

# 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 19, 2019

**Category of Services:** Category I – Transportation  
Planning Studies

**Title:** Request for Qualifications (RFQ) for I  
66/Rock Creek Parkway/K Street Interchange Study

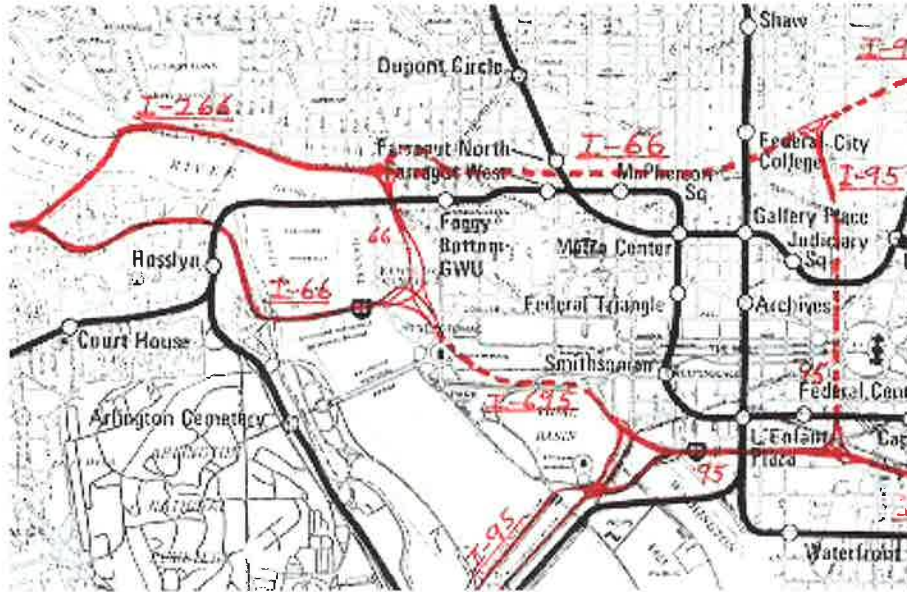
**Solicitation No. OCPTO1180115**

#### **1. BACKGROUND**

The District Department of Transportation (DDOT) requires specialized technical planning and traffic study assistance to prepare a comprehensive study for a modified interchange between Interstate 66, Rock Creek Parkway, K Street NW, 27<sup>th</sup> Street NW, and Virginia Avenue NW. The objective of the study is to understand the causes of traffic congestion in the study area and explore the potential for capacity and management improvements to reduce congestion.

##### A. Project History

As originally conceived in the District of Columbia Interstate System plan (1971), I-66 was intended to meet up with a freeway under K Street NW to eventually connect to the Center Leg Freeway (now I-395). These plans were scrapped in the late 1970s, and some of the movements to and from I-66 were never completed (See Figure 1). In 2003, Eastern Federal Lands Highway Division (EFL) led an Environmental Assessment (EA) for Kennedy Center Access Improvements.. One of the alternatives included a ramp that would directly connect northbound I-66 traffic with Rock Creek Parkway in the vicinity of K Street NW and 27<sup>th</sup> Street NW (see attachment for proposed alignment). While the EA has a signed Finding of No Significant Impact, the bypass ramp was never implemented. In 2017, Advisory Neighborhood Commissions (ANCs) 2A and 2E requested a feasibility study to reexamine this bypass and began coordination with DDOT, the National Park Service (NPS), and EFL



**Study Area:**

The project will consider vehicular traffic, transit, bicycle, and pedestrian operations at the convergence of Interstate 66 (Potomac Freeway) and the Rock Creek Parkway near K Street and 27<sup>th</sup> Street NW. The primary roadways in the study area include:

- I-66
- Rock Creek Parkway
- K Street NW
- Whitehurst Freeway
- Virginia Avenue
- 27<sup>th</sup> Street NW

The study area should encompass additional “secondary” streets whose traffic may contribute to congestion in the primary study area. The contractor shall define the full study area, which may include the following streets:

- Water Street
- 29<sup>th</sup> through 33<sup>rd</sup> Streets NW between Water Street and M Street NW
- 24<sup>th</sup> through 26<sup>th</sup> Streets NW between Virginia Avenue and M Street NW
- Pennsylvania Avenue NW between Washington Circle and 29<sup>th</sup> Street NW
- Key Bridge
- I-66 Bridge

The contractor shall identify bicycle and pedestrian infrastructure, transit routes and operation, land/land uses, roadways and trails owned by NPS and known archeological resources within the study area.

## 2. TASK ORDER COMPETITION

The District is soliciting qualifications from three firms awarded an A/E schedule containing Category I – Transportation Planning Studies in accordance with the provisions of the A/E contract. One Firm-Fixed-Price TO award is anticipated. The three firms are:

- Alta Planning + Design
- HDR Engineering and
- Nspiregreen

## 3. ATTACHMENTS INCORPORATED BY REFERENCE:

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

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

1. Design and Engineering Manual, 2019  
([https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page\\_content/attachments/DEM-2019-01-01\\_DDOT\\_DEM\\_Updates\\_FINAL](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DEM-2019-01-01_DDOT_DEM_Updates_FINAL))
2. DDOT Work Zone Safety and Mobility Policy (<https://ddot.dc.gov/page/work-zone-safety-and-mobility-policy>)
3. moveDC (<http://www.wemovedc.org/>)
4. FHWA Highway Capacity Manual, Sixth Edition: A Guide for Multimodal Mobility Analysis
5. Traffic Engineering Handbook (ITE)
6. FHWA Manual on Uniform Traffic Control Devices (MUTCD)
7. FHWA Traffic Analysis Tools (<https://ops.fhwa.dot.gov/trafficanalysistools/index.htm>)
8. Traffic Control Systems Handbook (FHWA)
9. Traffic Control Systems Standards, National Electrical Manufacturers Association (NEMA)
10. Traffic Control Devices Handbook (FHWA)
11. A Policy on Geometric Design of Highways and Streets – AASHTO
12. LRFD Structural Supports for Highway Signs, Luminaires and Traffic Signals – AASHTO
  1. NPS Planning website for more background on the Kennedy Center Expansion Project [https://parkplanning.nps.gov/documents List.cfm?projectID=61730](https://parkplanning.nps.gov/documents/List.cfm?projectID=61730)
2. *Policy and Process for Access to the District of Columbia Interstate and Freeway System* (<https://comp.ddot.dc.gov/Documents/Policy%20and%20Process%20for%20Access%20to%20the%20District%20of%20Columbia%20Interstate%20and%20Freeway%20System.pdf>)
3. FHWA 2003 Kennedy Center Access Improvements Environmental Assessment and Finding of No Significant Impact (not available online, to be provided by DDOT)

4. Conceptual design for Virginia Avenue intersection at Rock Creek Parkway (not online, to be provided by DDOT)

### **3. DISADVANTAGED BUSINESS ENTERPRISE GOAL**

An 8 percent DBE subcontracting goal for firms certified as DBE's in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally-assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR.

### **4. SCOPE OF WORK**

Specific tasks for the completion of this project are described below. Please note that some of this work has been completed as part of previous DDOT studies outlined above. DDOT will identify elements of previous studies, such as conceptual designs and traffic data counts, that can be used in the analysis of proposed actions. DDOT and the consultant will jointly identify data and analysis gaps, with DDOT directing the consultant where to collect additional data or conduct more analysis.

