

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: November 16, 2018

Category of Services: Category S – Transit Consulting

Title: Request for Qualifications (“RFQ”) for the DC Circulator Program Support Services

Solicitation No.: OCPTO180065

1. BACKGROUND

The District Department of Transportation (“DDOT”) operates the DC Circulator to provide residents, employees, and visitors alike connections to major destinations in the Nation’s capital, most recently the National Mall. The DC Circulator system today includes six routes providing approximately five million trips annually. As DDOT works to expand and enhance transit services in the District, areas requiring additional support and expertise have been identified to ensure that the development of the transit network is at pace with the current and future demands of a world-class city.

DDOT requires specialized program support in the Transit Delivery Division (“TDD”) and is seeking a transit consultant project team to provide support services for DC Circulator capital projects (“Consultant”). This task requires the commitment of a project team that can accomplish tasks in a prompt and efficient manner.

Teams will be evaluated on the ability to fulfill the entire SOW. The prime contractor is encouraged to team with practice-leading subcontractors to provide the full range of services and detail the skill level for each team member to be assigned to this project.

Project teams should be multidisciplinary, with skills and experience in a variety of technical areas. The team should consist of senior technical experts and researchers to provide programmatic guidance and more junior staff to perform support work. The team should have deep urban area experience consisting of nationally-recognized experts in the field.

The team should exhibit demonstrated experience with or in:

- APTA and other industry standards
- Large-scale transportation project management
- Planning and implementation of transit projects
- Bus transit facility engineering background
- Transit program support
- Transit scheduling sensitive to fleet availability and specific program goals
- Transit vehicle maintenance
- Maintenance inspection and auditing
- Procurement of transit buses
- Coordination and collaboration among multiple stakeholder, consultant, and contract entities
- Marketing and customer communications for transit services
- Transit program financial management and planning
- Public sector communications, preferably in the District of Columbia
- Professional writing skills
- Data analytics and visualization including graphics
- Knowledge of Federal Transit Administration (FTA) policies and transit program requirements
- Knowledge of National Transit Database reporting requirements

2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule IDIQ contract containing Category S – Transit Consulting in accordance with the provisions of the A/E schedule IDIQ contract. One Fixed-Price TO award is anticipated. The four firms are:

- a. AECOM Technical Services, Inc.;
- b. Kimley-Horn and Associates, Inc.;
- c. RK&K, LLP; and
- d. STV Incorporated.

3. APPLICABLE DOCUMENTS

Contractor's respective A/E Schedule IDIQ Contract will govern this TO.

- a. All District of Columbia, DDOT and Federal Highway Administration (“FHWA”) requirements and regulations apply and are incorporated by reference.
- b. The Consultant shall perform its services in coordination with the Contract between the District of Columbia and the DC Circulator operations and maintenance contractor (“O&M Contractor”), DCKA-2017-C-0052 (“O&M Contract”). A copy of the O&M Contract will be provided to the Consultant.

4. SUBCONTRACTING REQUIREMENTS

- a. This is a locally funded procurement. Unless the District of Columbia’s 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”) as defined in DC Code § 2-218.32.
- b. If there are insufficient SBEs to completely fulfill the requirement of paragraph 4.a, 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 4.a and 4.b of this clause.
- d. Except as provided in sections 4.e and 4.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. If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of paragraphs a through f of Section 4 of this RFQ. A draft subcontracting plan must be submitted with each Offeror's response to this RFQ (see Attachment 1 title "SBE Subcontracting Plan"). The firm shall not include any fees, pricing or other compensation information with its draft subcontracting plan. A final subcontracting plan shall be submitted by the successful Offeror as part of its final negotiated proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

5. TASK ORDER SPECIAL PROVISIONS

- a. The District may extend the term of this task order for a period of one 12-month option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the task order; so long as the base period of the task order has not extended beyond the expiration of the Consultant. The District will give the Contractor a preliminary written notice of its intent to extend at least 30 days before the task order 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.
- b. If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- c. The total duration of this task order, including the exercise of any options under this clause, shall not exceed 24 months.
- d. DDOT will review the base period's work orders to determine if each option exercise is in the best interest of the District.

6. SCOPE OF WORK ("SOW")

The DC Circulator Program Support Services task order ("TO") is intended to advance capital improvement projects. The TDD team shall be supplemented with the work of contracted engineers, analysts, researchers, technical writers, and other subject matter experts.

Availability of Staff – Appropriate staff, particularly task leads, shall be available to be on-site at DDOT headquarters or Circulator facilities when requested. However, not all staff are required to be based locally.

The scope of the TO covers major subject area tasks, as well as an overall project management task. The individual tasks are detailed below.

