

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: March 25, 2022

Category of Services: Category D – Construction
Engineering and Management Services

Title: Request for Qualifications (RFQ) for
Construction Management, Inspections and
Engineering Services for Upgrade and Repairs to
Weigh-In-Motion (WIN)

Solicitation No.: OCPTO210049

1. BACKGROUND

The consulting firm, hereinafter referred to as “Consultant”, shall provide for the District of Columbia, Department of Transportation (DDOT), construction engineering and inspection services during Upgrade and Repair to Weigh-in-Motion Systems at New York Ave and I-295 sites including monitoring of the construction work through inspection and testing , tracking progress against the construction schedule, checking and recommending interim and final payments, administrating changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, May 2010.

Work under the construction contract consists of upgrading and repairing high-speed Weigh-In-Motion (WIM) stations and associated civil works. The locations of the three WIM stations and existing major devices at each location are listed below:

1. New York Avenue, six (6) lanes, IRD iSINC Series single load cell WIM data collection system.
2. Northbound I-295, three (3) lanes, Virtual Weigh Station (VWS), IRD iSINC Series single load cell (SLC) WIM data collection system.
3. Southbound I-295, three (3) lanes, Virtual Weigh Station (VWS), IRD iSINC Series single load cell (SLC) WIM data collection system.

The general description of the construction scope of work includes, but is not limited to:

- Civil and electrical infrastructure work:
 - Concrete Pavement Repairs and pavement marking work
 - Diamond Grind pavement
 - Furnish and install new Loop Detectors
 - Remove and replace existing Flashing Beacon, warning sign and sign support structure, including mounting hardware
 - Remove and replace existing warning sign on existing supports
 - Installation of signing
 - Furnish and install DMS Upstream and Downstream In-Pavement Loop Sensors for triggering Dynamic Message Sign (DMS)
 - Furnish and install LPR Cameras and mounting hardware
 - Furnish and install poles with mast arms and foundations (to support LPR cameras)
 - Furnish and install poles with foundations (to support overview cameras and illuminators)
 - Remove existing guard rail; furnish and install new guard rail and end terminal
 - Furnish and install junction boxes, bored conduit, trenched conduit, electrical wiring and communication cables
 - Remove and replace WIM Cabinet on existing concrete pad
 - Mobilization, Maintenance of Traffic, soil erosion and sediment control during construction
 - Clearing, grubbing and tree pruning, as specified on the Project Plans
 - Configure, integrate, test, and optimize the operation of all the installed systems
- WIM-specific work:
 - Removal of IRD SLC WIM Scales from the existing Frames
 - Furnish and install Epoxy Patch for PCC SLC Frame Vault Repairs
 - Furnish and install new IRD SLC WIM Scales
 - Utilize the existing IRD iSINC controller electronics
 - Utilize the existing IRD Data Collection Software
 - Furnish and install new Cellular Router
 - Furnish and install IRD VWS Web Server

- Furnish and install a secure system, including requiring passwords for remote and for local access.
- Furnish and install the system so a remote user, including a user with a laptop computer (connected to the iSINC via wireless LAN) can turn the associated DMS or WIM system on/off through the graphical user interface (GUI).
- Utilize existing WIM Cabinet
- Utilize existing WIM Rack, associated Cabling, and Interconnects
- Utilize existing Fiber Optic Cabling
- Utilize existing Fiber Optic Termination Panel
- Remove and replace Overview Camera on existing pole, including mounting hardware
- Remove and replace IRD Illuminator on existing pole, including mounting hardware
- Remove and replace Dynamic Message Sign (DMS) on existing sign supports, including mounting hardware
- Furnish and install new Overview Camera and mounting hardware
- Furnish and install new IRD Illuminator and mounting hardware
- Furnish and install Auxiliary equipment supporting Camera Imaging
- Furnish and install IRD iROC E-Screening Controller & Database
- Furnish and install Field Observation Notices Solution
- Furnish, Configure and Provide Laptop Computer
- Commission the WIM system in accordance with ASTM E 1318-09 for a Type III system
- Configure, integrate, test, and optimize the operation of all the installed systems
- System Training

