAM ☒ *(Attached)*

AUTHORIZED FOR LOCAL REPRODUCTION

Project Team Organization Chart



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
John Palmer, CQM	**Project Director**	**27**	**6**

15. FIRM NAME AND LOCATION *(City and State)* Quinn **Consulting Services, Inc.** (Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION
BS/1991/Civil Engineering; BA/1991/Natural Sciences and Mathematics	**Construction Quality Management Certification**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Mr. Palmer has over 27 years of experience in the practice of engineering with specific emphasis on interstate, primary and secondary roadways; large-scale bridges; public transportation systems; and utilities. He has held roles as an Inspector Coordinator on numerous EFLHD and DDOT task-based contracts. He has managed a staff of up to 25 inspectors across more than 3 contracts at one time; has in-depth knowledge of inspector's experience, expertise, and capabilities; works closely with clients to match staff skills and experience to meet their needs; and works closely with owners to submit timely and accurate invoices.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
EFLHD Construction Inspection Services (31 Eastern States, including District of Columbia) – Small Business Set-Aside, IDIQC	PROFESSIONAL SERVICES **Ongoing**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Program Manager in charge of providing qualified onsite consultant personnel to assist the Eastern Federal Lands Highway Division in administering and managing highway and bridge construction contracts in the East Region. Responsibilities included general administration and execution of task orders for CM services; contract and plan reviews and interpretation; coordinating engineering support; coordinating subs; reviewing invoices; and providing support as needed by inspectors and EFLHD clients. Current projects include Arlington Memorial Bridge Repairs (Washington, DC), Beach Drive Rehabilitation (Rock Creek Parkway / Washington, DC), Glebe Road Bridge Repairs (Arlington, VA), and Baltimore/Washington Parkway Paving Schedule (Prince George's County, MD).

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
DDOT Citywide Federal Aid Pavement Restoration	PROFESSIONAL SERVICES **2013**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Contract Manager, responsibilities included, but are not limited to: Contract Manager to CM team which consists of: Project Manager, Project Engineer, and 5 Construction Inspectors for this $20M Contract. Tasks included: providing Quality Assurance reviews of project in progress, maintaining a successful relationship with client, monitoring invoicing procedures, and maintaining fee proposal limits with labor burn rate updates. Oversight of CM staff that manages backlog of roadway and sidewalk maintenance, in addition to current workload, and the City's 311 call service for resident input. Services on this contract include: identifying locations for repairs, scoping and estimating the repairs and rehabilitation to be performed by the Citywide Contractors, inspecting the work in approximately 8 or more concurrent locations across the city, verification of pay quantities and contract compliance, updating tracking logs for backlog, and call center status.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
DDOT Reconstruction of DC Permeable Green Alleys	PROFESSIONAL SERVICES **2013**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Responsibilities included but are not limited to: Contract Manager to CM team, which consisted of Office Engineer and Senior Inspector for this $900K Contract. Tasks included: providing quality assurance reviews of project in progress, maintaining a successful relationship with client, monitoring invoicing procedures, maintaining fee proposal limits with labor burn rate updates, and providing comprehensive oversight of construction management services for work that included the removal of existing alleys made with non-permeable materials including gravel, impervious concrete or asphalt surfaces and replacing them with pervious concrete.

d.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
K Street NW from 12th Street to 21st Street ADA Improvements, DDOT	PROFESSIONAL SERVICES **2012**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Contract Manager. Assisted with this RFP in which KCI was successful in the pursuit of providing Construction Management and Inspection services for ADA improvements along K Street NW from 12th Street to 21st Street. Project will begin in the spring of 2013 utilizing a CM team consisting of (1) Project Engineer, (1) Office Engineer, (2) Inspectors, (1) Public Outreach Specialist, and support for Utility Coordination. This project has an approved fee proposal of $1.8M with a duration of 1 year.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Sunita Amatya, P.E.	**Designated Project Representative**	**25**	**<1**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc.** (Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
B.S. Civil Engineering	**Professional Engineer -#40785 WI**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Ms. Amatya is a registered professional engineer with more than 25 years' experience in the practice of Civil engineering with specific emphasis on transportation systems, structures, utilities and construction management. She is familiar with DDOT and WMATA systems and DDOT Standard Specifications for Highway and structures. She has extensive experience in structural analysis and design commercial and residential buildings forensic investigations, structural evaluation and structural remodeling of existing structures. Experienced with DDOT and WMATA systems and DDOT Standards and Specifications. She is effective leader using her strong interpersonal and communication skills and effectively manages and coordinates with staff and stakeholders on complex projects.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
Minnesota Avenue NE, Revitalization Phase II, District Department of Transportation (DDOT)	PROFESSIONAL SERVICES **Ongoing**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Resident Engineer performing construction management duties for this $19M project which consists of the revitalization of Minnesota Avenue starting from 300 feet south of Benning Road, N.E. intersection to Sheriff Road, N.E. The project crosses Benning Road intersection, Watts Branch Bridge, and Nannie Helen Burroughs Intersection and is in Ward 7 of northeast Washington, DC. Planned work includes the removal of existing surface asphalt and concrete road base and utilizing full depth asphalt replacement along with other improvements including: new sidewalks, curb, and gutters; new ADA compliant concrete wheel chair ramps; reconstruction of concrete driveway entrances; new landscaping and streetscaping; installation of bioretention facilities with plantings; new Water Quality catch basins; replacement of water main and service connections; replacement of existing fire hydrants; new traffic signals, signing and streetlights; and installation of new underground electrical conduit as part of DC Plug.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
WMATA Maintenance of Way Engineer and Coordinator	PROFESSIONAL SERVICES **2019**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Ms. Amatya provided Engineering support for preparation of various reports and presentations; prepared Maintenance of Way Engineering Revenue Service Adjustment (railroad repair) work coordination planning presentations; Prepared Revenue Service Adjustment event coordination/ meeting presentations; and facilitated coordination with WMATA departments for Revenue Service adjustment events. Additionally, she coordinated site logistics including permits, parking for upcoming RSA Work A events, prepared and distributed MOWE work packages, and visited rail repair construction sites.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
District of Columbia, Department of Transportation (DDOT) Pavement Restoration FY-15	PROFESSIONAL SERVICES **2017**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Work under this contract consisted of resurfacing roadways, repairing and replacing existing infrastructure such as sidewalk/curb & gutter (concrete/brick), bus pads/base, driveway/alley entrances, and wheelchair ramps. Ms. Amatya's responsibilities under this contract included construction management and serving as an office engineer for the restoration of national highway systems routes of the District.

d.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
District Department of Transportation Project Engineer	PROFESSIONAL SERVICES 2016	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

This project consisted of sidewalk restoration of federal streets in order to bring them up to ADA standards. Ms. Amatya performed construction management and office engineering tasks, including preparation of maintenance of traffic (MOT) plans for DDOT projects, performed structural analysis, and she prepared specifications for construction documents.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Thomas Gibson, CMIT	**Construction Manager**	**19**	**2**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc.** (Chantilly, VA)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
High School Diploma and Additional U.S. Air Force Training	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ MARTCP Asphalt	☑ MARTCP Soils	☑ MD SHA TTCTM
☑ Hydraulic Cement Concrete Field	☑ MD SHA Erosion and Sediment Control	☑ ACI Concrete Field

Mr. Gibson has nearly 20 years of hands-on managerial, construction, and quality control experience with contractors; state, county, and local officials; and stakeholders. He is experienced in building construction, highway construction, paving, utilities, transportation, and storm water management projects. He brings a high level of performance, professionalism, and knowledge to the projects he is involved in. Mr. Gibson is known for his leadership and strong interpersonal skills and for maintaining good communications with project stakeholders. He is adept at problem solving and has an eye for detail. In addition to required certifications, Mr. Gibson recently attained the CMIT designation and has taken numerous courses in roadway construction, maintenance, and safety. Mr. Gibson has received formal training in the Maintenance and protection of Traffic.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
I-395 Express Lanes Extension Project; Alexandria, Arlington and Fairfax Counties, VA	**Ongoing**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Mr. Gibson served as the Senior Quality Assurance Inspector on this eight-mile extension project which involves expanding and converting two high occupancy vehicle (HOV) lanes to three express lanes from north of Edsall Road to Eads Street near the Pentagon. Some of the key improvements for the corridor include installation of an active traffic management system to keep traffic moving and construction of new sound walls for nearby neighborhoods. As the lead field project inspector, he is responsible for coordinating all daily construction activities and schedules between the contractor, other inspectors on the QA team, and coordinated resolutions of issues that come up at the field level. His responsibilities include bridge and roadway inspection and ensuring contractor's QC program complies with the requirements as set forth in the project specific QA/QC Plan. Specific items include monitoring maintenance of traffic (MOT) for entire project; inspection of paving operations and joint repair work; monitor erosion and sediment control devices; verify source of material approvals and field concurrence; and maintain daily inspection reports which track quantities, pay items, and men and equipment on site.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
District of Columbia, Department of Transportation (DDOT), Federal Aid Citywide Pavement Restoration; Washington D.C.	**2018**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Mr. Gibson served as the Lead Senior Inspector for this 5 year ($60 million) Federal Aid Citywide Pavement Restoration project. Work under this contract consisted of resurfacing roadways, repairs and replacing existing infrastructure such as sidewalk/curb and gutter (concrete/brick), bus pads/base, driveway/alley entrances, and wheelchair ramps. His responsibilities included supervising and coordinating daily inspection assignments which consisted of milling, concrete, lane striping and asphalt paving projects. Additional duties included supervision of other inspectors; materials testing; erosion and sediment control inspection; communication and coordination with DDOT, contractors, other stakeholders and the general public; review and approval of project documentation and monthly pay estimates, and working closely with contractors, the inspection team and DDOT staff to identify and resolve problems. He managed a crew with 89 personnel for the inauguration route of President Barack Obama. Mr. Gibson received a Letter of Recommendation (LOR) from DDOT for outstanding work on this assignment.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Prince George's County Department of Public Works, Prince George's County, MD - SHA District 5	**2012**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Mr. Gibson Served as the Consultant Project Engineer/Senior Inspector that managed and inspected (36) drainage improvements and stormwater management projects for Prince George's County Government. Work included inspecting overhead high mast sign lighting and various sign supports for the SHA Office of Traffic Safety throughout the state of Maryland. Responsibilities included preparing and reviewing daily reports, material testing data reports, and invoices; and keeping a daily inspection report to track the activities and progress of the project. Tracked all materials utilized on the projects and assured Source of Materials were approved for use on projects. Kept an accurate and up to date submittal and RFI log so all project documentation was updated and accurate. Acted as liaison between residents, businesses, and Owner.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Henry Clark	**Senior Construction Inspector / MOT Trained**	**30**	**2**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc.** (Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
High School Diploma	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ VDOT Surface Treatment	☑ Int. Work Zone Traffic Control (ATSSA)
☑ VDOT Asphalt Field Level I & II	☑ Flagger Certification	☑ VDOT Int. Work Zone Traffic Control (LEO)
☑ ACI Concrete Field	☑ Nuclear Gauge Safety Training	☑ 10 Hour OSHA Safety Training
☑ VDOT Pavement Marking	☑ DEQ- Stormwater Management (Insp)	☑ VDOT GRIT Guardrail
☑ VDOT Slurry Surfacing		

Mr. Clark has more than 30 years of experience inspecting the construction of roads, bridges and associated infrastructure throughout the Commonwealth of Virginia for VDOT. He has inspected all phases of road construction from clearing and grubbing, blasting, grading, utilities, pipe installation, box culverts, retaining walls, concrete and asphalt placement, MOT, pavement markings, curb & gutter, seeding and guardrail placement. He also has extensive bridge inspection experience dealing with construction and rehabilitation of superstructures and foundations. He has supervised other inspectors and has worked directly with DOTs on progress schedules, submittals, materials tracking/source of materials, traffic control plans, pay estimates and problem resolution. His experience includes creating daily diaries in Site Manager and SharePoint; preparing materials notebooks, preparing and updating as-built plans; verifying grades, dimensions and elevations; monitoring contractor activities for compliance with contract plans and specifications. Mr. Clarke has received formal training in the maintenance and protection of traffic.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
Baltimore- Washington Parkway Resurfacing from Patuxent River to MD 198; Prince George and Anne Arundel Counties, MD	PROFESSIONAL SERVICES **Ongoing**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

This project included resurfacing of an approximately 3.4-mile section of the Baltimore -Washington Parkway from Patuxent River to Little Patuxent River Bridge, including resurfacing ramps at MD 198 interchange. This is a two-part project. Work includes repairing distressed areas with asphalt concrete pavement patching, milling and paving, pavement markings, mumble strips and other miscellaneous work. Responsibilities included: oversight of Contractor activities, monitoring Maintenance of Traffic (MOT) and protection of traffic for conformance with approved traffic control plans ensuring conformance with approved Source of Materials, documentation of daily progress utilizing Share Point and Site Manager, reconciliation and payment of pay quantities, and ensuring proper material testing and conformance of results within specification limits.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
I-395 Express Lanes Extension P3 Project; Alexandria, Arlington and Fairfax Counties, VA	PROFESSIONAL SERVICES **2019**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Quality Assurance Inspector on this eight-mile extension project which involves expanding and converting two high occupancy vehicle (HOV) lanes to three express lanes from north of Edsall Road to Eads Street near the Pentagon. Some of the key improvements for the corridor include installation of an active traffic management system to keep traffic moving and construction of new sound walls for nearby neighborhoods. Responsibilities include bridge and roadway construction inspection and ensuring contractor's QC program complies with the requirements as set forth in the project specific QA/QC Plan. Mr. Clark's specific responsibilities included: Monitoring Maintenance of Traffic (MOT) and protection of traffic for the entire project; performing material testing as required in QA role, inspection of asphalt placement, joint repairs and guardrail installation; Maintaining daily inspection and Testing reports; monitoring roadway construction; verifying DOT Source of Material approvals and field concurrence.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
NOVA-Maintenance Paving Schedule Construction Program	PROFESSIONAL SERVICES **2017**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Regular Inspector responsible for interstate paving schedule work in northern Virginia. Responsibilities included: oversight of Contractor activities for proper milling and overlaying with approved HMA, temporary and permanent pavement markings, monitoring Maintenance and Protection of Traffic for conformance with approved traffic control plans or Virginia Work Area Protection Manual, ensuring conformance with approved Source of Materials, documentation of daily progress utilizing Site Manager, reconciliation and payment of pay quantities, and ensuring proper material testing and conformance of results.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Solomon Banjaw	**Senior Construction Inspector / MOT Trained**	**11**	**2**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc.** (Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
AS/ 1994/ Civil Engineering/ Addis Ababa University	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ Nuclear Gauge Safety Training	☑ Int. Work Zone Traffic Control
☑ VDOT Asphalt Field Level I & II	☑ Flagger Certification	☑ 30 Hour OSHA Construction Safety
☑ VDOT Hydraulic Cement Concrete Field	☑ DEQ- E&S Control Inspection	☑ 10 Hour OSHA Construction Safety
☑ VDOT Pavement Marking	☑ VDOT GRIT Guardrail	☑ ACI Concrete Field

Mr. Banjaw has over 11 years of experience performing construction inspection services for transportation projects in Virginia and the District of Columbia. He has experience working on VDOT projects, such as the I-95 and I-495 Express Lanes projects, and DDOT and asphalt maintenance projects. His experience includes creating daily diaries in Site Manager and uploading them to SharePoint; preparing materials notebooks, preparing and updating as-built plans; verifying grades, dimensions and elevations; monitoring contractor activities for compliance with contract plans and specifications. Mr. Banjaw (WZTC, LEO, OSHA) is trained and experienced in the maintenance and protection of traffic

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
FHWA Reconstruction of Beach Drive from Rock Creek Parkway to Maryland State Line -Segment 4, Washington, DC	**Ongoing**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Mr. Banjaw served as a senior inspector on Segment 4 of this 6.45-mile-long, $32 Million project which includes the pavement reconstruction of Beach Drive from Rock Creek Parkway to the Maryland State Line. Segment 4 (Joyce Road to the Maryland State line) was 2.70 miles long and work included the continued reconstruction of Beach Drive; rehabilitation of Joyce Road box culvert; rehabilitation of Milhouse Ford Bridge and Pinehurst Branch Bridge; reconstruction/rehabilitation of parking areas and other work. Mr. Banjaw's responsibilities included inspection of headwalls and riprap installation, curb and gutter installation; work on bio-retention structures; asphalt milling on mainline and parking lots; placing intermediate courses of asphalt pavement; topsoil and turf establishments; placement of permanent signage; and waterproofing at the Joyce Road culvert. Additionally, Mr. Banjaw was responsible for monitoring Maintenance of Traffic (MOT) for conformance with approved traffic control plans and safety requirements. He ensured conformance with approved Source of Materials and completed documentation of Daily Progress Reports using Site Manger while managing other staff.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
I-395 Express Lanes Extension Project; Alexandria, Arlington and Fairfax Counties, VA	**2019**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Mr. Banjaw served as the Senior Quality Assurance Inspector on this eight-mile extension project which involves expanding and converting two high occupancy vehicle (HOV) lanes to three express lanes from north of Edsall Road to Eads street near the Pentagon. As the lead field project inspector, he was responsible for coordinating all daily construction activities and schedules between the contractor, other inspectors, and coordinated resolutions of issues that come up at the field level. His responsibilities include bridge and roadway inspection. Specific items include monitoring maintenance of traffic (MOT) for entire project; inspection of paving operations and joint repair work; monitor erosion and sediment control devices; verify source of material approvals and field concurrence; and using Site Manager to maintain daily inspection reports.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Federally Funded Roads Projects for Maintenance, DDOT, Washington, D.C.	**2013**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Mr. Banjaw served as the Construction Inspector responsible for performing maintenance inspections for federal highways within D.C. Inspection activities included electrical and traffic signal installations; retaining walls; foundations; reinforcing steel; drop inlets; landscaping; unsuitable soil; asphalt placement; drop inlets; landscaping; subgrade; curb and gutter; sidewalks; concrete medians; water and sewer lines; drainage facilities; signals; streetlights; signs; and ADA ramps. He conducted materials and nuclear density testing. Additionally, he obtained field measurements of pay items; resolved field construction issues; reviewed and reconciled daily pay quantities; monitored MOT, work zone safety, project schedule, budget, and issue files related to NOIs. He analyzed and reviewed contract documents to facilitate resolutions of construction issues and utility conflicts; maintained project records; coordinated with DDOT Engineers and inspection team and stakeholders.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Ephrem Kebede	**Senior Construction Inspector**	**25**	**2**

15. FIRM NAME AND LOCATION *(City and State)* **Whitman, Requardt and Associates, LLP** (Washington, D.C.)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
BS – Civil Engineering	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ 10 Hour OSHA Safety Training	☑ VDOT Hydraulic Cement Concrete Field
☑ VDOT Asphalt Field Level I & II	☑ ACI Field/Testing Technician Level I	☑ VDOT Int. Work Zone Traffic Control (LEO)
☑ VDOT Pavement Marking	☑ Nuclear Gauge Safety Training	☑ VDOT GRIT
☑ VDOT Slurry Surfacing	☑ VDOT Surface Treatment	☑ NHI Bridge Construction Inspection

Mr. Kebede is a senior inspector with (25+) years' experience managing and/or inspecting intersection improvements, structures, bridge construction, maintenance, repair and rehabilitation projects; provides supervision and leadership of other inspectors; performs inspection and project management duties; coordinates communication with Owners, Contractors, third-party utility companies, and the general public; monitors operations for compliance with contract documents, plans, DDOT Standard Road and Bridge Specs; follows DDOT Construction Manual, Inspection Manual, and Environmental, safety, EEO guidelines and regulations.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
I-95 Safety Improvements at Route 3 Design-Build – VDOT – Fredericksburg, VA	2018	2018
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Senior QA inspector for $19 million VDOT design-build to enhance safety at I-95 Exit 130 (Route 3) by reducing crashes and reducing the risk of injuries and fatalities. Elements of the project include multi-phase MOT, utility relocations and betterments, traffic signals, overhead sign structures, special guardrail end treatments, retaining walls, sound barrier wall, and asphalt paving. Assists the QA manager in overseeing the QA/QC program, reviewing project documentation to ensure all work, materials, testing, and sampling are performed in conformance with the contract requirements, the approved QA/QC plan, and plans and specifications. He is responsible for environmental compliance inspections, sampling and testing materials, performing formwork and reinforcing inspections, maintenance of traffic inspections, resolving field issues promptly, and ensuring all inspection requirements are performed per the approved QA/QC plan. Also responsible for daily coordination with VDOT, QC and contractor staff, maintaining project documentation, preparing a daily report with inspection checklists, reviewing QC daily reports and test results, and overseeing CEI staff.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
City-wide Pavement Restoration Project and City-Wide Sidewalk Restoration Project – DDOT – Washington, DC	2017	2017
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

As senior construction inspector directly oversaw the contractor's city-wide pavement restoration and sidewalk restoration projects. Activities included inspection of all work performed; scoping activities; enforcing all applicable plans, specifications, and contract provisions; measuring and recording quantities; monitoring progress of all work performed; keeping abreast of the contractor's rate of progress; and daily inspection of contractor's work including ADA ramps, sidewalk, curb and gutter, and pavement restoration activities. Responsible for ensuring that the contractor maintains safe conditions throughout the project including safety of traffic, the public and the contractor's personnel.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Lorton Road Widening Project – Fairfax County DOT – Fairfax County, VA	**2017**	**2017**
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Senior environmental/construction inspector for $30 million pilot project for a "green highway" which included an array of bioengineered stormwater treatment techniques as part of widening the roadway to four lanes to include a median, improved alignment, dedicated turn lanes, on-road bike lanes, shared-use paths, and two pre-cast arch bridges over Giles Run and Greenway Trail. Performed weekly environmental compliance inspections, resolved field construction issues and utility conflicts; provided recommendations for changes to construction plans to meet field conditions; and coordinated with Fairfax Water and Fairfax Water Authority staff. He also inspected the bridges; analyzed and reviewed contract documents to facilitate the resolution of construction issues and pay item conflict. He maintained daily inspection diaries, reconciled quantities with the contractor's foreman and office engineer, performed field measurements of pay items, maintained project records, and monitored the project schedule and testing frequencies. (construction cost $30M)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jeffrey Obin	**Senior Construction Inspector**	**12**	**2**

15. FIRM NAME AND LOCATION *(City and State)* **Whitman, Requardt and Associates, LLP** (Washington, D.C.)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*
BS – Construction Management

