

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: July 19, 2022

Category of Services: Category F– Pavement
Management and Infrastructure Data Collection

Title: Request for Qualifications (RFQ) FY 18
Traffic Sign Inventory Upgrade

Solicitation No.: OCPTO210068

1. BACKGROUND

The District Department of Transportation (DDOT) is seeking a qualified firm to collect sign retroreflectivity data and use it to perform sign condition assessment across the District. The firm will conduct a retroreflectivity assessment in accordance with Manual on Uniform Traffic Control Devices (MUTCD) Sign Retroreflectivity Regulations and Standards. Any MUTCD-compliant method of assessment may be used, and the retroreflectivity assessment. The format to be used for retroreflectivity data and sign condition assessment information shall be compatible with existing DDOT applications including Signwork and Cityworks.

Traffic Sign Inventory and Assessment Management Database (TSIAMD) for the district. The database should be a web accessible inventory of signs for District’s roadway system. The database shall be highly user-friendly and should allow authorized DDOT personnel to easily update the inventory as signs are added, removed, or replaced with minimal training. The database will not only be used in the office by performance, planning and engineering staff, but also shall be able to be used in the field by work crews that replace or maintain over 500,000 signage in the District. Additionally, for each sign shall be incorporated into the (TSIAMD). In this way, DDOT Field Operations Branch should be able to use the database to establish a plan to maintain sign retroreflectivity at or above the established minimum levels, in order to comply with MUTCD ruling and enables efficient use of budgetary dollars for sign maintenance work. Both the daytime inventory and nighttime assessment are intended to be a one-time task . The data should be intuitive

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and easy to incorporate into day-to-day maintenance activities, and shall serve to update the inventory as signs are replaced

The TSIAMD will be integrated with other DDOT backend systems- Signworks and Cityworks. The TSIAMD will help DDOT not only promote public safety but also improve sign visibility, business process, and sign management will thus reduce the influx of service requests received through District 311 systems.

2. ACRONYMS

- API- Application Program Interface (API)
- CA- Contract Administrator
- DC – District of Columbia
- DDOT – District Department of Transportation
- FOB – Field Operations Branch
- FHWA – Federal Highway Administration
- GIS – Geographical Information System
- LRS – Linear Referencing System
- MUTCD – Manual on Uniform Traffic Control Devices
- QA/QC – Quality Assurance/ Quality Control
- REST – Representational State Transfer
- RFQ – Request for Qualifications
- SHS – Standard Highway Sign
- TSIMD –Traffic Sign Inventory Assessment Management Database
- DBMS- Data Base Management System

3. TASK ORDER COMPETITION

The District is soliciting qualifications from five firms awarded an A/E schedule containing **Category N – Pavement Management and Infrastructure Data Collection** in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The five firms are:

- AECOM;
- RAMS; and
- VHB;

4. APPLICABLE DOCUMENTS:

- Standard Highway Signs
https://mutcd.fhwa.dot.gov/ser-shs_millennium_eng.htm
- Manual on Uniform Traffic Control Devices (MUTCD)

- https://mutcd.fhwa.dot.gov/kno_2009r1r2.htm
- DDOT Standard Specifications for Highways and Structures, issued by District of Columbia Department of Transportation, 2013
 - https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf

5. APPLICABLE SOFTWARE:

- GIS Roadway Centerline Data / Network Shapefile (To be provided by DDOT-Information Technology Division)
- Aerial Photography of the City (To be provided by DDOT Information Technology Division)
- DDOT Signing standards and sign nomenclature (To be provided by FOB-Sign Shop)
- Signworks (DDOT Application to be provided by Information Technology Division)
- Cityworks (DDOT Application to be provided by Information Technology Division)
- Cyclomedia Imagery (DDOT Application to be provided by Information Technology Division)

6. APPLICABLE MINIMUM EQUIPMENT:

- Mobile Van mounted two cameras
- GPS track log computer system
- Field Asset Status Tracker tool
- Sign Retroflectometer

7. Disadvantaged Business Enterprise Goal

In accordance with 49 CFR Part 26, the DBE goal for this Task Order is **22%**

8. KEY PERSONNEL REQUIREMENTS

Project Manager: The project manager shall have at a minimum ten (10) years of experience in project management in the areas of traffic and roadway sign, construction management, or related fields. Possession of a Bachelor's degree from an accredited college or university in Construction Management, Engineering (Civil, Structural, Mechanical or Electrical), Architecture, or a closely related field may substitute for two years of required experience.