This scope of work is divided into two phases; Phase 1: O&M Contract Transition/Start-UP Base Period (12 months from TO award) and Phase2: O&M Contract Revenue Service Option Period. The activities for the Base Period are focused on the O&M Contract Transition/Start-Up phase from the DC Circulator contract administered by WMATA to the new O&M Contract administered by the District, contract number DCKA-2017-C-0052. The Option Period activities are focused on the Revenue Service (the time when a vehicle is available to the general public and there is an expectation of carrying passengers; this excludes deadhead, vehicle maintenance testing, and charter service).

Phase 1: O&M Contract Transition/Start-Up:

Base Period of Performance (“PoP”): 12 Months from TO Award

Phase 2: O&M Contract Revenue Service:

Option Period 1 PoP: 12 months from Option Exercise

a. Phase 1: O&M Contract Transition/Start-Up Base Period

(1) Bus Maintenance Data Transition

(a) Summary of Activities

The Consultant shall help ensure the O&M Contractor continues a program of maintenance audits begun by DDOT in 2015, consisting of three audits per year at four-month intervals. This data transfer is required to help ensure a state of good repair for the entire DC Circulator fleet and will help maximize service levels across the system. The Consultant shall develop and deliver a project approach for the subtask described below:

(b) Subtasks

- i. Coordinate the transfer of historical maintenance data for the active DC Circulator fleet. Develop a standard operating procedure (“SOP”) for the transition of documentation from the current contract to the new DDOT contract.
- ii. The Consultant shall deliver a report detailing the data that was transferred with confirmation the data was uploaded to the new O&M Contractor maintenance and repair tracking system.

(2) Asset Management

(a) Summary of Activities

The Consultant shall support DDOT in various subtasks related to the maintenance, management, and inventory of existing assets and infrastructure.

(b) Subtasks

The Consultant shall develop and deliver a project approach for the types of subtasks described below:

- i. **New Fleet Management Support:** The Consultant shall support DDOT in integrating into the DC Circulator fleet approximately 18 new buses procured recently, including without limitation, coordination with the operator for review and approval of new buses, overseeing the implementation of the intelligent transportation system (“ITS”) technology components, on-site inspection and review of the production of buses and support for the acceptance process, and integration of these new assets into the asset inventory and transit asset management plan for the DC Circulator, among other vehicle acceptance activities.
- ii. The Consultant shall update the DC Circulator asset management procedure within the overall DDOT transit asset management program. This includes all physical assets controlled by DDOT and those owned by the District, but operated and maintained by a contractor. The Consultant shall also be responsible for keeping the asset inventory up to date for the DC Circulator program throughout the life of the program, in coordination with the service contractor.
- iii. The Consultant shall update the program’s fleet plan to include a projected timeline for the rehabilitation of vehicles.
- iv. In its deliverables for these subtasks the Consultant shall include a fleet plan, fleet level defects SOP, and warranty repair SOP.

(3) Bus Procurement Support

(a) Summary of Activities

DDOT is planning to replace at least 18 buses that are nearing the end of their useful life. This task will require support in the development of vehicle specifications, as well as options for procurement, for replacement vehicles.

(b) Subtasks

The Consultant shall develop and deliver a project approach for the subtasks described below:

- i. Development of a long-term vehicle replacement and procurement strategy for DDOT. The plan shall detail recommendations for vehicle specifications including size, propulsion type, amenities, and other vehicle design elements. The plan shall recommend procurement options most beneficial to the District in terms of procurement costs and lead time. The plan shall include a complete timeline for implementation of the strategy as well as an independent cost estimate.
- ii. Support DDOT for integration of the 18 new buses into the DC Circulator fleet. This effort includes, without limitation, coordination with the operator for review and approval of new buses; overseeing the implementation of the ITS components; on-site inspection and review of the production of buses; support for the acceptance process; and integration of these new assets into the asset inventory.
- iii. The deliverables for this task shall include fleet procurement research and recommendations for future bus procurements. This research shall include identifying existing contracts that may be used to develop a Task Order for procurement and potential other options for procuring the vehicles.

(4) Electric Bus Pilot Implementation

(a) Summary of Activities

DDOT has procured battery-electric buses for use on multiple routes in the system. The Consultant shall work with DDOT staff to support the District's Phase 1 electric bus pilot program that includes data source selection, data collection, data vetting, and identifying the process for reporting.

(b) Subtasks

The consultant shall develop and deliver a project approach for the types of subtasks described below:

- i. Support for DDOT in coordinating efforts for improvements to the electric bus maintenance facility. This facility includes charging stations for the electric buses and all related infrastructure necessary to support these stations. This subtask shall require coordination with the local electric utility company as well as the electric bus vendor to identify necessary infrastructure upgrades for the facility.