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ 10 Hour OSHA Safety Training	☑ ACI Grade I Testing Tech
☑ VDOT Asphalt Field Level I & II	☑ 30 Hour OSHA Safety Training	☑ VDOT Int. Work Zone Traffic Control (LEO)
☑ VDOT Pavement Marking	☑ DEQ- E&S Control Inspection	☑ VDOT GRIT
☑ VDOT Slurry Surfacing	☑ DEQ- Stormwater Management (Insp)	☑ ACI Concrete Field
☑ DEQ- E&S Control Inspection	☑ Nuclear Gauge Safety Training	☑ Confined Space Entry

Mr. Obin is a senior inspector with (10+) years' experience managing and/or inspecting intersection improvements, structures, bridge construction, maintenance, repair and rehabilitation projects; provides supervision and leadership of other inspectors; performs inspection and project management duties; coordinates communication with Owners, Contractors, third-party utility companies, and the general public; monitors contractor operations for compliance with contract documents, plans, DDOT Standard Road and Bridge Specs; follows DDOT Construction Manual, Inspection Manual, and Environmental, safety, EEO guidelines and regulations. Of particular relevance to this project is Mr. Obin's capabilities of dealing with the general public. This project is in a residential community and Mr. Obin has social awareness, tactfulness, and respectfulness of dealing with general public on construction projects.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Construction of Fiber Optic Networks along DC Freeways – DDOT – Washington D.C.	2018	2018
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Lead senior inspector for this project to construction the fiber optic networks to improve the safety and operations on DC freeways (I-295, I-695, I-395, and Anacostia Freeway). This newly installed fiber communication networks will become an integrated part of DDOT's Traffic Management System, which provides data exchange platform for traffic operations and incident management. Inspection of electrical items included conduit trenching, directional drilling, conduit installation, cable pulling including maxcell and fiber optic cable. Supervises other inspectors, reviews their daily reports, and directs them during construction operations. Reconciles payments with the contractor, confirming with the DDOT project engineer.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DC Streetcar Project – DDOT – Washington, D.C.	**2017**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Lead project inspector for all construction activities for DDOT on the H/Benning Street 2.4-mile segment DC streetcar project and maintenance facility. Performed daily inspections for civil, architectural, mechanical, and rail components of work. Responsibilities included observing and verifying that the QA/QC inspection services were rendered in accordance to the project's requirements for soil enhancements, soil stabilization, soil removal, and stormwater management for the project. Responsibilities also included assisting the construction manager with administrative tasks for various construction subcontracts by preparing daily work progress reports. He maintained detailed records of the contractor's daily operations and events that affected the work. He monitored and inspected the contractor's work zone traffic control implementation as well as reviewed field adjustments to the approved MOT plan. He worked directly with DDOT QA/QC Division to review contractor submitted construction materials and samples for testing.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Construction Management & Inspection Support – Arlington County Dept. of Environmental Services – Arlington County, VA	**2017**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

Lead senior inspector for multiple locally administered and funded projects throughout Arlington County. He was responsible for inspecting all work for compliance with plans, specifications, and Arlington County standards. Also responsible for mentoring other project inspectors, monitoring the quality control inspection and testing performed by the contractor's third party, resolving field disputes and recommending solutions to field issue, engaging/interacting with the public, conducting weekly reviews of project's SWPPP documents for compliance, preparing a daily report and maintaining as-built construction drawings. Projects included: 9th Street Improvements, Long Bridge Drive Utility Undergrounding & Roadway Realignment and reconstruction. Mr. Obin provided services as the project close-out inspector.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Meshesha Zeleke	**Senior Construction Inspector**	**34**	**9**

15. FIRM NAME AND LOCATION *(City and State)* **CKI & Associates, Inc.** (Annandale, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*
BS/1978/Architecture and Urban Design; MS/1988/Architecture

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ VDOT Surface Treatment	☑ Int. Work Zone Traffic Control (ATSSA)
☑ VDOT Asphalt Field Level I & II	☑ Flagger Certification	☑ VDOT Int. Work Zone Traffic Control (LEO)
☑ VDOT Hydraulic Cement Concrete Field	☑ DEQ- E&S Control Inspection	☑ 10 Hour OSHA Safety Training
☑ VDOT Pavement Marking	☑ DEQ- Stormwater Management (Insp)	☑ VDOT GRIT
☑ VDOT Slurry Surfacing	☑ Nuclear Gauge Safety Training	☑ ACI Concrete Field

Mr. Zeleke will serve as a Senior Inspector. He has nearly 35 years' experience managing and/or inspecting roadway, structure, and bridge construction, maintenance, repair and rehabilitation projects; providing supervision and leadership to other inspectors; performing inspection and project management duties; communicating with DDOT, Contractors, utility companies, stakeholders and the general public; monitoring contractor operations for compliance with contract documents, plans, DDOT Road and Bridge Specs, and Standards; following DDOT Construction Manual, Inspection Manual, and Environmental, safety, EEO guidelines and regulations; preparing project correspondence, documentation, materials notebook, and work orders; preparing field adjustments and engineering principles. He is proficient in using MS Office and, SiteManager. Mr. Zeleke brings nearly 35 years of experience as Construction inspector on transportation infrastructure projects.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
FY-14 City-Wide Safe Routes to Schools Construction – Washington DC, DDOT	PROFESSIONAL SERVICES **2018**	CONSTRUCTION *(if applicable)* 2018
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

As Senior Construction Inspector, on this $3.55 Million project. Mr. Zeleke performed inspections of contractor's construction work as assigned by the CM assuring compliance with approved contract plans and specifications. He observed the contractors work and recommend approval of the inspected work to the CM based on tests conducted, published procedures and good construction practices. He maintained inspections records and pertinent data regarding equipment, material, and labor, with the use of construction management software such as AASHTO's Field Manager and field book. He prepares daily inspection reports and keeps the CM advised of inspection results particularly items requiring re-work due to quality deficiencies. He verified and maintained quality data for use in payment processing and monitored traffic control operations (MOT) daily.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
(VDOT) Downtown Tunnel/Midtown Tunnel /MLK Expressway Extension Design Build; Baltimore MD	PROFESSIONAL SERVICES **2016**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Inspector Senior Responsible for overseeing Contractors daily construction work is being performed in compliance with contract plans and specifications. Reporting non- compliance and any deficiencies to the field staff and quality control manager. Daily activities include testing of concrete for segmental box of tunnel sections, installation of guardrail, underdrains, storm lines, and manholes. Inspect electrical systems, reviewing and recording pay quantities according to the contract specifications, writing daily inspection reports and documenting test results and observations. Responsible for checking daily MOT and coordinating with contractor and TOC for update lane closure at beginning and end of each day.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
(DDOT) Upgrade, Reconstruct, Resurface Ward 5&6 Washington, D.C.	PROFESSIONAL SERVICES **2015**	CONSTRUCTION *(if applicable)*
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Construction Inspector, Responsible for the inspection and testing of roadway construction on this $5.6 Million project, to ensure compliance with contract plans and specifications. Work involved the upgrade, reconstruction and resurfacing of various locations and streetlight/traffic signal upgrades at 7 intersections simultaneously within the NE part of city. Responsible for monitoring to ensure that accurate records are kept in accordance with DDOT's construction manual. Performed oversight of crews delivered structures and complex interfaces with third parties, which included DC Water. Responsible to ensure that the contractor follows phasing plan to minimize the impact on roadways and sidewalks, Responsible to report a; quality of life concerns by the local community were addressed immediately. Oversee electrical work which included removal, replacement of traffic light signal systems, inspect the civil work which included construction of new curbs and gutter, and resetting granite curb and installing wheel chair ramps and sidewalks, inspect resurfacing of roadways with porous asphalt, intern=mediate and surface super pave asphalt mix. Coordinated with DC water and oversee the upgrade of storm sewer and subsurface drainage systems in the field, oversee the installation of traffic control, sediment and erosion control, and landscaping operations.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Mathurin Fandja	**Senior Civil Inspector**	**12**	**9**

15. FIRM NAME AND LOCATION *(City and State)* **CKI & Associates, Inc.** (Annandale, VA)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*
BS/1999/Finance; BS/2000/Juridical Sciences

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ VDOT Surface Treatment	☑ ADA Guidelines Certified
☑ VDOT Asphalt Field Level I & II	☑ Flagger Certification	☑ Work Zone and Traffic Control
☑ VDOT Hydraulic Cement Concrete Field	☑ DCR- E&S Control Inspection	☑ 10 Hour OSHA Safety Training
☑ VDOT Pavement Marking	☑ DEQ- Stormwater Management (Insp)	☑ VDOT GRIT
☑ VDOT Slurry Surfacing	☑ Nuclear Gauge Safety Training	☑ ACI Concrete Field

Mr. Fandja will serve as a Senior Inspector. He has 13 years' experience managing and/or inspecting roadway, structure, and bridge construction, maintenance, repair and rehabilitation projects; providing supervision and leadership of other inspectors; performing inspection and project management duties; communicating with DDOT, Contractors, utility companies, stakeholders and the general public; monitoring contractor operations for compliance with contract documents, plans, DDOT Road and Bridge Specs, and Standards; following DDOT Construction Manual, Inspection Manual, and Environmental, safety, EEO guidelines and regulations; preparing project correspondence, documentation, materials notebook, and work orders; preparing field adjustments using mathematical calculations and engineering principles; proficient in MS Office and, SiteManager.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **FY-14 City-Wide Safe Routes to Schools Construction – Washington, DC DDOT**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: | CONSTRUCTION *(if applicable)*: **2018**

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Senior *Inspector*. This $3.55 Million project involved individual work assignments for the installation and reconstruction of small-scale safety improvements on roadways and at intersections within the District of Columbia intended to improve safety of pedestrians and bicyclists. The work included, but was not limited to, installing ADA compliant handicap ramps, sidewalks, curbs and gutters, concrete coping wall and retaining walls as well as repainting of new standard width crosswalks and daily implementation and maintenance of vehicular and pedestrian traffic safety plan throughout the construction period.

b.

(1) TITLE AND LOCATION *(City and State)*: **Mt. Pleasant Streetlight Upgrade, NW & Massachusetts Avenue Streetlight Upgrades- Washington, DC**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2018** | CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Senior Inspector. This $2 Million and $4 Million project included the installation of new conduits & cables, electrical manholes, new pole foundations, ground rod & wires, street light poles & LED fixtures, construction of new sidewalk pavement, curb & gutter restoration, ADA ramps, pavement profiling (milling), roadway base restoration along the trenched areas, & pavement marking. The projects also included MOT and placement of sediment & erosion control measures and tree protection.

c.

(1) TITLE AND LOCATION *(City and State)*: **(VDOT) Design Build Project for Route 29 Solutions, (Charlottesville, Virginia)**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2017** | CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Lead Construction Inspector: Duties on this $117 Million project included reporting non-conformance and any deficiencies to the field staff and quality control managers, inspection of repair and installation of underground utility lines, reviewing and recording pay quantities according to the contract specifications, writing daily inspection reports and documenting test results and observation of reinforcing steel for structural concrete and concrete testing, monitoring construction of retaining walls, traffic signal foundations as well as monitoring and maintenance of traffic in work zone (MOT), verifying approved concrete mix designs, performing on site testing, documenting test results of compacted structural fill and aggregate base.

d.

(1) TITLE AND LOCATION *(City and State)*: **I-95 Express Lanes D/B Construction/Transurban/VDOT**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2015** | CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Senior QA *Construction Inspector:* responsibilities on this $1 Billion project included monitoring and testing on roadway and bridge construction work, including performing field compaction and concrete testing, inspection of guardrail, concrete bridge decks, asphalt placement operations and pavement marking. Mr. Fandja also assisted in determining if construction work was being performed in compliance with contract plans and specifications, reported non-conformance and any deficiencies to the field staff and quality control manager, wrote daily inspection reports and documented test results and observations.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jerrell Johnson	**Community Outreach Manager**	**6**	**4**

15. FIRM NAME AND LOCATION *(City and State)* **Tina Boyd and Associates** (Washington, D.C.)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
Norfolk State University/Attended 2008-2009 **Integrated Design and Electronics Military Academy/2008**	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Jerrell has provided community outreach services city-wide covering every ward in the city. He has also worked on numerous District Department of Transportation (DDOT) projects that include the 11th Street Bridge; Georgia Avenue Dedicated Bus Lanes; Florida Avenue, NE Preliminary Design from First St. to H St.; Rehabilitation of the Howard Theatre Area and Streetscape of 7th Street; DC Streetcar Brand Ambassador program; Minnesota Avenue Revitalization Phase 1 and the Asset Management Citywide (Local) Alley and Sidewalk Enhancement Program to name a few. His role on these projects has been to support the community outreach efforts where he has built relationships with the community, its business owners and residents.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Anchor Construction - Pepco Feeders 69148, 69149 and 69150 Sligo to Linden, Silver Spring, MD	**2019**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

As Community Outreach Project Manager, Jerrell is responsible for the development and upkeep of the Public Involvement Plan (PIP), Stakeholder Database, Constituents Tracking System, Public Outreach Plan and all project collateral. He engages the community and keeps stakeholders informed of project objectives and construction activity. He manages community outreach efforts including door to door campaigns, mailings, electronic distribution and public meeting coordination. He manages a twenty-four-hour emergency hotline for project related concerns. Jerrell attends HOA and Civic Organization meetings to ensure compliance and community involvement; proactively notify stakeholders; and to distribute public meeting information. He is responsible for public meeting coordination, meeting logistics and prepares the public meeting close-out reports.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DDOT Revitalization of Martin Luther King Jr. Avenue SE; Washington, D.C.	**2018**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Jerrell develops community relationships with business owners and residents by doing grassroots campaigning and attending Advisory Neighborhood Commission (ANC) and other community meetings. Jerrell also handles meeting venue set-up and registration on the day of the event.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Rehabilitation of Massachusetts Ave; Washington, D.C.	**2018**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Jerrell develops community relationships with business owners and residents by doing grassroots campaigning and attending Advisory Neighborhood Commission (ANC) and other community meetings. Jerrell also handles meeting venue set-up and registration on the day of the event.

d.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DDOT Reconstruction of Monroe Street NE Bridge; Washington, D.C.	**2019**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

Jerrell provides community relations support ensuring that stakeholders are kept abreast of project updates. He is responsible for the distribution of notices and project fact sheets. Jerrell maintains working relationships with the community by doing door-to-door visits to business owners and residents and attending ANC and other community meetings. Jerrell is also responsible for providing reports on his attendance at ANC and other community meetings and grassroots campaigns with the community.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Stacee Hemby	**Public Engagement**	**20**	**4**

15. FIRM NAME AND LOCATION *(City and State)* **Tina Boyd and Associates** (Washington, D.C.)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
Howard University, Washington, D.C. 1990-1992	**N/A**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Stacee is a native Washingtonian who has a successful history of working closely with the District of Columbia government for over twenty (20) years focusing on internal and external client relations, project management and rollout, data analysis, project administration, contract administration support, document control, report preparation and contract invoicing. Her experience and expertise include community outreach coordination and management; event planning; administrative and document support; time keeping; troubleshooting and problem solving; database development and management; data collection and analysis; customer service; office management and contract (project) administration.

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DDOT 14th Street NW Streetscape; Washington, D.C.	**2018**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

As Public Engagement Project Manager, Stacee is responsible for the development and upkeep of the Public Involvement Plan (PIP), Stakeholder Database, Constituents Tracking System, Public Outreach Plan and all project collateral. She engages the community and keeps them apprised of the project objectives and construction activity. She manages outreach efforts including door to door campaigns, mailings, electronic distribution and ANC coordination. Stacee attends ANC and Civic Organization meetings to ensure compliance and community involvement; proactively notify stakeholders; and to distribute public meeting information. She is responsible for public meeting coordination, venue selection, meeting logistics and prepares the public meeting close-out reports which include Title VI reporting and comment summaries. Stacee is also responsible for regular website updates.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DDOT Revitalization of Martin Luther King Jr. Avenue SE; Washington, D.C.	**2017**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

As Public Engagement Project Manager, Stacee was responsible for the development of the Public Involvement Plan (PIP), Stakeholder Database, Constituents Tracking System, Public Outreach Timeline and all project collateral. She managed outreach efforts including door to door campaigns, mailings, electronic distribution and ANC coordination. She kept stakeholders apprised of the project, its objectives/goals and all public meetings and responds to stakeholder concerns. She handled all meeting logistics including coordination, venue selection, day-of-event staffing, etc. Stacee prepared the public meeting close-out reports and submitted monthly reports.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DDOT Revitalization of Massachusetts Avenue NW; Washington, D.C.	**2017**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

As Public Engagement Project Manager, Stacee is responsible for the development of the Public Involvement Plan (PIP), Stakeholder Database, Constituents Tracking System, Public Outreach Plan and all project collateral. She keeps stakeholders apprised of the project, its objectives/goals and all public meetings in accordance with DDOT's policies and procedures. She manages outreach efforts including door to door campaigns, mailings, electronic distribution and ANC coordination. Stacee attends ANC and Civic Organization meetings to ensure compliance and community involvement; proactively notify stakeholders; and to distribute public meeting information. She is responsible for public meeting coordination, venue selection, meeting logistics and prepares the public meeting close-out reports which include Title VI reporting and summaries.

d.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
DDOT Rehabilitation of Eastern Avenue NE; Washington, D.C.	**2016**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑Check if project performed with current firm	

As Public Engagement Project Manager, Stacee is responsible for the management of all community and stakeholder engagement. She coordinates all communication to stakeholders. She works closely with DDOT Office of Communications to ensure all collateral has clear and succinct messaging. Stacee manages the public outreach team and overseas the day to day outreach activities.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
John Vicinski, P.E., DBIA	**Constructability Review**	**35**	**10**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc.** (Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
B.S./1982/Civil Engineering Technology	**VA Registered P.E., Certificate No. 0402-026380;**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ VDOT Surface Treatment	☑ Int. Work Zone Traffic Control (ATSSA)
☑ VDOT Asphalt Field Level I & II	☑ Flagger Certification	☑ VDOT Int. Work Zone Traffic Control (LEO)
☑ VDOT Hydraulic Cement Concrete Field	☑ DEQ- E&S Control Inspection	☑ 10 Hour OSHA Safety Training
☑ VDOT Pavement Marking	☑ DEQ- Stormwater Management (Insp)	☑ VDOT GRIT
☑ VDOT Slurry Surfacing	☑ Nuclear Gauge Safety Training	☑ ACI Concrete Field

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **Task Order Contract for Constructability Reviews and CPM Scheduling Services, Area 1, VA**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2008**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Project Manager for constructability, biddability and claims avoidance reviews for transportation projects. Review and analysis of construction planning, sequence and scheduling, bid packaging, MOT, utilities relocation, ROW requirements, interface with adjacent businesses to project sites, environmental controls and safety issues. Tasks included I-66 Gainesville Interchange, Prince William Co.; I-64/I-295 Interchange, Richmond; I-95 Atlee-Elmont Interchange, Richmond; Seven Corners Bridges, Falls Church; Chincoteague Bridge, Accomac County; Midlothian Turnpike, Richmond; Route 218 Relocation, Fredericksburg and U.S. Route 17 widening, Gloucester County.

b.

(1) TITLE AND LOCATION *(City and State)*: **Route 17 Dominion Boulevard, Chesapeake, VA**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2012**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Constructability reviewer on this 3.8 mile 275-million-dollar project widening existing 2 Lanes of Dominion Blvd. to a limited access freeway with 2-lanes in each direction, including grade-separated interchanges @ Cedar Road, Dominion Lakes Blvd., and Great Bridge Blvd., and replacement of the existing bascule bridge over the Southern Branch of the Elizabeth River with a 95 foot vertical clearance high-rise bridge. Specific responsibilities included reviewing the proposed sequence of construction including temporary detours at the major intersections and reviewing the plan sheets for civil, structural, and utility constructability issues. In addition, reviewed project geotechnical reports and made recommendations on drainage and settlement control during the proposed phased construction.

c.

(1) TITLE AND LOCATION *(City and State)*: **I-64 Mercury Boulevard Interchange, Hampton, VA**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2002**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☐ Check if project performed with current firm

Project Manager responsible for contract oversight, providing inspectors, documentation, constructability review and CPM scheduling. Also provided delay analysis in regard to Contractor claims for additional time and money. Reviewed Contractor's schedule submissions and actual sequence of construction to evaluate validity of Contractor requests for additional compensation and time. The project included the addition of HOV lanes, construction of several new ramps and traffic loops and reconstruction and rehabilitation of seven (7) bridges.

d.

(1) TITLE AND LOCATION *(City and State)*: **Claims Avoidance Training, District of Columbia Department of Transportation, Washington, D.C.**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2002**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☐ Check if project performed with current firm

Project Engineer for development of a series of workshops focusing on claims avoidance and construction administration practices for transportation projects. Seminar topics include constructability review, CPM scheduling and construction documentation procedures. The overall theme of the seminar is risk management in construction. Seminar attendees include construction managers, contract administrators, legal staff and engineers.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Richard Allen, P.E., DBIA	**Shop Drawing Review**	**21**	**3**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc.** (Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
M.Eng./1995/Civil Engineering; BS/1992/Civil Engineering	**PE in VA (#0402036809, Expires 11/30/17)**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

ISO 9001 Quality Management Certification No. 2779990; DBIA Certified

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
District of Columbia Water & Sewer Auth. (DC Water) – Div. I – Main Pumping Station Diversions (MPS-D)	**2018**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

Quality Assurance/Quality Control (QA/QC) Manager on a $53 million P3 design-build project that is constructed under the DC Clean Rivers (DCCR) Project. The MPS-D Project is a component of the overall DCCR Project put in place to control and consolidate combined sewer overflows at the MPS, permitting overflows to be conveyed to the Blue Plains Advanced Wastewater Treatment Plant via the existing Blue Plains Tunnel. The MPS-D Project will also contain storm surge storage providing surge relief and reduced surge water surface elevations during critical rain events. As QA/QC Manager, responsible for the Project's Materials Testing Program, production of Inspector's Daily Reports (IDR's) and other records required to document the inspection and testing activities including material acceptance. Additionally, responsible for completing daily and weekly QA Reports for and other quality records for review and acceptance by the Owner.

b.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
I-95 Express Lanes, VDOT Design-Build PPTA Project	**2014**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☑ Check if project performed with current firm	

As Quality Assurance Manager (QAM) responsibilities included: implementing and maintaining the Quality Management System (QMS) throughout the project; providing leadership to a team of Quality Assurance (QA) inspectors responsible for monitoring and verifying the Quality Control (QC) Process; scheduling, facilitating, and preparing meeting minutes for Preparatory Inspection Meetings; initiating the non-conformance process for those items reported by the QA Inspection and Testing Team; conducting internal and external design and construction auditing; overall internal auditing responsibilities to verify that the QA/QC material sampling and testing process meets or exceeds the contract minimum requirements and the Materials Notebook documentation is in conformance with the established process; providing materials sampling and testing audits to ensure practices and procedures are consistent throughout the project; conducting periodic auditing of erosion and sediment control measures and project documentation to verify adherence with the project requirements and recommend procedural improvements as deemed necessary; and providing continuing improvement to the existing QA/QC process.

c.

