

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: May 15, 2020

Category of Services: Category A – Roadway Design

Title: Request for Qualifications (RFQ) for Design Services for K Street Transitway from 12th Street to 21st Street, NW

Solicitation Number: OCPTO200008

1. BACKGROUND

K Street NW from 12th Street to 21st Street is a critical component of east-west travel. Existing bus service in this corridor is extremely slow, averaging 3 to 5 miles per hour in many sections and creating a bottleneck for routes traveling through downtown. With 20,000 daily bus passengers moving east or west through downtown, there is a lot to be gained by making transit work better.

The K Street Transitway will feature a two-way dedicated busway running in the center of K Street from 12th Street NW to 21st Street NW. The new design eliminates service lanes along K Street and places medians in the center of the roadway to protect the busway. The new medians will feature bus stops, lighting, landscaping, trees, and pedestrian amenities. Center-running, protected bicycle lanes will run adjacent to each median. WMATA and DC Circulator bus travel times are expected to improve by 30% to 60% (depending on time of day and location). Transitway passengers will enjoy time savings and greater reliability, with benefits extending beyond the one-mile K Street Corridor.

The K Street Transitway isn't just about moving buses. K Street NW will get a major facelift, improved pedestrian facilities, and protected bike lanes. The Transitway will make the road operate better for vehicles, too. By eliminating the existing service lanes, the Transitway design will make way for more efficient vehicle operations and loading activities for 28,000 vehicles using K Street every weekday. The streetscape will be improved with new bioretention, landscaping, and pedestrian amenities, including Vision Zero safety improvements.

While this task does not include planning or design for any rail infrastructure, the K Street Transitway lies along the future DC Streetcar east/west corridor and may be a candidate for future conversion to streetcar. As such, the Transitway should be designed so as not to preclude future addition of streetcar.



Project Limits

K Street, NW from 12th Street to 21st Street. Approximately 1 mile in length containing 12 intersections



2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category A – Roadway Design in accordance with the provisions of the A/E Contract. One Fixed-Price Task Order award is anticipated. The five firms are:

- A. Morton Thomas and Associates, Inc.;
- Johnson, Mirmiran & Thompson, Inc.
- Precision Systems, Inc.;
- Vanasse Hangen Brustlin, Inc; and
- WSP.

3. APPLICABLE DOCUMENTS:

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

- Consultant’s respective IDIQ Contract terms and clauses
- The manuals 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”) and the Federal Highway Administration (“FHWA”) and as well as the following:

Item No.	Title	Date
1	DDOT Standard Specifications for Highways and Structures	2013
2	DDOT Design and Engineering Manual	2019
3	DDOT Green Infrastructure Standards	2014
4	DDOT Work Zone Safety and Mobility Policy	Latest Edition
5	AASHTO Geometric Design	Latest Edition
6	NACTO Urban Street Design Guide	Latest Edition
7	NACTO Urban Bikeway Design Guide	Latest Edition
8	NACTO Transit Street Design Guide	Latest Edition
9	FHWA Finding of No Significant Impact and Environmental Assessment for K Street Transitway	2009
10	K Street Transitway 30% Design - Draft	2020

4. TASK ORDER SPECIAL PROVISIONS

The following provision is incorporated from the A/E Schedule IDIQ contract and applicable to this task order.

4.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

- 4.1.1 The District may extend the term of this contract for a period of one (1) 36-month option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the 30-day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 4.1.2 If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 4.1.3 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 58 months.
- 4.1.4 DDOT will review the required deliverables at each design milestone as outlined in Section 6 (“Scope of Work”) to determine if each option exercise is in the best interest of the District.

5. SUBCONTRACTING REQUIREMENTS

- a. 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”).
- b. If there are insufficient SBEs to completely fulfill the requirement of paragraph 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.
- c. 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 5.a and 5.b of this clause.

- d. Except as provided in sections 5.e and 5.g, 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.
- e. 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.
- f. Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- g. 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.
- h. **SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY**
 - (1) Notwithstanding Section 5.a - 5.g **SUBCONTRACTING REQUIREMENTS**, for all contracts in excess of \$250,000 that are unrelated to the District's response to the COVID-19 emergency but entered into during the COVID-19 emergency, absent a waiver pursuant to D.C. Official Code § 2-218.51, at least 50% of the dollar volume ("CBE minimum expenditure") of the contract shall be subcontracted to SBEs.
 - (2) If there are insufficient qualified SBEs to meet the requirement of paragraph (a), the subcontracting requirement may be satisfied by subcontracting the CBE minimum expenditure to any qualified CBE; provided, that best efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontracting work.
 - (3) For every dollar expended by the Contractor with a resident-owned business (ROB), as defined in D.C. Official Code § 2-218.02(15), the Contractor shall receive a credit for \$1.10 against the CBE minimum expenditure.
 - (4) For every dollar expended by the Contractor with a disadvantaged business enterprise (DBE), as defined in D.C. Official Code § 2-218.33, the

Contractor shall receive a credit for \$1.25 against the CBE minimum expenditure.

- (5) For every dollar expended by the Contractor that uses a company designated as both a DBE and as a ROB, the Contractor shall receive a credit for \$1.30 against the CBE minimum expenditure.
- (6) "COVID-19 emergency" means the emergencies declared in the Declaration of Public Emergency (Mayor's Order 2020-045) together with the Declaration of Public Health Emergency (Mayor's Order 2020-046), declared on March 11, 2020, including any extension of those declared emergencies.
- (7) This special provision shall apply to all option periods exercised under those contracts.
- (8) Except as provided in this paragraph 5.h, the requirements of section 5.a - 5.g shall remain in effect.

6. SCOPE OF WORK ("SOW")

- a. The general scope of work for the intermediate and final design task includes, without limitation:
 - (1) Verification of preferred/selected roadway geometry modifications
 - (2) Verification of traffic operation analysis and study
 - (3) Verification of bus transit route modifications
 - (4) Traffic signal modification design
 - (5) Design of new bus transit lanes and bus stations
 - (6) Design of new protected bicycle lanes and facilities
 - (7) Intersection safety improvement design
 - (8) Repairs/rehabilitation of ADA compliant sidewalks, curb and gutters and crosswalks
 - (9) Streetlight Upgrade Design
 - (10) Drainage improvement and stormwater management with LID facilities
 - (11) Curbside management
 - (12) Landscaping design
 - (13) Traffic Management Plan (TMP) and Maintenance of Traffic (MOT)
 - (14) Control Survey and Topographic Mapping
 - (15) Geotechnical Exploration and Pavement Design
 - (16) Utility coordination and Relocation plans
 - (17) Public outreach and stakeholder coordination
 - (18) Development of final plans, specifications and estimates (PS&E)
 - (19) Bid document preparation

(20) Engineer-of-record, if authorized to proceed

More detailed information of some design tasks is provided as below, with specific deliverables expected for each applicable task. It should be noted that DDOT Design Engineering Manual (the latest version) should be referred to for all requirements in performing the intermediate and final design tasks. The Consultant shall discuss and confirm with DDOT project manager for any discrepancy or conflict information as required.

