

Government of the District of Columbia
Department of Transportation



d. Office of Contracting and Procurement

**DISTRICT ARCHITECT AND ENGINEER (“A/E”) SCHEDULE
TASK ORDER (“TO”) SOLICITATION**

Date: June 4, 2021

Category of Services: Category L – **Bicycle & Pedestrian Studies, Planning, & Design**

Title: Request for Qualifications (RFQ) for the Bicycle and Pedestrian Facilities Design and Traffic Analysis

Solicitation No.: OCPTO210029

1. BACKGROUND

The District Department of Transportation (DDOT/PSD) is soliciting statements of qualifications and work experience as specified in the attached documents for Engineering Design Services in support of the Bicycle and Pedestrian Program objectives of installing multi-modal transportation facilities in the District of Columbia.

2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category L – Bicycle & Pedestrian Studies, Planning, & Design in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- Alta Planning + Design, Inc.
- Kimley-Horn and Associates, Inc.
- Kittelson & Associates, Inc.

3. ATTACHMENTS INCORPORATED BY REFERENCE:

- Consultant’s respective IDIQ Contract terms and clauses

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

- NACTO Urban Bikeway Design Guide, <https://nacto.org/publication/urban-bikeway-design-guide/>
- DDOT Design and Engineering Manual, (2019)
- https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DEM-2019-01-01_DDOT_DEM_Updates_FINAL.PDF
- DDOT Bicycle Facility Design Guide, (2020)
- DDOT Standard Drawings, (2015) <https://ddot.dc.gov/page/standard-drawings-2015>
- DDOT Standard Specifications for Highways and Structures, https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf
- DDOT Environmental Policy and Process Manual, <https://ddot.dc.gov/page/ddot-environmentalpolicy-and-process-manual-0>
- AASHTO Guide for the Development of Bicycle Facilities, (2012) https://bookstore.transportation.org/collection_detail.aspx?ID=116

4. TASK ORDER SPECIAL PROVISIONS

The following provision is incorporated from the 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) 12-month option periods, 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 24 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) 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.
- (b) 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.
- (c) For every dollar expended by the Consultant with a resident-owned business (ROB), as defined in D.C. Official Code § 2-218.02(15), the Consultant shall receive a credit for \$1.10 against the CBE minimum expenditure.
- (d) For every dollar expended by the Consultant with a disadvantaged business enterprise (DBE), as defined in D.C. Official Code § 2-218.33, the Consultant shall receive a credit for \$1.25 against the CBE minimum expenditure.
- (e) For every dollar expended by the Consultant that uses a company designated as both a DBE and as a ROB, the Consultant shall receive a credit for \$1.30 against the CBE minimum expenditure.
- (f) "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.
- (g) This special provision shall apply to all option periods exercised under those contracts.
- (h) Except as provided in this Section, all other subcontracting requirements shall remain in effect.

6. SCOPE OF WORK (“SOW”)

6.1 Project Overview

The District Department of Transportation (DDOT) is seeking a consultant for the development of bicycle lane plans, pedestrian facilities plans, trail connector plans, traffic analysis, graphics/visualizations, and surveying.

Essential key staff needed for this project shall include:

- a. Full-time on-site CAD Technician (Minimum of 3 years of CAD design project experience)
- b. Traffic Engineer
- c. Civil Engineer
- d. Graphics/Renderings Specialist
- e. Surveyor
- f. Environmental Specialist
- g. Planner

6.1 Project Tasks

6.1.1 Project Management

6.1.1.1 Work Order Issuance and Administration

6.1.1.1.1 Each task will commence with a work order from the DDOT Contract Administrator (CA).

6.1.1.1.2 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.

6.1.1.1.3 If there is a conflict between the terms and conditions of a work order and the terms and conditions of a task order (TO) or the IDIQ contract, the terms of the TO or the IDIQ contract shall prevail.

6.1.1.1.4 The CA is responsible for transmitting all work orders to the Contractor. The CA shall prepare a scope of work containing a period of performance with each work order.

6.1.1.1.5 The Contractor shall acknowledge each work order within 24 hours of notification and provide proposal and cost estimate within six business days of notification.

6.1.1.1.6 The Contractor'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 to accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the Work order.

6.1.1.1.7 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.

6.1.1.1.8 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 all acceptable.