- ii. Support in implementing the electric bus operations plan. The Consultant shall support DDOT in compiling and analyzing performance data as identified in the operations plan and shall assist in production of reports, presentations, or memoranda on analysis results. The Consultant shall assist in re-evaluating the electric bus operations plan at regular intervals throughout the O&M Contract.
- iii. The deliverables for these subtasks will include review, edit, and finalizing the draft SOP for performance reporting.

(5) Intelligent Transportation Systems (ITS)

(a) Summary of Activities

The Consultant shall work with DDOT staff to support the Circulator's ITS assets. DDOT has procured ITS technology for the newest buses in the fleet.

(b) Subtasks

The consultant will develop and deliver a project approach for the types of subtasks described below:

- i. Implementation of ITS bus components and ITS improvements to on-street infrastructure at DC Circulator stops. This subtask shall build on the DC Circulator's ITS Strategy to address immediate needs of the service. This subtask shall be centered on implementing Clever Devices in addition to other supporting transit technologies.
- ii. Oversight of implementation of the ITS strategy in the overall fleet, to include, without limitation, support for system testing, maintenance, and troubleshooting. The Consultant shall have experience with implementing Clever Devices (provider of onboard tracking equipment and associated software, including automated passenger count, automated vehicle locator, and automated bus stop announcements) technology in addition to other supporting transit technologies.

(6) Planning and Analysis

(a) Summary of Activities

The contractor shall provide support as needed in planning and analysis, including implementation of planning recommendations, recommendation of best practices, and research of other transit projects in cities and transit systems comparable to the DC Circulator service.

(b) Subtasks

Subtasks related to this area include, without limitation:

- i. Implementation of recommendations from the DC Circulator Transit Development Plan 2017 Update, including stop consolidation and route extensions
- ii. Associated public notice and outreach requirements, such as Title VI analysis
- iii. Market research on vehicle types and procurement options for purchase and rehabilitation of vehicles, including generating independent cost estimates
- iv. Best practices for improvements to stop-level amenities and infrastructure
- v. Electric bus implementation related research
- vi. Capital financial planning and budgeting
- vii. Grant management administration
- viii. The deliverables for these subtasks shall be developed in collaboration with DDOT, subject to DDOT approval, including without limitation, reports, presentations, memoranda, or other physical reports. These deliverables are not to extend beyond the overall task deliverable deadline.

(7) Project Management

(a) Summary of Activities

Project Management for this TO is the approach that will be used to ensure all tasks are completed within the available time and budget. The approach must encompass monitoring and reporting of significant milestones, budget utilization, invoicing, detailing approach to completing deliverables, and other related duties.

(b) Subtasks

Subtasks related to this area include, without limitation:

- i. Project Work Plan – The Consultant shall prepare a project work plan detailing an approach to developing and completing all deliverables. This work plan (available in electronic form) should include dates for meetings, deliverables, and major milestones, and shall be prepared in coordination with the DDOT Contract Administrator. The project work plan shall be updated monthly.

- ii. Provide monthly progress reports and invoices (to include tracking of budgets and schedules) – The Consultant shall prepare detailed monthly progress reports in full accordance with DDOT’s criteria. Monthly invoices shall be prepared in full accordance with DDOT format and criteria and shall be submitted for approval and timely payment within 30 days of each period completion. The Consultant shall additionally provide notice to the Contracting Officer (“CO”) and to the Contract Administrator (“CA”) outside the monthly update schedule when the project expenditures reach 75 percent, 85 percent, and 95 percent of the total budget.
- iii. Conduct project management meetings – The Consultant team shall develop a schedule for regular coordination meetings to monitor progress, the status of action items and critical issues for upcoming days and weeks, and status of deliverables.

The deliverables for these subtasks shall be developed in collaboration with DDOT, subject to DDOT approval, and shall include the elements below. These deliverables are not to extend beyond the overall task deliverable dateline and are as follows.

- Project Work Plan (within two weeks of Notice to Proceed (“NTP”))
- Monthly Progress Reports and Monthly Invoices
- Project Management Meetings Schedule (updated as needed)
- Status updates from DDOT on news and critical issues
- Major work accomplished during prior a defined period (often daily)
- Status updates on on-going tasks
- Plan of action for upcoming tasks
- Status of schedule and budget
- Recap of action items

b. Phase 2 : O&M Contract Revenue Service Option Period 1: 12 months from Option Exercise

(1) Bus Maintenance Audits

(a) Summary of Activities

The Consultant shall continue a program of maintenance audits begun by DDOT in 2015, consisting of three audits per year at four-month intervals. This audit program will help ensure a state of good repair for the entire DC Circulator fleet and will help maximize service levels across the system. The consultant shall develop and deliver a project approach for the subtask described below:

(b) Subtasks

Subtasks related to this area include, without limitation:

- i. Conduct up to four (4) audits annually on a rotating selection of the DC Circulator fleet. These audits evaluate fleet condition, records, fluids, and worker certification and training using procedures described below and a team of three (3) bus inspectors and a Project Manager to carry out those procedures. Each audit shall be conducted on a subset of the entire DC Circulator vehicle fleet such that every bus shall be audited at least once per calendar year. The program elements are subject to change, but DDOT seeks to maintain consistency with the audit program currently in place. The consultant shall follow the evaluation criteria and methodology established in prior audit inspections. Changes to this methodology can be recommended for approval by DDOT at DDOT's sole option and discretion.
- ii. The Consultant shall deliver a final report for each of the audits a month after the audit is completed. The audit reports shall be delivered by the Consultant a month after each audit is completed, not to extend beyond the overall task deliverable deadline.

(2) Asset Management

(a) Summary of Activities

The Consultant shall support DDOT in various subtasks related to the maintenance, management, and inventory of existing assets and infrastructure.

(b) Subtasks

The Consultant shall develop and deliver a project approach for the types of subtask described below:

- i. **New Fleet Management Support:** The Consultant shall support DDOT in the integration of 18 new buses into the DC Circulator fleet procured recently, including, without limitation, coordination with the O&M Contractor for review and approval of new buses, overseeing the implementation of the ITS technology components, on-site inspection and review of the production of buses, support for the acceptance process, and integration of these new assets into the asset inventory and transit asset management plan for the DC Circulator, among other vehicle acceptance activities.
- ii. Update the DC Circulator asset management procedure within the overall DDOT transit asset management program. This includes all physical assets controlled by DDOT as well as those owned by the District but operated and maintained by a contractor. The Consultant shall also be responsible for keeping the asset inventory up to date for the DC Circulator program throughout the life of the program, in coordination with the O&M Contractor.
- iii. Updating the program's fleet plan to include a projected timeline for the rehabilitation of vehicles.
- iv. The deliverables for these subtasks shall be developed in coordination with DDOT, subject to DDOT approval, and the Consultant shall include, without limitation, reports, presentations, memoranda, or other physical reports. These deliverables are not to extend beyond the overall task deliverable deadline.

(3) Bus Procurement Support

(a) Summary of Activities

DDOT is planning to replace at least 18 buses that are nearing the end of their useful life. This task will require support in the development of vehicle specifications, as well as options for procurement, for replacement vehicles.

(b) Subtasks

The Consultant shall develop and deliver a project approach for the subtasks described below:

- i. Development of a long-term vehicle replacement procurement strategy for DDOT for replacement buses. The plan shall detail recommendations for vehicle specifications including size, propulsion type, amenities, and other vehicle design elements. Additionally, the plan shall recommend procurement options most beneficial to the District in terms of procurement costs and lead time. The plan shall include a complete timeline for implementation of the strategy.
- ii. Support DDOT for the inclusion of the 18 new buses into the DC Circulator fleet. This effort may include coordination with the operator for review and approval of new buses; overseeing the implementation of the ITS components; on-site inspection and review of the production of buses; support for the acceptance process; and integration of these new assets into the asset inventory.
- iii. The deliverables for this task shall be developed in collaboration with DDOT, subject to DDOT approval and shall include, without limitation, reports, independent cost estimates, presentations, memoranda, or other physical reports. These deliverables are not to extend beyond the overall task deliverable deadline.

(4) Electric Bus Pilot Implementation

(a) Summary of Activities

The Consultant shall work with DDOT staff to support the city's Phase 2 electric bus pilot, which encompasses monthly rotations during the pilot duration.

(b) Subtasks

The Consultant shall develop and deliver a project approach for the types of subtask described below:

- i. Support for DDOT in coordinating efforts for improvements to the electric bus maintenance facility. This facility includes charging stations for the electric buses and all related infrastructure necessary to support these stations. This subtask shall require coordination with the local electric utility company as well as the electric bus vendor to identify necessary infrastructure upgrades for the facility.
- ii. Support in implementing the electric bus operations plan. The Consultant shall support DDOT in compiling and analyzing performance data as identified in the operations plan, and assist in production of reports, presentations or memoranda on analysis results. The Consultant shall assist in re-evaluating the electric bus operations plan at regular intervals throughout the contract.
- iii. The deliverables for these subtasks shall be developed in collaboration with DDOT, subject to DDOT approval and the Consultant shall include, without limitation, reports, presentations, memoranda, or other physical reports. These deliverables are not to extend beyond the overall task deliverable deadline.

(5) Intelligent Transportation Systems (ITS)

(a) Summary of Activities

DDOT has procured ITS technology for the newest buses in the fleet and will expand the system to assist with safety monitoring and National Transportation Data reporting. The Consultant shall work with DDOT staff to support the Circulator's ITS assets and future procurements.