Senior Engineer: The senior engineer should have at a minimum of seven (7) years of experience in managing data production and collection for data quality. Possession of a Bachelor's degree from an accredited college or university in Construction Management, Engineering (Civil, Structural, Mechanical or Electrical), Architecture, or a closely related field may substitute for two years of required experience. The senior engineer shall possess a current professional engineering

license. .

GIS Developer: The developer shall have at a minimum five (5) years of experience in development and implementation of system software; innovative software, web-based database management system and charting the path to application enhancements. Possession of a Bachelor's degree from an accredited college or university in Computer science, GIS, geography, engineering, or a closely related field may substitute for two years of required experience.

9. SCOPE OF WORK (“SOW”)

9.1 SIGN DATA COLLECTION REQUIREMENTS

This section outlines the scope of work requirements for Section 8 under this contract. The Contractor shall provide all the management, supervision, labor, equipment, materials, and supplies required to perform the following tasks.

9.2 Task I - Work Plan, Schedule and QA/QC Requirements

9.2.1. The Contractor shall prepare a Work Plan, which establishes a detailed project schedule in Microsoft Project for the entire scope of work. Contractor shall organize coordination meetings with key DDOT staff to receive feedback on the project work plan and schedule. This Work Plan shall be submitted to the DDOT CA for review prior to work initiating.

9.2.2 The work plan and schedule developed by the Contractor shall identify at a minimum:

- Project overview and project scope.
- Work break down system (WBS).
- Tasks that can be conducted concurrently and parallel.
- Established milestones and key deliverables.
- Scheduling and timeline for the completion of all tasks.
- Cost analysis.
- Staffing and management plan.

9.2.3 The Contractor shall set up a kick-off meeting and share a presentation that will review the project scope, objectives, deliverables, project plan, and sign rating criteria to be used for determining the sign condition assessment.

9.2.4 The Contractor shall submit a QA/QC plan to ensure that quality is maintained throughout the project including data collection, visual processing, data entry, inventory database development, and deliverables as outlined in the contract.

- 9.2.5 The Contractor shall provide the project communication plan. The plan shall clearly determine how the project team communicate together and to other stakeholders.
- 9.2.6 The Contractor shall prepare agendas in conjunction with DDOT staff and take minutes as necessary for all meetings and presentations. All presentations, minutes and any meeting summaries will be transmitted to DDOT after each meeting.
- 9.2.7 The Contractor shall submit weekly and monthly progress reports to the DDOT CA throughout the life of the contract.
- 9.2.8 The monthly report shall summarize project progress, the schedule status, (completed tasks in the past period and tasks in the upcoming period), past changes and potential delays in the plan, a map showing the data collection progress and status of each traffic sign.

9.3 Task II –Traffic Sign and Sign-Post Inventory and Database Population

- 9.3.1 The Contractor shall review existing inventory and conditions data stored and evaluate all these applications. DDOT currently uses a Cityworks Asset Management System, Signworks System, and Cyclomedia Imagery. These applications together provide a platform in which the signs data are available for the whole district.
- 9.3.2 The Contractor shall extract the signs and signposts data captured in abovementioned data applications to build and to populate the first version of DC Traffic Sign Inventory and Assessment Management Database (TSIAMD).
- 9.3.3 The sign inventory (TSIAMD) extracted from the existing data applications will serve as the starting point. It includes all standard MUTCD, non-MUTCD signs, special signs, wayfinding signs, heritage signs, gateway signs, overhead signs, drivers feedback signs, LED warning systems, electronic signs and sign supports on all the district roads. Signs on the private property, temporary traffic control signs, or signs associated with driveway (private or otherwise) shall be excluded from the data collection and inventory.
- 9.3.4 The Contractor shall perform a detailed visual review process to extract all required sign inventory data using existing applications (Cityworks, Signworks and Cyclomedia Imagery).
- 9.3.5 The Contractor shall ensure that the asset and inventory information collected is compatible and integrated with both Cityworks and Signworks applications. The sign inventory shall be comprised of a database that includes both signs and signposts which are compatible with the Signworks database schema. Table 1 represents a generalized list of main attributes (Table 1).