(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Dulles Metro Rail, Silver Line Design-Build Project	**2013**	
(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

During the Design Phase served as Lead Structural Engineer, responsibilities included:

- Oversight of design engineers with the overall goal of providing a quality design package with respect to completeness, accuracy, and consistency between various design package submittals.
- Review of civil structural design calculations, drawings, and specifications for evaluation of constructability and conformance with contract plan documents, design standards, and applicable building codes such as AREMA, WMATA, VDOT, AASHTO, ASCE, ACI, PCI, and IBC.
- Conducting quality reviews of subcontractor submitted signed and sealed shop drawings.

During the Construction Phase provided QA Oversight, responsibilities included:

- Coordination of station specific interdisciplinary engineering issues to deal with special engineering or construction problems such as conflicting utilities, mislocated structural connections, and rebar interference with connections. Developing and/or reviewing remedial solutions to correct non-conformance issues.
- Performed site inspections to investigate, review, and provide sound engineering advice and solutions to field issues encountered during the construction phase of the project.
- Monitored the quality of materials and workmanship in the field and assisted the construction team with field issues arising during the material fabrication and construction phases of structural elements.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Kaushik Vyas, P.E., DBIA	**Scheduling/Claims Avoidance**	**30**	**6**

15. FIRM NAME AND LOCATION *(City and State)* **Quinn Consulting Services, Inc. (**Chantilly, Virginia)

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
BS/1983/Civil Engineering	**VA PE/2004/0402 039004; NBIS Certified; DBIA Certified**

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

☑ VDOT Soil & Aggregate Field Com	☑ VDOT Surface Treatment	☑ Int. Work Zone Traffic Control (ATSSA)
☑ VDOT Asphalt Field Level I & II	☑ Flagger Certification	☑ VDOT Int. Work Zone Traffic Control (LEO)
☑ VDOT Hydraulic Cement Concrete Field	☑ DEQ- E&S Control Inspection	☑ 10 Hour OSHA Safety Training
☑ VDOT Pavement Marking	☑ DEQ- Stormwater Management (Insp)	☑ VDOT GRIT
☑ VDOT Slurry Surfacing	☑ Nuclear Gauge Safety Training	☑ ACI Concrete Field

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*: **VDOT I-66 Route 15 Interchange Diverging Diamond Interchange, Design Build**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2018**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Mr. Vyas was the Quality Assurance Manager **(QAM)** for this 36-million-dollar project to build a diverging-diamond interchange (DDI) on U.S.15 at I-66 to relieve congestion, enhance public safety, operations and capacity, and accommodate forecasted traffic demand in the area. As part of this diverging-diamond interchange, the project included constructing two longer bridges to carry U.S. 15 over I-66 with two crossover intersections; ramp improvements (including a spur ramp to ease traffic flow from westbound I-66 to northbound U.S. 15 to westbound Heathcote Boulevard); improvements on U.S. 15 from just north of the railroad tracks to just south of Heathcote Boulevard; wider intersections on U.S. 15 at Heathcote Boulevard and Route 55, adding turn lanes to both; and a 10-foot-wide shared-use path on the east side of U.S. 15 for pedestrians and bicyclists. His responsibilities included conducting preparatory inspection meetings prior to the start of any new work; providing oversight and directing the independent quality assurance testing and inspections; and comparing the QA and QC tests to ensure that they were within the tolerances established by VDOT's Minimum QA/QC Requirements Manual.

b.

(1) TITLE AND LOCATION *(City and State)*: **Design-Build, I-495 Hot Lanes, Northern Virginia**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2013**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

Mr. Vyas was the resident QC Area Engineer on this nearly 2-billion-dollar public-private Capital Beltway Project that includes widening of approximately 14 miles of High Speed, High Traffic flow Interstate, widening/replacement of over 50 bridges, construction of new HOV toll lanes, upgrades to 12 key interchanges and new sound walls and carpool ramps. Responsibilities included oversight of quality control operations; daily staff assignments in the field; analyzing and interpreting project plans and specifications; participating in weekly progress meetings; working closely with contractors to identify and resolve problems; monitoring and reviewing daily diaries prepared by inspection staff; preparing deficiency and non-compliance reports; ensuring materials testing was performed in accordance with project specific QA/QC Plan and VDOT QA/QC Minimum Standards for Design-Build and PPTA Projects; working directly with General Contractor, Engineering and VDOT oversight personnel to discuss and/or recommend resolutions for field construction problems.

c.

(1) TITLE AND LOCATION *(City and State)*: **VDOT Design-Build, Sycolin Road Overpass, Northern Virginia**

(2) YEAR COMPLETED — PROFESSIONAL SERVICES: **2015**; CONSTRUCTION *(if applicable)*:

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE — ☑ Check if project performed with current firm

As the Quality Assurance Manager **(QAM)**, Mr. Vyas was responsible for the implementation of the project specific QA/QC Plan that was developed to comply with the VDOT Minimum Requirements for Quality Assurance & Quality Control on Design Build & Public-Private Transportation Act Projects (January 2012). This 17.7 million-dollar Sycolin Road project improved safety and traffic flow by replacing a signalized intersection with an overpass that carried Sycolin Road over the Route 7/15 Bypass in the Town of Leesburg, VA. Project elements included a new bridge and approaches, embankments, retaining walls, drainage improvements, and a shared use path.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **01**

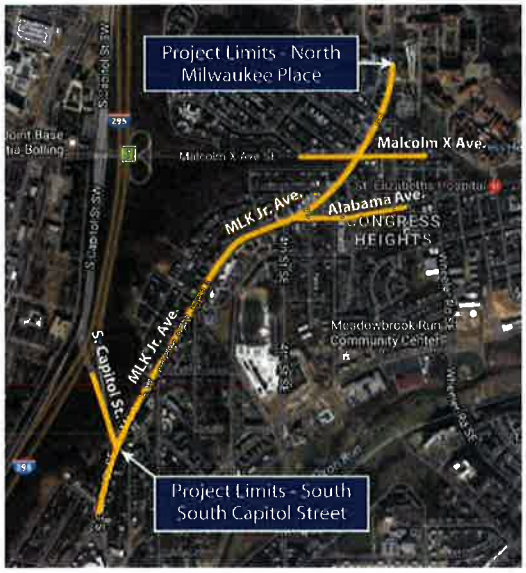
21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
Revitalization of Martin Luther King, Jr. Avenue SE Design; Washington D.C.	PROFESSIONAL SERVICES **2016**	CONSTRUCTION *(if applicable)* **N/A**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
DDOT	Abdullahi Mohamed	202-671-4614

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Description:

Martin Luther King, Jr. Avenue, from Milwaukee Place to South Capitol Street, is classified as a minor arterial that is located in Ward 8 in Southeast Washington, D.C. It is a four-lane, undivided street that runs in a north-south direction. There are schools, churches, residences, businesses and residential communities that the corridor must serve and function in different capacities. The objective of this project is to provide an improved and sustainable transportation network, pedestrian and vehicular safety, efficient travel options, street and sidewalk enhancements, improve the aesthetics of the corridor and complete other improvements. This project supports the Mayor's Vision Zero Initiative which aims to eliminate all traffic deaths and serious injuries by the year 2024. Corridor improvements include; new traffic signals, new signalized crosswalks, new high-intensity activated cross walk pedestrian signals, intersection realignment, sidewalk and curb reconstructions, improving signage and pavement markings, enhancing streetscape and landscaping, roadway resurfacing, constructing ADA ramps, upgrading existing streetlights and traffic signals, installation of new medians, repairing catch basins, furnishing and installation of street furniture, other corridor improvements.



Services Provided:

Tina Boyd and Associates provided the following during the planning of this project:

- Develop and maintain a Public Involvement Plan (PIP) according to FHWA, FTA, and DDOT requirements
- Develop and maintain the Community 1st system - TB&A's Stakeholder Database and Constituent Issues Tracking System
- Ensure stakeholders are aware of the project, public meetings and all concerns are heard and addressed
- Perform outreach to include attendance at ANC and Civic Organization meetings, grass roots campaign, social media, email blasts, etc.
- Provide all meeting logistics support (venue selection, refreshments, copying, etc.) and day of event staffing for two (2) public meetings and six (6) smaller meetings with stakeholders that require special attention
- Assist with the development of meeting materials (display boards, fact sheets, power point presentations, etc.) and public meeting notices
- Act as liaison with DDOT's Communications Department for the timely release of all public notifications regarding project updates and meeting notices
- Prepare a meeting summary for each meeting and submit a final report to include attendees' comments and information from Title VI forms where applicable

Relevance to This Contract:

This project required extensive community outreach, interagency involvement and public meeting coordination.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Tina Boyd and Associates**	**Washington, D.C.**	**Community Relations, Public Relations and Special Event Planning**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **02**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Beach Drive from Rock Creek Parkway to Maryland State Line; Washington D.C.	**Ongoing**	**Projected 2019**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Federal Highway Administration (FHWA)/ National Park Service	Mr. Tim Brown	(703) 440-9086

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost).*

Project Details:

- **Construction Cost:** $32 Million
- **Start:** September 2016

Key Project Elements	
☑	Community Outreach
☑	Asphalt milling
☑	Asphalt overlay
☑	Curb and Gutter Replacement
☑	Structural Concrete Repairs
☑	Guardrail
☑	Construction Management
☑	Inspection Services
☑	Drainage Improvements
☑	Maintenance of Traffic
☑	Inspectors Daily Reports
☑	Erosion and Sediment Control
☑	Materials Testing and Approval
☑	Project Closeout
☑	Materials Notebook
☑	Public Outreach

Project Description:

6.45-mile-long, $32 Million project which includes the pavement reconstruction of Beach Drive from Rock Creek Parkway to the Maryland State Line. This project consists of the reconstruction of approximately 6.45 miles of Beach Drive from the Rock Creek and Potomac Parkway to the Maryland state line, including roadside pullouts, parking areas, bridges, and exit/entrance ramps, as well as the reconstruction of approximately 1.4 miles of the multi-use trail between the Parkway and Broad Ranch Road, all within Rock Creek Park. Horizontal work includes asphalt pavement removal and roadway excavation, aggregate base, Superpave asphalt concrete pavement, concrete curb and gutter, drainage, riprap, stone masonry, traffic signal and street lighting replacement, and other miscellaneous work. Bridge work includes structural concrete repairs, waterproof membrane installation, latex modified concrete deck overlay, joint and railing repairs and replacements, elastomeric bearing pad installations, and other miscellaneous work. This work will also consist of utility relocations and strict adherence to erosion and sediment control measures due to close proximity of work to Rock Creek waterway.

Services Provided:

Quinn is providing full time inspection services, ensuring that the Contractor's quality control activities include such items as preparatory meetings, initial and follow-up inspections, timely daily inspection reports, materials testing plan and tracking logs, deficiency tracking logs, punch list/closeout and warranty tracking logs. Each member of our inspection team utilizes the latest editions of the EFLHD Construction Manual, EFLHD Field Material Manual (for frequency of testing and test reference), Standard Specifications for Construction of Road and Bridges on Federal Highway Projects (FP-03), Manual of Uniform Traffic Control Devices (MUTCD), and ADA Standards for Accessible Design. Additionally, Quinn has utilized EFLHD construction contract documents for each project assigned. Standard report forms included Inspector's Daily Reports (IDR's), progress estimate forms, material receiving forms, work zone safety checklists, erosion and sediment control inspection forms, and monthly status update reports.

Quinn inspectors performed daily observation and interacted with contractors to aid in accurate quantity tracking and processing monthly pay requests. In-place quantities were verified daily with each contractor and signed off on to alleviate issues during reconciliation of quantities and uploading of estimate. These quantities were tracked to ensure that all proper documentation (tickets, invoices, material clearances, testing, etc.) have been received and performed and meet authorization for payment.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Quinn Consulting Services, Inc.**	**Chantilly, VA**	**Subconsultant**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER 03

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
Harvard Triangle Intersections Improvements Project, NW; Washington D.C.	PROFESSIONAL SERVICES **2013**	CONSTRUCTION *(if applicable)* **2013**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
District Department of Transportation (DDOT)	Rick Kenney, P.E.	(202) 671-2249

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Description:

This $8.56 million project consisted of safety reconfiguration of two intersections and 0.3 mile of roadway improvements; full depth asphalt pavement & milling and resurfacing of existing roadway; utility upgrades (water, electric and storm drainage), including 1900LF of water main replacements and 25 service connections; a retaining wall on Irving St. (max ht. 10ft) and approximately 220LF median barrier retaining wall for grade separation on Adams Mill Rd; pedestrian crosswalk safety improvements – elimination of non-standard sidewalk off Adams Mill Road; installation of granite and concrete curbs and concrete gutters; streetlights upgrades (27 new SL) and new traffic signals; removal of 10 existing trees; and landscaping upgrades to enhance visual appeal of area with new trees with root zone treatment.

Key Project Elements	
☑	Storm Drainage & Water Upgrade
☑	Erosion and Sediment Control
☑	Signing and Marking
☑	ADA Compliance
☑	Traffic Signal Upgrades
☑	Extensive Community Engagement
☑	Coordination with NPS and Zoo
☑	DC Water Involvement
☑	Pedestrian Lighting
☑	Water Quality Structures
☑	UFA
☑	Streetlight Upgrades (LED)

Services Provided:

CKI provided Construction Management and Inspection (CMI) services for this Harvard Triangle Intersections improvement project. This project was a result of a study led by DDOT to identify a series of short and long-term improvements to enhance the operation and condition of the transportation system in the Columbia Heights and Mount Pleasant neighborhoods. Daily CMI tasks included contractor oversight on MOT setup, inspection of storm water sewer system and water main installation, electrical duct bank installation for streetlights and traffic signalization installation inspection. Personnel also inspected roadway pavement and retaining wall construction, checked ADA compliance for ramps and sidewalk, testing concrete and ensure compaction for wall backfill and density on asphalt paving operations comply with project requirements. Performed quantity measurements and quantity reconciliation for pay items with contractor. This Project was completed on time and within budget.

Successfully Meeting Challenges:

Coordination with Mt. Pleasant ANC, Smithsonian Zoo & Park Police

Key project sections were located within and at the entrance to the Zoo and the heart of NPS property. CKI personnel took the lead in the coordination efforts to get both NPS and the Zoo on board from the start and maintained coordination throughout the duration of the project. Lane closures were coordinated with and in collaboration with the Park Police and the Zoo. The proactive approach avoided months of otherwise delays and allowed the project to proceed on schedule.

The Bullnose Redesign and Contract Cost:

During construction, it was determined by CKI personnel during review of the plans that a retaining wall on Irving Street was not tall enough to meet the intent of the design. CKI worked with DDOT and the designer for a new design while addressing CPM schedule changes to accommodate the change. The local ANC decided the look of the retaining wall on Irving Street was not beneficial to the community. Through CKI leadership, and with the help of DDOT, a decision was reached through numerous public meetings that held up progress for some time to allow the wall built with a granite stone façade consistent with the neighborhood. CKI meticulously negotiated the change cost with the contractor and utilized the cost of scope reduction to offset the cost for zero and net no increase in contract cost. Due to this effort, DDOT was able to finance the change orders using existing contract funds and minimal contingency.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**CKI & Associates, Inc.**	**Annandale, VA**	**Prime Consultant**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **04**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
Upgrades, Reconstruction, and Resurfacing at Various Locations, Wards 5 & 6, NE, Washington D.C.	PROFESSIONAL SERVICES **2015**	CONSTRUCTION *(if applicable)* **2015**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER District Department of Transportation	b. POINT OF CONTACT NAME Abdullahi Muhammed (Deputy PM)	c. POINT OF CONTACT TELEPHONE NUMBER (202) 671-4614

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Description:

Key Project Elements	
☑	Coordination with NPS
☑	Extensive Community Engagement
☑	Porous Asphalt and LID
☑	Erosion and sediment control
☑	Signing and Marking
☑	MOT
☑	ADA Compliance
☑	Pedestrian Lighting
☑	Streetlight Upgrades (LED)
☑	Traffic Signal Upgrades

CKI provided Construction Management and Inspection (CMI) services for this roadway resurfacing/reconstruction and Street lighting (Upgrade to LED). Daily CMI activities performed included general contractor oversight beginning with MOT setups, maintenance and takedowns, utility installation inspection including storm water sewer systems, water main and Fire Hydrant replacement and upgrade installation, trenching and conduit placement for electrical duct bank installation for streetlights and traffic signalization installation inspection, roadway pavement construction, mill and overlay paving inspection, concrete sidewalk and ADA ramps construction inspection for compliance with ADA requirements. Tasks also include testing concrete and observing paving compaction testing on asphalt paving operations to ensure compliance with project requirements. Performed quantity measurements and quantity reconciliation for pay items with contractor. Coordinate daily with residents and WMATA on bus routes schedules impacted by daily operations with the project limits. Work under this contract consisted of the roadway resurfacing/ reconstruction and Street lighting (Upgrade to LED) at the following locations:

- Reconstruction of 15th St, NE from Kearney St to Irving St & Newton St, NE
- Central Place, NE from Gallaudet St to Capitol Ave, NE & C St, N.W.
- Michigan Avenue, NE from North Capitol St to 7th St, NE,
- Franklin St, NE from Michigan Ave to 7th St.
- Traffic Signal and communication upgrades at seven (7) intersections on Franklin St, Michigan Ave, C St at 3rd St and 6th St as shown on the contract plans.

Main features of work included but was not limited to maintenance of Vehicular and Pedestrian Traffic (MOT) within limits of the project. The removal and disposal of existing roadway pavement, curb and gutter and sidewalks, full depth reconstruction, milling of existing asphalt pavement & Repair of existing PCC pavements; Milling and overlay to the extents shown in the contract drawings; removal of existing and reconstruction of all sidewalks and wheel chair ramps to meet ADA requirements as shown on the plans.; installation of pavement marking and signs. Storm drainage system upgrade including the installation of standard double basins, associated work, and adjustment of all utility structures to grade, as shown on plans; conversion of existing fire hydrants to traffic-type fire hydrant; and the upgrading of Existing streetlight fixtures to LED fixtures project wide.

Successfully Mitigating Challenges:

Coordination with NPS the main resource challenge of this project was that seven local projects which were spread over two wards were lumped into one major project by DDOT. An additional challenge of this project was resolving a plan error of the encroachment on NPS property without permit. The project plans show all work was within DDOT ROW.A section at Michigan Avenue/4th St, N.E. where a major Traffic Signal upgrade was to be constructed was NPS property, but this was missed on the plans. NPS flagged this after the contractor had already installed all underground electrical conduits. DDOT verified this later with city plats to be correct and require acquisition of NPS easement to complete. This process takes at the minimum six months to complete. The project was already at 90% completion. To avoid delay and cost, CKI personnel worked with DDOT to redesign the conduit network to bypass the NPS land and reconstructed the whole intersection avoiding six months or more delay. To offset the cost of the reconstruction CKI identified cost benefit from the scope of work that was originally part of the contract that was performed by others. This avoided cost overruns and kept the project within budget.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME **CKI & Associates, Inc.**	(2) FIRM LOCATION **Annandale, VA**	(3) ROLE **Prime Consultant**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **05**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Purple Line Light Rail; Maryland	**Ongoing**	**Projected 2021**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Maryland Transit Administration (MTA)	Robert Davidson	240-714-5421

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost).*

Project Details:

- **Construction Cost:** $1.65 Billion
- **Start:** 2016
- **Projected End:** 2021

Key Project Elements	
☑	Extensive Community Engagement
☑	Quality Assurance
☑	Maintenance of Traffic (MOT)
☑	Erosion and Sediment Control
☑	Inspectors Daily Reports
☑	Inspection Services
☑	Materials Testing and Approval
☑	Project Closeout
☑	Public Outreach
☑	Materials Notebook
☑	Utilities Relocation
☑	Quality Assurance (QA)

Project Description:

This project consists of creating a new light rail transit system for the D.C. region. The Purple Line is a 16-mile light rail line with 21 stations that will extend from Bethesda in Montgomery County to New Carrollton in Prince George's County, Maryland. The goal of this Public-Private Partnership (P3) Design-Build project is to provide a direct connection to the Metrorail Red, Green and Orange Lines at Bethesda, Silver Spring, College Park, and New Carrollton. The Purple Line will also connect to Maryland Area Regional Commuter (MARC) trains, Amtrak, and local bus services, operating mainly in dedicated or exclusive lanes to allow for fast, reliable transit operations.

Project work involves excavating and constructing retaining walls; relocating overhead and underground utilities; constructing the Plymouth Street Tunnel; and building operation and maintenance facilities. In addition, the project will complete the Capital Crescent Trail between Bethesda and Silver Spring, the Green Trail along Wayne Avenue to Sligo Creek Parkway, and a bike path through the University of Maryland Campus.

Services Provided:

Quinn provided Quality Assurance services which included daily surveillance and reporting of construction activities, monitoring of quality control staff performance, review of subcontract changes due to project scope modifications, and review of project quality documentation records. Quinn staff conducted audits to confirm conformance with CQP and Concessionaire Construction Quality Plan (CCQP), and to assess the effectiveness of the Purple Line Transit Plan (PLTP) construction quality forces and sub-consultants. Inspectors Managed offsite inspection and auditing to validate manufacturers' Quality Control (QC) programs & meet project specifications/technical provisions and manage materials verification process to verify use of only approved materials. Quinn verified satisfactory implementation and documentation of approved dispositions of all Nonconformance Reports (NCR) and Deficiency Notices (DN).