DDOT is currently conducting two separate tasks, not part of this solicitation: 1) to develop preliminary plans with the preferred roadway layout configuration and 2) to perform traffic operation analysis study for the existing and up to two future build conditions. The preliminary design is expected to be completed by Spring 2020, and the traffic analysis is expected to be completed by Summer 2020. All outcomes from the current preliminary tasks will be provided to the Consultant as soon as information becomes available. Below is a list of preliminary design information which will become available to the Consultant that is awarded this task order for final development.

- Preferred/selected roadway layout with dedicated bus transit lanes and protected bike lanes
- Traffic operation analysis and study for existing condition and up to two Build conditions
- Macrosimulation and microsimulation models and results for existing condition and up to two Build conditions
- Preliminary Traffic Management Plan (TMP)
- Preliminary bus route modification memo
- Preliminary Maintenance of Traffic (MOT) and Construction phasing plan
- Conceptual level streetscape improvement design plan
- Preliminary pavement survey memo
- Preliminary curbside management memo on existing conditions and strategic plan
- Photometric analysis results for existing condition
- Inventory of existing landscaping trees
- Preliminary utility matrix for all identified utilities within project limits
- Feedback and comments from previous public outreach activities
- Preliminary drainage analysis and stormwater management with proposed LID facilities
- Preliminary design plans (30% level) and construction cost estimate

The Consultant awarded this task order is NOT expected to develop additional alternatives of the proposed roadway layout, unless major deficiencies are identified during the task. It is anticipated that the selected Consultant for the final design task shall verify information from the preliminary design, and advance design development to completion of final design and bid preparation.

If the Project advances to the construction phase, then services may include engineer-of-record construction administration phase services.

b. Key Personnel

The Consultant shall provide the following Key Personnel:

(1) **Project Manager** – The Project Manager shall be responsible for overall management and delivery of the Project. The Project Manager shall be responsible for ensuring that personnel and other resources are made available to respond to task orders. The Project Manager will be expected to possess the following qualifications and abilities:

- (a) Strong and effective management skills capable of providing overall direction, coordination and accomplishment of contractual functions and requirements on the procurement of design services.
- (b) Ability to establish and maintain effective working relationships with DDOT, project team and others.
- (c) Fostering development of excellent and responsible multimodal roadway engineering design and construction.
- (d) Ability to communicate effectively, orally and in writing especially on technical subjects; expertise in preparing written reports, correspondence, and in briefing clients and management personnel.
- (e) Ability to analyze technical documents with respect to District and federal requirements.
- (f) Demonstrated knowledge of engineering principles of dedicated transit and bicycle facilities.
- (g) Ability to interpret engineering drawings and specifications, and to coordinate them.
- (h) Knowledge of related engineering fields, including traffic, stormwater, and utilities, to ensure that areas of overlapping responsibilities between technical disciplines receive proper consideration.

The Project Manager shall be a licensed professional engineer (PE) in Civil Engineering at the time of the offeror's submission of qualifications and have a minimum of five (5) years of experience in leading roadway engineering design in an urban and multimodal environment.

(2) **Deputy Project Manager** – The Deputy Project Manager shall be responsible for supporting the Project Manager and coordinating technical and administrative functions to complete task orders. The Deputy Project Manager shall have a minimum

of five (5) years of experience and preferably be a licensed professional engineer (PE) in Civil Engineering at the time of the offeror's submission of qualifications.

(3) **Task Leads** in the following areas shall have demonstrated experience in these specific subject areas:

- (a) **Transit System Design Task Lead** – The Transit System Design Task Lead shall have experience in preparing engineering designs for dedicated transit facilities, preferably in an urban, multimodal environment. The Task Lead should have a minimum of a Bachelor's Degree in Civil Engineering, Urban Planning, or a related field, and at least four (4) years of experience in preparing transportation plans and roadway designs for dedicated transit facilities.
- (b) **Roadway Design Task Lead**– The Roadway Design Task Lead shall have experience in preparing engineering designs for utilities, survey, and related roadway work, preferably in an urban, multimodal environment. The Task Lead should have at least five (5) years of experience in preparing roadway engineering plans, and preferably be a licensed PE in the District of Columbia at the time of the offeror's submission of qualifications.
- (c) **Traffic Task Lead (MOT, TMP)** – The Traffic Design Task Lead shall have experience in conducting and evaluating analyses for traffic operations, transit operations, Maintenance of Traffic, traffic signal timing design, preferably in an urban, multimodal environment. The Task Lead should have a minimum of a Bachelor's Degree in Civil Engineering, Traffic Engineering, or a related field, with previous experience in preparing Transportation Management Plans (TMP) and MOT plans for phased construction.
- (d) **Stormwater Task Lead** - The Stormwater Task Lead shall have experience in stormwater calculations and design in an urban environment. The Task Lead shall be a licensed PE in Civil Engineering at the time of the offeror's submission of qualifications and have a minimum of four (4) years of experience in preparing stormwater designs and calculations in an urban environment.
- (e) **Bicycle Design Task Lead** - The Bicycle Design Task Lead shall have experience in preparing engineering designs for dedicated bicycle facilities, preferably in an urban, multimodal environment. The Task Lead shall have experience in a range of bicycle facility types and operations, including design and operation of complex multimodal intersections. The

Task Lead should have a minimum of a Bachelor's Degree in Civil Engineering, Urban Planning, or a related field, and at least three (3) years of experience in preparing transportation plans and roadway designs for bicycle facilities.

- (f) **Public and Stakeholder Engagement Task Lead** - The Public and Stakeholder Engagement Task Lead shall have at least three (3) years of experience in leading public engagement. The Task Lead shall demonstrate experience in public engagement for transportation projects.

c. Performance Phases

The Consultant shall achieve the following milestones in accordance with the attachments incorporated in Section 3 of this TO RFQ. This SOW will be divided into two phases of performance. Phase 1 shall encompass all activities for the Consultant to produce and achieve acceptance of a 65% Design package and acceptance of a 100% Final Design package, as well as support services through bidding and negotiations. And optional Phase 2 shall encompass Engineer of Record services during construction.

Phase 1: Intermediate and Final Design & Bidding and Negotiations

Period of Performance (PoP): Twenty-two (22) months from Date of Award

The Consultant shall prepare and achieve acceptance of the 65% design and related tasks and of the final 100% design, including the PS&E package, in accordance with the latest edition of the DDOT Design and Engineering Manual ("DEM"). The Consultant shall also provide support through bidding and negotiations.