6.2.1. Develop Bicycle Lane, Trail Connector, and Pedestrian Facilities Plans

The consultant shall develop bicycles facilities design plans, including pavement marking plans, bicycle lanes, on-street parking configurations and resultant traffic signal modifications for selected District streets, totaling approximately ten (10) miles of travel length. Assume that six (6) traffic signals will require full design. Where applicable, the consultant shall engage the services of a professional surveying contractor to accurately record existing conditions, such as parking arrangements, bus stops, driveways and other street features. Consultant shall submit all plans in

the standard format (hard copy and digital files) for DDOT design projects as described in the DDOT Design and Engineering Manual.

The bicycle lane plans shall document all existing parking, regulatory, and warning signs within the project limits. In addition to on street bicycle lanes and signage, several miles of separated bicycle facilities are desired. Design plans shall range from markings and signage sheets, to complete PS&E construction documents to be put out to bid. Additional support services before, during and after construction may require the selected consultant to attend review and coordination meetings.

The consultant shall develop trail connector plans for up to seven (7) selected trail projects, totaling one (1) mile of travel length. The consultant shall engage the services of a professional surveying consultant to accurately record existing conditions and cadastral right-of-way property boundaries. The trail connector plans shall document all right-of-way, topography, utilities, and trees within the project limits. Design plans shall include existing conditions, trail plans, signage and pavement markings, landscape plans, stormwater plans, sediment and erosion control plans, to complete PS&E construction documents to be put out to bid. Additional support services before, during, and after construction may require the selected consultant to attend review and coordination meetings. The consultant shall be responsible for preparing permit documents for DOEE Stormwater permits, utility coordination, and third-party review.

The consultant shall prepare a 15% concept design for review for each trail segment per the DDOT Design and Engineering Manual. Upon review and approval of the 15% concept plan, the consultant shall complete the 30%, 65%, 90%, and 100% PS&E plans per the DDOT Design and Engineering Manual.

DDOT staff will be responsible for completing initial environmental compliance documents (form 1 and form 2). However, if it is deemed that a project rises to a CE-3 level, the consultant shall complete the required documentation. Assume one of the seven trail projects will require CE-3 documentation.

Pedestrian facilities are often incorporated into the bicycle lane designs, but they may also consist of stand-alone projects. This work may consist of sidewalk, crosswalk and ramp design, curb bulb-outs, and traffic calming elements to promote a conducive environment for non-motorized users. However, ten (10) additional intersections and two (2) miles of new sidewalks will be designed solely for pedestrian facility enhancements.

The consultant shall provide an experienced full-time on-site CAD Technician forty hours per week to perform work required to produce bicycle lane plans and other deliverables described herein as directed by the DDOT task manager. The consultant's on-site CAD Technician shall also collaborate with and act as a liaison for other Consultant personnel contributing subject-matter expertise for projects as described in subsequent tasks. The consultant is to act in partnership with the DDOT task manager and to share professional expertise and recommendations as a part of a collaborative and iterative design process to deliver high-quality plans. However, the consultant shall be responsible for independently delivering designs and analyses conforming to the requirements described herein.

The consultant shall have the capabilities to produce graphics/renderings for project alternatives. Assume ten (10) graphics/renderings for each of the two contract years, and subsequent option years.

Deliverables:

Bicycle and Pedestrian Facility Plans: Each submittal shall include one half size ANSI B (11" x 17") copy of each bicycle lane design for DDOT review. This submittal process may include 30%, 65%, 90%, 100%, and final plans, or some variation thereof. After the final design is approved, the consultant shall submit plans electronically using PDF and CADD files (Microstation .dgn files are the DDOT standard).

Graphics/Renderings to be submitted in an electronic format such as .jpg or .pdf.

6.2.2 Data Collection and Traffic Analysis

Traffic Analysis (Including Traffic Signal Operations)

The consultant is to provide Levels-Of-Service (LOS) and queuing analysis for approximately 30 signalized and un-signalized intersections as well as throughout affected corridors and specific bicycle facilities. Each task will commence with a work order from the DDOT task manager (See section 6.1.1.2 Work Order Issuance and Administration). The LOS analysis must include all affected modes, including pedestrians, cyclists, and transit.

Data collection services will be critical to the development of any traffic modeling or simulations in support of the design and shall be incorporated into the scope(s) of work. Collection of traffic volume data on congested corridors or around congested intersections, where queuing may be significant, may require accounting for vehicular throughput as well as vehicle demand. At such locations, the consultant shall be required to do data collection upstream to capture actual demand levels (via queuing). Upstream traffic counts may also be required at the less congested entry points on the corridor or upstream/downstream of intersections to capture the vehicle arrival/demand profile, as opposed to limiting the volume data to what is delivered through the constrained intersection.