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Quinn Consulting Services, Inc.**	**Chantilly, VA**	**Subconsultant- Quality Assurance Inspection and Management Services**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **06**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Arlington Memorial Bridge; Washington D.C.	**Ongoing**	**Projected 2021**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
FHWA/National Parks Service	Joe Fabis	(202) 997-5184

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost).*

Project Details:

- **Construction Cost**: $192 Million
- **Start:** Fall 2018
- **Projected End:** 2021

Key Project Elements	
☑	Maintenance of Traffic (MOT)
☑	Community/Public Outreach
☑	Asphalt milling
☑	Asphalt overlay
☑	Curb and Gutter Replacement
☑	Structural Concrete Repairs
☑	Guardrail
☑	Construction Management
☑	Inspection Services
☑	Drainage Improvements
☑	Materials Testing and Approval
☑	Inspectors Daily Reports
☑	Erosion and Sediment Control
☑	Materials Notebook
☑	Project Closeout
☑	Public Outreach

Project Description:

This structurally deficient bridge serves as a significant vehicle, bicycle, and pedestrian route for commuters and residents, and visitors on a daily basis. The bridge's sidewalks showed spalling of the concrete surface and displacement of the granite curbs. This project also had significant deterioration of concrete in the arch spans. This bridge rehabilitation Design-Build project is one of the largest transportation infrastructure projects in National Park Service history. The project includes the replacement of the drawbridge span, rehabilitation of the concrete approach spans, and replacement of the concrete deck. The contractors will employ accelerated bridge construction techniques, including prefabricated concrete deck panels. Stone curbs and light posts will be reset, and the historic stone and metal cladding will be restored. The structure of the existing bascule span will be replaced with variable depth steel girders, which will significantly extend the useful life of the bridge while significantly reducing maintenance costs.

Services Provided:

Quinn is providing full-time construction management and inspection services, and quality assurance. Quinn successfully completed a rehabilitation task order for this bridge to inspect corrective superstructure and substructure measures while bridge traffic was maintained on a minimum of at least one lane in each direction. Designated rush hour lane closure limitations were strictly adhered to. Quinn provided inspection services of substructure repairs at various arch span locations, concrete sidewalk repairs, drainage improvements, asphalt overlay at each approach area, and other miscellaneous work. Quinn is currently providing inspection services for the full replacement of the existing bridge. Inspectors reviewed monthly estimates for contractor payment verification, completed materials testing and approvals, document control, and submittal and schedule reviews. During construction Quinn inspectors monitored work zone coordination and provided Maintenance of Traffic (MOT) monitoring.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Quinn Consulting Services, Inc.**	**Chantilly, VA**	**Prime**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER: **07**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Construction Management Services during Construction of Fiber Optic Networks along DC Freeways; Washington, DC	**Ongoing**	**Ongoing**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
District Department of Transportation	Dr. Jason Tao	(202) 671-1489

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost).*

Project Details:

- **Construction Cost:** $900 Thousand
- **Start:** 2017

Project Description:

Under the direction of Dr. Tao, Transportation Operation and Safety Administration project manager, WRA is providing construction management, engineering, and inspection services under Contract No. 2017-B-0045. The scope of work for this project is to construct the fiber optic networks to improve safety and operations on DC freeways (I-295, I-695, I-395 and Anacostia Freeway). This newly installed fiber communication networks will become an integrated part of DDOT's traffic management system, which provides a data exchange platform for traffic operations and incident management. Additionally, the new fiber network will allow the District to install more CCTV cameras, vehicle detectors, and other ITS field devices that will help improve transportation safety and mitigate traffic congestion, as well as connect the existing ITS field devices (22 new cameras, 56 vehicle detection stations, and 11 dynamic message signs (installed under DCKA-2015-0030)) to the new communication network system.

Key Project Elements	
☑	Construction management and inspection
☑	Stakeholder coordination
☑	Utility coordination
☑	Preparation of correspondence
☑	Maintenance of project records at the field office
☑	Construction progress meetings
☑	CPM schedule reviews
☑	ESC compliance reviews
☑	MOT phasing and sequencing
☑	Management of concurrent construction projects
☑	Shop drawings and working drawings review and distribution
☑	Assurance of material quality
☑	Maintenance of deficiencies log
☑	Independent survey control checks
☑	Review and acceptance of contractor's monthly payment applications
☑	Change order reviews
☑	Maintaining as-built drawings
☑	Final inspections and approvals

Services Provided:

WRA's staff worked under the general direction of DDOT's project manager and in close coordination with the construction contractor (FMCC), DDOT interagency departments, the design consultant, and stakeholders with respect to all aspects of the project. Responsibilities included establishing and implementing written procedures for the team as a process flow guideline; providing oversight and inspection for all field construction activities and verifying that work conforms to approved drawings; reviewing pay estimates and tracking project costs using AASHTOWARE; maintaining all project records (testing, plans, as-builts/redlines, IDRs, etc.); conducting bi-weekly progress meetings and recording minutes; developing monthly progress reports; preparing all correspondences on DDOT's behalf; reviewing and processing submittals, RFIs, and change orders; and preparing press releases for MOT and submit to the Office of Communications.

The WRA team currently has a full-time on-site project engineer and full-time night construction inspector providing services. The project involves complex MOT sequencing on DC freeways and requires coordination with DDOT traffic safety reviewers for approval of the contractor's traffic control plans. Weekly press releases and public outreach coordination with DDOT Office of Communications are also required. The project is currently ahead of schedule and is projected to be completed within budget.

Other stakeholders include Pepco (Transfer Service Feed requests), DC Streetlight, Miss Utility, FHWA (HSIP), and ANCs.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Whitman, Requardt and Associates, LLP**	**Washington, DC**	**Prime A/E consultant**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **08**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
Route 701 Logmill Road Improvements, Prince William County, Virginia	**2016**	**2016**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Prince William County Department of Transportation	Mr. Mo Ayyoubi	(703) 792-7193

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Description:

The Logmill Road Improvement project is a $2.9 million, locally administered transportation improvement project. It included the reconstruction of a portion of Logmill Road, beginning 1,200 feet west of Parnell Court and terminating 200 feet east of Meander Creek Lane. The purpose of the project was to improve safety on this section of Logmill Road, colloquially known as Thrill Hill or Roller Coaster Road. Existing sight distance was increased, and the vertical geometry was improved to meet American Association of State Highway and Transportation Officials' standards. Project construction activities included, but were not limited to, the installation of erosion control devices, clearing and grubbing, grading, excavation, installing storm sewer pipes and drainage structures, box culvert installation, stormwater management facilities, (2) bioretention filter stormwater management ponds), asphalt paving, pavement markings, and the installation of maintenance of traffic devices.

Key Project Elements	
☑	Construction Management
☑	Full-time construction inspection
☑	Drainage improvements
☑	Office Engineering
☑	Asphalt Overlay
☑	Materials Approvals
☑	Materials Testing
☑	Submittal review
☑	Document Control
☑	Schedule Review
☑	Community Outreach

Services Provided:

Quinn's services from inception included a constructability review in which the construction documents were checked for completion, accuracy, verifying compliance with plans and specifications, scheduling, phasing, sequencing of operations, dimensional accuracy, coordination, availability of materials and equipment, minimization of construction conflicts/interference, construction means and methods, construction techniques, alternatives, Traffic Management Plan (TMP), Maintenance of Traffic (MOT), and general constructability. Additional plan review before bid consisted of reviewing complete contract quantities and pay items and providing recommendations regarding the means of measurement and payment for various construction elements of the project. Quinn provided discussion topic suggestions including chain of command/lines of authority, general correspondence distribution, submittals, quality control procedures, progress payments, progress and coordination meetings, contract terms for change notifications, change order procedures, safety requirements, permit requirements, and citizen complaints.

For this project, Quinn established and maintained a program for the control of the quality of the work. Generally, this included consistent reviews of the Contractor's quality control and quality assurance programs, coordinating technical inspections, observing progress of the work, advising the County of any deviations, defects or deficiencies observed in the work, rejecting (in coordination with the County) work in progress which was not in accordance with the contract documents, and coordinating follow-up observations, inspections, conferences or other actions (as necessary). Quinn provided recommendations for corrective actions on non-conforming work. Our in-house Quality Control Program consisted of a series of inspection procedures and guidelines which served as the basis for Quinn's field inspection and materials testing program. Quinn maintained inspector daily reports as a quality assurance measure to monitor the progress of the project. Copies of all daily reports were maintained at the project site and submitted to the County with a bi-weekly Progress Report. All quantities were verified and submitted for monthly estimate uploads. Quantities were also tracked in an Overrun/Underrun Summary Report with detailed descriptions for variance. Quinn completed close out documentation and provided records to the County within five business days.

Significant Accomplishments:

This project was completed two and half months early, and the final cost of CEI services used only 55% of the allotted project budget.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Quinn Consulting Services, Inc.**	**Chantilly, VA**	**Prime - Construction Management, Construction Engineering and Inspection**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **09**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
MD 4 from Forestville Road to MD 458 Intersection Improvements – Prince George's County, Maryland	**2018**	**2018**

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Maryland Dept. of Transportation State Highway Administration – District	Mr. Vince Rethemyer	(301) 513-7334

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*.

Project Description: Professional Fee: $200,000

For MDOT's SHA On-Call Construction Management and Inspection contract, WRA provided two construction inspectors and one office engineer for this $20 million design-build project located in Prince George's County. The project is a community safety and enhancement project designed to reduce the number of pedestrian fatalities that have occurred on this stretch of MD 4 for many years. This project provides a continuous dedicated pedestrian and a shared-use path through the project's limits to eliminate mixing pedestrians and motorists using MD 4.

To accommodate these proposed pedestrian, bicyclists, and stormwater management facilities and impact as little right-of-way as possible, the existing MD 4 was reclassified as an urban other principal arterial and posted at 45 mph. The northbound and southbound roadways were closed and narrowed to 34 feet (two 11 ft. travel lanes, a 4 ft. inside shoulder and an 8 ft. outside shoulder) to force motorists to slow down through the project limits.

Key Project Elements	
☑	Construction management and inspection
☑	Stakeholder coordination
☑	Utility coordination
☑	Preparation of correspondence
☑	Maintenance of project records at the field office
☑	Construction progress meetings
☑	CPM schedule reviews
☑	ESC compliance reviews
☑	MOT phasing and sequencing
☑	Management of concurrent construction projects
☑	Shop drawings and working drawings review and distribution
☑	Assurance of material quality
☑	Maintenance of deficiencies log
☑	Independent survey control checks
☑	Review and acceptance of contractor's monthly payment applications
	Change order reviews
☑	Maintaining as-built drawings
☑	Final inspections and approvals

Services Provided: As part of their duties, WRA inspectors observed and inspected the repurposing of the existing shoulder to accommodate pedestrian and bicyclists, excavation and backfilling operations, compaction testing of sub-grade, paving operations, installation of drainage and electrical utilities, HMA paving operations, and construction of ADA sidewalks and ramps. They documented site activities by maintaining accurate and current field books, construction reports, and as-built record drawings. They also calculated quantities for sub-grade, paving, concrete, and linear footage of utilities. As part of the office engineering duties, WRA's assigned office engineer managed and distributed material submittal approvals, reviewed contractual documents such as RFIs, cost estimates, change orders, subcontractor approval forms, transmittal logs, punch lists and other documents for conformity with contract requirements. Other duties included:

- Notifying the contractor of any discrepancies and deficiencies found during construction and monitor until remediation.
- Accurately measuring, computing, and recording all quantities of items to be paid under the contract unit prices.
- Measured all quantities for payment in accordance with the contract documents.
- Inputting quantities into MCMS and compiling daily quantities for reconciliation with monthly payment requests.
- Reviewing entitlement to contractor's change order requests and providing written recommendations for such changes in the construction contract.

Extensive public outreach efforts were required for third-party stakeholders, which included M-NCPPC, WMATA, adjacent property owners, Prince George's County DPW&T, USACE, MDE, Andrews AFB, Washington Gas, WSSC, Pepco, Comcast, and Prince George's County Public Schools. A community task force was created which coordinated with MDOT SHA District 3 Office of Communications to disseminate information to all stakeholders.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Whitman, Requardt and Associates, LLP**	**Baltimore, MD**	**Prime A/E consultant**

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*	20. EXAMPLE PROJECT KEY NUMBER **10**

21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(if applicable)*
NOVA District Wide Construction Engineering Inspection (CEI) Contract; Northern Virginia	**Ongoing**	**Ongoing**

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Virginia Department of Transportation	Ms. Agnieszka Howe	(703) 259-1936

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost).*

Project Description: Quinn Consulting Services, Inc. is currently working as a Sub Consultant on the Virginia Department of Transportation's Northern Virginia District Wide Contract, with qualified inspection personnel to supplement VDOT's own forces. Quinn has been providing daily construction management and inspection (which include roadway/bridge, environmental, coatings, utility), office engineering, Civil Rights contract oversight, and materials finals audits on various projects under the current CEI Contract.

Key Project Elements	
☑	Inspection Services
☑	Materials Testing
☑	Project Documentation
☑	As-built Surveys and drawings
☑	Maintenance of Traffic
☑	Erosion and sediment control
☑	Processing monthly pay estimates
☑	Tracking submittals
☑	Engineering support services
☑	Schedule Monitoring

I-66/Route 29/Linton Hall Road Interchange – Quinn provided inspection services for this $90M+ interchange project (consisting of 2 overpasses.) Responsibilities included inspection of MSE Walls, embankment earth retaining (Hilfiker Wall) construction, extensive utility relocations, pre-stressed beam placement, deck reinforcing steel placement and bridge deck construction. Additional features of this project include working with Norfolk Southern Railroad, widening of Route 29 to six lanes and elimination of traffic signals between I-66 and Virginia Oaks Drive for this grade separated interchange. Extensive monitoring of Maintenance of Traffic items (Work Zone Checklists, Traffic Control Plan's, Detour Plans) were consistently reviewed throughout the duration of this project.

Brentsville Road Bridge Replacement over Broad Run – Quinn was responsible for providing construction management services for this $2.8 million bridge rehabilitation project. Quinn's inspector duties include sounding the substructure to identify delaminated concrete for repair, inspecting substructure concrete removal and shotcrete repairs, extensive environmental measures involving Broad Run Creek, inspecting superstructure concrete removal and replacement with a continuous deck, bearing replacement, guardrail and bridge railing replacement, MOT monitoring, environmental conformance, and slope protection repair.

Wellington Road and Route 28 (Nokesville Road) Overpass – Quinn was responsible for providing field project management and inspection services for this $44 million bridge construction project located in the City of Manassas. It was designed to eliminate the at-grade crossing at the Norfolk Southern railroad tracks which created a danger for motorists and pedestrians. This separation of roadway from the railroad tracks allows trains to travel through the area at higher speeds and provides new on/off ramps and realignment of Wellington Road approaches.

Services Provided:

Overall responsibilities include monitoring contractor activities for compliance with contract documents, plans, and VDOT Standards and Specifications; daily documentation of project activities and materials using Site Manager; estimate preparation and submission; project file system setup and maintenance including posting of project documents (submittals, RFI's, RFC's) on VDOT's portal; schedule monitoring; materials notebook management and processing of C-25's; materials testing and inspection associated with all types of construction activities from maintenance and repair of roads and bridges to new construction, improvements to or replacement of existing roadway, bridges, sound walls, and other associated structures.

25. FIRM'S FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	**Quinn Consulting Services, Inc.**	**Chantilly, VA**	**Prime**

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS											
26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
John Palmer, CQM	Project Director		✓				✓		✓		✓
Sunita Amatya, P.E.	Designated Representative										
Thomas Gibson, CMIT	Construction Manager/ Office Engineer										✓
Henry Clark	Senior Construction Inspector										✓
Solomon Banjaw	Senior Construction Inspector		✓								✓
Ephrem Kebede	Senior Construction Inspector										
Jeffery Obin	Senior Construction Inspector							✓			
Meshesha Zeleke	Senior Construction Inspector				✓						
Mathurin Fandja	Senior Construction Inspector			✓							
Jerrell Johnson	Senior Construction Inspector	✓									
Stacee Hemby	Senior Construction Inspector	✓									
John Vicinski, P.E., DBIA	Constructability Review					✓	✓		✓		✓
Richard Allen, P.E., DBIA	Shop Drawing Review										
Kaushik Vyas, P.E., DBIA	Scheduling/ Claims Avoidance										

29. EXAMPLE PROJECT KEY			
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	**Revitalization Design of Martin Luther King, Jr. Avenue SE, Washington, D.C.**	6	**Arlington Memorial Bridge**
2	**Beach Drive from Rock Creek Parkway to Maryland State Line; District of Columbia**	7	**Construction of Fiber Optic Networks along DC Freeways**
3	**Harvard Triangle Intersections Improvements Project, NW, Washington, D.C.**	8	**Route 701 Logmill Road Improvements, Prince William County, Virginia**
4	**Upgrades, Reconstruction, Resurfacing at Various Locations, Wards 5 & 6, NE, Washington D.C.**	9	**MD 4 from Forestville Road to MD 458 Intersection Improvements**
5	**Purple Line Light Rail**	10	**NOVA District Wide Construction Engineering Inspection (CEI) Contract, Northern Virginia**

(8.5.2) Describe your understanding of the projects design complexities, and your experience and qualifications in overcoming the type of complexities identified.

The Quinn Team understands that with each and every project there are design complexities that are encountered. Martin Luther King, Jr. Avenue, from Milwaukee Place to South Capitol Street, is classified as a minor arterial that is located in Ward 8. It is a four-lane, undivided street that runs in a north-south direction. There are schools, churches, residences, businesses and residential communities that the corridor must serve and that function in different capacities. Quinn understands the project goal is to provide an improved and sustainable transportation network, pedestrian and vehicular safety, efficient travel options, travel lane and sidewalk enhancements, improve the aesthetics of the corridor and others. With these goals in mind, designs have been prepared for new traffic signals, intersection realignment, sidewalk and curb reconstructions, improving signage and pavement markings, enhancing streetscape and landscaping along the corridor, roadway resurfacing, constructing ADA ramps to current standards, upgrading existing streetlights and traffic signals, etc. Managing the construction of this many simultaneous design elements while maintaining safety, quality and an on-time schedule will be one of the biggest complexity challenges on this project

As this project is designed for multiple simultaneous improvements and the Quinn Team understands that a focus on these complexities and public concerns will be required to help manage safety, schedule, and construction. Under Vision Zero for this project some of the public concerns that will need to be addressed include: speeding drivers, distracted drivers, and people ignoring traffic signals.

Quinn's experience and qualifications includes being involved in over 50 Design Build projects which included the same or very similar complexities and public concerns. Resources provided on these projected included Quality Assurance Managers, and Quality Assurance and Quality Control Inspectors who worked with the Designer, Contractor and Owners to build successful projects. Our Quality Assurance Managers are consistently involved with the Design Manager, Contractor and Owner throughout the design and construction processes.

Our approach to overcoming these complexities and helping to ensure a successful project includes the following focus areas:

Safety. The Quinn Team understands that this project is located in a highly populated urban area with considerable vehicular traffic as well as pedestrians and cyclists. Additional concerns need to be addressed for schools, churches, businesses and residential communities within the corridor.

Although the project plans provide a suggested sequence of construction and Maintenance-of-Traffic (MOT) plan, refinement, revisions and improvements to the sequence of construction and MOT plans are usually required during construction to adjust for actual conditions and to improve construction performance. These will need to be monitored closely, and when issues are identified, they need to be communicated and documented immediately so changes and/or improvements can be made.

Schedule. Quinn will ensure that the contractor maintains a sufficient level of activity detail on the schedule so that we can monitor progress and identify any risks to activity or overall project completion. Quinn will monitor the contractor's activities and conformance to the approved schedule during two-week look ahead meetings and monthly progress updates to regularly evaluate impacts to the schedule. When changes occur Quinn can perform a schedule Time Impact Analysis (TIA) to clearly ascertain impacts on the project schedule. All schedule review findings will be provided to the DDOT Project Engineer in a timely manner. The Quinn team will then work with the Contractor to resolve delays and the impacts of delays, while keeping DDOT and appropriate project stakeholders informed. Quinn will use contractor's scheduling submittals as tools to realistically plan the work, anticipate challenges in order to expedite resolutions and reduce potential delays and plan for contingencies. Each of these strategies will serve to maintain the finish dates, manage the District's risk of schedule overruns, while also keeping DDOT informed in order to make decisions based on the most recent status of the progress of each task. Our proposed team will use lessons learned from previous DOT and Federal Highways projects to contribute to the resolution or anticipate challenges on each of these projects for DDOT.

An area of major concern on this project will be to minimize impacts to public and private utilities utilizing early coordination and tracking through project updates. Quinn extensively handled the travelling public, pedestrian,

business owners, utility relocations, and residential areas for the Virginia Department of Transportation (VDOT) Route 50 widening project in Fairfax County. This $60M construction project consisted of the complete reconstruction of Eastbound and Westbound Route 50 between Poland Road and Route 28. The configuration has six lanes plus turn lanes at the intersections, new bridges in both the Eastbound and Westbound directions over Cub Run and a paved 10' shared use path on both the North and South sides of the corridor. Also associated with the new roadway is the complete reconstruction of all intersections with signals, all new drainage (approximately 8 miles in total length) and four stormwater management ponds. This design build project also entailed property acquisition for over 70 parcels plus the relocation of all utility conflicts including, but not limited to Washington Gas, Dominion Virginia Power (underground and overhead), Verizon, COX & Comcast (underground and overhead), transmission watermains in both Loudoun County and Fairfax County and a sanitary sewer main across Route 50 in Fairfax County.

Additional Experience that the Quinn Team can provide to assist with design complexities is to perform a constructability review of the project. This Constructability Reviewer will perform a thorough evaluation of the construction documents to check for completion, accuracy, verifying compliance with plans and specifications, phasing, sequencing of operations, dimensional accuracy, coordination, availability of materials and equipment, minimization of construction conflicts/interference, construction means and methods, construction techniques, alternatives, Traffic Management Plan (TMP), Maintenance of Traffic (MOT) and general constructability. Additional plan review before bid consists of reviewing complete contract quantities and pay items and providing recommendations regarding the means of measurement and payment for various construction elements of the project.

(8.5.3) 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.

Important Issue 1: Utilities

The first important issue that could lead to significant potential risk on this project is utility coordination for relocations or new installations. The approach that the Quinn Team uses for utility coordination is to have clear, frequent, and open communication between DDOT, the Quinn Team, Prime Contractor, and utility companies. Our Team of inspectors and Public Relations Specialists will work with all stakeholders to coordinate and inspect new installations or relocations of existing utilities such as power, gas, telephone, water, sewer, and miscellaneous communication utilities.