Table 1. List of Main Sign Inventory Attributes in Inventory Database

Sign Inventory Attribute	Definition
<i>General Attribute</i>	
Street Name	Full official street name derived from centerline GIS data set provided by DDOT
Coordinates	Latitude and longitude location must yield an accuracy of +/- 10 centimeter, on the axis parallel to the roadway and ensuring correctness in both sequential order and position relative to the road, while maintaining relative positional accuracy between signs and posts.
Orientation	Direction signpost is facing (N, NE, E, SE, S, SW, W, NW)
Sign Category	Regulatory, Warning, Directional, Guide, School, Recreation, Information, General
Sign Type	Federal MUTCD designation or DDOT custom designation for specialized signs, Wayfinding, Gateway, and Heritage Trail.
Linear Referencing	DDOT's LRS route identifier, segment identifier and measure (in meters). <i>NOTE: this is accessible via DDOT Web service methods</i>
Functional Classification	Principal arterial, freeway, Minor arterial, collector, Local
<i>Signpost Attribute</i>	
Sign Post ID	The database ID of the sign post
Post Type	U-channel, Round, Square, Light Pole, Signal Mast, Wood, utility pole , perforated square steel, steel/aluminum tubes, I-beam ,etc.
Post Material	Steel, Wood, Concrete, brick, etc.
Status of Post	Active, Retired, etc. to be input by the Consultant at a later date as a way of tracking the asset.
Post Structure	Non-breakaway, breakaway, bend-away, etc.
Post Condition	Twisted, bent, rusted, corroded etc.
Date of Inventory	The date on which the signpost was inventoried. (If applicable)

Other Dates	Inspection, maintenance, replacement, etc., to be input by Consultant /FOB at a later date (If applicable)
Signpost Photo	Digital image of each signpost
<i>Sign Attribute</i>	
Sign ID and Post ID Number	Unique identifier for each inventoried asset. Each Sign record also has the ID of the Post on which it is mounted.
Sign Panel Size	MUTCD panel size should be verified using the sign inventory. Non-MUTCD signs should be measured. All panel sizes should be reported at an accuracy tolerance of +/- 1”.
Position on Post	Sign’s relative position, in column and row notation, among all signs mounted on the same structure. Top, middle, bottom, etc.
Sign Position	Left, Right, Overhead, Center, Median, Ground-mounted
Sign Coordinates	Global Positioning System (GPS) location, Latitude and Longitude, must yield an accuracy of +/- 10 centimeters, on the axis parallel to the roadway and ensuring correctness in both sequential order and position relative to the road, while maintaining relative positional accuracy between signs and posts.
Sign Designation	For MUTCD signs, the MUTCD code will be listed (for example, R1-1 for a standard stop sign). For non-MUTCD signs, a description of the sign will be listed. For parking signs time restrictions must be reported including restriction ID, and time restrictions (End Day, Start time, End time, and Hour limits).
Mount Height	Height from road ground to bottom edge of sign estimated from photo and snapped to current DDOT standards
Legend	Fully captured message of sign types with variable text
Status of Sign	Active, Retired, Missing, etc. to be input by consultant at a later date as a way of tracking the asset.
Sign Condition	Good, Fair, Critical rating and classification of defect types assessed through review of daytime digital images such as Twisted, Bent, Vandalized, View Obscured, sign down or missing, graffiti, damaged abuse, theft, storm, vandalism and adult physical force, corrosion etc.
Compliance with FHWA / MUTCD	Each sign will be assessed for Compatibility with MUTCD standards
Date of Inventory	The date on which the sign was inventoried. (If applicable)

Other Dates	Inspection, maintenance, replacement, etc., to be input by DDOT staff (If applicable)
Sign Photo	High resolution digital image of each sign

9.3.6 The Contractor shall prepare a report which briefly explains the structure of the Traffic Sign Inventory Database. This report also needs to provide a brief overview of existing data and extracted data from the Cyclomedia imagery.

9.4 Task III Sign Retroreflectivity Assessment and Data Collection

9.4.1 In addition to the inventory of all signs, select signs (as noted below) are required to be assessed for retroreflectivity. According to Sections 2A.07 and 2A.08 of the MUTCD, all regulatory signs, warning signs, guide signs, and object markers must meet the minimum retroreflectivity levels, with the following exceptions:

- Parking, Standing, and Stopping signs (R7, R8 series and customed made)
- Walking/ Crossing signs (R9 series, R10-1 through R10-4b)
- Non-traffic related signs
- Adopt-A-Block sign
- Heritage Trail signs
- Wayfinding signs
- Specialty signs
- Historical signs
- Acknowledgment signs
- All signs with blue or brown backgrounds
- Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

9.4.2 FHWA requires agencies to have a plan in place to maintain the minimum retroreflectivity levels. There are two methods described in the MUTCD by which agencies may assess the retroreflectivity of each sign, and replace only those that fail to meet the minimum levels. The two methods are:

- Visual Nighttime Inspection: The retroreflectivity of an existing sign is assessed by a trained sign inspector conducting a visual inspection from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels should be replaced.