(b) Subtasks

The Consultant shall develop and deliver a project approach for the types of subtask described below:

- i. Implementation of ITS bus components and ITS improvements to on-street infrastructure at DC Circulator stops. This subtask will build on the DC Circulator Program's ITS Strategy to address immediate needs of the service. This subtask will be centered on implementing Clever Devices in addition to other supporting transit technologies.
- ii. Oversight of implementation of the ITS strategy in the overall fleet, to include support for system testing, maintenance, and troubleshooting. The Consultant shall have experience with implementing Clever Devices technology in addition to other supporting transit technologies.

(6) Planning and Analysis

(a) Summary of Activities

The Consultant shall provide support as needed in planning and analysis, including implementation of planning recommendations, recommendation of best practices, and research of other transit projects in cities and transit systems comparable to the DC Circulator service.

(b) Subtasks

Subtasks related to this area include without limitation:

- i. Implementation of recommendations from the DC Circulator Transit Development Plan 2017 Update, including stop consolidation and route extensions
- ii. Associated public notice and outreach requirements, such as Title VI analysis
- iii. Market research on vehicle types and procurement options for purchase and rehabilitation of vehicles including generating an independent cost estimate
- iv. Best practices for improvements to stop-level amenities and infrastructure
- v. Electric bus implementation related research
- vi. Capital financial planning and budgeting
- vii. The deliverables for these subtasks shall be developed in collaboration with DDOT, subject to DDOT approval, and shall include without limitation, reports, presentations, memoranda, or other physical reports. These deliverables are not to extend beyond the overall task deliverable deadline.

(7) Project Management

(a) Summary of Activities

The Project Management approach encompasses monitoring and reporting of significant milestones, budget utilization, invoicing, and other related duties.

(b) Subtasks

Subtasks related to this area include without limitation:

- i. Development of a project work plan. The Consultant shall prepare a project work plan detailing an approach to developing and completing all deliverables. This work plan (available in electronic form) shall include dates for meetings, deliverables, and major milestones, and shall be prepared in coordination with the CA. The project work plan shall be updated monthly.
- ii. Provide monthly progress reports and invoices (to include tracking of budgets and schedules). The Consultant shall prepare detailed monthly progress reports in full accordance with DDOT's criteria. Monthly invoices shall be prepared in full accordance with DDOT format and criteria and shall be submitted for approval and timely payment within 30 days of each period completion. The Consultant shall additionally provide notice outside the monthly update schedule to the CO and the CA when the project expenditures reach 75 percent, 85 percent, and 95 percent of the total budget.
- iii. Conduct project management meetings. The Consultant team shall develop a schedule for regular coordination meetings to monitor progress, the status of action items and critical issues for upcoming days and weeks, and status of deliverables.

The deliverables for these subtasks shall be developed in collaboration with DDOT, subject to DDOT approval, and shall include the elements below. These deliverables are not to extend beyond the overall task deliverable dateline and are as follows.

- Project Work Plan (within two weeks of NTP)
- Monthly Progress Reports and Monthly Invoices
- Project Management Meetings Schedule (updated as needed)
- Status updates from DDOT on news/critical issues
- Major work accomplished during prior a defined period (often daily)
- Status updates on on-going tasks
- Plan of action for upcoming tasks
- Status of schedule and budget
- Recap of action items

7. PERIOD OF PERFORMANCE

Phase 1: O&M Contract Transition/Start-Up:

Base PoP: 12 months from TO Award

Phase 2: O&M Contract Revenue Service:

Option Period 1 PoP: 12 months from Option Exercise

8. DELIVERABLES

Because of the dynamic nature of design requirements, the District uses the District of Columbia Department of Transportation - Design and Engineering Manual (2017) ("Manual") for determination of the deliverables required under this TO. The Consultant shall comply with the deliverable requirements for the tasks required as defined in the current version of the Manual, and as otherwise required by Consultant's A/E Schedule IDIQ Contract.

9. INSTRUCTIONS TO OFFERORS

a. Form 330

Offerors must complete U.S. Government Standard Form 330 in response to this RFQ. The form will be used in the selection of an experienced A/E firm as the Consultant. Specific scope elements are further defined in this RFQ. Offeror's responses in the Form 330 will be used to evaluate Offeror with respect to the evaluation criteria set forth in Section 10 of this RFQ.

b. Minimum Requirements

In addition to the Form 330, each Offeror must submit the following:

- (1) A Letter of Submittal on the Offeror's letterhead that must include the following:
 - (a) The Offeror's expression of interest in being selected for the Project; the Offeror's name, DUNS, and Tax ID.
 - (b) The individual who will serve as the Offeror's Point-of-Contact ("POC"), including the POC's title, address, phone and fax numbers, and email address.
 - (c) The individual who will serve as the Offeror's secondary POC, including title, address, phone and fax numbers, and email address.