Quinn will review utility designs and perform preliminary field inspections to ensure that:

- Conflicts between the proposed roadway/bridge design and the existing utility are identified and resolved.
- The project schedule isn't negatively impacted.
- The utility designs have been coordinated with other project utility relocation designs.
- The utility design is in accordance with DDOT Standards, Specifications and contract requirements.
- General constructability issues, including safety, sequence of construction, and schedule, are identified and addressed.
- Horizontal and vertical location of all relocated utilities are verified as they are placed to ensure no conflict with future construction activities.

We believe that this is the key to reducing the risk that utility conflicts and relocations propose to a project's schedule and budget. We also have a firm understanding of a typical contractor's steps in executing a utility relocation plan and the potential risks and issues that can occur.

Important Issue 2: Traffic

The second important issue that could lead to significant potential risk on this project is maintaining traffic and public safety through all phases of construction. The Quinn Team has worked on projects dealing with high urban traffic volumes. We understand that MOT phasing is designed to minimize any disruption and concerns to the traveling public by minimizing the major traffic shifts/detours required to maintain traffic flow during construction.

The Quinn Team also understands how to identify critical construction activities that will impact vehicular, bicycle and pedestrian traffic flow through, and adjacent to the project, including access points and staging requirements. Our construction management and inspection staff take the time to study and understand the contractor's plan for these activities so that they can be closely monitored problems or risks. Early identification of problems or even potential problems can help minimize any

negative impacts to the project.

We also understand that project safety, including safety for the traveling public, will be managed by the approved project Traffic Control Plan (TCP). Quinn inspection staff are trained and certified in Intermediate Work Zone Traffic Control and OSHA and will monitor the implementation of this plan during construction. Each inspector will utilize a Work Zone Safety Checklist at the start of each work period to ensure and document the Contractor's compliance with the requirements relating to work zone safety and maintenance of traffic. Additional work zone safety monitoring includes proper ingress and egress of driveways, depth of drop-offs, spacing of channelizing devices, exposed blunt ends of concrete barriers, safe pedestrian access and the application of pavement markings (both temporary and permanent) to ensure that they are place in accordance with specifications. Work Zone Traffic Control inspections will be performed both day and night per requirements and will verify that the Contractor has assigned a trained and experienced Traffic Control Supervisor. Any issues, risks or concerns identified with the plan and its implementation will be communicated immediately to the Quinn Management team, the Contractor and DDOT for resolution and/or correction.

Important Issue 3: Public Involvement

The third important issue that could lead to significant potential risk on this project is lack of public involvement. Our Public Outreach teaming partner TB&A has engaged stakeholders in the early stages of this project process by coordinating and holding two public meetings on behalf of DDOT. During these meetings, stakeholders shared concerns for small businesses, parking, traffic safety/speed, bike lanes and shared lanes. We understand and will facilitate coordination and effective communication with the District's Project Engineer, all regulatory and approval agencies, residents, businesses, and other stakeholders through our community outreach specialists (TB&A) and our on-site team. Utilizing their special services and excellent reputation within the District, TB&A will create a list of affected stakeholders for the project-specific community participation plan that includes both public and private officials, businesses and residents that will be affected or need knowledge of the upcoming work. Keeping the public and each of the identified stakeholders informed of the affected areas and overall progress will occur throughout the life of this project. The Quinn Team will work closely with DDOT's Communications specialists to disseminate information that is properly vetted through DDOT officials and our outreach specialist will produce text and graphics to be incorporated onto DDOT's website regarding the project as an information portal. This information will be made available to the public through the media, steering committees, announcements, door flyers, display ads and the numerous other means needed to ensure constant and accurate information is made available to affected stakeholders. The ability to adequately address the public outreach needed for this project is of particular concern due to the high volume of commuter traffic and the close proximity of businesses and residences.

The Quinn team is experienced in supporting highly sensitive projects similar to the Revitalization of the Martin Luther King Jr. Avenue Project and will remain acutely aware and responsive to the community concerns. We will ensure that the community and affected stakeholder communication efforts are maintained throughout the life of the project. Whatever the form of information, our team has the skill and experience in ensuring that they are informed on a continuous basis of all initial and ongoing impacts, and potential schedule of activities.

(8.5.4) Provide qualifications and experience regarding implementing best practices and strategies for construction management services

TEAM QUALIFICATIONS FOR REQUIRED SERVICES:

Quinn Consulting Services, Inc. (Quinn) is a 100% Woman Owned Small Business (WOSB) and DOT, VDOT, MDOT and PennDOT WBE/DBE/LDBE certified firm that specializes in Construction Management, Construction Inspection, and Engineering services. Quinn is known for going out of their way to meet or exceed the needs of both clients and their own employees as shown by the DBE of the Year award given to Quinn in 2014 by the Virginia Department of Transportation (VDOT) and the Best Place to Work award from Virginia Business Magazine in 2018. Quinn has provided Construction Management and Inspection services on 100's of separate Regional Task Order and Project Specific Transportation Contracts throughout the Mid-Atlantic Region of the United States since early 2000. Projects managed and inspected under these contracts include but are not limited to: rural, urban and interstate construction, maintenance, streetscape, and safety improvements; various paving maintenance schedule improvements; utility installation and relocation; bridge construction (new, repair and replacement); bridge coatings; tunnel construction and maintenance; storm water management system installation/improvements; marine construction and maintenance; wetland construction; and light and heavy rail construction These projects range in

20 years of local Construction Management and Inspection services.

value from 250 thousand to 5+ billion dollars. Key Quinn staff responsibilities on these projects include project management, inspection, office engineering, environmental compliance monitoring, MOT monitoring, documentation, meeting oversight, materials testing, project documentation, change orders, budget and schedule monitoring, notice of intent and claims mitigation, public relations, QA/QC reporting, and communications with clients and other stakeholders.

Quinn currently holds the Eastern Federal Lands Highway Division (EFLHD) Small Business Set Aside Contract for Construction Management and Inspection Services for the East Region from Maine to Puerto Rico east of the Mississippi River. Quinn has provided Quality Assurance and Quality Control on a number of FHWA administered and funded projects including both traditional Design-Bid-Build and alternative delivery Design-Build and P3 projects. Quinn is also a leader in providing Design-Build Quality Assurance and Quality Control services and has been selected to provide these services on over 50 Design-Build and Public Private Transportation projects in the last ten (10) years.

The Quinn Team has been formed to provide the District Department of Transportation (DDOT) with a staff that has the skills and expertise requested in the Request for Qualifications (RFQ) for Construction Management, Inspections, and Engineering Services for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE (Phase 1) project. Our team is experienced and knowledgeable in providing these same services on similar construction management, engineering, and inspection contracts in and around the DC area. We are ready to apply these resources as well as our knowledge of DDOT Standard Specifications for Highways and Structures (2013), Standard Drawings (April 2015), Construction Management Manual (May 2010), the "Standards", construction management and inspection process to successfully address the identified project issues and to deliver the Revitalization of Martin Luther King Jr. Avenue SE (South Capitol Street to Milwaukee Place) Project on-time and within budget, with minimal impact to the traveling public and business community. Additional important objectives of this project are to provide an improved and sustainable road network, pedestrian and vehicular safety, efficient travel options, street and sidewalk enhancements, improve the aesthetics of the corridor amount other improvements. This understands that this project supports the District of Columbia Mayor's Vision Zero Initiative which aims to eliminate all traffic deaths and serious injuries by the year 2024 and will participate in efforts to support this initiative.

The Quinn team, collectively and individually, has established enviable reputations for outstanding service and distinguished records of success in supporting clients with the development of and major improvements to sustainable transportation networks. This support includes many award-winning projects like the VDOT I-81 Exit 310 Interchange Improvements project in Winchester Virginia which was the recipient of the Virginia Asphalt Association Pavement project of the year award in 2018 and the I-66/Route 15 Interchange Improvements Design Build project that received the Design Build Institute of America National Project of the Year award in 2018. Quinn staff provided the field inspection oversight, inspection and office engineering on the I-81 project, and quality assurance management and inspection support on the I66/Route 15 Design Build project.

With over 150 employees certified and experienced in construction management and inspection Quinn is available to support all phases of construction projects from pre-bid through project closeout. Most of these resources live and work in DC, Virginia or Maryland and can be drawn upon to provide resources required to support this project as needed. Our staff is trained to work closely with clients and contractors to help ensure that projects are completed on time and within budget. This is done via detailed daily inspections; comprehensive and accurate record keeping; regular meetings with the contractor; a constant eye towards safety; regular review of the project plans and schedules; early risk identification and resolution of issues at the lowest possible level. Most importantly, Quinn Consulting is committed to quality and we will use our established processes and procedures for inspecting each construction project for compliance with the appropriate contract standards and specifications. This allows our construction management and inspection team to provide an end product that not only meets or exceeds contract requirements but our client's expectations, as well.

Quinn Clients include the District of Columbia Department of Transportation (DDOT), Maryland Transportation Authority (MdTA), Maryland State Highway Association (SHA), Maryland Transportation Authority (MTA), Virginia Department of Transportation (VDOT), Prince William County, the City of Virginia Beach, the City of Hampton, Virginia Port Authority (VPA), Metropolitan Washington Airports Authority (MWAA), the Washington Metropolitan Area Transit Authority (WMATA), Federal Highway Administration (FHWA) and various Locally Administered Program Offices. The majority of the support provided under contracts for all these clients has been Construction Management, Inspection and Engineering support on roadways, bridges and other associated structures. The type of work ranges from basic maintenance to rehabilitation and improvements to new construction.

Our Team is a leader in providing Quality Assurance and Quality Control on a number of alternative delivery Design-Build

and P3 projects which include the I-495 High Occupancy Toll Lanes (HOT Lanes), and both phases of the I-95 Express Lanes. Quinn is currently providing lead Quality Assurance Inspection services for the Maryland Purple Line light rail contract for Fluor-Lane and has been selected to provide Quality Assurance Manager, Quality Assurance and Quality Control inspection services on over 40 Design-Build and Public Private Transportation projects in the last ten years. Quinn is also providing CM/CEI services for the Federal Highway Administration as a sole Small Business Set Aside Contract for the East Region of the Eastern Federal Lands Highway Division.

Quinn's success in providing Construction Management and Inspection services includes support on over 400 different task orders/projects under 100 separate CEI Contracts. Quinn's proactive management, thoroughly trained and experienced inspectors, and on-going training program have led to quality projects completed on time and within or under budget for our clients. Tools used to help ensure quality on our projects include Quality Assurance Checklists, Pre-construction meetings, Pre-activity meetings, Site Manager, Quality Audits of both project documentation and the projects themselves as well as a partnering mentality. Good communication and planning provided by partnering techniques has helped projects to run smoother, problems to get resolved quicker and has enabled the setting of reasonable and achievable expectations for everyone involved on a project. Our project staff is also trained to perform continuous reviews and verification of project compliance with contract documents and plans. Our staff will assist with monitoring project schedules and budgets on a regular basis. Contract, plan, budget and schedule issues caught early are easier to resolve quickly and give the team time to make decisions or changes that will minimize or eliminate any overall negative impacts on the project. All of these techniques have been used successfully on Quinn CM/CEI contracts over the years and have led to follow-up contracts with every owner we have ever supported.

To supplement the services being provided by Quinn, we have teamed with WRA, CKI & Associates, Inc., and Tina Boyd and Associates, Inc. Our team is made up of businesses -certified by and familiar with the District Department of Transportation (DDOT).

Established in 1915, **Whitman, Requardt, and Associates (WRA)** is a full-service, multi-disciplinary engineering, architectural, and planning firm that provides planning, design, and construction management services. WRA is a partnership of four engineers and architects, all engaged in both technical and administrative activities of the firm. With a professional and technical staff of over 750, the firm's services are focused on the needs of governmental, educational, institutional, and private sector clients in the Mid-Atlantic region. Headquartered in Baltimore, Maryland with offices in the District of Columbia, Virginia, Delaware, Pennsylvania, Texas, West Virginia, Tennessee, and Maine, WRA has been recognized as a Top 150 Design Firm, Top 200 Architectural Firm, and Top 200 Environmental Firm by Engineering News Record and was recently named Mid-Atlantic firm of the year. The WRA team has the capacity to provide virtually every type of planning, civil/environmental design and construction management and inspection service.

WRA creates innovative solutions for our clients by implementing state-of-the-art technologies and the latest advancements in engineering, design, and construction management. Understanding the importance of diversification, WRA continually positions itself to remain competitive and meet the needs of a rapidly changing society. This philosophy is how WRA has evolved over the past 100+ years into the full-service, multi-disciplinary firm it is today.

Founded in 1997, **CKI & Associates, Inc. (CKI)**, has built a reputation for excellence and quality. CKI is a certified DBE firm and the construction management firm of choice for many recent landmark transportation infrastructure projects in the Northern Virginia and DC Metropolitan Area. CKI understands the issues, from project inception to project delivery, that affect the area DOT's ability to complete some of their transportation infrastructure projects and programs. CKI has 18 local staff, who provide a full spectrum of construction services on transportation projects, ranging from small bridge and roadway rehabilitation efforts to full-scale construction of transportation infrastructure. The CKI staff is composed of highly qualified hands-on individuals with many years of construction experience and with a great deal of familiarity, not only with all facets of the life of construction projects, but also familiarity with construction in the Washington D.C. environment.

CKI began working in D.C. in 2008 with the construction management of the South Capitol Street Improvements project, providing the needed infrastructure access to the Nationals' Ball Park. Currently, in D.C. CKI is providing construction management, Inspection, materials testing and rehabilitation on roadway, highway and bridge projects; design-build projects and bridge safety inspection projects. The Roads and Bridges magazine named the 11th Street Bridge in D.C., one of the signature projects CKI worked on, the nation's No. 1 bridge project in 2012. CKI also work on the I-495 Hot Lanes and

the I-95 Express Lanes projects in Virginia and was greatly involved on all phases of the Springfield Interchange construction project (Mixing Bowl) for the Virginia Department of Transportation.

Tina Boyd and Associates, Inc. (TB&A) is a Washington, DC based, minority and woman-owned consulting company established in 2005 with offices in Wards 1 and 2. TB&A's focus is on infrastructure projects in the Washington, DC Metropolitan Area. They have worked in every ward in the City and have long standing relationships in the community. Their services include: community outreach, public relations, events management, inter and intra-agency coordination, business opportunity outreach, workforce development (training), labor (Davis Bacon, First Source and Apprenticeship) outreach and compliance.

TB&A's outreach and engagement process provides community education and proactive communication throughout the project through a variety of outreach methods that include websites, social media, door to door grass roots marketing, public meetings, local media, automated calls, electronic distribution, etc. Our team consists of community outreach specialists, graphic artists, writers, website designers, photographers and social media experts, therefore providing a "one-stop shopping" full-service offering.

DDOT is one of TB&A's major clients. We have established relationships within IPMA and the Office of Communications. We know DDOT's branding guidelines, protocol and have supported all phases of a project from design to construction.

Our Team has supported or is supporting DDOT on the following Projects:	
11th Street Bridge	Florida Avenue 30% Design/Virtual Circle Concept Design
11th Street Bridge Park (Design and Construction)	Georgia Avenue NW Dedicated Bus Lanes and Streetscape
14th Street NW Streetscape	Kennedy Street Revitalization
15th Street NW Safety Improvement	LeDeroit Park Green Infrastructure
16th Street Bridge NW Over Piney Branch Road Rehabilitation	City-wide Alley and Sidewalk Enhancement Program (Local Streets)
Alabama Avenue SE Safety Corridor Study	Minnesota Avenue Revitalization – Phase One
Arboretum Bridge and Trail Project	Monroe Street NE Bridge (Design and Construction)
Managed Lanes Corridor Analysis	New York Avenue Streetscape and Trial
Cleveland Park Streetscape and Drainage Improvement	Rehabilitation of Eastern Avenue NE
DC Streetcar Brand Ambassador Program	Reconstruction of Florida Avenue/9th Street NW
DC Streetcar Union Station to Georgetown NEPA Study	Rehabilitation of Massachusetts Avenue NW Design
DC Streetcar Workforce Compliance and CBE Outreach	Revitalization of Martin Luther King, Jr. Avenue SE
Emergency Communications System I-395 Mall Tunnel	Southeast-Southwest Transportation Improvement Study
Upgrades, Reconstruction, Resurfacing at various locations in Wards 5 & 6, NE	Rehabilitation of the F.S. Key Bridge over Potomac River, NW
Frederick Douglass Memorial Bridge Design Build	Road Island Ave. Pedestrian Bridge, NE
Reconstruction of 18th Street, NW	Harvard Triangle Improvements Project
The River Walk Project of the Anacostia Waterfront Initiatives (AWI)	Category D- Construction Management Services for Fiber Optic Installation (DDOT Freeways)

(8.5.5) Communication between stakeholders

From the Quinn team's prior experience on numerous revitalization contracts we understand that communication between stakeholders and Public Outreach will play a key role on this project. We understand and will facilitate coordination and effective communication with the District's Project Manager, all regulatory and approval agencies, residents, businesses, utility companies, commuter services, and other stakeholders through our community outreach specialists (Tina Boyd and Associates, Inc.) and our on-site project staff. Utilizing TB&A's prior public meeting outreach efforts for this project was key to connecting with the community and ensuring they were informed of the project and associated meetings. Outreach efforts included distribution of information to the community, area organizations, special interest groups and other stakeholders impacted by the project. TB&A, in coordination with the project team and DDOT's Office of Communications, created collateral and distributed this messaging via a grass roots campaign and electronically. TB&A also advertised in a local newspaper and used robocalls as a meeting reminder. TB&A enlisted the assistance of Councilmember's Office and the impacted Advisory

Neighborhood Commissions and Civic Organizations for distribution to their listservs and the local community and to ensure there were no overlapping meeting conflicts.

Best Practices - Community and Stakeholder Engagement and Integration	
Building Advocacy and trust by being a reliable and accessible source of information	Managing stakeholder expectations and keeping them engaged and apprised of the construction schedule, its impacts and status
Notifying stakeholders of public meetings and encouraging their attendance	Maintaining an email and text message list of subscribers to receive updates
Staying "in front of the information curve"	Setting up Stakeholder contact database
Tracking constituents' input, issues and concerns	Educating stakeholders on the benefits of the program

With TB&A' existing knowledge and experience with this specific project, their specialty services, and excellent reputation within the District, they will work with the team create a list of affected stakeholders for the project-specific community participation plan that includes both public and private officials, businesses and residents that will be affected or require knowledge of the upcoming work and utility companies that are in direct conflict with proposed construction and require relocation or adjustments. Communication about project impacts and progress with the public and each of the identified stakeholders of the affected areas will occur throughout the life of this project. The Quinn team will work closely with DDOT's Communication specialists to disseminate information that is properly vetted through DDOT officials and our outreach information portal. This information will be made available to the public through the media, steering committees, announcements, door flyers, display ads and the numerous other means needed to ensure constant and accurate information is made available to the affected stakeholders. The ability to adequately address the public outreach needed for this project is of particular concern due to the high volume of urban commuter traffic and the close proximity of businesses and residences.

Project communication is paramount in ensuring that a project runs smoothly. Open and honest communications and help ensure that issues are elevated for visibility and a timely resolution so that the construction activities can proceed with minimum delays. Communication with and between the owner, stakeholders, the general public, local residents and businesses, and the project team members (i.e., Construction Manager, Designer/Engineer, Contractors, and the District) is and must be a continuous activity. Components of a good communications plan includes the following:

1. **A Public Involvement Plan (PIP)** A PIP identifies stakeholders and communication strategies to ensure stakeholders are informed on the project and its progress. The PIP will detail timing, public meetings, engagement strategies, interagency coordination, program materials and stakeholder notifications, construction schedule etc. The importance of the PIP is to build consensus utilizing transparent methods that will engage the community and stakeholders. The PIP will be evaluated throughout the life of the project to assess its effectiveness.
2. **A Pre-Construction Conference.** A Pre-Construction Conference is a valuable event which allows everyone to discuss, confirm and agree to processes and procedures to be used on the project, including communication processes. Quinn will prepare an agenda, coordinate attendees, record the minutes of the meeting and ensure proper follow-up of issues raised. A product of this meeting should be an official directory of key personnel that includes name, company, role on the project, email address and phone number (cell and office if available).
3. **Progress Meetings.** The Quinn Team will conduct routine, monthly (or more frequent if required) project progress meetings with the contractor and the appropriate project team members to review schedule progress, the status of RFI's, changes, submittals, utility clearances, public notifications, quality control and safety activities, environmental issues, any nonconforming work and any other open issues. Deviations from the contract requirements in any area are identified and Quinn's CM team will work to ensure corrective actions are identified and approved by the District in order to maintain the specified level of quality required and maintain the overall schedule.
4. **Other Needed Meetings.** Quinn will ensure that issues needing detailed discussion or collaboration are brought to the attention of the District's Project Manager. If issues are not resolved in a timely manner (worst case after (2) two consecutive progress meetings), Quinn will elevate the item and request a meeting to discuss the item in detail to address concerns of everyone involved. Any trade contractors or relevant stakeholders to the issue at hand will be requested to attend in order to obtain a better understanding of the issue and to discuss options for issue resolution. These meetings and the resolution of issues in these meetings will be thoroughly documented through preparation of the meeting minutes which will be included in Quinn's document control system for meetings.
5. **Meeting Minutes**. Quinn will prepare meetings minutes to document meeting topics, discussions, decisions, actions items and other key information and that will be distributed to the DDOT Project Manager and other meeting

attendees for review within 7 days. The Quinn team will follow up on anything that is outstanding in subsequent meetings will ensure that items stay on the "radar" and issues do not get overlooked or remain unresolved.

6. **Progress Reports.** Quinn's submission of monthly progress reports to the District's Project Manager will include an assessment of project progress, the current anticipated completion date, the status of changes and projected costs at completion, and a discussion of issues affecting the project. Supporting documentation and photographic information will be included in the monthly reports to ensure that the District has accurate and timely information.

Note that even though more formal "Progress Meetings" and "Progress Reports" will occur at least monthly, communication amongst project team members will be daily, involving cognizant project team members as dictated by the situation.

(8.5.7) Experience utilizing QA/QC processes and their ability to ensure contract compliance

QA/QC Processes in Place to Ensure Contract Compliance and Quality Construction

Quinn's CM team is responsible for observing, documenting, and reporting contractor activities and progress while working with the contractor, DDOT and other stakeholders to identify risks and issues and working together as a team to resolve them. All of these things need to be performed in a timely and partnering manner to optimize project progress, minimize inconvenience to the local citizens, businesses and travelers while helping to ensure a quality final product. Accomplishing all of these things simultaneously requires well established policies and procedures and an experienced management and inspection team to successfully implement them.