The scope of work for this study includes the following tasks:

1. Project Management
2. Comprehensive Vision
3. Existing Conditions
4. Concepts Development
5. Traffic Analysis
6. Concept Screening and Report
7. Interchange Modification Report
8. Stakeholder Coordination and Public Outreach

### ***Task 1: Project Management***

The contractor shall establish a project schedule and reporting protocol, in coordination with DDOT. The contractor shall provide monthly invoices to the DDOT project manager for approval and timely payment. As of October 1, 2018 all invoices shall be submitted through the DC Vendor Portal. The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>. Along with invoices, the contractor shall prepare and submit monthly progress reports to the DDOT project manager, which will include the task accomplishments, minutes from meetings held, hard copies of all materials developed that month, status of deliverables, expected activities for the next period, issues for resolution and the responsible party, and problems and their disposition from the previous period.

The contractor shall meet with the DDOT project management team biweekly and provide project progress reports throughout the life of the project.

Deliverables:

- Project schedule and reporting protocol
- Monthly invoices and progress reports (using DDOT's e-invoicing system)
- Biweekly project meetings

### ***Task 2: Comprehensive Vision***

The contractor shall lead a visioning exercise with major stakeholders and the public. The purpose of the vision shall be to establish the background assumptions, priorities, and challenges regarding multimodal transportation conditions in the study area, as perceived by the public and stakeholders.

The contractor shall prepare materials and logistics for up to three focus group sessions and one public meeting or charrette. The focus group sessions and charrette will be jointly facilitated by the contractor and DDOT staff. Following these sessions, the contractor shall document a comprehensive vision for the study area that can inform the project's goals and objectives. The contractor shall revise the vision based on feedback from DDOT staff and key stakeholders.

Deliverables:

- Materials, preparation, and attendance at up to three focus groups and one public meeting or charrette
- Draft vision document
- Final vision document

### ***Task 3: Existing Conditions***

The contractor shall prepare an existing conditions report that documents the current transportation network and surrounding environment. This report shall incorporate current traffic, multimodal transportation, safety, and environmental data.

The contractor shall prepare a transportation data collection and analysis plan that documents where and when traffic data will be collected and the type and level of analysis to be conducted. DDOT will approve the data collection and analysis plan prior to the contractor beginning data collection.

The contractor shall collect the following data:

- Automated traffic recorder counts (48 hour)
- Turning movement counts (13 hour)
- Vehicle classification
- Existing traffic circulation patterns
- AM, PM, and Off-Peak directional distributions
- Signal timing/phasing data

- Peak hour intersection and bicycle counts
- Field reconnaissance to document infrastructure conditions
- Basic right-of-way data including curb-to-curb measurements
- Existing operations data which shall include queuing, capacity and delay and other measures.
- Bus routes, frequency, and ridership and infrastructure

The data shall be collected for intersections as outlined in the “Study Area” section above. Traffic data shall be collected on a weekday (Tuesday, Wednesday, or Thursday) during the school year on a non-holiday week.

The traffic, safety, and environmental resources shall be documented in a draft and final existing conditions report.

Deliverables:

- Draft existing conditions report
- Final existing conditions report

***Task 4: Concepts Development***

The contractor shall develop up to three concepts to include in the traffic analysis. These may include a mix of construction and management improvements. The following performance elements shall be included in one or more concepts:

- Allows vehicles to more efficiently and directly move from northbound I-66 to Rock Creek Parkway;
- Allows vehicles to more efficiently make a westbound left from K Street to 27<sup>th</sup> Street without the need for signalization; and
- Reduces southbound queuing from Rock Creek Parkway at the Virginia Avenue intersection (while maintaining or improving pedestrian safety).

The final concepts may be refined from a larger list of suggested transportation improvements, as nominated by DDOT staff, key stakeholders, and other participants in the visioning process. The contractor shall work with DDOT to apply a risk matrix to initial concepts and arrive at up to three concepts to be carried into Task 5. All concepts shall be designed to accommodate existing multimodal infrastructure and planned DDOT projects, including transit, bicycle, and pedestrian improvements. DDOT shall provide additional direction on its planned projects during concepts development.