Phase 2: Engineer of Record Services

PoP: Thirty-six (36) months from Option Exercise

The Consultant shall provide all usual and customary construction administration phase engineer of record services, as described in Section 6h.

d. Project Management

Consultant shall provide all usual and customary project administration for the Project, including, without limitation:

- (1) Identify specific strategies to streamline the project development process in terms of sequencing key activities and approvals.
- (2) Meetings:

- (a) Hold bi-weekly project progress meetings with DDOT and technical discipline leads; and provide a draft agenda one (1) business day in advance of meetings. Consultant team participants may vary as necessary and appropriate for the issues to be discussed. Meetings may be in-person at the DDOT headquarters, or by web conference, at DDOT's option. Attendance shall be required of Consultant participants.
 - (b) The Consultant team shall hold internal design coordination meetings on a regular basis to provide interdisciplinary coordination and to address items identified in the bi-weekly progress meetings so as to ensure that the Consultant team's work product is properly coordinated and consistent with the standard of care defined herein.
 - (c) On alternating weeks, the Consultant team shall provide brief updates via email or phone call with the DDOT project manager apprising DDOT of the status of items identified in the bi-weekly progress meetings.
 - (d) As part of basic services, two Consultant staff members shall attend a maximum of four, two-hour meetings per quarter (for a maximum total of eight hours per quarter) with the District of Columbia, federal, and regional agencies as needed and directed to perform the work for the Project. The Consultant shall provide written analyses and graphic presentation materials for such meetings. DDOT will lead, schedule, provide agendas for, and provide notes for all intergovernmental meetings. The Consultant shall support DDOT in intergovernmental and interdepartmental coordination to support resolution of design issues; clarification of roles and responsibilities; responsiveness to grant and regulatory requirements; and negotiation of betterment agreements.
 - (e) Complete meeting minutes of no more than two pages, documenting decisions and required action items for meetings attended, within three (3) business days for review and approval.
- (3) Develop a detailed Project Management Plan ("PMP") to include information on the Project team organization, team decision making, roles and responsibilities and interaction with stakeholders, communication standards, invoicing and progress reporting methods and procedures, and the scope of work. The PMP shall also include a design management plan and safety plan for all field activities.
 - (4) Submit monthly progress reports of up to two pages in length and invoices to include tracking of budgets and schedules with a summary by task of progress made during the reporting period by task. This shall include pertinent data sufficient to explain project progress, meetings attended, and other specific activities covered by the invoice period, including an

explanation of any technical and schedule issues that may have occurred or are expected to arise and recommendations to resolve or address issues identified in terms of scope, schedule, and budget. If applicable, consultant shall track expenditures for locally and federally (if applicable) funded services separately and shall provide separate invoices for the locally and federally (if applicable) funded services.

- (5) Independent deliverables Quality Assurance/Quality Control review: Provide detailed description to DDOT of Consultant's QA/QC standard procedures for Consultant's services and work product. Provide a professional level of review of all deliverables to assure quality, technical accuracy, and the coordination of all work and documents furnished by Consultant and other contractors and consultants; Consultant shall, without additional compensation, correct or revise any errors in its work or documents; make recommendations to ensure that the finished project will conform to all applicable DDOT and federal design standards, and will be acceptable to DDOT.
- (6) Document Control. Consultant's document control procedure must include, without limitation, Consultant's processes for the following requirements:
 - (a) to approve documents for adequacy prior to issue,
 - (b) to review and update as necessary and re-approve documents,
 - (c) to ensure that changes and the current revision status of documents are identified,
 - (d) to ensure that relevant versions of applicable documents are available at points of use,
 - (e) to ensure that documents remain legible and readily identifiable,
 - (f) to ensure that documents of external origin determined by the organization to be necessary for the planning and operation of a quality management system are identified and their distribution controlled, and
 - (g) to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.
- (7) Provide design leadership and foster a culture of innovation, excellence, collaboration, and mutual support among the project management teams.
- (8) As an additional service, attend and participate in pre-RFP, pre-IFB, pre-proposal, and pre-bid conferences for the construction procurement (as required by DDOT). Otherwise, as part of basic services, assist DDOT in responding to questions from potential bidders and offerors in the pre-bid period.

- (9) Assist with the preparation of all RFPs, IFBs, and bid documents for the Project. The Consultant shall:
- (a) Attend and participate in pre-RFP, pre-IFB, and pre-proposal conferences for the construction procurement (as required by DDOT or OCP).
 - (b) Assist with the preparation of the technical content for RFPs, IFBs, and bid documents for the Project. Consultant is responsible for preparation of technical documents to be incorporated into RFPs and IFBs by OCP.
 - (c) Provide support and technical expertise to DDOT and PMC in reviewing procurement options for the project as it relates to the roadway and structural elements of the project.
- (10) Project Records.
- (a) Set-Up & Administration and Document Control:
DDOT will establish and administer a managed Sharepoint workspace for all project design files using software approved by DDOT. Consultant shall establish logs for meetings, action items, comments and responses, schedule updates, cost estimates, risk register, and all other relevant Project documents to ensure that such documents are maintained according to the file structure established by DDOT.
 - (b) All Project records shall be uploaded to the Project SharePoint site. Consultant shall enter into such data-sharing and data protection agreements as are necessary, and as required by DDOT, for Consultant to perform its duties.
 - (c) All Project records as defined in this Section 6.ci.a(10) shall be made available to DDOT and, upon completion of the Project, shall be delivered to DDOT at its principal offices. Return to DDOT any original calculations, survey notes, engineering or other data provided by DDOT. Provide certifications thereon of all original as-built plans (if Consultant has provided construction observation services), calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in performance of their work with respect to the Project shall be delivered to, and become the property of, DDOT.
 - (d) Maintain all books, documents, papers, accounting records and other evidence pertaining to Consultant's costs, expenses, and fees incurred during the performance of the work under this Project, including all work performed during the preparation of proposals. Such materials shall be made available at the Consultant's office at

all reasonable times during the period of this Contract and for three (3) years from the date of final payment under this Contract. Copies of these materials shall be furnished upon request by DDOT (both in hardcopy and electronic copy format).

- (11) Other usual and customary services related to the Project as assigned.
- (12) Deliverables:
 - (a) Detailed Project Management Plan and Schedule with milestones and deliverables
 - (b) Meeting Log and Minutes of Project Progress Meetings (to be included with monthly progress reports)
 - (c) Monthly Progress Reports
 - (d) Proper Monthly Invoices from Consultant in form and content compliant with District of Columbia requirements

e. Public Outreach & Stakeholder Coordination

- (1) Pursuant to DDOT's direction and approval, the Consultant shall perform public outreach activities and continuously coordinate with various stakeholders, utility owners, federal and local agencies including, but not limited to, the US Commission of Fine Arts ("CFA"), DC State Historic Preservation Office ("SHPO"), DC Office of Planning ("OP"), NCPC, National Park Service ("NPS"), Washington Area Bicycle Association ("WABA"), Business Improvement Districts ("BID"s), and Advisory Neighborhood Commissions ("ANC"s). DDOT will provide Consultant with a draft Interagency Coordination Plan two weeks after award. Consultant shall monitor the Interagency Coordination Plan three times over the course of this phase, and shall provide one update to the plan during this phase.
- (2) DDOT will provide a draft Public Involvement Plan ("PIP") two weeks after award. The Consultant shall review and comment upon the plan and shall integrate the final PIP into the PMP. Consultant shall revise the PIP as necessary to address ongoing process-related changes.
- (3) The Consultant shall actively involve outreach activities such as public meeting setups, website creation and maintenance, brand promotion, message distribution, etc. in coordination with DDOT public information and the project team. DDOT will provide a stakeholder contact list, and the Consultant will work with DDOT to maintain close coordination and communication with each key stakeholder as necessary. The Consultant should identify and coordinate with other ongoing projects within or near the project area that may have an impact to the project.