- (d) The signature of an authorized representative of the Offeror's organization. All signatures will be original and signed in ink. If creation of a joint venture is in process but not yet formed, each authorized representative of each member firm will sign the letter of submittal.

(2) [intentionally omitted for locally funded projects]

Failure to submit the items required in this Section 9.b may result in the submittal being deemed non-responsive.

c. **Website**

The RFQ documents and any amendments or updates to the RFQ will be available on the D.C. Office of Contracting and Procurement's website:
<https://wiki.ddot.dc.gov/display/AETO>.

d. **Amendments**

Offerors shall acknowledge receipt of any amendment to this solicitation.

e. **Subconsultants**

Offeror must identify any subconsultants that are included as part of Offeror's proposed team, including their role-related experience for the DC Circulator Program Support Services Project. Offeror must list projects for which the subconsultant(s) has worked with the Offeror.

f. **District of Columbia's Reservation of Rights**

DDOT may evaluate the response to this RFQ based on the anticipated completion of all or any portion of the Project. DDOT reserves the right to divide the Project into multiple parts, to reject any and all Qualifications, and to re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the Project or any portion thereof. The District of Columbia makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project within the DC PLUG Program and no such representation is intended to be, or should be, construed by the issuance of this RFQ. The District of Columbia reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting RFP or contract, when deemed to be in the District of Columbia's best interest.

g. **Acceptance of Evaluation Methodology**

By submitting its response to this RFQ, Offeror accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the District of Columbia.

h. No Reimbursement for Costs

Offeror acknowledges and accepts that any costs incurred from the Offeror's participation in this RFQ process shall be at the sole risk and responsibility of the Offeror. Offerors submit responses to this RFQ at their own risk and expense.

i. Disqualification

Submittals which are qualified with conditional clauses, or alterations, or items not called for in the RFQ documents, or irregularities of any kind are subject to disqualification by DDOT, at its sole option and discretion.

j. Preparation of Submittal

Each submittal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ and the potential RFPs for task orders. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of DDOT's needs.

k. Representations

Representations made within the Offeror's qualifications submittal and any subsequent proposal will be binding on responding firms. The District of Columbia will not be bound to act by any previous communication or submittal submitted by the Offeror firms other than in response to this RFQ.

l. Qualifications-Based Selection

Consultant selection will be in accordance with the provisions of Title 27, Sections 2620 through 2628 of the District of Columbia Municipal Regulations ("DCMR"). This procurement will be use a multi-step qualifications-based selection process.

- (1) In step one, an Evaluation Board appointed by the Contracting Officer, will:
 - (a) Evaluate each submitted response.
 - (b) Evaluate the firms in accordance with the criteria set forth in this RFQ.
 - (c) Prepare a selection report for the Contracting Officer recommending, in order of preference, at least three (3) firms that are evaluated to be the most highly qualified to perform the required services.
- (2) In step two, the Contracting Officer will review the recommendations of the Evaluation Board and will, with the advice of appropriate technical and staff representatives, make the final selection. The final selection shall be a listing, in order of preference, of the firms considered most highly qualified to perform the work. If the firm listed as the most preferred is not recommended as the

most highly qualified by the Evaluation Board, then the Contracting Officer will include in the contract file a written explanation of the reason for the selection. All firms on the final selection list will be considered "selected firms" with which the Contracting Officer may negotiate.

- (3) In step three, negotiations will start with the highest-ranked among the listed selected firms. If negotiations are not successful with an Offeror, then the Contracting Officer will proceed to the next highest-ranked Offeror. The Contracting Officer may request rates, fees, hourly rates by position, multipliers, and other pricing information from Offerors. Pricing may be part of negotiations in step three. Pricing may also be negotiated on a task order basis. If a mutually satisfactory contract cannot be negotiated, the Contracting Officer shall notify the firm that negotiations are terminated. The Contracting Officer shall then initiate negotiations with the next rated qualified firm on the list. This procedure shall be continued until a mutually satisfactory contract has been negotiated.

m. **Qualifications Due Date**

- (1) Submissions, in whole, shall not exceed 100 pages in length.
- (2) Qualifications are due on or before **2:00 PM on December 7, 2018**.
- (3) Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to ddot.aeschedule@dc.gov and ana.rangel@dc.gov. Inclusion of other materials by reference will not be considered.

n. **Organization and Content**

- (1) Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement, or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 10 of this TO RFQ.
- (2) Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.
- (3) Identify three important issues that represent significant potential risks to successful performance, and describe your experience and qualifications in overcoming the type of issues and risks identified.
 - (a) Executing emergency work;
 - (b) Experience using QA/QC processes and the use of such processes to ensure contract compliance; and
 - (c) Identification, management, and mitigation of project risks.