- Measured Sign Retroreflectivity: Sign retroreflectivity is measured using a retroreflectometer. Signs with retroreflectivity below the minimum levels should be replaced.

9.4.3 The Contractor will assess the retroreflectivity level of each sign required to meet the standard. The Contractor shall use Visual Nighttime Inspection as it requires a shorter time frame and is less labor-intensive. For Visual Nighttime Inspection method, FHWA Comparison Panel Method may also be used to aid the assessment and condition rating. The assessment shall be conducted in accordance with all recommendations made in the FHWA policy guidance, including:

- Develop guidelines and procedures for inspectors to use in conducting the nighttime inspections and train inspectors in the use of these procedures.
- Conduct inspections at normal speed from the travel lane(s).
- Conduct inspections using low-beam headlights while minimizing interior vehicle lighting.
- Evaluate signs at typical viewing distances so that adequate time is available for an appropriate driving response.

9.4.4 As part of the database developed in Task II, a ‘retroreflectivity’ field will be present in the sign inventory and TSIAMD. If the Visual Nighttime Inspection method is used, each sign will be assigned a retroreflectivity value on a scale developed by the contractor, and the value will be recorded for each sign into the inventory. If the Measured Sign Retroreflectivity method is used, the mean retroreflectivity readings required for that type of sign (outlined in Table 2A-3 of the MUTCD) will be recorded for each sign into the inventory. Another field should be present in the database inventory clearly indicating (with a ‘yes’ or ‘no’) whether the sign has been assessed to meet the minimum retroreflectivity requirements; this field will be used by the DDOT Field Operations Branch to develop their signage maintenance plan.

9.4.5 Inspection vehicles shall be either a sport utility vehicle, van, or pick-up truck. The maximum age of inspection vehicles shall be 10 years old. The Contractor shall ensure that the windshield and headlamps of the inspection vehicles are cleaned prior to each inspection run.

9.4.6 The Contractor shall provide the date and time of retroreflectivity inspections, and inspector’s name, weather conditions, route, vehicle information and year of manufacture to DDOT for future reference.

9.4.7 The Contractor shall conduct a detailed visual data processing to extract sign conditions data and retroreflectivity records.

- 9.4.8 The retroreflectivity of all regulatory signs, warning signs, guide signs, and object markers will be assessed and reported in the database in accordance with all MUTCD guidelines and standards
- 9.4.9 The Contractor shall match records with signs data in the Traffic Sign Inventory Database (with sign ID) and shall store all signs conditions and retroreflectivity measurements data into the database (update table1). Also, the Contractor shall conduct quality control process to ensure that the database has been thoroughly checked and updated