For each concept, the contractor shall prepare a conceptual layout including lane configuration, signalization, bicycle and pedestrian infrastructure, and transit accommodation. The layout shall include existing and proposed traffic movements. The preliminary layouts shall be reviewed by DDOT prior to initiating traffic analysis, with the expectation that these concepts may need to be refined based on traffic analysis to be conducted in Task 5.

Deliverables:

- Concept layout
- Technical Memorandum documenting concepts with appropriate graphics

### ***Task 5: Traffic Analysis***

The contractor shall evaluate traffic operations in the study area, refine concepts, and determine the potential impacts of concepts on future traffic operations. DDOT will provide Measures of Effectiveness (MOEs) to evaluate, including: level of service (intersection and corridor), signal warrant analysis, queuing, vehicle speeds and travel times, bus speeds and travel times, person throughput, and pedestrian and bicycle usage. The contractor shall use a microsimulation model, developed in coordination with DDOT, to evaluate existing year and design year traffic volumes for up to three build or management concepts and for one no-build concept. Inputs to the model will include traffic data collected in Task 3.

DDOT will provide calibration criteria, such as link volumes and travel times. The contractor shall then demonstrate that the model is calibrated to a minimum 90 percent confidence interval for the criteria. DDOT may review and provide comments on the model until the calibration thresholds are achieved. The number of runs shall be at least five (5) per concept, but the number of runs may be increased to meet the calibration confidence interval. The calibrated model, once approved by DDOT, shall be used to calculate all MOEs, including intersection LOS, delay, and queuing, as well as streetcar travel time.

Deliverables:

- Existing traffic counts to be incorporated into Task 5 deliverables)
- Intersection traffic and pedestrian / bicycle counts (to be incorporated into Task 5 deliverables)
- Travel demand forecast results; a minimum of five (5) iterations per concept; up to three (3) concepts;
- Development of Microsimulation model
- Draft and Final Technical Memoranda, Traffic Data and Analysis Report, including all MOEs, with appropriate graphics

### ***Task 6: Concepts Screening and Report***

The contractor shall screen the concepts according to the transportation MOEs (agreed upon in Task 4). The contractor shall work with DDOT to develop and refine additional criteria for the screening, which may include potential environmental impacts (at a level of analysis appropriate for a planning study), multimodal access, safety, cost, and feasibility. The concepts screening will include conceptual cost estimates for each concept.

The contractor shall document the analysis and results to be included in the final study report. The report shall include all data collection, concept layouts and analysis, public and stakeholder outreach summary, and recommendations on a concept (or a hybrid concept) to advance into NEPA, if applicable. The report shall include next steps for the concepts, including recommended NEPA analysis, operations planning, or design. The contractor shall prepare a



draft report and a final report responsive to DDOT's comments. The contractor shall develop a comment and response matrix that addresses the disposition of each comment and the reasons why comments that were not addressed cannot or should not be addressed.

The draft and final report shall also include an executive summary document intended for non-technical audiences, such as ANCs, members of the public and elected/appointed government officials. This document shall include graphics and simple text for ease of understanding.

Deliverables:

- Draft and final report
- Executive summary / visually-oriented document

### ***OPTIONAL Task 7: Interchange Modification Report (IMR) Preparation***

The proposed concepts may require an IMR prior to design and construction. The contractors shall provide documentation of analysis that will allow DDOT to prepare an IMR in the future. The results of the traffic analysis and concepts screening in Tasks 5 and 6 may indicate that a concept involving interchange modification best meets the goals and objectives of the project, as laid out in Task 2. If DDOT makes this determination, in coordination with DDOT leadership, DDOT staff will direct the contractor to complete this optional task. Based on the results of the traffic analysis and in coordination with DDOT, the contractor shall draft design criteria and a concept plan for a new interchange for one build concept. The contractor shall also identify any required potential design waivers and exceptions.

The resulting IMR must be consistent with and contain all elements required within the *Policy and Process for Access to the District of Columbia Interstate and Freeway System* document, as enacted in 2010.