- (4) The Consultant shall develop a project website using the ArcGIS Hub template (see example here: <http://flagler-section-community-vision-workshop-1-cggis.hub.arcgis.com/>). The Consultant shall populate the website with a project timeline, status, milestone deliverables, graphics, renderings, and other materials as approved by DDOT. The website shall be updated within one week of each new deliverable or addition. Consultant shall perform website content review no less than monthly,
- (5) The Consultant shall provide graphic support and renderings of milestone deliverables for virtual and in-person public engagement. These should include concepts for corridor design, landscape, intersections, multimodal operations, bus station design, sidewalk design, lighting, and street furniture. The Consultant shall prepare up to six graphic handouts or other documents (of up to two pages each) with the purpose of sharing project milestones and engaging stakeholders with project updates.
- (6) DDOT or another entity will translate key public involvement materials into Spanish and/or other language. Consultant shall coordinate up to one additional language via translation by the Language Access Program and produce materials in up to one additional language based on translation provided, as requested by DDOT. Consultant shall incorporate standard DDOT legal Title VI disclaimers on published materials in accordance with DDOT guidance. Consultant will not have responsibility for providing translators at public events.
- (7) Contacts Database: DDOT will provide a contacts database of Project contacts, or current contact information from prior projects, to Consultant.
- (8) Fact Sheets:
 - (a) DDOT shall provide one fact sheet, with all graphic files and project branding, that Consultant shall update in accordance with DDOT direction with content pertaining to project development activities; Consultant shall update the fact sheet up to three times with content provided by DDOT. Updates shall be related to graphics only.
 - (b) Fact sheets assumed to be one page, front and back, in length with all text provided by DDOT.
 - (c) Develop draft of each for DDOT review.
 - (d) Consultant shall respond to one round of consolidated and reconciled comments for each fact sheet update.
 - (e) Consultant shall provide both electronic and printed copies (up to 200 each) to DDOT.
 - (f) As requested by DDOT, Consultant shall provide up to three translated fact sheets throughout the Project duration using the same

layout as the English language fact sheets, and using translated language provided by DDOT.

- (g) Respond to one round of consolidated and reconciled comments for each translated fact sheet provided by DDOT.
- (h) Finalize fact sheets based on comments received.

(9) Public Meetings

(a) General Requirements

Consultant shall attend two public meetings for general public and multiple coordination meetings with various stakeholders. Additional meetings may be required by DDOT as an additional service. The Consultant shall provide all graphic materials for public meetings, organize meeting locations and notices, and support DDOT through logistical support and recordkeeping at meetings. (Assume that DDOT organizes and leads stakeholder coordination meetings.)

- i. Meetings shall be held in different locations in the general project area
- ii. Locations selected shall be accessible and have multiple transportation mode access
- iii. Consultant shall identify and confirm meeting locations
- iv. Meetings shall be open to the public
- v. DDOT will pay for any costs associated with the reservation or use of public meeting spaces.

(b) Meeting Preparation

- i. DDOT shall lead meeting strategy, presentation, and direction of materials.
- ii. Consult with DDOT to secure accessible and appropriate meeting locations.
- iii. DDOT will provide all required translation support.
- iv. Consultant shall develop meeting materials (presentations, boards, graphics, comment forms/cards, and maps). Consultant shall produce a maximum of 12 individual meeting materials.
- v. Consultant shall respond to one round of consolidated and reconciled comments on meeting materials provided by DDOT.
- vi. Consultant shall prepare and provide meeting materials.

(c) Notification for Meetings

The scope of services for this section includes:

- i. DDOT will lead all press releases, emails, social media notifications, direct communication to stakeholder and community listserves, and communication with the Mayor, Mayor's offices, Council members, and Council member offices.
- ii. DDOT will provide media relations.
- iii. DDOT will provide a template for meeting notices to Consultant, and Consultant shall update the meeting notice based on the meeting details.
- iv. Consultant shall respond to one round of DDOT comments on the notice.
- v. Consultant shall print the notice in poster, flyer, and rack-card sizes and distribute to locations within the community, as directed by DDOT.

(d) Meeting Documentation

The scope of services for this section includes:

- i. Provide meeting summaries, minutes, an ongoing list of action items, and Title VI documentations.
- ii. Prepare meeting summary notes for use by the Project team.
- iii. Prepare one round of revisions of meeting summaries based on consolidated and reconciled comments provided by DDOT

(e) Community Meetings

DDOT will plan, lead, and attend community meetings and pop-up events to target certain citizen and stakeholder groups. Consultant shall provide support to such meetings and events, as requested by DDOT, as described below:

- i. Provide two staff to attend up to four, two-hour events over the length of the Project.
- ii. Provide boards, fact sheets, or other graphic materials that have already been prepared for other public meetings or website updates to the meeting for public distribution (no meeting-specific materials will be prepared).
- iii. Different techniques may be employed for meetings (pop-ups, go-to-them meetings, in-corridor meetings, etc.)
- iv. Meetings may be used to address project design issues such as stations, streetscape, roadway configuration and parking, curb use, maintenance of traffic, overhead contact system, use of the system, and transportation safety

- v. Meetings of up to two hours in length are included as a basic service.
- vi. Materials produced for other project activities will be used in community meetings (no meeting-specific materials will be prepared)
- vii. Brief meeting summaries shall be prepared to document substantive discussions and input received.

(f) Stakeholder Coordination

DDOT will lead and schedule coordination with external stakeholders, DDOT partners, BIDs, consultants, and private entities (including businesses along the corridor). Consultant shall provide support in the form of attendance and detailed meeting notes for a total of up to 12 one-hour meetings.

- i. One-on-one briefings
 - Schedule individual meetings with, or briefings to, Project stakeholders up to a maximum of 12 meetings
 - Materials from other tasks will be used in briefings
 - Substantive outcomes of briefings shall be documented in a brief narrative format

(10) Comments Database

During this phase, Consultant shall:

- (a) Continue to maintain the public comment database and FAQs
- (b) Respond to one round of consolidated, reconciled comments from DDOT on comment responses
- (c) Consultant shall assist DDOT in the preparation of individual comment responses, up to two over the course of the Project

- (11) Staffing for in-corridor office hours at a public facility such as a library shall be considered an additional service.

f. Intermediate and Final Design

(1) Verification of preferred/selected roadway layout with geometry modifications

A preferred roadway layout configuration with the proposed geometry modifications was selected and is being developed as part of the preliminary design task. The Consultant shall carefully verify given information for successful traffic operations, functionality, and constructability. If any

critical deficiencies are identified during verification, then Consultant shall bring them to DDOT's attention immediately for further discussions. This task item shall be carried out before developing design details for the final design.

Deliverables: Report of Roadway Layout Verification (within four weeks of award)

(2) Verification/Validation of traffic operation analysis and study

Through a separate contract, DDOT is developing a microsimulation model to analyze traffic operations for the existing condition and up to two build alternatives. The Consultant shall carefully verify findings and conclusions derived from the model, and shall identify any additional areas for analysis or verification. This task shall be performed concurrently with roadway layout verification to provide a comprehensive conclusion for final design.

DDOT will provide to the Consultant all of the deliverables from the traffic operation study.

Details of this task scope including the proposed analysis methodology shall be provided by the Consultant for DDOT review and approval prior to commencing this task.