Table 2A-3. Minimum Maintained Retroreflectivity Levels¹

Sign Color	Sheeting Type (ASTM D4956-04)				Additional Criteria
	Beaded Sheeting		Prismatic Sheeting		
	I	II	III	III, IV, VI, VII, VIII, IX, X	
White on Green	W*; G ≥ 7	W*; G ≥ 15	W*; G ≥ 25	W ≥ 250; G ≥ 25	Overhead
	W*; G ≥ 7	W ≥ 120; G ≥ 15			Post-mounted
Black on Yellow or Black on Orange	Y*; O*	Y ≥ 50; O ≥ 50			2
	Y*; O*	Y ≥ 75; O ≥ 75			3
White on Red	W ≥ 35; R ≥ 7				4
Black on White	W ≥ 50				–
¹ The minimum maintained retroreflectivity levels shown in this table are in units of cd/lx/m ² measured at an observation angle of 0.2° and an entrance angle of -4.0°.					
² For text and fine symbol signs measuring at least 48 inches and for all sizes of bold symbol signs					
³ For text and fine symbol signs measuring less than 48 inches					
⁴ Minimum sign contrast ratio ≥ 3:1 (white retroreflectivity ÷ red retroreflectivity)					
* This sheeting type shall not be used for this color for this application.					
Bold Symbol Signs					
<ul style="list-style-type: none"> • W1-1,2 – Turn and Curve • W1-3,4 – Reverse Turn and Curve • W1-5 – Winding Road • W1-6,7 – Large Arrow • W1-8 – Chevron • W1-10 – Intersection in Curve • W1-11 – Hairpin Curve • W1-15 – 270 Degree Loop • W2-1 – Cross Road • W2-2,3 – Side Road • W2-4,5 – T and Y Intersection • W2-6 – Circular Intersection • W2-7,8 – Double Side Roads 		<ul style="list-style-type: none"> • W3-1 – Stop Ahead • W3-2 – Yield Ahead • W3-3 – Signal Ahead • W4-1 – Merge • W4-2 – Lane Ends • W4-3 – Added Lane • W4-5 – Entering Roadway Merge • W4-6 – Entering Roadway Added Lane • W6-1,2 – Divided Highway Begins and Ends • W6-3 – Two-Way Traffic • W10-1,2,3,4,11,12 – Grade Crossing Advance Warning 		<ul style="list-style-type: none"> • W11-2 – Pedestrian Crossing • W11-3,4,16-22 – Large Animals • W11-5 – Farm Equipment • W11-6 – Snowmobile Crossing • W11-7 – Equestrian Crossing • W11-8 – Fire Station • W11-10 – Truck Crossing • W12-1 – Double Arrow • W16-5P,6P,7P – Pointing Arrow Plaques • W20-7 – Flagger • W21-1 – Worker 	
Fine Symbol Signs (symbol signs not listed as bold symbol signs)					
Special Cases					
<ul style="list-style-type: none"> • W3-1 – Stop Ahead: Red retroreflectivity ≥ 7 • W3-2 – Yield Ahead: Red retroreflectivity ≥ 7; White retroreflectivity ≥ 35 • W3-3 – Signal Ahead: Red retroreflectivity ≥ 7; Green retroreflectivity ≥ 7 • W3-5 – Speed Reduction: White retroreflectivity ≥ 50 • For non-diamond shaped signs, such as W14-3 (No Passing Zone), W4-4P (Cross Traffic Does Not Stop), or W13-1P,2,3,6,7 (Speed Advisory Plaques), use the largest sign dimension to determine the proper minimum retroreflectivity level. 					

E. Control Signs—Replacement of signs in the field is based on the performance of a sample of control signs. The control signs might be a small sample located in a maintenance yard or a sample of signs in the field. The control signs are monitored to determine the end of retroreflective life for the associated signs. All field signs represented by the control sample should be replaced before the retroreflectivity levels of the control sample reach the minimum levels.

F. Other Methods—Other methods developed based on engineering studies can be used.

Support:

05 Additional information about these methods is contained in the 2007 Edition of FHWA’s “Maintaining Traffic Sign Retroreflectivity” (see Section 1A.11).

Option:

06 Highway agencies may exclude the following signs from the retroreflectivity maintenance guidelines described in this Section:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

9.5 Task IV Sign Condition Rating Criteria and Retroreflectivity Level Assessment

9.5.1 After the inventory database has been populated and updated with DDOT database, imagery, sign retroreflectivity data, the contractor shall assess each sign for position, damage, legibility (including obstruction by tree or any other external barriers), obvious indications of structural distress or failure (including bent and damaged signs). Also, the Contractor shall specify all possible sign sheeting defects and their associated tolerances including cracking, peeling, shrinkage, fading or loss of color, vandalization, graffiti, loss of legibility. Then, the contractor shall use the following criteria for rating each sign performance:

- **CRITICAL-** Sign rated as critical does not serve and perform properly and need immediate replacement.
- **FAIR-** Sign rates as fair can be noted as requiring attention for additional assessment and future inspection if needed.
- **GOOD:** Sign rated as good fully complies DDOT and other required standards specifications and functioning very well without any sign of defection.