The contractor should prepare a Technical Memorandum including supporting documentation that identifies all analyses that are required to prepare an IMR. This effort should address the technical requirements set forth by DDOT and specifically, the following eight policy points:

1. **Need for Change in Access:** Documentation showing that alternatives to access change (infrastructure, traffic control, operational improvements) are infeasible and/or ineffective at addressing transportation need.
2. **Incorporate Transportation System Management:** Documentation of the analysis of transit or other solutions to minimize vehicular traffic and increase facility efficiency.
3. **Operational & Safety Analysis:** Documentation of traffic and other impacts to local street network for the existing year, opening year, and MWCOG horizon year. The contractor shall document for IMR purposes the traffic analysis completed in Task 5, above.
4. **Design Requirements:** Design criteria for project, discussion of design exceptions, preliminary construction cost estimates, potential adverse effects and mitigation, and Maintenance of Traffic (MOT) plan.
5. **Transportation Plans:** Documentation of request for changes to long-range plan and Transportation Improvement Program.



6. Need for Systematic Study of Effects: Documentation of commitments to not make changes elsewhere in the corridor.
7. Coordination with Related Development: *Not applicable.*
8. Status of Planning and NEPA: *This step requires completion of a NEPA process, which shall not be included in this contract.*

Full description of these eight policy points are contained in the *Policy and Process for Access to the District of Columbia Interstate and Freeway System* document. The contractor shall document analysis within each of these eight areas, unless agreed upon with DDOT that the policy point is not applicable to any of the proposed concepts.

Deliverables:

- Draft and Final Interchange Modification Report including concept plan, design criteria, waivers and exceptions and supporting documentation addressing the eight policy points noted above.

### **Task 8: Public Involvement and Interagency Coordination**

The contractor shall lead outreach and communication with the public and stakeholders related to project analysis and recommendations. The contractor shall work with DDOT to identify appropriate stakeholder and public outreach commensurate with the project goals and history.

The contractor shall provide continuous and meaningful public and agency involvement, including timely and accurate information to a broad and diverse audience, in a way that is sensitive to the political climate, DDOT's relationship with neighborhoods and stakeholders, and the history of transportation issues in the area. The contractor shall provide high quality graphic design for reports, materials for public meetings, and public information publications. DDOT will approve all draft public outreach materials and recommend potential changes prior any public outreach or interagency event.

The contractor shall hold and arrange at least one stakeholder and agency meeting and one public meeting during the project (in addition to the visioning sessions outlined in Task 2); the contractor shall also assume attendance and preparations for two additional meetings. The stakeholder and agency meetings should include ANCs, BIDs, and major property owners, including NPS. NPS is considered a primary stakeholder, due to their jurisdiction over Rock Creek Parkway. Additional stakeholders include NCPC, CFA, NPS, SHPO, DCOP, DOE, other related federal and DC agencies and neighborhood groups.

Deliverables:

- Memo documenting public and stakeholder outreach strategy and plan;
- Three (3) Project meeting presentations, graphic presentation boards and handouts, as applicable