Deliverables: Report of Traffic Operation Analysis and Study

(3) Verification of bus transit route modifications

Existing bus transit routes are being adjusted and modified to accommodate the proposed geometry changes as part of the preliminary design. The selected Consultant shall verify changes in bus transit routes in terms of overall traffic operations for the future condition. This task shall be performed comprehensively together with traffic operation analysis and study. The bus transit route modifications include a larger study area that extends up to two blocks from the K Street Transitway. The Consultant shall integrate bus route modifications into intersection and roadway geometric design, the traffic signal plan, traffic operations, curbside management, and maintenance of traffic.

Deliverables: Verification Report of Bus Transit Route Modifications

(4) Traffic Signal Modification Design

Based on recommendations provided from the preliminary design and by DDOT Traffic Signal Division, the Consultant shall develop traffic signal

modification design (both preliminary and final design) in accordance with the DDOT DEM (Chapter 41, Traffic Signal Design) to incorporate and accommodate new roadway layout configuration, including, without limitation, dedicated bus transit lanes and bicycle lanes. DDOT will provide all deliverables from the traffic operations analysis, including the programmed traffic signals for both build alternatives, and the preliminary bus operations plans. The Consultant shall provide a draft design, with anticipated review by both DDOT and by WMATA. Details of the task scope shall be provided by the Consultant for DDOT review and approval prior to commencing this task.

(5) Design of New Bus Transit Lanes and Bus Stations

The Consultant shall continue to develop design details of new bus transit lanes and bus stations in accordance with the DDOT DEM (Chapter 34, Public Transportation) and other usual and customary industrial standards and design guides such as NACTO Urban Street Design Guidelines and WMATA Guidelines for Design and Placement of Transit Stops. Design of new bus transit lanes and stations shall consider access by all buses (WMATA Metrobus, DC Circulator, other commuter buses) that are currently being operated in the corridor. The task requires coordination with WMATA, DDOT Traffic Operations, DC Circulator, SHPO, and ANCs for public inputs. New bus stations that will be located within the new center-lane medians shall be ADA compliant, fully functional for WMATA and Circulator buses, and aesthetically appealing with DDOT project branding. Final plans with full details of new bus lanes and stations shall be provided as part of final plan submittals. For purposes of this task, Consultant may assume that bus stations include the entire built environment on the median that may be used for bus ingress, egress, and shelter, including horizontal and vertical elements. The Consultant shall expect up to 10 coordination meetings in this task.

Deliverables: Design plan sets with station concepts and design details

(6) Design of New Protected Bicycle Lanes and Facilities

New center running protected bicycle lanes that will be located next to the bus transit lanes shall be designed in accordance with DDOT DEM (Chapter 29, Bicycle Facilities and Shared Use Paths) and other usual and customary industrial standards to ensure comprehensive connectivity, functionality and safety for bicycle users. Bicycle facilities shall include, without limitation, (x) a raised, hardened, permanent barrier between the protected bike lane and general traffic lanes; and (y) two cycle tracks extending the length of the corridor, each at least five feet in width. Design of bicycle facilities shall include, without limitation, intersection designs, interfaces

with other bicycle facilities on the corridor, and intermodal design to protect the safety of all modes at intersections. The Consultant shall develop the preliminary plan to full details.

(7) Curbside Management

The Consultant shall develop a strategic plan and design for infrastructure to support loading adjacent to the K Street Transitway and within alleys or private garages. The Consultant shall assume that (i) all block faces on westbound blocks of the corridor, and (ii) all block faces on eastbound blocks that are east of Farragut Square, will have no curbside loading. DDOT will provide baseline data on existing conditions for curbside activity, including parking occupancy, pick-up and drop-off, delivery, commercial loading zones, and illegal activity. DDOT will also provide background materials related to operational, policy, and infrastructure concepts for accommodating loading off of K Street. DDOT will lead an internal working group to develop operational and policy changes, and DDOT will also lead coordination with the BIDs and property managers to develop and test concepts. The Consultant will develop a corridor-wide plan for loading zones adjacent to K Street or within adjacent alleys. Once approved, the Consultant shall design the new loading zones. The Consultant shall also support curbside management by developing a strategic plan that outlines how operational and policy elements will complement new loading zones (on adjacent streets). Such strategic plan shall include commercial loading, contractor vehicles, parking, and private pick-up and drop-off. The Consultant shall attend up to six (6) meetings with curbside stakeholders.

Deliverables: Loading zone plan; loading zone design; strategic plan for curbside elements

(8) Geotechnical Exploration and Pavement Design

Geotechnical exploration shall be performed to verify the existing subsoil condition for possible improvement and pavement recommendations in accordance with the DDOT DEM (Chapter 26, Geotechnical Investigation and Chapter 27, Pavement Design). The scope details for geotechnical exploration shall be provided by the Consultant for DDOT review and approval. The Consultant shall evaluate the existing pavement and subgrade conditions, and shall provide new pavement design for the reconstruction section.

Consultant perform and deliver a final geotechnical engineering study including the following elements:

- (a) The final geotechnical engineering report should be submitted with the 65 percent design phase submission and should include a final subsurface exploration prepared according to Section 26.3 of DDOT DEM. The report should also present a summary of previous subsurface exploration data, geotechnical engineering analysis and engineering recommendations. The final geotechnical report should contain the following:
- (i) Executive summary
 - (ii) Site location, description and geology
 - (iii) An evaluation of subsurface conditions
 - (iv) Summary of all soil test boring information and soil laboratory testing
 - (v) Recommendations on ground improvement techniques
 - (vi) An assessment of subgrade conditions for support of flexible and rigid pavements
 - (vii) Earthwork recommendations for construction of structural fill
 - (viii) Recommendations on the feasibility of managing stormwater using infiltration, including estimated infiltration rates based on field tests and correlations with soil classifications
 - (ix) Comments on utility installations, including excavation support requirements and subgrade bearing materials
 - (x) Unsuitable soil mitigation recommendations
 - (xi) Distress survey of existing pavements when pavements are to be replaced
 - (xii) An analysis supporting the pavement type selection or rehabilitation method
 - (xiii) Pavement thickness calculations of alternate designs
 - (xiv) Final recommendations for typical sections

A pavement condition assessment should consist of a field inspection of the proposed project site to collect information on existing pavement conditions and all other pertinent features that could affect the pavement and roadway design. The analysis and procedures used to arrive at the selection of pavement type or rehabilitation method should be described in the pavement recommendation section.

Deliverable: Geotechnical Report with Pavement Design Recommendation

(9) Field Survey and Mapping Update

The Consultant shall perform complete topographic survey to verify and update existing mapping data per DDOT DEM (Chapter 11, Control Survey and Topographic Mapping). Field survey shall properly establish and verify ROW limits, property lines, and other legal lines.

