

# 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: September 6, 2019**

**Category of Services:** Category F – Traffic  
Engineering (Ops & Safety)

**Title:** Request for Qualifications (RFQ) for Traffic  
Safety and Engineering - Systemic Analysis

**Solicitation No.:** OCPTO190052

#### **1. PURPOSE**

The District Department of Transportation (DDOT) is soliciting qualifications for providing engineering expertise in the following disciplines: traffic safety, transportation engineering, transportation planning, and transportation engineering design (as the “Consultant”) for the Traffic Safety and Engineering Systemic Analysis project (the “Project”).

#### **2. BACKGROUND**

DDOT receives continuous demand to perform traffic safety, transportation engineering, transportation planning, and transportation design work in support of the District’s overall transportation safety needs and goals. The District applies both traditional crash site analyses methods and systemic approach to address traffic safety demands and needs. Traditional crash site analysis methods mostly rely on subjective or limited quantitative measures of safety performance and are driven in response to questions and concerns raised by the public and elected officials. The systemic approach is meant to be a proactive, data-driven safety analysis (DDSA), which is a complementary technique that supplements the site analysis approach and provides an expanded comprehensive and proactive approach to road safety efforts. The analyses provide scientifically-sound, data-driven approaches to identifying high-risk roadway features and executing the most beneficial projects with limited resources to decrease fatal and serious injury crashes.

Due to the nature of the requests, the analyses and studies have aggressive timeframes that require meeting strict deadlines. All of these requests will require strong technical expertise,

written communication skills, and comprehensive public participation and community outreach skills.

### **3. TASK ORDER COMPETITION**

The District is soliciting qualifications from firms awarded an A/E schedule containing Category F – Traffic Engineering (Ops & Safety) in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- HDR Engineering;
- Kimley-Horn and Associates, Inc.;
- STV Incorporated.

### **4. APPLICABLE DOCUMENTS**

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

- Contractor’s respective IDIQ Contract terms and clauses
- 2017 DDOT Design and Engineering Manual
- 2015 DDOT Standard Drawings
- 2013 Standard Specifications for Highways and Structures
- Current Manual on Uniform Traffic Control Devices for Streets and Highways
- Traffic Control Devices Handbook (FHWA)
- A Policy on Geometric Design of Highways and Streets – AASHTO
- Roadside Design Guide (Current Edition)

### **5. DISADVANTAGED BUSINESS ENTERPRISE GOAL**

A 16 % 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.

### **6. TASK ORDER SPECIAL PROVISION: WORK ORDER ISSUANCE AND ADMINISTRATION**

**6.1.** The Consultant shall not commence work until notification of work order approval has been transmitted by the Contract Administrator (CA).

**6.1.1.** Each work order shall be initiated by the CA transmitting a scope of work outlining the expected duties to be performed and any specific terms and conditions related to the effort.

**6.1.2.** If there is a conflict between the terms and conditions of a work order and the terms and conditions of a TO or the IDIQ contract, then the terms of

the TO or the IDIQ contract shall prevail.

- 6.1.3.** The CA is responsible for transmitting all work orders to the Consultant. The CA shall prepare a scope of work containing a period of performance with each work order.
- 6.1.4.** The Consultant shall acknowledge each work order within 24 hours of notification, and provide proposal and cost estimate within six business days of notification.
- 6.1.5.** The Consultant's proposal for a work order shall contain data that are sufficient to demonstrate an understanding of the work including, without limitation, the identity of personnel; quantity of hours, and Other Direct Costs ("ODC") required accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the Work order.
- 6.1.6.** Work order approvals shall include, without limitation, the agreed upon scope of work, period of performance, deliverables, level of effort, and associated total price. The CA shall provide a work order sample.
- 6.1.7.** Work order approval notifications shall be communicated in writing. Electronic mail and messaging, internet-based shared data sites, hand delivery, and U.S. Mail are acceptable.

## **6.2. Emergency work orders**

- 6.2.1.** The CA shall ensure urgent requirements are clearly communicated as Emergency.
- 6.2.2.** Emergency work orders may be communicated via phone or email.
- 6.2.3.** The Consultant shall acknowledge Emergency work orders with one hour of notification and begin performance within four hours.
- 6.2.4.** Emergency work orders do not need to comply with Section 4.2.1 prior to work start, but the Consultant shall comply with Section 4.2.1 as soon as practicable thereafter.

**6.3.** The CA shall administer all work orders in accordance with their delegated duties.

## **7. SCOPE OF SERVICES**

The scope of the services to be provided by the Consultant includes, but is not limited to, the following tasks:

The Consultant shall provide engineering services and technical support on small to medium scale safety projects and tasks as required by the assigned DDOT staff, which might include, but is not limited to, traffic safety, transportation engineering, transportation planning, and transportation engineering design. Specific tasks and deliverables will be issued in accordance with Section 6.

The tasks will be District-wide and their individual scopes will be systemic or traditional site-based as dictated by various 311 service requests, Advisory Neighborhood Commission (ANC)

resolutions, Traffic Safety Request Forms, Vision Zero, Livability Studies, and other transportation safety needs.