## 6 DELIVERABLES

| <b>SOW Ref</b> | <b>Deliverable</b>   | <b>Method of Delivery</b> | <b>Due Date</b>                        | <b>To Whom</b>         |
|----------------|--|---------------------------|--|------------------------|
| 1.1            | Project schedule and reporting protocol (using e-invoicing system)   | Electronic                | 2 week from NTP                        | PM/<br>e-<br>invoicing |
| 1.2            | Monthly invoices and progress reports  | Electronic                | As required.                           | CA                     |
| 1.3            | Biweekly project meetings  | By phone/in-person        | As required.                           | CA                     |
| 2.1            | Materials, preparation, and attendance at up to three focus groups and one public meeting or charrette for the Visioning task. | Electronic & in-person    | As required.                           | CA                     |
| 2.2            | Draft vision document  | Electronic                | 12 weeks from NTP                      | CA                     |
| 2.3            | Final vision document  | Electronic & Printed Copy | 20 weeks from NTP<br>16 weeks from NTP | CA                     |
| 3.1            | Draft existing conditions report (inclusive of all data collection requirements)   | Electronic & Printed Copy | 24 weeks from NTP<br>16 weeks from NTP | CA                     |
| 3.2            | Final existing conditions report   | Electronic & Printed Copy | 19 weeks from NTP                      | CA                     |
| 4.1            | Concept layout   | Electronic & Printed Copy | 27 weeks from NTP                      | CA                     |
| 4.2            | Technical Memorandum documenting concepts with appropriate graphics  | Electronic & Printed Copy | 31 weeks from NTP                      | CA                     |
| 5.3            | Development of Microsimulation model   | Electronic & Printed Copy | 22 weeks from NTP                      | CA                     |
| 5.4            | Travel demand forecast results; a minimum of five (5) iterations per concept; up to three (3) concepts;                        | Electronic & Printed Copy | 33 weeks from NTP                      | CA                     |
| 5.5            | Draft and Final Technical Memoranda, Traffic Data and Analysis Report, including all MOEs, with appropriate graphics           | Electronic & Printed Copy | 38 weeks from NTP                      | CA                     |

|     |  |                                      |                    |    |
|-----|--|--------------------------------------|--------------------|----|
| 6.1 | Draft and final report   | Electronic & Printed Copy            | 50 weeks from NTP  | CA |
| 6.2 | Executive summary / visually-oriented document   | Electronic & Printed Copy            | 50 weeks from NTP  | CA |
| 7.1 | Draft and Final Interchange Modification Report including concept plan, design criteria, waivers and exceptions and supporting documentation addressing the eight policy points noted above. | Electronic & Printed Copy            | 16 months from NTP | CA |
| 8.1 | Memo documenting public and stakeholder outreach strategy and plan;  | Electronic & Printed Copy            | 1 month from NTP   | CA |
| 8.2 | Project meeting presentations, graphic presentation boards and handouts, as applicable, for presentations in addition to the Visioning task.   | Electronic & Printed Boards & Copies | As required.       | CA |

**7. PERIOD OF PERFORMANCE**

The period of performance shall not exceed 12 months for Tasks 1-6 and Task 8.

The period of performance for Task 7 shall be 6 months subsequent to the completion of Task 6, if Optional Task 7 is exercised.

The total period of performance for all task shall not exceed 18 months

**8. INSTRUCTIONS TO OFFERORS**

**8.1 Qualifications Due Date**

8.1. Resumes should no more than 2 pages

8.1.1 Include no more than 5 past projects

8.1.1.1 Section H shall not exceed fifteen (15) pages

8.1.1.1.1 Qualifications are due on or before 5:00 PM on Friday July 12, 2019.

**8.2 Organization and Content**

8.2.1 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov). Inclusion of other materials by reference will not be considered.

8.2.2 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers

provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 9 of this TO RFQ.

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

8.2.4 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.

8.2.5 Provide qualifications and experience regarding implementing best practices and strategies for the scope of work:

8.2.6 Communication between stakeholders;

8.2.7 Public Outreach;

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

8.2.9 Identification, management and mitigation of project risks.

8.2.10 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 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)
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)

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation.

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

5. During the oral interviews, the offeror's demonstrated (i) understanding of the potential risks to performance, quality, and costs, along with associated mitigation measures for such risks, and (ii) quality of its plan to ensure successful project delivery. (25 Points)

Total Possible Points: 125

#### **10. CONTRACTING OFFICER'S REPRESENTATIVE (CA)**

Name: Spring Worth  
Title: Transportation Planner  
Agency: District Department of Transportation  
Address: 55 M Street, 4 Floor, SE Washington, DC 20003  
Telephone: 202.673.1736

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

Sincerely,



Jeralyn Johnson  
Contracting Officer - DDOT

C.C: Spring Worth  
Edward R, Stollof