A scope of work for surveying is attached hereto as Exhibit A. The project scope includes survey work to support the other project components. Survey services include the following components:

- (a) Prepare all field surveys required for mapping and referencing within the established project limits.
- (b) Verify the accuracy of field measurements, base lines, and benchmarks with the Department of Consumer and Regulatory Affairs' Office of the Surveyor.
- (c) Locate existing street, bridges, street level utility appurtenances including manholes, and ROW lines.
- (d) Show property lines, cross sections, stations, elevations, and controls using a topographic map.
- (e) Perform field data collection surveys including all surface indications of utilities not shown on the aerial mapping, storm drainage inverts, storm drainage manhole inverts, sidewalk and wall surfaces critical to the design within the project area.
- (f) Utility Survey – ASCE Quality Level C

Consultant shall provide a utility survey (ASCE Quality Level C) for existing utilities within the topographic survey limit. Utilities shall be shown on the aerial mapping survey based on available utility records and visible surveyed utility features. The survey shall include storm and sewer pipe sizes, types and inverts, overhead utilities, above ground utility features, manholes, valve boxes, water meters, fire hydrants, hydrant valves, power poles and all other visible utility features and appurtenances. The SUE shall cover the entire project area for this level.

- (g) Assumptions & Exclusions
 - (i) DDOT shall provide the Consultant with available DDOT as-builts and construction drawings.
 - (ii) Horizontal and Vertical Datum shall be based upon prior project datum from District Surveyor's Office

Deliverables:

- Cadastral Survey in MicroStation format
- Identify locations for monumentation of right-of-way location when construction is completed
- SUE Report

(10) Utility Coordination and Relocation Design

The Consultant shall verify, identify and coordinate with each utility owner for resolution of any conflict, relocation of existing lines or modification of the proposed design.

The Consultant shall conduct periodic design and coordination meetings with major utility companies such as DC Water, PEPCO, Verizon, and Comcast. Consultant shall coordinate with Utility companies during project design and in adherence with the Utilities Standard of Practice. Resolution shall include utility relocation recommendations and utility accommodation.

The Consultant shall not perform following tasks unless authorized in writing by the Contracting Officer to proceed:

- (a) To obtain accurate utility information, Subsurface Utility Engineering (SUE) should supplement the normal processes of one-call systems and traditional engineering practices. SUE is an engineering process that accurately and comprehensively identifies, characterizes and maps underground utility facilities. It includes three major activities: designating, locating and data management. These activities, when combined with traditional records research, coordination with utility owners and site surveys, provide high-quality utility information for use during project development and design. This information can be used to improve decision-making processes, reduce utility damage during construction and minimize change orders and contractor claims.
- (b) To properly use the information obtained from this process, SUE must be used during both the preliminary and final design phases of the project development process. In accordance with the current American Society of Civil Engineers (ASCE) Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, this information is expressed through four quality levels.

Deliverables:

- (i) Map of existing and proposed relocated utilities as supported by SUE study in CADD and GIS format, if authorized for above tasks by Contracting Officer.
- (ii) Submitted maps shall identify utility conflict points
- (iii) Utility coordination report identifying action items
- (iv) Utility conflict matrix

- (v) Five Meetings, with all Utility Stakeholders or individual Utility Stakeholders (PEPCO, DC Water, Wash Gas, etc.), in addition to stakeholder meetings required elsewhere in this scope of services. The District and Consultant acknowledge that the District shall manage the interface with these utilities to schedule and run the meetings.
- (vi) Map of existing and proposed relocated utilities as supported by SUE study in CADD and GIS format, if authorized to proceed to above tasks by Contracting Officer. Submitted maps shall identify utility conflict points and, upon mutual agreement with DDOT, establish the physical space for each conflicting utility within the Project Corridor.
- (vii) Utility coordination report identifying action items
- (viii) Utility Conflict Plans – Composite

(11) Landscaping Design

The Consultant shall prepare landscape and urban design for the corridor. The Consultant shall provide details for landscaping, pavement materials, street furniture, street lighting, and other urban design in accordance with the DDOT DEM (Chapter 37, Landscape Design). The Consultant shall participate in all workshops and discussions with various stakeholders to incorporate feedback and requests into the final design as directed by DDOT.

(12) Environmental Documentation and Section 9B

The Consultant shall support DDOT as it leads engagement with the SHPO and other interested parties pursuant to Section 9b of the District Historic Landmark and Historic District Protection Act of 1978. DDOT has initiated a process to comply with Section 9B and has draft documents related to eligible properties and assessment of effects. The Consultant shall review and consolidate these draft documents and attend up to three meetings with the SHPO and interested parties. No additional documentation related to the National Environmental Policy Act or to the DC Environmental Policy Act is anticipated.

g. Bidding and Negotiation Phase Services

Consultant shall not proceed to this phase unless authorized in advance in writing by the Contracting Officer. The District reserves the right to terminate the Contract, without further obligation to Consultant, without proceeding to this phase. The District reserves the right to use Consultant’s work product, and to hire another

consultant to conduct the activities of this phase.

The Consultant shall support the bidding and negotiation phase through the development of Addenda as may be required to respond to bidder questions, and drafting responses to questions from bidders about the plans and specifications.

Assumptions & Exclusions

Consultant shall be entitled to request an equitable adjustment from the CO if:

- (1) This phase exceeds six months in schedule duration due to no fault of the Consultant.
- (2) Consultant is required to prepare more than three Addenda due to no fault of the Consultant.
- (3) Consultant is required to provide responses for more than 40 questions from potential bidders/proposers due to no fault of the Consultant.
- (4) The OCP/DDOT procurement phase, from publication of an IFB or step 2 of an RFP to award, exceeds one year in duration due to no fault of Consultant.

h. Additional Service: Engineer of Record

Consultant shall not proceed to this phase unless authorized in advance by the Contracting Officer. The District reserves the right to use Consultant's work product, and to hire another consultant to perform any Additional Service.

If authorized, Consultant shall provide all usual and customary construction administration phase engineer of record services, including, without limitation:

- (1) **General Support**
 - (b) Respond to project-related questions and issues received from DDOT or the Construction Manager.
 - (c) Advise DDOT regarding the technical merits of contractor claims and other contractual issues.
 - (d) Advise DDOT with respect to disputes about Construction Agreement technical requirements or the technical scope of pay items.
 - (e) Consultant shall attend Project progress meetings and construction briefing meetings as determined by DDOT.

- (f) Consultant shall coordinate its work with the work and other services of the Construction Contractor, and the District's other consultants for the Project, including, without limitation, the Construction Manager for the Project. Consultant shall promptly correct or revise any errors or deficiencies in Consultant's assigned work and other services without additional compensation. Consultant shall perform the work in a cost effective and expeditious manner by matching skills of its personnel with the work assignments.

(2) **Contractor Submittals**

Consultant shall support the Construction Manager for the Project in its processing of Contractor submittals.

Consultant shall check each submittal for construction work that is within the scope of work described by the construction documents prepared by Consultant, and that is forwarded to Consultant by the Construction Manager, and DDOT. Consultant shall return incomplete or nonconforming submittals, and complete and conforming submittals, to the Construction Manager. Consultant shall indicate by stamp or other means the adequacy and accuracy of the documents and that they have been reviewed for compliance with the Construction Agreement. All materials presented to the Consultant for review shall be properly logged, documented, stamped and returned to the Construction Manager with recommendations for action. Consultant shall review working drawings and calculations and other temporary and permanent design and calculation submittals for acceptance. All computation works prepared by the Construction Contractor shall be signed and sealed by a District of Columbia registered Professional Engineer prior to submission for review by the Consultant. Consultant shall review the computations to ensure the general compliance of the submittals for their intended use according to the plans and specifications and that they are in accordance with usual and customary professional practice for this type of work for projects of similar type and scope.