Quinn has developed an in-house Quality Control Program that includes established policies and procedures broken up by construction phases that will be employed on this project. This Program has been successfully implemented on hundreds of projects, including pavement projects, by our proposed management and inspection team and will serve as the basis for the field inspection and materials testing. The phases of quality control under our program are divided up into three phases of required inspection. Those Phases are as follows:

Phase I – Preparatory Inspection: Preparatory Phase Inspections will be performed before commencement of work. Critical elements are a thorough review of the contract specifications and plans, approved shop drawings and submittals, and the CPM schedule. No work is allowed to be begin until applicable/required submittals have been approved. All required preliminary or predecessor work is verified to be complete and in place before work is allowed to proceed.

Phase II – Initial Inspection: The initial inspection is performed when a representative segment of the work begins. During the initial inspection, scheduled tests are performed, quality of workmanship is examined, and reviews for omissions or dimensional errors are performed. Any non-conforming work is rejected. The goal of the initial inspection is to establish the acceptable level of quality and workmanship between our inspector and the contractors to minimize errors on the subsequent work.

Phase III – Follow Up Inspection: Follow-up inspections are performed and documented daily by our staff on subsequent segments of work. They include testing and inspection for verification of compliance plans, standards and specifications contract documents and established quality and workmanship goals. Feedback concerning the results of initial and follow-up inspections is immediately given to the contractor.

During each Inspection Phase, the Quinn team field staff employs applicable construction inspection techniques that include inspection checklists, materials verification and testing, contract requirements and plan compliance verifications, schedule and budget reviews, problem solving and documentation. Below is the outline of a typical QC program, which has been successfully utilized on a numerous successful Quinn projects that can be expanded for use on the Martin Luther King, Jr. Avenue, Milwaukee Place to South Capitol Street Project.

QUINNS CONSTRUCTION QUALITY CONTROL PROGRAM FOR DDOT	
Section 1 – Purpose	The purpose of the Quinn's Control Quality Plan is to establish clear and complete procedures for inspection of construction and testing of materials to ensure that the completed project meets specifications. The Construction procedures found within this Quality Control Plan, have been established to follow the District of

	Columbia Department of Transportation Specifications and Supplemental Special Provisions.
Section 2 – Construction Quality Control Duties and Responsibilities	The Resident Engineer is responsible for providing quality control of the work and ensuring conformance with the Contract Documents. The Civil Inspectors will be responsible for performing on-site materials testing including, but not limited to, density, moisture, air content of concrete, slump, and other required materials field tests. Material tests are then compared to DDOT's material requirements to ensure conformance with tolerances established by the Department, and certifying that work is completed in accordance with Contract Documents. The QC Plan is designed to provide for quality control inspection of the work, ensure compliant materials furnished to the project site, and monitor installation of approved materials. All testing equipment shall be certified and calibrated with proper documentation on file in the project records. All QC inspections shall either be performed by or at the direction of the Lead Civil Inspector and Resident Engineer. The Lead Civil Inspector will schedule, coordinate and manage the day-to-day QC inspections and materials testing of construction activities and will report directly to the Resident Engineer. The Civil Inspector is responsible for the inspection of the construction activities and all QC sampling, testing and analysis of materials on the Project to ensure that construction quality is verified at required frequencies per DDOT's minimum requirements The Office Engineer will review daily inspector reports for accuracy and complete information, will have a working knowledge of DDOT's project document management software/system, and will maintain all project documentation for review and access by DDOT and Project Management of staff The Office Engineer will assist in constructability and bidability reviews, monitor project budgets and Civil Rights requirements, and provide review of contractor's pay quantities for monthly invoices. Project report updates will be provided to DDOT (as required). Our inspection of the work will be performed by qualified inspectors, with the necessary material testing certifications to ensure first that the contractors' materials testing is performed in accordance with the prescribed standards, and secondly, that the quality of the workmanship is acceptable to the District and conforms to industry standards. Additionally, because our inspectors have the necessary ACI, HMA, Work Zone, and Environmental certifications, among others, the material testing we perform will be compliant with the prescribed standards. We will monitor the testing reports to ensure compliance and elevate items of non-compliance for follow-up with the client and DDOT/Project Team Management. Notices of non-compliance will be prepared for the District's signature for all items found to be non-conforming and options for resolution will be provided with recommendations. Quinn will track the correction of discrepancies through non-compliance and punch list logs and will ensure that each item is corrected to our satisfaction, and that of the District and the designer of record.
Section 3 – Materials Testing	All materials used on the project and applicable backup, test results, and other documentation will be reviewed and verified as meeting the requirements of the contract documents and applicable standards and specifications. To ensure compliance, the Contractor will submit all material documentation including, but not limited to, certificates of compliance, shop drawings, catalog cuts, mix designs, certifications, and quality control test results to the Resident Engineer, which is then forwarded to DDOT for review. The documentation is then passed on to the Office Engineer who will record all materials backup and documentation in the project materials notebook.
Section 4 – Inspection	QC Inspection is performed for all construction activities. This section of the program includes an overview of key construction activities and a summary of inspection duties that will be performed for each. A representative list of key activities to be inspected and inspection requirements include, but are not limited to the following: **Aggregate Base Material Placement**: will be inspected for compliance with Contract Documents. Inspectors will verify grade, slope, density, and moisture content of the base material. Depth checks will be conducted and verification that material is free of segregation and contamination. **Asphalt Concrete Paving:** Inspection will include condition of the prepared surface to receive bituminous

concrete paving, uniformity and application rate of tack, inspection of pavement placement and compliance with required material temperatures, lift thickness, roller patterns, control strips, and densities. QC testing includes gradation, percentage of asphalt content, air voids, density (via cores), lift thickness and rideability smoothness.

Materials Inspection and Testing – Our inspectors will perform all materials testing, sampling, source of materials approvals, and track material quantities that are utilized on a project. Quinn is very familiar with, "Source of Material" review forms and material documentation submissions such as catalog cuts, shop drawings, mix designs, and certifications that are required for the projects. As materials are delivered to a project they are compared to the Source of Materials spreadsheet, which lists the appropriate approval process (i.e. visual, sampling frequency, pre-approved, etc.). After delivery the materials are entered into a database that describes the material, summarizes the quantities and notes any tests or samples that were taken on the project site. All Quinn Team inspectors are state DOT certified and trained in soils and concrete testing including nuclear density testing, one-point proctors, moisture contents, slumping, air content, compression breaks, roller patterns, cement stabilization, etc. In addition to their soil and concrete testing skills our inspection staff are experienced with asphalt testing, paint testing (removal and application), and various other laboratory tests, techniques, and standards.

Hard Surface Excavation/Bus Stop Pads Installation: Quinn understands that during this project the team may encounter hard surface excavation for bus stop pads which includes the removal and disposal of all asphalt surface and binder courses from concrete base and the removal of bituminous pavement. Bus pads will be constructed on a base course and extend for the full depth of the pavement or concrete base that was previously placed and will have welded wire fabric. These situations and will be monitored and clearly documented. Demolition and disposal activities will be monitored and documented, new materials will be reviewed, verified and tested, and construction activities will be inspected and documented.

ADA Infrastructure Improvements: the Quinn Team understands that the DDOT ADA Transition Plan was created to modify the existing Right of Way so that pathways are accessible and support the Americans with Disability Act. Our construction management staff is well versed in the requirements of ADA standards and will monitor for correct implementation of these Standards throughout construction. Any questions, issues or concerns associated with these construction activities will be tracked, documented and discussed with the contractor and DDOT. Options and recommendations will be presented, and resolutions documented and inspected for correct implementation.

Maintenance of Traffic: QC inspectors will verify that the Contractor is complying with the approved Traffic Control Plan and MUTCD Manual requirements. Monitoring will include review of barricades conditions, depth of drop-offs, traffic control sign spacing, spacing of channelizing devices, exposed blunt ends of concrete barriers and the application of temporary and permanent pavement markings to ensure compliance with contract requirements. Required "Work zone Safety Checklists" will be completed by inspection staff in accordance with the Contract Documents. Issues or concerns will be immediately brought to the contractor's attention and documented and if not remedied immediately will be elevated to management.

Erosion and Sediment Controls: To lessen the impact and minimize siltation and erosion, inspection will be conducted to ensure those devices indicated on the approved Erosion and Siltation Control Plan are utilized, installed properly and maintained. Operations will be regularly verified against the project approved erosion and sedimentation plan and issues and concerns brought to the contractor's attention for correction as needed. Verification of the type and schedule for the installation of erosion and sediment control practices and relationship between sequence and timing of control practices and earth-disturbing activities will be performed.

Section 5 – Reporting and Documentation

Purpose and Objectives of Project Field Office Records

The Resident Engineer will work with the contractor, DDOT and the Office Engineer establish a comprehensive document control system for project documentation that will organize and manage the flow of information and allow for immediate retrieval of needed documentation to ensure clarity in our communication processes. This system will be managed by the QC Office Engineer and will include project information such as contract documents, plans, schedule and budget documents, meeting minutes,

submittals, correspondence, RFI's, daily reports, the materials notebook with associated backup and test results, project logs, punch lists, and change orders. The information in this system will create a factual representation of the work performed by the Contractor on the project and document that all work was completed in accordance with the contract documents. All documentation will be clearly identified and cross-referenced to support a field audits during the life of the Project as well as a final audit after the completion of the Project. At the completion of the project, Quinn's electronic and hard copies of the project records and all documentation will be transmitted to the District's Project Manager in an organized and through manner. Some of the key documents to be created and managed include the following:

- **Daily Site Activity Diary.**
  The Office Engineer will record daily site activity and conditions in a summary diary and will require that each contractor and inspector submit individual daily reports for work performed on each day. Our Office Engineer will review the reports for accuracy regarding manpower, equipment, deliveries, and accidents, and file them with the project records.

- **Inspector Daily Reports**
  One of the most important categories of documents in the document control system is inspector daily reports. All QC staff (either inspecting work or performing material testing) will be required to fill out a Field Inspector's Diary (FID) on a daily basis. FIDs will include: a listing all subcontractors at the project site, a detailed count of all trade personnel and equipment utilized on site, all material deliveries received and quantities of materials obtained, high and low temperatures and general weather conditions, any accidents that occurred, meetings and significant decisions made, unusual events, stoppages, delays, shortages and losses, meter readings and similar recordings, emergency procedures, orders and requests from authorities having jurisdiction, change orders received and implemented, construction change directives received and implemented, services connected and disconnected, equipment or system test and startups, partial completions and occupancies, and substantial completions authorized.

  These electronic formatted diaries will also include attached copies of QC materials tests completed for the day's activities. Quality Control Test detail will include a description of work; type of test and specification reference; agency and Inspector performing the test; test date, time location, and equipment used; sample source and date secured, test results and recommendation for acceptance or rejection and why.

  Signed copies of the FID's will be provided to the Resident Engineer for review and approval on a daily basis. The Resident Engineer will provide a Master Diary which summarizes all FID's for that day's work activities. A weekly report will be produced by the Office Engineer that contains summaries of tests, material placement, actions for failing materials, Non-Conformance Reports, safety, inspection, schedule, Maintenance of Traffic and environmental issues that will act like an instant snapshot of project progress and can be distributed to all stakeholders of the project.

- **Materials Notebook**
  The Office Engineer shall oversee maintenance of the Project's Material Book, recording materials used, source of material and method of verification used to demonstrate compliance with requirements of the Contract Documents. The Materials Book shall be maintained according to DDOT's Materials Division requirements and will be reviewed by the owners QA in accordance with the standard requirements.

- **Photo Documentation**
  QC inspection staff will take preconstruction photographs and monthly progress photos showing construction activities for the month. Each photograph will be date and time stamped. The photographs will be for use in reviewing Project status for the administration of contract payments or resolving landowner issues.

- **Scheduling and Coordination**
  During construction, the Resident Engineer will coordinate daily with the Contractor in reviewing the Project schedule to properly monitor construction activities for certification of compliance to the

	project's standards and specifications. Furthermore, the Resident Engineer will coordinate with the Quinn QC team to continuously monitor and assure compliance with milling, asphalt placement and traffic control for vehicles and pedestrians. On a weekly basis, the Resident Engineer will hold a Construction Progress Meeting to be attended by stakeholders, and construction personnel to discuss construction progress, review of the previous weeks' QC tests, and discuss upcoming inspection requirements (based on a two week look-ahead schedule), RFI's, safety issues, utility clearances, and status of submittal submissions. This schedule review will provide time to ensure proper material clearances, required testing, and scheduling of inspection staff.
Section 6 – Administrative Functions	**Progress Payment Verification** The Resident Engineer will be responsible for submitting monthly progress payment requisitions after review and verification with the Contractor. A monthly meeting between Contractor and Resident Engineer will be conducted to review and finalize payment requisitions. The Resident Engineer will verify that the work represented in the payment application was completed in accordance with the Contract Documents, and all required QC tests, measurements, permits or other requirements were acceptably performed. **Change Order Evaluation** Quinn inspectors have been trained to proactively review the contract documents so as to discover discrepancies or plan errors well before the Contractor is ready to begin construction of a particular item. If a problem is discovered, the inspector(s) will discuss the matter with DDOT personnel and if necessary, the Resident Engineer will issue a request for change quotation to the Contractor. Once the quotation is received Quinn will review the prices and analyze the schedule for delays and make recommendations to DDOT as to how best to resolve the issue. The timely review of potential changes to the contract is vital to meeting milestone and project completion dates and Quinn personnel will work diligently to expedite the review process. **Review Submittals and Shop Drawings and Construction Working Drawings** Technical reviews of both submittals and shop drawings are needed to ensure compliance. Quinn will perform cursory reviews of these documents to ensure overall compliance to the contract requirements prior to submitting to the design engineer. Each submission will be tracked using the agreed upon tracking/numbering system and routine status logs will be issued to ensure that responses are managed within the specified timeframes for each item. The project team will continually track the submissions through the review process and will know the status and any follow-up actions needed by either the Contractors or the designers. Working drawings shall be provided as required by the Contract Documents. Working drawings shall not incorporate any changes from the requirements of the Contract Documents, unless such changes are specifically denoted, together with justification; and have been approved. All working drawings and submittals shall be identified by the complete Project and job designation numbers, and items or component materials shall be identified. Work shall not be performed, nor materials ordered prior to the review of these drawings. Following acceptable comment resolution, appropriate information will be stored in the project files and provided to owner and QC inspection staff for use in the field. **As-Built Documentation** The Contractor shall prepare and furnish redlined prints of Contract Drawings to the Resident Engineer and DDOT showing significant as-built conditions. All as-built shop drawings, catalog cuts and diagrams, and other information prepared by the Prime Contractor, their subcontractors, suppliers and manufacturers, that are necessary to properly maintain the accepted facility, are to be furnished to the Resident Engineer. To control the documentation of the changes made, the Resident Engineer shall maintain on a daily basis, at a central location, a complete set of contract full-size drawings to reflect "AS-BUILT" conditions with changes marked in red pencil. Final As-Built Plans shall be submitted with the final pay application. **Requests for Information** Requests for information shall be submitted by Contractor to the Resident Engineer with copies to the owner. Each RFI shall be assigned a unique number for tracking purposes and appropriate response time per project

	requirements. All RFIs will be entered into an RFI log by the Office Engineer including RFI number, description of question, date of submission, priority status, due date/actual date of response, final disposition, and need for design change or as-built documentation.
Section 7 – Auditing and Recovery Plan Identifying, Documenting, and Tracking Non-Conforming Work	The Quinn QC team, in accordance with their assignments, shall monitor, test and inspect the work as it progresses and record their observations and test results. DDOT will also perform Quality Assurance (QA) inspections. Work that is not acceptable will be brought to the immediate attention of the Contractor's Project Superintendent performing the work who will have the deficiency corrected before it is covered. All deficiencies will be recorded in a deficiency log with the date of deficiency, type of work activity, reason for deficiency, and corrective action. The deficiency log will be tracked throughout the project and any items that are not completed will become part of the Project's final punchlist. All major deficiencies that affect follow-on construction activities, environmental permits, laws, or regulations will be issued by the Resident Engineer as a Non-conformance. Any critical Non-Conformance Reports (NCR), referenced by a unique number, will be forwarded to Contractor and DDOT within (24) hours of discovery and verification or sooner if they pose the risk of a negative impact on the project schedule, budget or quality. In order to maintain project continuity, all NCR issues will be submitted to and coordinated by the Resident Engineer for issuance and resolution. Each item will be placed in a computer database to create an on-going non-conformance log. Each non-conformance item will remain active in the non-conformance log until corrected to the satisfaction of the Project Engineer and DDOT. **Corrective and Recovery Action** Upon receipt of an NCR, the Contractor's Project Superintendent shall investigate the cause of the non-conformance and identify the necessary action required to correct the non-conforming work product. In some cases, this will include meeting with responsible subcontractors and/or suppliers. The Project Superintendent will submit to the Resident Engineer a proposed method of correction for approval. Once approved by DDOT, the Project Superintendent will ensure that the non-conforming work is corrected in accordance with the proposed plan. The originator of the NCR will re-inspect the work during the repair to verify that the corrective action and final product meet the requirements of the Contract. For each non-conformance, the Project Superintendent shall investigate the cause of the non-conforming work, including a review of all processes, work operations, quality records and service reports to identify potential causes for the non-conforming work. Once the causes are determined, the Project Superintendent shall implement changes to the work process and procedures including additional control and preventive actions to minimize the risk of repeat deficiencies. In the event materials or the finished product in which the materials are used, are not in strict conformance with the Contract Documents, but the removal of these materials will cause serious schedule and possible completion impacts, the Resident Engineer, with the concurrence of DDOT, will make a final determination as to whether the work can be accepted. In the event that it is accepted, the Project Engineer will document the basis of acceptance and make a recommendation as to an appropriate adjustment in the contract price or other specific requirements or adjustments that are appropriate. DDOT will be responsible for any final decisions as to adjustments in the Contract price. **Audits of Inspection Documentation, Test Results and Overall QC Program** The Resident Engineer will audit QC Inspector diaries, the materials notebook and testing frequency logs and results for accuracy, completeness and compliance with the QC program requirements. These audits willb e performed at least quarterly if not more often if needed. Overall program audits will be performed periodically by the Quinn Contract Manager and Program Director to ensure that required processes and procedures are being followed and are in compliance with Contract Documents and DDOT standards and specifications
Section 8 – Project Closeout	The Resident Engineer will meet with the QC Inspection staff on a regular basis throughout the project to discuss and track what is required for a smooth project close-out. Staying on top of closeout requirements throughout the project, and not waiting until the last minute, will help ensure that there are minimal if any issues at the end of the project that interfere with a quick and efficient project closeout. Discussions will include status of outstanding requirements associated with project documentation, materials quantities,

	estimates, deficiency and NCR logs, project schedule, as-builts materials verification and backup, and punchlist items. During project closeout Quinn will ensure timely and accurate communications with all entities involved with the project, as authorized by DDOT. This includes DDOT personnel, contractor personnel, community personnel, etc. Clearly defined chains of communication established during the project will be utilized for this communication. Finally, once a project task is completed, the Contract Manager will meet with DDOT and discuss any "lessons learned" on the project and distribute any suggestions to Quinn Construction Services Team members for implementation on upcoming projects.

(8.5.8) Identification, management and mitigation of project risks

In practical terms, project risk is inevitable. It is a function of probability and may be defined as an uncertain event, activity or condition that, if it occurs, negatively affects a defined project goal. That negative effect may be expressed in terms of impact to scope, schedule, cost and quality. For the Quinn Team's various projects, we manage project risk by utilizing agency project development processes to minimize commonly encountered risk items. A large part of project success and failure is dependent upon how risk is managed throughout the project life.

Risks are identified and systematically managed through a process controlled by policies, procedures and statutory requirements including: design standards and approvals, constructability reviews, environmental regulations, financial reviews, scoping approval, public involvement requirements, right of way acquisition, relocations and utility regulations and policies, interagency review and coordination, etc. Risk management process can be executed anytime for instances where project specific or unique risks could occur that are not identified and managed as stated previously. Examples of typical project risks include: Environmental approvals, Geotechnical/Subsurface conditions, Right of Way issues, Permits, Differing Site Conditions, Utilities, Third-Party Requirements and Agreements, Elected Officials, Local Jurisdictions, Citizen support, and Funding/Budget issues. Typically, many of these risks are outside of the owner's direct control and therefore represent potential high-risk areas for projects. These types of risks would pre-populated in a Risk Analysis Matrix to ensure consistent consideration by all internal stakeholders.

Project Risk Management Process- Under this method, the process is broken into four components:

Risk Identification – determination of risk events that, if they occur, are likely to affect the overall project objectives.

1. Each project team member identifies the Risks and Opportunities within their field of expertise.
2. Identified risks are compiled into a Project Assessment Matrix which includes a list of identified risks and a list of potential responses to the risk event.

Risk Assessment – determination of the both the probability a given risk event will occur and the impact of the occurrence to the project scope, schedule, cost and quality.

1. Assessments should be made against the planned project budget, schedule, and scope definition.
2. Acceptable variance from planned values for cost and schedule are established by the agency for different phases of project development.
3. Acceptable changes to the project scope must be established by the project sponsor and stakeholders prior to assessment of scope impacting risks.
4. A scale will be established by the project manager and under the guidance of organizational policies and direction from project stakeholders.
5. Assess probability of each risk occurring.
6. Assess impact of each individual risk according to the project specific established rating scheme.
7. Risk Assessment Matrices are available to document the assessment process.
8. The acceptable risk level is established.

Risk Response Development – identification of specific processes or actions in order to maximize opportunities and minimize the occurrence of specific risks on a project. There are only 4 responses when dealing with Risks:

1. Accept the Risk (Ignoring the Risk is the same as accepting it.)
2. Mitigate the risk by applying controls that reduce the impact of the occurrence on the project, the probability of the risk occurring, or both.
3. Transfer the risk to another entity.
4. Avoid the risk. (Try another way.)

The proposed responses are documented and communicated to team members and stake holders. Resulting changes to planned schedule, budgets, or project scope are formalized following any change management procedures. Complete Risk Assessment Matrix is created with final risk decisions and responses.