For certain intersections, DDOT will provide the consultant with traffic model data compatible with and requiring use of Consultant-provided Synchro™ and SimTraffic™ traffic analysis software. For the other intersections, the consultant shall perform data collection and develop traffic models. The consultant shall evaluate signal timing at intersections and include modifications for bicycle and/or pedestrian oriented phases and timing plans, as necessitated by the neighborhood context.

Data collected may include, but not be limited to, the following:

- Manual turning movement traffic counts for motor vehicles and bicycles during specified peak periods or other intervals;

- 24-hour traffic counts that may include classification of vehicles to include 85th percentile speeds, average speed, pace speed, and number of vehicles within discrete speed intervals;
- 24-hour (or other specified period) bicycle and/or pedestrian counts;
- Peak-hour delay studies during specified periods;
- Weekday travel-time survey (minimum of six travel runs, for each direction of travel, covering morning peak, midday, and evening peak times);
- The use of video recording for the documentation of operating conditions and obtaining multimodal traffic counts; and
- Parking utilization studies.

Deliverables: Level of Service Analysis: The consultant shall provide one draft and one final memorandum for each analysis performed, including copies of the digital Synchro files. Where applicable, the consultant shall provide one draft and one final memorandum documenting the recommended modifications for signal operations. The consultant shall submit the final electronic Synchro files.

6.2.3 Surveying

The consultant shall engage the services of a professional surveying sub-consultant to accurately record existing topographic conditions, where necessary. The surveys shall include topographic spot elevations and contours over the site. Pavements, curbs, site retaining walls, at breaks in grade, building entrance elevations, site structures, tree line, fences, and general man-made surface feature information shall be captured in this survey. Assume one-fourth mile of topographic survey including Level B utility mapping and one-half mile of topographic survey including Quality Level C utility mapping for each of the two years. Each task will commence with a work order from the DDOT task manager (See section 6.1.1.2 Work Order Issuance and Administration).

DELIVERABLES: All surveys that were performed.

**PERIOD OF PERFORMANCE: BASE YEAR 12 MONTHS FROM DATE OF AWARD
OPTION YEAR 12 MONTHS FROM DATE OF AWARD**

7. DELIVERABLES including but not limited to:

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
6.2.1	Design Plans and Graphics/Renderings	Electronic/ Hardcopy	See Schedule	DDOT
6.2.2	Level of Service Analysis	Electronic/ Hardcopy	See Schedule	DDOT
6.2.3	Surveys	Electronic/ Hardcopy	See Schedule	DDOT

8. INSTRUCTIONS TO OFFERORS

8.1 Qualifications Due Date

8.1.1 Submissions, in whole, shall not exceed 75 pages in length.

8.1.2 Qualifications are due on or before 2:00 PM on June 25, 2021.

8.2 Organization and Content

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

8.2.1 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 9 of this TO RFQ.

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

8.2.1.2 Provide qualifications and experience regarding implementing best practices and strategies for planning and design of bicycle and pedestrian facilities; traffic signal operations and design and advanced traffic operations analysis, including:

8.2.1.3 Communication between stakeholders.

8.2.1.4 Public Outreach.

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

8.2.1.6 Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the quantitative information of the past performance, administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

9. EVALUATION OF QUALIFICATIONS

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The five (5) evaluation factors and their relative importance for this requirement are as follows:

1. Professional qualifications necessary for satisfactory performance of required services; (20 Points)
2. Specialized experience and technical competence in the type of work required. Identify the three most critical project issues that represent significant potential risks to successful performance and describe your experience and qualifications in overcoming the type of issues and risks identified; (40 Points)
3. Capacity to accomplish the work in the required time; (20 Points) and
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (20 Points)

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

- District eVAL
- Publicly available information

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation. The District will not conduct interviews with selected firms following receipt and evaluation of all firm qualifications.

Total Possible Points: 100

10. CONTRACT ADMINISTRATOR (CA)

Name: Mike Goodno

Title: Bicycle Program Specialist

Agency: District Department of Transportation

Address: 250 M Street, SE Washington, DC 20003

Telephone: 202-345-2842

If you have any questions regarding the solicitation or requirement, please contact the undersigned at jeralyn.johnson@dc.gov. All questions must submit via email to the designated contracting officer. The OCP will not consider any questions received less than 7 calendar days before the date set for submission of standard form 330.

Sincerely,

Jeralyn Johnson
Contracting Officer - DDOT

C.C: Mike Goodno, DDOT