Consultant's review of submittals shall include all elements of the Project that are within the scope of work described by the construction documents prepared by Consultant. Consultant shall review, as determined by DDOT, test reports and certifications concerning materials required under the Construction Agreement. Consultant shall verify that all such materials meet the Construction Agreement requirements, unless DDOT expressly waives such requirements in writing. Shop drawings requiring minor corrections will be marked "approved as noted."

Consultant shall perform review of material submittals.

Consultant shall review each such submittal a maximum of three times as part of its basic services included in its price under this Contract. Any reviews of a given submittal more than three times shall be an additional service and shall entitle Consultant to request from the Contracting Officer an equitable adjustment to Consultant's Contract price.

(3) **Requests for Information**

Upon request by DDOT, receive and respond to Requests for Information ("RFI" in the singular, "RFIs" in the plural) from the Contractor and forwarded by the Construction Manager, including clarifications of the contract documents, Contractor's "value engineering" change proposals, and resolution of field conditions that may represent a change to the Construction Agreement conditions, all in a timely manner and so that the maximum period of time permitted by the Construction Agreement, including time for Construction Manager's review and processing, so as not to cause delay to the construction.

Advise DDOT and Construction Manager as to whether a response to an RFI requires additional design or technical documentation.

(4) **Site Visits**

Consultant shall visit the site at intervals appropriate to the stage of the construction, so as to become generally familiar with the progress and quality of the portion of the construction Work completed, and to determine if such Work observed is being performed in a manner indicating that the construction Work, when completed, will be in accordance with the Construction Agreement. On the basis of such visits, Consultant shall keep DDOT and the CM informed about the progress and quality of the portion of the construction Work completed, and shall promptly report to DDOT and the CM (i) known deviations from the Construction Agreement, and (ii) defects and deficiencies observed in such Work.

Consultant shall not, however, be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. Consultant site visits shall include, without limitation, all required to review and resolve issues arising out of design modifications, design queries and requests for clarification, design conflicts, and preparation and confirmation of punch lists or as otherwise required herein.

Site visits required by DDOT that are not for the purposes stated above in this subsection (4) shall be considered an additional service and shall entitle Consultant to request from the Contracting Officer an equitable adjustment to Consultant's Contract price.

(5) **Field Design Change Review**

Consultant shall review field design plan changes, alternatives, modifications, and related submittals proposed by the Construction Contractor as a field change to the bid plans during construction. Comments shall be provided to DDOT and the Construction Manager for such submittals. Consultant shall review each such submittal a maximum of three times as part of its basic services included in its price under this Contract. Any reviews of a given submittal more than three times shall be an additional service and shall entitle Consultant to request from the Contracting Officer an equitable adjustment to Consultant's Contract price.

(6) **Geotechnical**

Except as noted below, and in Section (7), Consultant shall provide the following geotechnical services:

- (a) **Submittal Review.** Consultant shall review all geotechnical-related submittals that are forwarded to Consultant by DDOT or the CM including, without limitation, work plans or shop drawings, and shall provide written comments regarding their conformance to, or variance from, the project plans and specifications.
- (b) **Respond to RFIs, RFCs, and NCRs.** Consultant shall review and respond to all geotechnical-related RFIs, Requests for Clarification ("RFCs"), and Non-Conformance Reports ("NCRs") forwarded to Consultant by DDOT or the CM.
- (c) **Miscellaneous Site Visits**

Consultant shall conduct site visits for engineering consultation or observations for the following geotechnical-related project elements:

- (i) Embankment subgrade undercutting and evaluation
- (ii) Pavement subgrade undercutting and evaluation
- (iii) Lime stabilization of pavement subgrades
- (iv) Temporary or permanent dewatering in excavations
- (v) Resolution of non-conforming work
- (vi) Other geotechnical-related construction issues, upon request

(7) **Exclusions**

This section 6.h, Engineer of Record services, expressly excludes surveying for line and grade, cost estimates, observation and testing related to stormwater management structures, and observation and testing related to site retaining walls. Services related to concrete placement do not include observation or evaluation of formwork, placement and consolidation methods, and curing methods. In addition, the following services are specifically excluded:

- (a) Observation and approval of foundation or fill subgrades.
- (b) Testing of compacted fill or backfill.
- (c) Observations of the production tieback anchor installation or post-installation
- (d) Observation of pavement subgrades.
- (e) Observations of production driven pile installation.
- (f) Observations of pavement subgrade stabilization.
- (g) Observation of MSE wall construction.
- (h) Concrete inspection and testing except if and where described above for Post and Panel wall verification anchors and MSE wall foundation stabilization piles.
- (i) Inspection or testing of reinforcing steel except if and where described above for MSE wall foundation stabilization piles.
- (j) QA/QC Plan development.
- (k) Providing test equipment.
- (l) Field testing of foundations (PDA, WEAP, CAPWAP, CSL, and load tests).
- (m) Instrumentation and monitoring of structures, including survey reports and construction impact assessment reports.

i. Landscape Services

With respect to construction Work within the scope of landscaping and landscape architecture, Consultant shall make three site visits over the course of the construction project.

Consultant's landscape services expressly exclude the following:

- (1) Environmental Services
- (2) Traffic Analysis and TMP
- (3) Materials testing and field inspection
- (4) Laboratory testing
- (5) Coordination with utility companies
- (6) Preparation of as-built plans
- (7) Re-evaluations/Supplemental Environmental Impact Statement

j. Time for Responses

Consultant shall respond to the requests in a timely manner so as to prevent delays to the construction. Consultant’s responses to the Construction Manager shall allow enough time for the Construction Manager to respond to the Construction Contractor’s requests within the time periods allowed by the Construction Agreement, a copy of which has been provided to Consultant.

k. Document Controls

Consultant shall use the project SharePoint site, which is to be maintained by the Construction Management team, for responses. Documents shall be dated, named and categorized according to the requirements of the document management section of the Construction Management Plan which has been provided to Consultant.

7. PERIOD OF PERFORMANCE

Base Period: 22 months from Date of Award
Option Period: 36 months from Option Exercise

8. DELIVERABLES

Deliverable	Method of Delivery	Due Date From Award	To Whom
Project Management Plan	Electronic	2 weeks	DDOT CA
Public Information Plan	Electronic	8 weeks	DDOT CA
Project Website	Electronic	4 weeks	DDOT CA
Public Meeting Materials	Electronic and Hard Copy	2 weeks in advance	DDOT CA
Report of Roadway Layout Verification	Electronic	8 weeks	DDOT CA
Report of Traffic Operation Analysis and Study	Electronic	12 weeks	DDOT CA
Verification Report of Bus Transit Route Modifications	Electronic	8 weeks	DDOT CA
Traffic Signal Modification	Electronic	36 weeks	DDOT CA
Bus Lanes and Stations Design & Details	Electronic	36 weeks	DDOT CA
Preliminary Bike Lane and Facilities Plan	Electronic	36 weeks	DDOT CA

Loading zone plan; loading zone design; strategic plan for curbside elements	Electronic	36 weeks	DDOT CA
Geotechnical Report with Pavement Design Recommendation	Electronic	36 weeks	DDOT CA
Field Survey	Electronic	12 weeks	DDOT CA
Utility Matrix	Electronic	36 weeks	DDOT CA
65% Design Submission	Electronic and Hard Copy	36 weeks	DDOT CA
100% Design Submission	Electronic and Hard Copy	60 weeks	DDOT CA

9. INSTRUCTIONS TO OFFERORS

a. Qualifications Due Date

- (1) Standard Form 330, Section H shall not exceed 20 pages in length.
- (2) Qualifications are due on or before 5:00 p.m. ET on June 8, 2020.

b. Organization and Content

- (1) 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.
- (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 10 of this TO RFQ.
 - (a) Include in your professional qualifications a description of qualifications as to the following:
 - (i) Describe your understanding of the project’s design complexities, and state your qualifications for overcoming the type of complexities identified.
 - (ii) 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.