The scope of services requires a multi-faceted team demonstrating extensive experience in the discipline areas identified in this section. The project team shall include a Project Manager with a minimum of ten years of experience in traffic engineering, including five years of experience working with the Metropolitan Police Department crash database.

## **7.1. SYSTEMIC SAFETY ANALYSIS**

- 7.1.1. For the task, the Consultant shall provide support with systemic analysis to identify roadway and intersection with high crash risks. The Consultant shall use various characteristics of roadway data and the understanding of various crash types associated with these roadway characteristics, as well as engineering knowledge and experience in the District to inform decision making approaches and improve targeted investment that allocates resources and low-cost countermeasures to improve safety. The process will involve identifying common collision types on risk factors associated with similar types of roadway, screening and prioritizing candidate location, identifying and selecting countermeasures, and prioritizing projects.

## **7.2. OTHER TASKS**

- 7.2.1. The Consultant shall perform various traffic engineering analysis and studies, multimodal transportation analysis and assessment, traffic operation analysis and simulation, intersection and roadway plan preparation and review. This may involve studying traffic conditions, volumes, crash patterns, traffic signal timing, roadway geometry, and other pertinent facts, such as traffic conflicts at locations identified as high crash locations. Using various software packages such VISSIM, Synchro, and others to inform operations decisions. The studies may recommend various safety and operational recommendations, including roadway and intersection reconfiguration, traffic calming, and/or traffic control improvements. The Consultant shall prepare and/or review design and conceptual plans associated with projects, including maintenance of traffic (MOT) plans and other transportation design based projects

## **8. PERIOD OF PERFORMANCE**

**Base Period:** 12 months from date of award  
**Option Period 1:** 12 Months from Option Exercise

## **9. DELIVERABLES**

Typical deliverables may include a comprehensive report detailing the risk assessment and ranking of locations with greatest potential safety benefits, documentation and shortlist of low-cost countermeasures and a few higher-cost countermeasures for crash types, and work plan to develop safety project for each identified at-risk candidate location, including appropriate concept plans and work order. Deliverables may include the following:

- Intersection Traffic Safety Study
- Corridor Traffic Operations Analysis and/or Simulation Study
- Neighborhood Multimodal Transportation Study
- Roadway Design Plan Preparation & Review (detailed)

In addition other memorandums, presentation slides, concept plans, design plans, work orders, and shop orders may be part of deliverables. The Consultant shall provide electronic copies of all materials developed, gathered and employed in the development of the reports described under the Scope of Services

## **10. EVALUATION OF QUALIFICATIONS**

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The evaluation factors and their relative importance for this requirement are as follows:

1. Professional qualifications necessary for satisfactory performance of required services; (20 Points)
2. Specialized experience and technical competence in the type of work required; (40 Points)
3. Capacity to accomplish the work in the required time; (20 Points)
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.

Total Possible Points: 100

### **10.1 SCORING METHODOLOGY**

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 10 in accordance with the rating scale provided in this Section and

will assign a quantitative rating for each of the evaluation factors.

**a. Rating Scale**

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

**b. Application of Rating Scale**

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

**11. INSTRUCTIONS TO OFFERORS**

**11.1. Qualifications Due Date**

- 11.1.1. Submissions are subject to the following limitations: SF 330, Section F, shall not exceed 7 projects.
- 11.1.3. SF 330, Section H, shall not exceed 50 pages.
- 11.1.4. Qualifications are due on or before 5:00 PM on Friday, September 30, 2019.

**11.2. Organization and Content**

- 11.2.1. 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.

- 11.2.2. 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 10 of this TO RFQ.
- 11.2.3. Describe your understanding of the project's complexities, and your experience and qualifications in overcoming the type of complexities identified.
- 11.2.4. Provide detailed experience working directly with the Metropolitan Police Department crash database. Describe the key challenges with the database and overcoming the types of issues identified.
- 11.2.5. Identify three most critical project issues that represent significant potential risks to conducting systemic safety analysis, and describe your experience and qualifications in overcoming the type of issues and risks identified.
- 11.2.6. Provide qualifications and experience regarding implementing best practices and strategies in traffic engineering safety analysis; traffic signal operations and design and advanced traffic operations analysis in the District, including:
- a) Managing competing demands that impact design considerations and resources
  - b) Experience utilizing QA/QC processes
- 11.2.7. Describe your experience related to the Highway Safety Improvement Program (HSIP) and Vision Zero.
- 11.2.8. Describe your understanding of changes to the MPD crash database data structure over the past decade and your understanding of the District's standard PD 10 crash report form.
- 11.2.9. Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

## **11. CONTRACT ADMINISTRATOR (CA)**

Name: Leon Anderson, P.E., PTOE  
Title: Transportation Safety Manager  
Agency: District Department of Transportation  
Address: 55 M Street, SE Washington, DC 20003  
Telephone: (202) 671-4622

## **12. RECEIPT OF QUALIFICATIONS**

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

Sincerely,

Kara A. O'Donnell  
Contracting Officer – DDOT

cc: Leon Anderson, P.E., PTOE