Risk Response Control – process of documenting risk, developing and implementing risk strategies and responding to changes in risk during the life of a project.

1. The Project Manager monitors all identified risks
2. The Project Manager initiates any Risk Response actions when alerted that a risk event occurs.
3. As the Project Evolves the Risks and Opportunities Evolve and Change. Re-identification and re-assessment of risks should be conducted at each of the project development phase milestones.

(8.5.9) 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.

Cost Control Experience:

Quinn will establish a cost reporting system that meets the requirements of DDOT. These practices are utillzed for all of our CM/CEI contracts with different agencies. Monthly cost status reports will be created identifying the major areas of interest to the District, including original budget, current estimate, original and current contract prices, approved and pending change orders, estimated cost-to-complete, and variances. Quinn's cost control methodology will project cost to completion for the District in each monthly report. This ensures that the planned costs for the construction phase of the project remain in line with the established goals and established budgets.

Additional cost control experience comes from numerous projects that have been completed on time and under budget. Certification of the contractors' invoices is a continuous process and the Quinn team's goal is not only to protect the District's interest, but to make sure all materials, quantities, and contractor's daily activities are accurately documented in our inspector's daily reports and that the information clearly provides backup for the monthly payment requests. In place quantities will be verified daily with each contractor so that our standard practice of meeting with the contractor's superintendent or project manager to review a draft pay request will alleviate "surprise" entries or contract line items appearing on the invoice that are not acceptable for payment. With the agreement and discussion occurring at the draft invoice stage, the contractor's formal invoice will be expedited and double-checked for accuracy assuring quicker turnaround. In addition, the payment requests will be verified against progress schedules and adjustments or updates to the schedule made prior to the recommendation for approval of each payment.

Following the daily reconciliation with each contractor, Quinn's office engineer will enter the agreed upon quantities into the District's system on a weekly basis to enable a real time accounting of the expenditures on the project. The monthly payment request should then match the weekly entries made by Quinn's team and payments processed. Quinn will use the monthly payment applications as a basis to confirm compliance with numerous project requirements. For example, on a set date each month, Quinn will review the progress of construction with the General Contractor, verify and approve materials on hand, and agree on the percentage of completion for each construction activity as indicated in the construction schedule.

Each monthly review will also address:

- Compliance of in-place work with the contract specifications and plans.
- Verification that actual start and finish dates of schedule activities correspond to records contained in the daily inspection reports.
- The status of the Contractor's monthly DBE utilization reports to ensure that project goals are met.
- Davis Bacon wage interviews and certified payrolls to ensure contract compliance.

Subsequent to the monthly review and agreement with the Contractor, the Quinn staff will make a recommendation to DDOT for payment approval and processing.

Quality of Work:

Quinn's CM team has a dual role of observing and reporting the work, as well as monitoring the Contractor's quality. Our CM team includes quality assurance inspection and overseeing the Contractors' work to ensure that it complies with the plans, contract documents, specifications, and DDOT Standards. As mentioned earlier, Quinn has developed and in-house Quality

Control Program that will be employed on this project and successfully used on past projects. Our field staff professionals understand our responsibility to communicate and coordinate with contractors to help ensure that high quality workmanship is achieved. Quinn's internal quality process is a series of inspection procedures and guidelines that serve as the basis for our field inspection and materials testing program. In addition to these guidelines, a series of inspection checklists can be developed specifically for this project. These checklists provide for a twofold benefit: one, they provide verification that the project is constructed in conformance with the contract documents; and two, they generate detailed and organized records of quality control activities.

Compliance with performance schedules

The Quinn Team will receive and review the contractors' initial baseline schedule for conformance with the project requirements. Quinn's review of the contractors' time-scaled CPM will be completed as expeditiously as possible and within the specified 21 days review period. Recommendations for improvements of corrective items will be forwarded to DDOT without delay in order to facilitate the contractor's completion of the initial scheduling requirements for the project.

Quinn will ensure that the contractor maintains a sufficient level of activity detail on the schedule so that we can monitor progress and identify any risks to activity or overall project completion. Quinn will monitor the contractor's activities and conformance to the approved schedule during two-week look ahead meetings and monthly progress updates to regularly evaluate impacts to the schedule. When changes occur Quinn can perform a schedule Time Impact Analysis (TIA) to clearly ascertain impacts on the project schedule and if the Contractor may be entitled to additional time and extended overhead costs. All schedule review findings will be provided to the DDOT Project Manager in a timely manner. The Quinn team will then work with the Contractor to resolve delays and the impacts of delays, while keeping DDOT and appropriate project stakeholders informed. Quinn will use contractor's scheduling submittals as tools to realistically plan the work, anticipate challenges in order to expedite resolutions and reduce potential delays and plan for contingencies. Each of these strategies will serve to maintain the finish dates, manage the District's risk of schedule overruns, while also keeping DDOT informed in order to make decisions based on the most recent status of the progress of each task. Our team field staff is knowledgeable and experienced in both producing construction schedules and evaluating them for DDOT's approval or rejection. Our proposed team will use lessons learned from previous DOT and Federal Highways projects to contribute to the resolution or anticipate challenges on each of these projects for DDOT.

Past performance evaluations:

Quinn team members have been successfully providing Construction Management and Inspection servicess on State and Federal Task Order based contracts for over 20 years as demonstrated in our Project Write-ups provided in the SF 330 Part F portion of this proposal.

Points of Contact information and additional details on these and other performance oriented comments from clients on similar contracts are provided below.

Quinn Consulting Services Past Performance Evaluations:

Quinn Consulting Services has been successfully providing Construction Management and Inspection services to a wide variety of State and Federal Contracts since 2000. This includes support on thousands of different task orders/projects on over a hundred separate construction engineering mangement and inspection contracts. Over the years a large number of projects we have supported have received local, state and even national level awards. A summary of Quinn and Quinn supported project awards in the last 5 years include the following:

Year	Team Member	Award	Team Member Assignment	Project
2018	Quinn	Top 100 Best Places to Work in Virginia -Award from Virginia Business Magazine	Company Overall	Company Overall
2018	Quinn	Design Build Institute of America (DBIA) National Project of the Year	Quality Assurance Management and Inspection	I-66 Route 15 Reconstruction – Diverging Diamond Interchanged Design Build Project, Prince William County, VA
2018	Quinn	DBIA National Transportation Award of Excellence and Merit	Quality Assurance Management and	I-66 Route 15 Reconstruction – Diverging Diamond Interchanged Design Build

			Inspection	Project, Prince William County, VA
2017	Quinn	VDOT State Wide Best Asphalt Paving Project of 2017	Inspection and Office Engineering	I-81 Exit 310 Interchange Improvements
2016	Quinn	DBIA National Merit Award Winner for a Transportation Project other than Aviation	Quality Assurance Management and Inspection	Route 27/244 Interchange Improvements and Freedman's Village Bridge Design Build Project, Arlington, VA
2016	Quinn	DBIA Mid-Atlantic Region (MAR) Design Build Project of the Year	Quality Assurance Management and Inspection	Route 27/244 Interchange Improvements and Freedman's Village Bridge Design Build Project, Arlington, VA
2016	Quinn	DBIA Mid-Atlantic Region (MAR) Excellence in Engineering Award	Quality Assurance Management and Inspection	Route 27/244 Interchange Improvements and Freedman's Village Bridge Design Build Project, Arlington, VA
2016	Quinn	Heavy Construction Contractors Association (HCCA) Excellence in Infrastructure Award (>15 Million Category)	Quality Assurance Management and Inspection	Route 27/244 Interchange Improvements Design Build, Arlington, VA
2015	Quinn	VDOT Staunton District Project of the Year	Office Engineering and Inspection Services	Route 340 Road Improvements and Gooney Creek Bridge Replacement
2015	Quinn	VDOT Commissioner's Award for Outstanding Achievement in the category of Innovation and Quality Improvement.	Office Engineering and Inspection Services	I-95 Bridge Restoration Project, Richmond, VA
2014	Quinn	VDOT Staunton District Project of the Year	Office Engineering and Inspection Services	Route 613 Indian Hollow Road Low Water Bridge Replacement;
2014	Quinn	VDOT DBE Consultant Engineering Firm of the Year	Construction Engineering and Inspection Services	General Award for outstanding performance on numerous Engineering Services and Design Build contracts state wide.

Quinn has an excellet references and a track record for repeat contracts with every prime and client we have supported since 2000. This is due to our corporate goals which include partnering, open and honest communications, stong professoinal ethics, support for our exceptional experienced staff, and flexibility.

Some refernces for and comments from current clients that verify our success in implementing these goals is are as follows:

Terry Meadows, Jr. PE., **VDOT Lynchburg District** **District Construtcion Manager** (434) 856-8317, Tmeadows@VDOT.Virginia.gov.	"Thank you for the great work being done by our field inspection staff *(provided by Quinn Consulting)* to hold the Contractor accountable. Their efforts have had a direct impact on the Contractor's improved performance since the early stages of the project."
Vernon Wesson **VDOT Lynchburg District** **Regional Quality Improvement and Compliance Coordinator,** *(804) 364-6259*	"the (Quinn) inspection staff is accepting nothing less than what the specifications require, and they are using whatever means are available, within the authority level of an inspector, including withholding payment for sub-standard work. They are doing everything they can to provide the traveling public with a quality product"
Bobby Badary **VDOT Hampton Roads District** **CEI Contracts/District Construction Manager** (757)925-6775, Bobby.Badary@VDOT.Virginia.gov.	"There has always been excellent communication beteen the District and Quinn Consulting Services, Inc. on all levels". "Quinn takes pride in their work and understands the importance of their function working alongside VDOT, providing the District the desired staff required to meet our obligations". "I would strongly recommend Quinn Consulting Services, Inc. to any organization

	that is looking for a very professional firm that will provide the services they are looking for".
Marc Stecker **VDOT Staunton District** **Project Controls/Contracts Manager** (540) 332-9494, Marc.Stecker@VDOT.Virginia.gov.	"Staff works cooperratively withh contractors and other state/local entities. Staff presents themselves professionally to the public and demonstrates a positive attitude. " "Consultant has sufficient resoures and equipment to meet demands of contract. Staff is qualfiied and possesses appropriate technical knowledge, skills and abilities. Staff understands and applies contract provisions and requirements. "

Past DDOT awards to Quinn Sr. Inspection staff on previous contracts/projects

1. Thomas Gibson (proposed Lead Civil Inspector) received a Letter of Recognition from the District of Columbia Department of Transportation for his excellent leadership and management of crews for the Inauguration Route of President Barack Obama in 2013.
2. Jose Salcedo (proposed Office Engineer) received a Letter of Recognition from the District of Columbia Department of Transportation for his outstanding work on a past DDOT Federal Aid Citywide Pavement Restoration contract.

Summary

The Quinn team has been developed to meet or exceed the District of Columbia's Department of Transportation's needs for this project. We have extensive construction management, inspection and engineering resources available to support this project that are experienced with local conditions, stakeholders and contractors. We will work closely with DDOT to put processes and procedures in place that will help ensure a safe and high quality project delivered on time and within budget. Our project resumes shows similar project experience and our customized approach will emphasize proactive management, partnering, communications, flexibility, risk analysis, and teamwork to fit the needs and requirements of this project.

I. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts	
31. SIGNATURE Elizabeth Quinn Vicinski	32. DATE **July 15th 2019**
33. NAME AND TITLE **Elizabeth Quinn Vicinski, President**	

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: **OCPTO180119**

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME: **Quinn Consulting Services, Inc.**		3. YEAR ESTABLISHED: **1997**	4. DUNS NUMBER: **00-320-2723**
2b. STREET: **14160 Newbrook Drive, Suite 220**		5. OWNERSHIP a. TYPE: **Corporation**	
2c. CITY: **Chantilly**	2d. STATE: **VA** / 2e. ZIP CODE: **20151**	b. SMALL BUSINESS STATUS: **DBE 626289**	
6a. POINT OF CONTACT NAME AND TITLE: **Elizabeth Quinn, President**		7. NAME OF FIRM *(If block 2a is a branch office)*	
6b. TELEPHONE NUMBER: **(703) 818-0721**	6c. E-MAIL ADDRESS: **equinn@quinn-consulting.com**		
8a. FORMER FIRM NAME(S) *(If any)*: **N/A**		8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	c. No. of Employees (2) BRANCH
02	Administrative	12	10
12	Civil Engineer	10	7
15	Construction / Coating Inspector	124	55
16	Construction Manager	10	5
48	Project Manager	7	4
	Total	163	81

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
B02	Bridges	8
C15	Construction Management (Design Build)	4
C18	Cost Estimating; Cost Eng & Analysis	2
H07	Highways; Streets; Parking Lot	8
T02	Testing and Inspection	8
T06	Tunnels & Subways	7

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	6
b. Non-Federal Work	10
c. Total Work	10

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE: Elizabeth Quinn Vicinski

b. DATE: **07/10/2019**

c. NAME AND TITLE: **Elizabeth Quinn Vicinski, President**

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: OCPTO180119

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME: **Whitman, Requardt and Associates, LLP**	3. YEAR ESTABLISHED: 1915 / 4. UNIQUE ENTITY IDENTIFER: 04-497-7437
2b. STREET: 12700 Fair Lakes Circle, Suite 300	5. OWNERSHIP — a. TYPE: Partnership
2c. CITY: Fairfax / 2d. STATE: VA / 2e. ZIP CODE: 22030	
6a. POINT OF CONTACT NAME AND TITLE: Joseph S. Makar, PE, Partner	b. SMALL BUSINESS STATUS: N/A
6b. TELEPHONE NUMBER: 443.224.1906 / 6c. E-MAIL ADDRESS: jmakar@wrallp.com	7. NAME OF FIRM *(If block 2a is a branch office)*: N/A
8a. FORMER FIRM NAME(S) *(If any)*: Norton, Bird and Whitman/Whitman, Requardt and Smith	8b. YR. ESTABLISHED: 1915/1925 / 8c. UNIQUE ENTITY IDENTIFER: 04-497-7437

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	c. No. of Employees (2) BRANCH
02	Administrative	65	3
06	Architects	30	0
08	CADD Technicians	41	2
10	Chemical Engineers	3	0
12	Civil Engineers	97	7
14	Computer Programmers	9	0
15	Construction Inspectors/Managers	136	14
21	Electrical Engineers	21	2
23	Environmental Scientists	21	3
25	Fire Protection Engineers	2	0
30	Geologists	2	0
34	Hydrologists	13	1
37	Interior Designers	4	0
38	Land Surveyors	19	0
39	Landscape Architects	3	0
42	Mechanical Engineers	40	3
47	Planners: Urban/Regional	9	0
52	Sanitary Engineers	15	1
55	Soils Engineers	13	0
57	Structural Engineers	66	3
60	Transportation Engineers	64	5
	Graphic Artists	5	0
	Railroad Engineers	2	0
	Technical Writers	10	1
	Traffic Engineers	52	1
	Total	**745**	**46**

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
B02	Bridges	3
C13	Construction Management	5
E09	Environmental Impact Studies, Assessments	2
E10	Environmental and Natural Resource Mapping	2
H04	Heating; Ventilating; Air Conditioning	3
H07	Highways; Streets; Airfield Paving; Parking Lots	5
I04	Intelligent Transportation Systems	2
R03	Railroad; Rapid Transit	3
T03	Traffic & Transportation Engineering	3

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	8
b. Non-Federal Work	10
c. Total Work	10

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less Than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE PREPARED: *January 3, 2019

c. NAME AND TITLE: Joseph S. Makar, PE, Partner

*Reflects staff and revenue as of this date

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: OCPTO180119

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME: **Whitman, Requardt and Associates, LLP**	3. YEAR ESTABLISHED: 1915
	4. UNIQUE ENTITY IDENTIFER: 04-497-7437
2b. STREET: 100 M Street, SE, Suite 600	5. OWNERSHIP
	a. TYPE: Partnership
2c. CITY: Washington	2d. STATE: DC
	2e. ZIP CODE: 20003
6a. POINT OF CONTACT NAME AND TITLE: Joseph S. Makar, PE, Partner	b. SMALL BUSINESS STATUS: N/A
6b. TELEPHONE NUMBER: 443.224.1906	6c. E-MAIL ADDRESS: jmakar@wrallp.com
	7. NAME OF FIRM *(If block 2a is a branch office)*: N/A
8a. FORMER FIRM NAME(S) *(If any)*: Norton, Bird and Whitman/Whitman, Requardt and Smith	8b. YR. ESTABLISHED: 1915/1925
	8c. UNIQUE ENTITY IDENTIFER: 04-497-7437

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	c. No. of Employees (2) BRANCH
02	Administrative	65	0
06	Architects	30	0
08	CADD Technicians	41	0
10	Chemical Engineers	3	0
12	Civil Engineers	97	0
14	Computer Programmers	9	0
15	Construction Inspectors/Managers	136	2
21	Electrical Engineers	24	0
23	Environmental Scientists	21	0
25	Fire Protection Engineers	2	0
30	Geologists	2	0
34	Hydrologists	13	0
37	Interior Designers	4	0
38	Land Surveyors	19	0
39	Landscape Architects	3	0
42	Mechanical Engineers	40	0
47	Planners: Urban/Regional	9	1
52	Sanitary Engineers	15	0
55	Soils Engineers	13	0
57	Structural Engineers	66	1
60	Transportation Engineers	64	1
	Graphic Artists	5	0
	Railroad Engineers	2	0
	Technical Writers	10	0
	Traffic Engineers	52	0
	Total	**745**	**5**

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
C13	Construction Management	2
H07	Highways; Streets; Airfield Paving; Parking Lots	1
S09	Structural Design; Special Structures	2
T03	Traffic & Transportation Engineering	1

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	8
b. Non-Federal Work	10
c. Total Work	10

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less Than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE PREPARED: *January 3, 2019

c. NAME AND TITLE: Joseph S. Makar, PE, Partner

*Reflects staff and revenue as of this date

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*: OCPTO 180119

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME: CKI & Associates, Inc.		3. YEAR ESTABLISHED: 1997	DUNS NUMBER: 19-8861085
2b. STREET: 7006 Little River Turnpike, Ste 3E		5. OWNERSHIP	
		a. TYPE: "S" Corporation	
2c. CITY: Annandale	2d. STATE: VA / 2e. ZIP CODE: 22003	b. SMALL BUSINESS STATUS: DBE/SWaM Certified	
6a. POINT OF CONTACT NAME AND TITLE: Ming Ching, President		7. NAME OF FIRM *(If block 2a is a branch office)*	
6b. TELEPHONE NUMBER: 703-750-0606	6c. E-MAIL ADDRESS: mcching@ckiainc.com		
8a. FORMER FIRM NAME(S) *(If any)*		8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	(2) BRAN
02	Administrative	2	
12	Civil Engineers	7	
15	Construction	15	
18	Cost Engineer/Estimator	3	
06	Architect	1	
	Total	28	

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*
C15	Construction Management	6

a. Federal Work	0
b. Non-Federal Work	6
c. Total Work	6

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

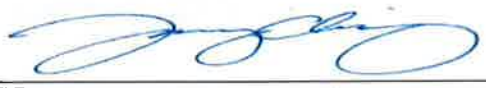
(Insert revenue index number shown at right)

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $750,000
5. $750,000 to less than $1,000,000
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or grater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 

DATE: 07/08/2019

c. NAME AND TITLE: Ming Ching, President/Partner

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any): OCPTO180119

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME	3. YEAR ESTABLISHED	4. DUNS NUMBER
TB&A, LLC	2005	96-492-9629

2b. STREET	5. OWNERSHIP
1315 Irving Street NW, Suite B	a. TYPE: LLC and S Corp

2c. CITY	2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS
Washington	DC	20010	Certified Business Enterprise (SBE/LBE/ROB), Woman-Owned Business and Minority-Owned Business

6a. POINT OF CONTACT NAME AND TITLE	7. NAME OF FIRM (If block 2a is a branch office)
Tina Boyd, Principal	

6b. TELEPHONE NUMBER	6c. E-MAIL ADDRESS
202-518-9101	tina@tbaconnects.com

8a. FORMER FIRM NAME(S) (If any)	8b.YR ESTABLISHED	8c. DUNS NUMBER

9. CONSULTANTS BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Consultants (1) FIRM	c. No. of Consultants (2) BRANCH
02	Administrative Support	2	
48	Project Manager/Event Manager	4	
	Writer	1	
	Graphic Artist/Website Designer	1	
	Public /Media Relations Expert	2	
	Outreach Support Staff – Grass Roots	6	
	Photographer	1	
	Call Center and Tier 2 Help Desk Support	3	
	Other Employees		
	Total	20	

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number (see below)
	Community Outreach Public Relations	5
	DBE Consulting and Technical Assistance	4
	Government Relations	1

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	0
b. Non-Federal Work	6
c. Total Work	6

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
Tina Scott Boyd	July 15, 2019

c. NAME AND TITLE: Tina Scott Boyd, Principal

Attachment 3: Request for Proposal

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION

d. Office of Contracting and Procurement

Ms. Elizabeth Quinn, President
Quinn Consulting
14160 Newbrook Drive
Suite 220
Chantilly, VA 20151

September 30, 2019

Dear Ms. Quinn:

Subject: Request for Task Order Proposal (RFTOP)

Contract No. DCKA-2017-T-0086

Project: Request for Qualifications (RFQ) for Construction Management, Inspections and Engineering Services for the revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE-Phase 1 project.

Category: D-Construction Management, Inspections and Engineering Services

Solicitation No.: OCPTO180119

The District is pleased to notify Quinn Consulting (Quinn) of their selection as the Most Highly Qualified firm and requests a price proposal to provide construction management and inspection services for the revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to the Intersection with 4th Street SE-Phase 1 project as defined in the attached scope of work.

Your price proposal shall conform to the terms and conditions of schedule contract DCKA-2017- T-0086. Please provide a proposal for the attached scope of work to include the applicable means and methods for accomplishing the work. The proposal for shall be detailed enough to enable the analysis of the level of effort to the scope tasks and easily be correlated to the design requirements. As needed, include any assumptions, exclusions, and explanations that were used in the development of your price proposal. A proposal that includes an exclusion of a SOW requirement or an exclusion of a sub-task needed in order to perform an SOW task may be rejected, and may be cause for the District to move to the second Most Highly Qualified firm. Additional proposal requirements are listed below.