2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category D – Construction Engineering and Management Services in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced Task Order award is anticipated. The three firms are:

- Cube Root ;
- The Temple Group; and
- Parsons

3. APPLICABLE DOCUMENTS

- Contractor’s respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, 2020 (or latest edition)
- DDOT Standard Specifications for Highways and Structures 2013, issued by District of Columbia Department of Transportation or latest edition
- DDOT Standard Drawings 2015 (or latest edition)
- DDOT Design and Engineering Manual 2019 (or latest edition)
- DDOT Green Infrastructure Standards 2014 (or latest edition)

- Manual on Uniform Traffic Control Devices 2009 (or latest edition)
- American Society for Testing and Materials (ASTM) E1318-09(2017):
<https://www.astm.org/Standards/E1318.htm>
- Construction Project Documents
Download link for Construction documents including project plans for the Upgrade and Repairs to Weigh-In-Motion (WIM) Systems:
https://www.dropbox.com/s/wfwb6j1scd9tmjt/Contract_Award_WIM_revised.pdf?dl=0

4. DISADVANTAGED BUSINESS ENTERPRISE GOAL

A 9% 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 the 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.

5. SCOPE OF WORK (“SOW”)

The construction and inspection services shall include, the following:

- (1) The Consultant shall at least provide a project engineer and a construction inspector to oversee all field construction activities. The Consultant's project engineer and construction inspector shall review and become familiar with all plans, specifications, related standards, special provisions, drawings, and other documents applicable to the Project. The Consultant shall develop a work plan within ten (10) business days after the Notice-to-Proceed for DDOT to approve.
- (2) The Consultant's project engineer and construction inspector shall work under the general direction of the DDOT Project Manager and coordinate with the construction contractor, the utility companies, DDOT's Operation Administration, DDOT's IPMD, the design consultant, the vendors and any other involved organizations with respect to all aspects of the Project.
- (3) The Consultant's project engineer shall prepare all correspondence pertaining to the Project for the signature of the DDOT Project Manager and the Chief Contracting Officer. Such correspondence will include responses to all correspondence received from the construction contractor, necessary notifications and advisements to the construction contractor, transmittal letters, findings of fact, meeting minutes, proposed change orders, time extensions, responses to claims, inter-government memoranda, memoranda to the

file and any other written communication requested by the DDOT Project Manager. Preparation of correspondence will include composing of drafts for review by the DDOT Project Manager, revising as directed by DDOT Project Manager, typing of its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the DDOT Project Manager.

- (4) The Consultant's project engineer shall use AASHTOWARE to track project cost and verify invoices. The Consultant's project engineer shall enter and update the material amount and items used in timely manner.
- (5) The Consultant shall maintain and secure at DDOT headquarters on a current basis all contract records including: plans, specifications, special provisions, contract documents, general correspondence, construction contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, catalog cuts, transmittal letters, minutes of meetings, progress schedule file, reading file, utilities file, pile records, quality assurance records, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, design consultant's correspondence, subcontractors and suppliers, quantity computations, partial payment records, samples, inspector's reports, daily personnel and equipment records, accident reports, progress photographs, and any other related documents deemed necessary by the DDOT Project Manager. Logs of all records shall be maintained. These files shall be available to the DDOT Project Manager at all times. Such records, drawings, and samples shall be delivered to the DDOT Project Manager before the final payment to the construction contractor.
- (6) After construction starts, the Consultant shall organize biweekly project meetings with the DDOT Project Manager to brief the project progress. The Consultant shall organize and convene non-recurring project meetings as necessary to be attended by the Construction Contractor, representatives of the District and/or other interested parties to discuss such matters as procedures, progress, scheduling, and any other problems or issues. The Consultant shall prepare the meeting agenda and distribute it at least one (1) day before the meeting, develop meeting minutes within two (2) days after the meeting occurrence, and distribute copies to all parties.
- (7) The Consultant shall develop monthly progress reports and submit to the DDOT Project Manager. The monthly report shall include, but not limited to, information concerning the work of the construction contractor, the percentage of completion, and the number and amount of change orders. The Consultant shall maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall be available to the