- (iii) Provide qualifications for implementing complex, multimodal streetscape projects in urban settings, including:
 - aa. grade-separated transit and bus infrastructure
 - bb. bicycle and pedestrian studies
 - cc. maintenance of multimodal traffic; and
 - dd. stakeholder and public engagement.
 - (b) In your description of your specialized experience and technical competence include your specialized experience and technical competence for the following:
 - (i) Describe your understanding of the project's design complexities, and state your experience and technical competence for overcoming the type of complexities identified.
 - (ii) Identify three important issues that represent significant potential risks to successful performance, and describe your experience and technical competence in overcoming the type of issues and risks identified.
- (2) Provide relevant information regarding evaluation of qualifications Factor 4 - Past Performance.

10. EVALUATION OF QUALIFICATIONS

- a. 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; (25 Points)
 - (2) Specialized experience and technical competence in the type of work required; (30 Points)
 - (3) Capacity to accomplish the work in the required time; (10 Points)
 - (4) Past performance on contracts with the District, other governmental agencies, and private industry in terms of cost control, quality of work, and compliance with performance schedules; (10 Points) and

- (5) Project-specific Criteria:
- a. The extent to which Offeror describes an understanding of the project's complexities, and its experience and qualifications in overcoming the type of complexities identified. (10 Points)
 - b. The extent to which Offeror demonstrates an understanding of significant potential risks to successful performance, and describes its experience and qualifications in overcoming the type of issues and risks identified. (5 Points)
 - c. The extent to which Offeror demonstrates qualifications and experience regarding the implementation of complex, multimodal streetscape projects in urban settings, including: grade-separated transit and bus infrastructure, bicycle and pedestrian studies, maintenance of multimodal traffic; and stakeholder and public engagement. (10 Points)

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

- (i) District eVAL
- (ii) Publicly available information

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

b. Interviews.

Offerors deemed qualified in categories 10.a(1) through 10.a(5) above will be invited to participate in an oral presentation/interview. Offerors selected to participate will be notified in writing. Specific information about the location and time of the interview, and other details will be provided at the time of notification.

Oral interviews of no longer than 60 minutes will be conducted. The interview will begin with a 30-minute presentation by the Offeror followed by questions from the committee members.

Evaluation of the Oral Presentation/Interview will be as follows:

- (1) In-depth team understanding of the Project – maximum score of 10 points
- (2) Offeror understanding of key stakeholders, permitting requirements, and strategy for public engagement – maximum score of 10 points
- (3) Offeror understanding of potential risks to performance, quality, and costs and associated potential mitigation measures – maximum score of 5 points

Maximum possible subtotal: 25 points

Total Possible Points: 125

c. **Scoring Methodology**

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 10.a, and evaluate the interviews with reference to the evaluation factors specified in Section 10.b, in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

(1) Rating Scale

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

(2) Application of Rating Scale

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror's score for each factor. The Offeror's total score will be determined by adding the Offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluations the Proposer's response as "Good," then the score for that evaluation factor is 4/5 of 50, or forty (40) points.

11. CONTRACT ADMINISTRATOR (CA)

Name: Huntae Kim, PE
Title: Program Manager, Team 1
Agency: District Department of Transportation
Address: 55 M Street, SE Washington, DC 20003
Telephone: 202. 671.4636
Email: huntae.kim@dc.gov

12. RECEIPT OF QUALIFICATIONS

If you have any questions regarding the solicitation or requirement, please submit in writing to Kara O'Donnell, Contracting Officer, at ddot.aeschedule@dc.gov.

Sincerely,

Kara A. O'Donnell
Contracting Officer - DDOT

CC: Haley Peckett, AICP
Huntae Kim, PE
Wayne Wilson

EXHIBIT A

Field Survey & Mapping

Consultant shall perform a conventional data collector survey to field locate all topographic features within existing ROW lines and building restriction lines including: all above ground physical features including structures, paved areas, roadways, curbs, sidewalks, signs, tree lines, trees 6" in diameter or larger, substantial vegetation and above ground evidence of underground utilities and accessible invert.

Surface elevations should be obtained at all physical features and at grade breaks at spacing suitable to develop a one (1) foot contour interval over the site.

A. Horizontal Control:

Control stations should be set as needed throughout the project by static GPS survey. A conventional total station traverse will be run between the GPS stations to form a closed line or loop traverse meeting or exceeding 1 in 20,000 closures. Recovery sketches will need to be made for each traverse point giving a minimum of three distance ties to distinct points, coordinates, elevation and a description of the point. Horizontal Control in State Coordinate System of the State of Maryland.

B. Vertical Control:

A conventional level loop should be run along the traverse turning on each control point in the traverse and incorporating at least two separate existing benchmarks with published elevations. Two Permanent vertical benchmarks should be set on the project. The locations and descriptions will need to be provided on drawings. Vertical Control as per D.C. Datum.

C. Right of Way, Property Mosaic:

Research District of Columbia land records to obtain existing right of way and Property Boundaries information and prepare a Property Right of Way Mosaic.

D. Easements/Plats:

No easements/plats or preparation of title reports, deed or plat recordation or any associated fees will be included as survey scope.

E. Utilities:

Survey should locate utility surface features and all surface accessible storm and sanitary manholes, catch basins and pipe inverts consistent with Quality Level C SUE.

Deliverables:

The CAD files should be delivered in MicroStation format and will include TIN and a digital terrain surface model as per DDOT Standards.

Schedule:

The survey portion should be completed within eight weeks from notice of award. Preliminary mapping should be provided as it is completed to help expedite the project.

Subsurface Utility Engineering

A quality level C subsurface utility engineering survey shall be completed for the project limit which will include collection and review of record documents and correlating the records with utility surface features surveyed by the surveyor.

Test Pits:

The consultant shall develop a test pit plan likely in conjunction with the 65% plans as coordination with utility progresses, storm drain pipe profiles are developed and potential conflict locations are assessed.

Test holes services include the following:

- a. Identify and mark the utility lines in the area of the proposed test hole.
- b. Using air-vacuum exploration, remove fill to the top of utility.
- c. Set surface reference mark over centerline of utility.
- d. Measure and record the depth of the utility from the surface reference mark.
- e. Backfill and patch test holes upon completion.
- f. Survey location (H&V) of reference mark from project controls.
- g. Prepare test pit form with sketch and references to physical features.