Continued on Page 2-

Direct Labor

- Submission of cost data shall be in Microsoft Excel 2010 or earlier.
- Associate each individual along with their associated labor category to the applicable SOW tasks. This should identify who is performing what tasks.
    - Identify any deviations from the team presented in the qualifications evaluated.
- Include the level of effort (quantity of hours) and applicable DSE loaded rate
- information from the period of performance of your contract.
    - If you received one of the annual Incurred Cost documentation methods since contract award, please provide a copy and ensure the most current provisional billing rate is used. (Reference G.3.13.1)
    - No change to the Direct Salary Expense is allowed at this time.
    - Identify any individuals that have not otherwise been proposed and evaluated for price reasonableness. The District will analyze new individuals for price reasonableness prior to TO award. (if applicable)
- State whether each individual is subject to the field or home office rate and provide a brief reasoning.

Other Direct Costs

- Provide a schedule of Other Direct Costs ("ODC") and an explanation as necessary.
- Ensure all proposed ODCs comply with G.3.8 of your contract.

Insurance

No additional insurance coverages are required for this order. The consultant shall provide an insurance certificate that complies with 1.8 of your contract.

Additional Requirements

- Provide a copy of your DC business license
- Tax Certification Affidavit Available at www.ocp.dc.gov click on "Required Solicitation Documents"
- Bidder Offeror Certification form Available at www.ocp.dc.gov click on "Required Solicitation Documents"
- Certificate of Insurance in accordance with the contract.
- CBE subcontracting plan which may be found at https://ocp.dc.gov/node/541462
- Current Certified payroll roster (please submit as Attachment J.5)
- A list of company personnel and their labor category that will be utilized on this task order (Attachment J.11 enclosed)

-Continued on page 3-

A. 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 contractor 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 contractor 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 contractor 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 contractor 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 contractor 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 contractor 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.

B. Subcontracting Plan

Each subcontracting plan shall include the following:

1. The name and address of each subcontractor;

2. A current certification number of the small or certified business enterprise;

3. The scope of work to be performed by each subcontractor; and

4. The price that the prime contractor will pay each subcontractor.

Continued on Page 4-

C. Subcontracting Plan Compliance Reporting

1. The Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

    a. The price that the prime contractor will pay each subcontractor under the subcontract;
    b. A description of the goods procured or the services subcontracted for;
    c. The amount paid by the prime contractor under the subcontract; and
    d. A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

2. If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

E. Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

F. Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the Contract and when the Contract is completed.

G. Enforcement and Penalties for Breach of Subcontracting Plan

1. A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
2. A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
3. If the CO determines the Contractor's failure to be a material breach of the contract, the

CO shall have cause to terminate the contract under the default provisions in Clause 8 of the Standard Contract Provisions for Supplies and Services, which is incorporated into the Contract by reference.

-Continued on Page 5-

Auditor	DSLB
Office of the District of Columbia Auditor 717 14th Street, NW, Suite 900 Washington, DC 20005	Director - DSLBD 441 4th Street, NW, Suite 850 North Washington, DC 20001

Your proposal and all supporting documentation should be submitted to ddot.aeschedule@dc.gov; no later than Friday October 11 @ 2:00 PM EST.

The District will notify you when the proposal has been reviewed and if negotiations are necessary to achieve a fair and reasonable price. This request does not commit the District to any costs incurred in preparation of the proposal nor to contract for said services.

Should you have any questions concerning the preparation of your proposal, please contact the undersigned at 202-671-2277.

Jeralyn Johnson
Contracting Officer
Office of Contracting and Procurement-DDOT

5. SCOPE OF WORK ("SOW")

The consulting firm, hereinafter referred to as "Consultant", shall provide for the District of Columbia, Department of Transportation (DDOT) construction engineering and inspection services during construction of the revitalization of Martin Luther King Jr. Avenue S.E. from Milwaukee PL S.E. to the intersection with 4th Street S.E. including monitoring of the construction work through inspection and testing, tracking progress against the construction schedule, checking and recommending interim and final payments, administrating changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, May 2010. The construction and inspection services shall include, without limitation, the following:

Section 1.0 General

The primary purpose and intent of this work is to provide DDOT the services of a qualified consulting firm to provide construction management and inspection of the revitalization of Martin Luther King Jr. Avenue S.E. from Milwaukee PL S.E. to the intersection with 4th Street S.E. during the construction phase. Construction work will be performed by a Contractor, who was awarded a 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 Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.
- The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the Contractor.
- The construction Contract documents for the Project, 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 Contract.
- The revitalization of Martin Luther King Jr. Avenue S.E. from Milwaukee PL S.E. to the intersection with 4th Street S.E. measures as per the contract document will be referred to herein as the project.
- A certified work zone specialist shall be provided and shall perform reviews and enforce work zone safety requirements, and advise the Contractor to correct any safety-related deficiencies.
- The Consultant shall develop and implement comprehensive public participation including but not limited to development of public participation work plans, preparation of necessary presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a project mailing list of stakeholders, groups and interested parties. Update the project website that will be stored on DDOT's site. All

TO contract documents shall be in electronic and hard copy format which are uploaded onto SharePoint on real time and accessible to DDOT managers.

- Ensure that the Contractor strictly follows the approved phasing plans for all work.
- The Consultant shall monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.
- The Standard of Care applicable to Consultant's Services will be high degree of skill and diligence employed by professional engineers or Consultants performing the same or similar Services on projects of similar size and scope in the Washington, D.C. metropolitan area.

Section 2.0 Organization

The Consultant shall:

- Establish, subject to the approval of the Engineer, 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 within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed job-site staff, including a brief resume on each individual on the staff, organization chart, the size of staff, the job classifications and salaries of staff personnel for review and approval of the Engineer. Any subsequent staff changes shall be subject to the prior written approval of the Engineer.

Section 3.0 Supervision and Inspection

The Consultant shall:

- Provide equipment and materials necessary for the implementation of this project, as discussed with DDOT officials, survey equipment, material testing equipment, communication equipment, hand held field manager devices, camera, Hand held field manager devices, data collection equipment and office supplies. Purchased under this contract will be returned to DDOT upon completion of the project.

- Place in charge of the work to be performed under this task order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
- Maintain a competent full-time inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer. The on-site staff shall have the qualifications to inspect all aspects of the Project.
- Provide documentation that shows at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic.
- Provide all technical engineering design and analyses to be collected and submitted to the engineer on record for review and approval.

Section 4.0 Procedures

Establish written procedures within ten (10) working days from the Notice to Proceed date, for coordination with the Project Engineer, the Contractor, the design Consultant, DC WATER, PEPCO, other utility companies, and all involved government agencies and public outreach with respect to all aspects of the Project. Upon approval by the Project Engineer, the Consultant shall implement such procedures.

Section 5.0 Preparation of Correspondence

Prepare correspondence pertaining to the project for the review and signature of the Project Engineer and 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 Project Engineer or the Engineer. Preparation of correspondence will include the composing of drafts for review by the DDOT Project Engineer, revising as directed by the DDOT Project Engineer, preparing its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Project Engineer.

Section 6.0 Job Site Records

Maintain and secure at the job site on a current basis all contract and TO contract records including: TO and contract documents, addendums, general correspondence, contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, submittals, catalog cuts, transmittal letters, minutes of meetings, progress schedule file, reading file, utilities file, quality assurance records, concrete mixing records, delivery tickets, National Park Service file, Water and Sewer Administration file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design consultant's correspondence, subcontractors and supplier files and materials, 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 Project Engineer. Logs of all records shall be maintained on a current basis. These files shall be open to District at all times. Prior to final payment to the consultant, such records, drawings, and samples shall be delivered to the Engineer.

Section 7.0 Meetings

The Consultant shall:

A. Become proficient with the plans, specifications and other related documents. Convene and conduct a meeting with the Chief Engineer and Project Engineer within two (2) weeks after execution of the first Task Order for the purpose of preparation of the base line schedule with the Contractor and planning for pre-construction meeting.
B. Assist the DDOT Project Engineer 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 and supplied by the Engineer.

C. Schedule and conduct project meetings as may be needed when approved by the DDOT Project Engineer with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, issues, project coordination, DBE utilization, and equal employment opportunity.
D. Prepare detailed minutes of all meetings and distribute copies to all parties within 3 working days.

Section 8.0 Contract Scheduling

The Consultant shall:

Receive, review, evaluate for conformance to the contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule, cost, resource analysis and subsequent monthly updates.

Complete the review/evaluation of the Contractor's Critical Path Method ("CPM") schedule within twenty-one (21) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.

Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and contract. Provide timely written notice to the Engineer when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the contract.

Program the Contractor's approved CPM into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or 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.

Section 9.0 Shop and Working Drawings

A. Shop Drawings:
Once the Contractor submits the shop drawings and PE stamped calculations directly to the project field office, the Consultant shall log the shop drawings and distribute with transmittal to the design Consultant, DDOT in accordance with the Contract documents, project agreements and permits within 3 working days. The Consultant shall ensure the work is in accordance with the approved structural shop and working drawings by the Engineer of Record for the project and reviewing agencies. Advise the DDOT Project Engineer when progress of review adversely affects the project schedule.

Confirm work is in accordance with the approved shop drawings and material certifications for compliance with the Contract drawings and specifications.

B. Working Drawings:
Once the Contractor submits working drawings and PE stamped calculations directly to the project

field office, the Consultant shall log the documents and distribute with transmittal to the design Consultant, in accordance with the Contract documents, project agreements and permits within 2 working days. The Consultant shall ensure the work is in accordance with the reviewed working drawings and erection plans by the Engineer of Record for the project and reviewing agencies. Assist the DDOT Project Engineer when progress of review adversely affects the project schedule.

Section 10.0 Assurance of Material Quality

The Consultant shall:

A. Review for Contract conformance all laboratory test reports and certifications concerning materials required under the Contract. Verify that all materials meet the 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 Contract requirements.

B. Obtain and submit materials and samples for testing to the DDOT QA/QC Division as specified in the contract. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland-Cement-Concrete, Ultra-High Performance Concrete masonry concrete, tack coat, prime coat, base course, embankment fill, structural back-fill, steel reinforcement, water-stop, curing compounds, sealers, welded wire fabric, bars, grout mix, neoprene bearings, anchor bolts, paint and any other material requiring testing by the QA/QC Division as per the Contract documents.

C. The Contractor shall be responsible for the performance of bituminous and Portland cement concrete plant inspections. The Consultant shall notify the QA/QC Division of planned Portland cement concrete and asphaltic concrete placement one day in advance of such planned work. The Consultant shall perform testing of concrete at the job site and shall ensure the temperature of asphalt mixes delivered to the job site conforms to the Contract requirements.

Section 11.0 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 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 Project Engineer in writing of such determination and provide recommendations to prevent the delay.

Section 12.0 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 Contract documents and the approved shop and working drawings.

- Document receipt of certifications for materials as required prior to 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 Project Engineer's written notification to the Contractor that the work or permanent material fails to conform to the Contract documents. In the event that interpretation by the Engineer of the meaning and intent of the Contract documents becomes necessary during construction, provide to the Engineer all information and data relative to the interpretation, and make recommendations when requested by the Project Engineer.
- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

Section 13.0 Correction of Discrepancies and Deficiencies

The Consultant shall notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Engineer 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 same to the Project Engineer. The Consultant is not authorized to change the Contractor's scope of work.

Section 14.0 Surveys

The Consultant shall:

- Check base line points and benchmarks before the construction starts. Report all discrepancies in the established base lines and benchmarks to the Project Engineer and recommend solutions. Provide other surveying services as may be requested by the Project Engineer.
- Coordinate with the Contractor regarding the measurements to be taken in accordance with the Contract documents for the purpose of determining excavation and fill quantities. Verify the accuracy of the Contractor's measurements prior Contractor proceeds with the work.
- Verify the Contractor makes all field measurements of the existing construction as required by the Contract documents which may affect the construction, e.g., elevations of existing roads, and location of existing structures. Verify the accuracy of the Contractor's measurements.
- After the Contractor has established his controls and detailed layouts, verify and monitor such controls and layout for conformance with the Contract requirements. Such verification shall be performed prior to construction and in a manner such that there will be no delay to the Contractor. Report all discrepancies found to the Project Engineer and resolve the same with the Contractor.

Section 15.0 Contractor's Payments

The Consultant shall accurately measure, compute and record all quantities of items to be paid for under the Contract unit prices. Measure all quantities for payment in accordance with the Contract documents.

Input quantities into the field manager on a daily basis. Review Contractor's monthly payment request for accuracy with field manager quantities, and notify the Project Engineer of any inconsistencies. Recommend amount of monthly progress payments to the Project Engineer. Recommend to the Engineer 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.

Section 16.0 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 Project Engineer, 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.
- Maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall be open to the District Engineer at all times and shall be turned over to the Project Engineer at the completion of construction. 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 information.
- Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements. Prepare and maintain concrete mixing records complying with DDOT requirements.

Section 17.0 Change Orders

The Consultant shall:

Make written recommendations, including detailed justification and cost estimates, to the Project Engineer for such changes in the construction Contract, as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the Project Engineer.

Receive directives to prepare change orders from DDOT's Project Engineer. Upon approval by the Engineer, prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with DDOT procedures and the Contract documents. Provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the Contractor's labor, equipment and materials used in the work. Where requested by the Project Engineer, negotiate the final change order price with the Contractor and make recommendations, complete with substantiation, to the Project Engineer.

Section 18.0 Value Engineering Change Proposals (VECPs)

The Consultant shall evaluate the monetary value of the Contractor's VECPs and recommend to the Project Engineer acceptance or rejection complete with substantiation for such recommendation.

Section 19.0. Claims

The Consultant shall:

If requested, maintain documentation of all contractual liability claims. In the event any claim is made or any action brought, arising under or in any way relating to the construction Contract, the Consultant shall prepare all correspondence for the signature of the Project Engineer and Contracting Officer, including preparation of written reports with supporting information, Contracting Officer's decisions, and findings of fact necessary to resolve disputes. Participate in all related hearings including, for example, Contract Appeals Board hearings and court hearings.

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 Project Engineer.

Contractors, subcontractors, and equipment and material suppliers on the Project, or their sureties, shall maintain no direct action against Consultant, Consultant's officers, employees, affiliated corporations, and subcontractors for any claim arising out of, in connection with, or resulting from the engineering services performed. The District will be the only beneficiary of any undertaking by Consultant.

Section 20.0 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 Engineer in writing, with detailed breakdown and estimates, whenever construction costs are expected to exceed the estimated costs.

Section 21.0 Safety

The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall ensure safe working conditions at all times for all employees, subcontractors, consultants and others who may come in contact with, or be exposed to, any work performed to complete the contract. Review and make recommendations on the Contractor's safety program submittal, and maintain on file safety programs developed by the Contractor. If the Consultant observes practices or conditions at the construction site which appear to be inconsistent with good construction safety practices, a report shall be made to the Resident Engineer. (The performance of such services by the Consultant shall not relieve the Contractor of responsibility for the safety of persons and property, and compliance with all statues, rules, regulations, and orders applicable to the conduct of the work.)

Section 22.0 As-Built Drawings and Specifications

The Consultant shall, as directed by the Project Engineer, maintain at the job site a current, marked set of as-built drawings and specifications. Identify known deviations, changes, change orders, as-

constructed depths, and other modifications as annotated by the construction Contractor. Upon completion of construction, provide the Project Engineer with a certified set of marked as-built drawings and specifications in hard copies and electronic copies of pdf and dgn file format (dgn format only for the plans).

Section 23.0 Final Inspection

The Consultant shall convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the Engineer 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 Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the Contract documents, except for those changes delineated in the letter. The Final Inspection and certification by Consultant is for the purpose of providing the Engineer a greater degree of confidence that the completed construction work will conform generally to the construction documents and the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the Contractor(s). Consultant neither guarantees the performance of the Contractor(s) nor assumes responsibility for Contractor's failure to perform work in accordance with the construction documents

Section 24.0 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 contract requirements. Return to the DDOT any original calculations, survey notes, engineering or other data provided by the DDOT. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this project execution shall be delivered to and become the property of the DDOT.

Section 25.0 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. Said materials shall be made 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. Copies of these materials shall be furnished upon request (both in hardcopy and electronic copy format).

Section 26. Public Outreach. Establish, subject to the approval of the Engineer, a public outreach overall plans that includes:

a. Consultant identifying the public/Stakeholders - Public Relations (PR) Staff will create an inventory of elected officials, community leaders, neighborhood and school organizations,

businesses, church groups, ethnic organizations, homeowners associations, environmental or cultural organizations, special interest groups and civil rights groups.

b. Inform the Public - Consultant informing the public and familiarize the public with the project- PR staff creates memorandums to local governments, press releases, display ads, agendas, marketing materials and flyers. Additionally, distribute transportation plans, agendas and brochures to stakeholders as well as attend public meetings. The staff participates in established community events and community meetings. At each appearance, staff presents surveys and comment forms to solicit input from community stakeholders. The organization seeks additional opportunities to gauge public sentiment.

c. Web Site - Consultant developing and maintaining a project web site for the duration of the project. Web site content will include but not limited to project background, weekly progress, schedule, pictures, announcement and notifications. At DDOT discretion, consultant shall develop and provide web site content to be used for DDOT internal website.

6. PERIOD OF PERFORMANCE:
464 CONSECUTIVE CALENDAR DAYS FROM DATE OF AWARD

7 .DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
2	Organization Chart	Electronic	10 days	DDOT
3	Inspection Report	Electronic	Daily	DDOT
4	Project coordination procedure	Electronic	10 days	DDOT/ EOR
5	Correspondence Documents	Electronic	Daily	DDOT
6	Daily Records	Electronic	Daily	DDOT
7	Meeting Minutes	Electronic	Within 3 Working days	DDOT
8	Comments on proposed Contractor's schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
9	Drawing and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
10	Assurance of Material Quality Report	Electronic	Monthly	DDOT/ EOR
11	Letter	Electronic	Daily	DDOT
12	Daily log and weekly report	Electronic	Daily	DDOT
13	Recommendation letter	Electronic	Daily	DDOT
14	Survey report	Electronic and paper	Quarterly	DDOT/ EOR
15	Reviewed Invoices	Electronic and Paper	Monthly	DDOT

16	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT
17	Change order documents	Electronic and Paper	45 days from initiation	DDOT
18	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
19	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
20	Over-run estimated cost report	Electronic	Quarterly	DDOT
22	Marked set of As-Built Drawings	Electronic and Paper	Quarterly	DDOT
23	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
24	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

Attachment 4: Proposal

Employee Name	Title Description
Sunita Amatya	Project Manager
Thomas Gibson	Office Engineer
Thomas Gibson	Office Engineer
Henry Clark	Senior Construction Inspector/Maintenance and Protection of Traffic
Henry Clark	Senior Construction Inspector/Maintenance and Protection of Traffic
John Vicinski	Constructability Review
John Palmer	Project Director
Richard Allen	Shop Drawing Review

Employee Name	Title Description
Obin, Jeffrey	Senior Construction Inspector
Obin, Jeffrey	Senior Construction Inspector
Wisner, Jamie	Scheduler
Coleman, Leonard	Project Manager/Associate

Employee Name	Title Description
Mathurin Fandja	Senior Construction Inspector
Mathurin Fandja	Senior Construction Inspector

Employee Name	Title Description
BOYD, Tina	Project Excecutive
MANNING, Kimberly	Project Principal/Executive
HEMBY, Stacee	Community Outreach Project Manager
BLASINSKY, Carolyn	Website Manager/Graphic Designer
QUARRIE, Rayisha	Community Outreach/Grass Root Team
JONES Norman	Photograper
MOSS, Enora	Social Media Specialist/Admin
FAXIO, Philip	Community Outreach/Grass Root Team
KENDRICK, Rachel	Community Outreach/Grass Root Team
NANCE, Justin	Community Outreach/Grass Root Team
JOHNSON, Jerrell	Community Outreach Manager

Provisional OH Rate	QCS Labor Rate	Task Order Hours	Task Order $
Field OH	$145.10	2644	$383,633.82
Field OH	$78.25	397	$31,033.24
Field OH	$97.12	2644	$256,780.52
Field OH	$68.20	2644	$180,307.90
Field OH	$84.65	397	$33,604.11
Home office OH	$314.04	40	$12,561.50
Home office OH	$169.71	150	$25,455.88
Home office OH	$173.93	150	$26,088.98
			$949,465.95
			$94,946.59
			$2,175.00
			$1,046,587.54

Provisional OH Rate	WRA Labor Rate	Task Order Hours	Task Order $
Field OH	$81.11	2644	$214,463.43
Field OH	$100.86	264	$26,627.90
Home Office OH	$145.66	180	$26,219.16
Home Office OH	$151.18	140	$21,165.13
			$288,475.62
			$14,423.78
			$1,740.00
			$304,639.40

Provisional OH Rate	CKI Labor Rate	Task Order Hours	Task Order $
Field OH	$68.38	2492	$170,402.46
Field OH	$88.88	249	$22,148.85
			$192,551.31
			$9,627.57
			$1,740.00
			$203,918.87

Provisional OH Rate	TB&A Labor Rate	Task Order Hours	Task Order $
Field OH	$208.33	0	$0.00
Field OH	$141.66	12	$1,699.94
Field OH	$121.51	247	$30,012.35
Field OH	$124.99	98	$12,249.09
Field OH	$50.00	135	$6,749.50
Field OH	$166.66	3	$499.98
Field OH	$58.32	40	$2,332.94
Field OH	$50.00	0	$0.00
Field OH	$50.00	0	$0.00
Field OH	$50.00	0	$0.00
Field OH	$72.90	156	$11,373.10
			$64,916.90
			$3,245.85
			$7,880.00

$76,042.75

Total Task Hours	Project Grand Total
15726	**$1,631,188.57**

Comments
New hire under negotion certified payroll will be submitted upon signature
Provision for Overtime hours

Provision for Overtime hours
estimated review time of 40 hours
estimated time 10 hours *15 month project
estimated review time of shop drawings 150 hours
Subtotal
Total * 10% allowable markup
ODC: mileage 250 per month * 15 months at GSA .58 rate
Grand Total Proposed for QCS

Comments

Provision for Overtime hours

Subtotal
Total * 5% allowable markup
ODC: mileage 200 miles per month * 15 months at GSA .58 rate
Grand Total Propsed for WRA

Comments

Provision for Overtime hours
Subtotal
Total * 5% allowable markup
ODC: mileage 200 miles per month * 15 months at GSA .58 rate
Grand Total Proposed for CKI

Comments

Subtotal
Total * 5% allowable markup
ODC see attached workbook sheet

Grand TotaL Proposed for TB&A