The visual illustration of sign condition and performance rating is shown on Table 2

Table 2. Sign Condition Rating Criteria Photo exhibition

Sign Description	Good	Fair	Critical
Speed Limit Sign			
STOP sign			

- 9.5.2 The Contractor shall update the Inventory Database according to the ratings, above, and shall notify DDOT of any signs rated “Critical” so that DDOT personnel may review, and schedule replacement or repair as needed to restore performance to the desired level. The Contractor shall ensure that each individual sign asset rating is attributed with the asset’s unique Sign ID so that conditions ratings may be transferred/linked in DDOT’s Cityworks system.
- 9.5.3 The Contractor shall record the retroreflectivity level of each sign as either “Pass” or “Fail”. All signs with retroreflectivity rate lower than the minimum levels, as shown in Table 2A-3 of the MUTCD (2010 Edition), are considered as a “Failed” sign (the Table has been attached to this section).
- 9.5.4 The Contractor shall flag any sign records which have quality issues. Relevant DDOT Divisions will be notified to review and approve correct signs before the traffic sign inventory is finalized.
- 9.5.5 The Contractor shall submit to the CA two (2) sets of electronic semi-final reports for review and approval. The report shall include the findings on critical conditions signs, conflicting signs, failed signs and non-compliance signs and associated sign photos. The report will include identification of defects ,sign attributes and detail information that will help to adequately generate detailed work orders.

9.6 **Task V Final Report and Products ,Technical Support, and Training**

- 9.6.1 The Contractor shall create a Web application to assist DDOT manage, plan and automate effective maintenance of the sign inventory. The final TSIAMS system consists of an interface in which the following updated characteristics are attained: mapping, filters and queries, Web-accessibility, capability to add, remove, and change signs predictive repair needs, point-and-click repair and replacement work orders to Cityworks, flexibility, expandability, user-friendliness and mobile-friendly (for tablet). All work activities in this web-based system shall be communicated with existing DDOT systems (i.e., Signworks and Cityworks) via RESTful API-based updates.
- 9.6.2 Once the Contractor formalizes the acceptance of the data and the functionality of the system according to the DDOT’s requirements, the Contractor shall submit the final report to DDOT with the results of findings regarding signs identified as having defects and the types of defects. The report information shall be available in the developed Web application too
- 9.6.3 The report shall include inventory summary, findings, and result report of sign and pole condition assessments. The report shall summarize conditions by wards, sign types, and criteria rating based on sign condition assessment and

reflectivity. The final report shall be in MS word, excel, PowerPoint, and PDF formats.

- 9.6.4 Contractor shall provide technical support through the duration of this contract.
- 9.6.5 The inventory database shall be accessible to DDOT personnel during the contract period of performance including any necessary troubleshooting of data and/or software necessary to transfer data to DDOT.
- 9.6.6 At the conclusion of the project, the database shall be deployed within DDOT-hosted Web and database servers.
- 9.6.7 The Contractor shall build a Web application which is compatible with Windows Server. Similarly, DDOT's preferred DBMS is SQL Server and any DBMS developed shall be delivered using the platform.
- 9.6.8 The contractor shall conduct in-person, hands-on training sessions and in-field demonstration. The training period must be at least two full days. The training will be attended by the DDOT personnel. The Contractor should demonstrate all functionalities of the database and TSMS including mapping, queries, how to add, remove or change signs.
- 9.6.9 The Contractor shall provide comprehensive training materials. These items shall also be prepared in an online format to supplement any in-person training to be utilized to train new users.

10. Period of Performance (“PoP”): 12 months from date of Award

11. DELIVERABLES

Item 11 does not encompass all deliverables required under the TO. This section highlights the major deliverables required under the TO. This section does not supersede the deliverable requirements included elsewhere in the TO or attachments.

SOW Reference	Deliverable	Method of Delivery	Estimated Task Duration	To Whom
9.2.1; 9.2.2,	Work Plan and Schedule	Electronic & Upload	2 weeks	CA
9.2.3	Kick-off Meeting	Office & Virtual	1 day	
9.2.4; 9.2.5	QA/QC Plan and Project Communication plan	Electronic & Upload	2 weeks	CA