DDOT Project Manager at all times and delivered to the DDOT Project Manager at the completion of construction. The information recorded in the diary shall include descriptions of work progress, specific problems encountered, corrective actions taken, material deliveries, weather conditions, labor disputes, and other pertinent project information. The Consultant shall prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements.

- (8) The Consultant shall review the monthly invoices from the construction contractor, and report the findings to the DDOT Project Manager in timely manner. Accurately measure, compute and record all quantities of items that are to be paid for under the contract unit prices. Measure all quantities for payment in accordance with the contract documents. Review contractor's monthly payment request for accuracy and notify the DDOT Project Manager of any inconsistencies. Recommend amount of monthly progress payments to the DDOT Project Manager. Prepare all computations and payment requests using DDOT standard forms and formats. Keep orderly and separate documentation of all quantities for payment measured in place.
- (9) The Consultant shall verify that work conforms to approved drawings and that the construction contractor furnishes reproducible drawings as required by the contract document. The Consultant shall maintain a log of shop drawing review progress.
- (10) The Consultant shall review the cut sheets from the equipment vendors and verify if the manufacturer specifications conform to the design specifications. Report the findings to DDOT Project Manager.
- (11) The Consultant shall review the TCP plans submitted by the construction contractor and make any recommendations as to whether DDOT shall accept or reject the plans. Upon DDOT approval, the Consultant shall work with the DDOT communication division to distribute to the public the proposed lane/shoulder closure information.
- (12) As directed by the DDOT Project Manager, The Consultant shall maintain a current, marked set of as built drawings and specifications. Verify deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction contractor. Upon completion of construction, provide the DDOT Project Manager with a certified set of marked as built drawings and specifications.
- (13) The Consultant shall review for contract conformance all laboratory test reports, field test reports, and certifications concerning all WIM systems and devices required under the Contract. Verify that all materials meet the contract requirements, unless such

requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers. Document actions concerning materials that are rejected because of non-conformance to the contract requirements.

- (14) When a change order becomes necessary, The Consultant shall make written recommendations, including detailed justification and cost estimates, to the DDOT Project Manager for such changes in the construction contract. Analyze requests for changes submitted by the construction contractor for merit and make recommendations to the DDOT Project Manager. Upon approval of the DDOT Project Manager, prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with DDOT procedures. Provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the construction contractor's labor, equipment and materials used in the work. Where requested by the DDOT Project Manager, negotiate final change order price with the construction contractor and make recommendations, complete with substantiation, to the DDOT Project Manager. The Consultant is not authorized to change the construction contractor's scope of work.
- (15) The Consultant shall revise and refine the construction estimate as construction proceeds, and as required to incorporate approved changes to the Project as they occur. The Consultant shall advise the DDOT Project Manager in writing, with detailed breakdown and estimates, whenever construction costs exceed the estimated costs.
- (16) The Consultant shall convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the DDOT Project Manager and the construction contractor a copy of the punch list. Verify that all items on the punch list are completed by the construction contractor in accordance with the Contract documents. Provide the DDOT Project Manager with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the contract documents, except for those changes delineated in the letter. The final inspection and certification by the Consultant is for the purpose of providing the DDOT Project Manager a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). The Consultant neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

- (17) The Consultant shall review the system acceptance and operational acceptance testing plans and make recommendations for revision to the DDOT Project Manager. The Consultant shall witness the entire process of system acceptance and communication testing to verify that the Project substantially conforms to the plan drawings and the special provisions.