- (4) Provide relevant information regarding Evaluation Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of a project with respect to cost control, quality of work, and compliance with performance schedules.

10. EVALUATION AND SELECTION

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.

a. Evaluation Criteria

Offerors will be ranked by the Evaluation Board in descending order based on the total combined score comprised of the evaluation criteria score and, as described below. 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; an understanding of the goals for the project, specifically how to accomplish the deliverables within an expedited and compressed schedule (25 Points) and
- (4) Past performance on contracts with the District, other governmental entities and private industry in terms of cost control, quality of work, and compliance with performance schedules. (15 Points)

In addition to each Offeror's response to Evaluation Criteria 4 – Past Performance, the District may use additional Past Performance sources to include:

- District eVAL
- Past performance information available from any governmental entity
- Publicly available information

b. Interviews

The Offerors scoring the highest in categories 10.a.(1) through 10.a.(4) above will be invited to participate in an oral presentation/interview. Offerors selected to participate

will be notified in writing by the CO. DDOT intends to invite at least three (3) Offerors to interview. 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 35-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 DC Circulator Program Support Services project – maximum score of 10 points
- (2) Offeror understanding of key issues and potential mitigation measures – maximum score of 10 points
- (3) Demonstrated capability of Offeror that Offeror's team used has used best practices, new technologies, and innovation on past projects, and will show how it will be implemented on the DC Circulator Program Support Services project – maximum score of 10 points
- (4) Offeror discussion of how quality will be monitored throughout performance of the services – maximum score of 10 points
- (5) Offeror's demonstrated in-depth knowledge of project scope, potential required services, proposed project approach, and items 10.a.(1) through 10.a.(4) above, in response to questions from Evaluation Board – maximum score of 10 points.

Maximum possible subtotal: 50 points

Total Possible Points: 150

c. Scoring Methodology

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Sections 9.a 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**

Numeric Rating	Adjective	Description
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 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.

(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 evaluates the Proposer’s response as “Good,” then the score for that evaluation factor is 4/5 of 50, or 40 points.

If sub-factors are applied, the Offeror’s total score will be determined by adding the Offeror’s score for each sub-factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub-factors of twenty (20) points each, using the Rating Scale above, if the District evaluates the Offeror’s response as “Good” for the first sub-factor and “Poor” for the second sub-factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub-factor plus 1/5 of 20 or 4 for the second sub-factor, for a total of 20 for the entire factor.

- d. 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.

11. CONTRACT ADMINISTRATOR

The Contract Administrator, as defined in the offeror’s A/E Schedule IDIQ Contract, is:

Name: Circe Torruellas
Title: City Wide Planner, Transit Delivery Division
Agency: District Department of Transportation
Address: 55 M Street, SE Washington, DC 20003

Telephone: 202.671.2847
Email: Circe.Torruellas@dc.gov

If you have any questions regarding the solicitation or requirements, contact the undersigned at ana.rangel@dc.gov.

Sincerely,

Ana Rangel
Contracting Officer

cc: Jeralyn Johnson – OCP
Circe Torruellas – DDOT

Attachment 1: SBE Subcontracteign Plan



SBE SUBCONTRACTING PLAN

INSTRUCTIONS: All construction & non-construction contracts for **government-assisted projects (agency contracts & private project with District subsidy)** over \$250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.

SUBMISSION OF SBE SUBCONTRACTING PLAN:

- ▲ For **agency** solicitations - submit to agency with bid/proposal.
- ▲ For **agency** options & extensions - submit to agency before option or extension exercised.
- ▲ For **private projects** - submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

CREDIT: For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using *its own organization and resources*. **COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.**

EXEMPTION: If the **Beneficiary (Prime Contractor or Developer)** is a CBE and will perform the ENTIRE **government-assisted project** with its *own organization and resources* and will NOT subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.

BENEFICIARY (✓ which applies Prime Contractor or Developer) INFORMATION:

Company: _____ Contact # _____ Email address: _____

Street Address: _____

✓ all that applies, Company is:

- a SBE a CBE CBE Certification Number: _____
- WILL perform the ENTIRE agency contract or private project with its own organization and resources
- WILL subcontract a portion of the agency contract or private project

Company's point of contact for agency contract or private project:

Point of Contact: _____ Title: _____

Contact # _____ Email address: _____

Street Address: _____

GOVERNMENT-ASSISTED PROJECT (✓ which applies Agency Contract or Private Project) INFORMATION:

AGENCY SOLICITATION

Solicitation Number _____
 Solicitation Due Date: _____
 Agency : _____
 Total Dollar Amount of Contract: \$ _____