9.2.6	Project meetings, Presentations and Minutes	Electronic & Upload	After each meeting through the duration of the contract.	CA
9.2.7	Weekly and Monthly Progress report	Electronic, Upload, & Hard Copy	Weekly and Monthly	CA
9.3.2	Sign Data Collection from DDOT applications: Cityworks, Signworks, and Cyclomedia street-level imagery	Electronic & Upload	8 weeks	CA
9.3.5	Report on the Structure of Traffic Sign Inventory Database to show compatibility with DDOT systems	Electronic, Upload, & Hard Copy	1 week	CA
9.4	Conduct Sign Retroreflectivity Assessment Data collection (shall be compatible with DDOT system, ie Signwork and Citywork)	Electronic & Upload	16 weeks	CA
9.4.7	Visual processing for signs condition and retroreflectivity	Electronic & Upload	6 Weeks	CA
9.4.9	Quality Control of Sign Data	Electronic & Upload	4 weeks	CA
9.5	Conduct Sign Condition Rating Criteria and Retroreflectivity Level Assessment	Hard Drive & Upload	6 weeks	CA
9.5.5	Provide Semi-Final Report of sign findings- Report of critical conditions signs, conflicting signs, failed signs and non-compliance signs and associated sign photos and detailed information to DDOT for easy creation of work orders	Hard Drive & Upload	2weeks	CA
9.6.2	Final Project Report	Hard Drive & Upload	1 week	CA
9.6.4	Technical Support	Electronic Office	Through the duration of the contract.	CA
9.6.6	Database Deployment within DDOT hosted Web and Server	Electronic Office	2 weeks	CA
9.6.7	Build Web Application	Electronic Office	Duration of the Contract	CA
9.5.7 and 9.5.8	Training and Training Materials	Training Session and Electronic Office	Through the duration of the contract.	CA

12. INSTRUCTIONS TO OFFERORS

12.1 Qualifications Due Date

12.1.1 Qualifications are due on or before 2:00 PM on __Tuesday August 9, 2022.

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

12.2 Organization and Content

12.2.1 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 13 of this TO RFQ.

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

12.2.3 Provide qualifications and experience regarding implementing best practices and strategies for pavement management and infrastructure data collection services, including:

12.2.4 Communication between stakeholders.

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

11.2.6 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.

13. 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) including 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.
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.

14. 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.

15. SPECIAL PROVISIONS RELATED TO COVID-19

15.1 Contractors who provide goods or perform services in person in District of Columbia facilities or worksites ("On-site Contractors") shall ensure that each of their employees, agents, subcontractors, and supervised volunteers have been either (i) fully vaccinated against COVID-19 (as defined herein) or (ii) have been granted one of the exemptions identified below, are undergoing weekly COVID-19 testing, and only reporting to the District workplace when such test result is negative.

15.2 Except as provided in 15.1, On-site Contractors may grant to their employees, agents, subcontractors, and supervised volunteers the following exemptions from vaccination against COVID-19:

- a. Persons who object in good faith and in writing that the person's vaccination would violate their sincerely held religious beliefs and the granting of the religious exemption would not impose an undue burden consistent with federal law;
- b. Persons who have obtained and submitted written certification from a physician or other licensed health professional who may order an immunization, that being fully vaccinated is medically inadvisable as a result of the person's medical condition. If such condition is temporary, a medical exemption may only be granted until the date on which taking the vaccine would no longer be medically inadvisable; or
- c. Persons who agree to be tested weekly for COVID-19 and provide a negative COVID-19 test result on a weekly basis.

15.3 On-site Contractors may only grant to their employees, agents, subcontractors, and supervised volunteers who work in (i) a public, public charter, independent, private, or parochial school in the District, or (ii) a child care facility regulated by the Office of the State Superintendent of Education, the exemptions described in 15.2(a) and (b), and shall not grant those persons the exemption described in 15.2(c).

15.4 On-site Contractors shall require their employees, agents, subcontractors, and supervised volunteers who have received one of the exemptions under 15.2 to wear a mask in the District facility or workplace and to provide the On-site Contractor with a negative COVID-19 test result on a weekly basis in order to report to work at the District facility or workplace.

15.5 The District may request a certification of compliance with this provision, proof of vaccination status, exemption documentation, and/or COVID-19 test results from On-site Contractors.

15.6 An On-site Contractor may impose stricter masking, vaccination, or testing requirements on their employees, agents, subcontractors, and supervised volunteers.

15.7 For purposes of this provision, “fully vaccinated” means a person has received all vaccines and boosters recommended by the CDC.

15.8 The Contractor is required to comply with City Administrator’s Order 2022-3, Mask Requirements Inside Certain District Government Buildings and Offices, dated April 14, 2022, and all substantially similar mask requirements including any modifications to the Order, unless and until they are rescinded.

13. CONTRACT ADMINISTRATOR (CA)

Name: Ogechi Elekwachi, Ph.D.
Title: Citywide Program Support Manager
Agency: District Department of Transportation
Address: 1338 G Street, SE, (Rear Alley), Washington, DC 20003
Telephone: (202) 369-7483

14. RECEIPT OF QUESTIONS

All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at jeralyn.johnson@dc.gov. 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 - DDOT