The Consultant shall prepare all final reports required by DDOT including the final payment voucher, device/material certification and analysis of overrun and under run of quantities. Analyze and report on the construction contractor's time of completion and prepare any justifiable time extension or recommend assessment of liquidated damages and incentive or disincentive charges as appropriate. Provide to the DDOT Project Manager all project records in accordance with DDOT standards and requirements. Return to any original calculations, survey notes, engineering or other data provided by DDOT to the DDOT Project Manager. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this Task Order shall be delivered to and become the property of the District.

6. KEY PERSONNEL REQUIREMENTS

Project engineer with a minimum of ten (10) years experience in ITS construction projects of comparable size and scope
 Construction inspector with a minimum of ten (10) years experience in ITS construction projects of comparable size and scope

7. PERIOD OF PERFORMANCE

13 Months FROM DATE OF AWARD

8. DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
1	Organization Chart and work plan	Electronic	10 days	DDOT
2	Project coordination procedure	Electronic	10 days	DDOT/ EOR
3	Correspondence Documents	Electronic	Daily	DDOT
4	Track project cost and verify invoices	Electronic	Monthly	DDOT
5	Contract Records maintenance	Electronic	Daily	DDOT
6	Biweekly project Meetings	Electronic	Biweekly	DDOT

7	Monthly progress report	Electronic	Monthly	DDOT
8	Reviewed Invoices	Electronic	Monthly	DDOT
9	Drawing Review and Analysis log	Electronic	Daily	DDOT
10	Vendor's cut sheet review	Electronic	As needed	DDOT
11	Review construction TCP plans	Electronic	As needed	DDOT
12	Marked set of as built drawings	Electronic and Paper	As needed	DDOT
13	Review laboratory and field test reports	Electronic	As needed	DDOT
14	Review change orders and make recommendations	Electronic	As needed	DDOT
15	Revise construction estimate as needed	Electronic	As needed	DDOT
16	Final Inspection	Electronic	Project completion	DDOT
17	Review system and operational acceptance testing reports	Electronic	Project completion	DDOT
18	Final reports	Electronic	Project completion	DDOT

9. INSTRUCTIONS TO OFFERORS

9.1 Qualification Due Date

9.1.1 Submissions are subject to the following limitations:

9.1.1.1 SF 330, Section D, shall include key staff and the role as proposed for the project. All staff listed in the chart will be assumed to be fully committed to the project during the contract period.

9.1.1.2 SF 330, Section F, shall not exceed 7 ITS projects that are similar in scope and scale. Each project shall present the actual work details that were performed by key staff in the proposed team organization.

9.1.1.3 SF 330, Section H, shall not exceed 20 pages.

9.1.2 Qualifications are due on or before Wednesday April 20, 2022 @2:00 pm

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

9.2 Organization and Content

9.2.1 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 10 of this TO RFQ.

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

9.2.3 Provide qualifications and experience regarding implementing best practices and strategies for ITS construction management services.

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

9.2.6 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.

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 four (4) 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) 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.

Total Possible Points: 100

11. 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.

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity Proposer did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies are present.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies are present.
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.

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.

12. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

- a. The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, Mayor's Order 2021-109 - COVID-19 Vaccination Requirement for Adults Regularly in Schools or Child Care Facilities and for Student-Athletes, dated September 20, 2021, and all substantially similar vaccine requirements including any modifications to Mayor’s Order 2021-099 and Mayor’s Order 2021-109, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

- b. The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

13. CONTRACT ADMINISTRATOR (CA)

Name: Kajaz Safarian
Title: Electrical Engineer
Agency: District Department of Transportation
Address: 250 M Street, SE, Washington, DC 20003
Telephone:

14. RECEIPT OF QUALIFICATIONS

All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at jeralyn.johnson@dc.gov. OCP/DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

Sincerely,

Jeralyn Johnson
Contracting Officer - Office of Contracting and Procurement/DDOT