**Design-Build must include total contract amount for both design and build phase of project.*

35% of Total Dollar Amount of Contract: \$ _____

Total Amount of All SBE/CBE subcontracts: \$ _____
 (include every lower tier)

PRIVATE PROJECT

District Subsidy: _____
 Agency Providing Subsidy: _____
 Amount of District Subsidy: _____
 Date District Subsidy Provided: _____

Project Name: _____

Project Address: _____

Total Development Project Budget: \$ _____
 (include pre-construction and construction costs)

35% of Total Development Project Budget: \$ _____

Total Amount of All SBE/CBE subcontracts: \$ _____
 (include every lower tier)



SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):

SBE/ CBE SUBCONTRACTOR INFORMATION: *(For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount **including total design and build costs**) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)*

SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 st , 2 nd , 3 rd , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	<u>Select Tier</u>	_____

Period of subcontract: _____ Price to be paid to the SBE/CBE Subcontractor: \$_____	SBE/ CBE Point of Contact Name: _____ Title: _____ Telephone Number: _____ Email Address: _____
✓ <i>all that applies</i> , Subcontractor is: <input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification #: _____ <input type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)	

SBE/ CBE SUBCONTRACTOR INFORMATION: *(For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount **including total design and build costs**) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)*

SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 st , 2 nd , 3 rd , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	<u>Select Tier</u>	_____

Period of subcontract: _____ Price to be paid to the SBE/CBE Subcontractor: \$_____	SBE/ CBE Point of Contact Name: _____ Title: _____ Telephone Number: _____ Email Address: _____
✓ <i>all that applies</i> , Subcontractor is: <input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification # _____ <input type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)	

I _____, _____ of _____ swear or affirm the above is true and accurate
 (Name) (Title) (Prime Contractor/ Developer)

 (Signature)

 (Date)

Complete additional copies as needed.



AGENCY CONTRACTING OFFICER'S USE ONLY OR **AGENCY PROJECT MANAGER'S USE ONLY**
 (✓ which applies. Only one option should be selected.)

AGENCY CONTRACT AWARD	PRIVATE PROJECT SUBSIDY AWARD
Agency: _____ Prime Contractor: _____ Contract Number: _____ Date SBE Subcontracting Plan Accepted: _____ Date agency contract signed: _____ Anticipated Start Date of Contract: _____ Anticipated End Date of Contract: _____ Total Dollar Amount of Contract: \$ _____ <i>*Design-Build must include total contract amount for both design and build phase of project.</i> 35% of Total Contract Amount: \$ _____ Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every tier)</i> <input checked="" type="checkbox"/> if applies <input type="checkbox"/> Base Period Contract -- Option/Extension Period: _____ <input type="checkbox"/> Multi-year Contract First year (period) of Contract: _____ Current year (period) of Contract: _____ <input type="checkbox"/> Design-Build --Date of Guaranteed Contract: _____ <input type="checkbox"/> Check if prime contractor is a CBE and will perform the ENTIRE government-assisted project (agency contract) with its <i>own organization and resources and NOT subcontract any portion of services or goods.</i>	Agency Providing Subsidy: _____ District Subsidy: _____ Developer: _____ Amount of District Subsidy: _____ Date District Subsidy Provided/ contract signed: _____ Anticipated Start Date of Project: _____ Anticipated End Date of Project: _____ Project Name: _____ Project Address: _____ Total Development Project Budget: \$ _____ <i>(include pre-construction and construction costs)</i> 35% of Total Development Project Budget: \$ _____ Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i> <input type="checkbox"/> Check if developer is a CBE and will perform the ENTIRE government-assisted project (private project) with its <i>own organization and resources and NOT subcontract any portion of services or goods.</i>

AGENCY CONTRACTING OFFICER'S AFFIRMATION OR **AGENCY PROJECT MANAGER'S AFFIRMATION**
 (✓ which applies)

The Below Agency Contracting Officer or Agency Project Manager Affirms the following (✓ to affirm):

If the Beneficiary is a CBE, DSLBD was contacted to confirm Beneficiary's CBE certification;

The fully executed Contract (Base or Option or Extension or Multi-Year) or subsidy document, between the Beneficiary and Agency, was emailed to DSLBD @ Compliance.Enforcement@dc.gov within five (5) days of signing;

FOR AGENCY CONTRACT the SBE Subcontracting Plan, submitted by Beneficiary, was emailed to DSLBD @ Compliance.Enforcement@dc.gov within five (5) days of signing the contract between the Beneficiary and Agency.

 Name of Agency Contracting Officer or Agency Project Manager

 Title of Agency Contracting Officer or Agency Project Manager

 Signature

 Date