

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**

Category of Services: Category **G Geotechnical Investigations and Studies**

Title: Request for Qualifications (“RFQ”) for Subsurface Pavement & Geotechnical Engineering

Solicitation No: OCPTO220027

Date: August 15, 2022

1. BACKGROUND

The purpose of the Subsurface Pavement & Geotechnical Engineering project is to provide support and services for DDOT in pavement subsurface engineering, investigation, and analysis, pavement management and design services as needed and to support major programs of the agency, including rehabilitation, maintenance and preservation.

2. DISADVANTAGED BUSINESS ENTERPRISE GOAL

A DBE subcontracting goal for firms certified as DBE’s in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally-assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR. The DBE goal is 25 %.

3. TASK ORDER COMPETITION

The District is soliciting qualifications from three (3) firms awarded an A/E schedule containing Cat G Geotechnical Investigations and Studies of the A/E contract. One Firm-Fixed-Priced TO award is anticipated.

The three firms are:

- Salut-TLB;
- HDR Engineering; and
- EBA Engineering

4. APPLICABLE DOCUMENTS

Perspective Contractor's IDIQ Contract Terms and clauses

Work shall comply with but no limited to current practices and requirements of the District, the latest edition of:

<u>Item No.</u>	<u>Title</u>	<u>Link</u>
1	DDOT Design and Engineering Manual	https://ddot.dc.gov/page/design-and-engineering-manual
2	DDOT Standard Specifications for Highways and Structures	https://wiki.ddot.dc.gov/display/public/COMP/Standards
4	FHWA Manual on Uniform Traffic Control Devices	https://wiki.ddot.dc.gov/display/public/COMP/Standards
5	DDOT Work Zone Manual	https://wiki.ddot.dc.gov/display/public/COMP/Standards
6	American Association of State Transportation Official - AASHTO	https://aashtojournal.org/2018/09/28/aashto-releases-7th-edition-of-its-highway-street-design-green-book/
7	American Society for Testing and Materials - ASTM	https://webstore.ansi.org/sdo/ASTM

5. SCOPE OF WORK

Work includes engineering, testing and design services to determine surface and subsurface pavement characteristics, investigation of pavement deficiencies to identify cause for roadway failures and perform the required engineering analysis for proper treatment recommendation. Methods for subsurface investigations and analysis shall include but are not limited to:

- Pavement Coring and Test pits,
- Dynamic Cone Penetrometer (DCP),
- Falling Weight Deflectometer (FWD),
- Ground Penetrating Radar (GPR),
- Project and network Pavement Data Review and Analysis,
- Development of a project coordination and investigation plan,
- Field investigation and operation,
- Laboratory testing,
- Subsurface data and database management,
- Data analyses, interpretation and reporting

Services will be assigned by work order defining the scope of work and expected outcomes. A detailed work plan shall be developed by the consultant with the list of locations to be investigated, the specific tests required and schedule to complete. The goal is to properly identify the causes of the failures and develop/design the most effective and efficient remedy. This includes coordination with internal and external stakeholders.

Work includes field investigation to validate roadway condition rating (PCI) data and review the Pavement Management Database, monitor the performance of treatments applied, analyze condition data, including required data under the latest FHWA metrics for the NHS (interstates and non-interstates).

6. DELIVERABLES

The specific deliverables will be identified under each work order, and includes:

- Developing borings logs, subsurface profiles and summarize the subsurface conditions encountered based on the corings/borings.
- Results of analysis and interpretation of various field data to estimate the pavement thickness along the proposed locations and provide results of the pavement layer thicknesses information.
- Perform pavement evaluation and analyses based on field data, traffic loads, as well as

the latest pavement condition data.

- Prepare complete geotechnical/pavement engineering report summarizing findings and recommendations in accordance with generally accepted standards. The report will contain the following, but not limited to:
 - A review of existing site conditions, major features including geological conditions;
 - Results of the field and laboratory tests;
 - Maps, GIS information including shape files, tables, or KMZ files of boring locations, as needed for integration into DDOT systems
 - Summary and review of subsurface conditions encountered including soil/subgrade types and physical properties, boring logs, subsurface profiles, and depth to groundwater (if encountered);
 - Summary of GPR, FWD test procedures and results;
 - Recommendations and solutions for major geotechnical and pavement issues;
 - Summary of engineering analyses and findings; and
 - Geotechnical and pavement recommendations for the identified locations, including optimized rehabilitation plans and subgrade stabilization as required.

7. KEY PERSONNEL REQUIREMENTS

Project Manager: The Project Manager shall have at a minimum 10 years experience managing the types of work required in this solicitation.

Senior Geotechnical/ Pavement Engineer: The Senior Geotechnical Engineer shall have at a minimum 7 years of experience in pavement geotechnical engineering and subsurface investigation, data analysis, interpretation and pavement design and treatment recommendation.. A Professional Engineer (PE) License in the District of Columbia is required.

Geotechnical/Pavement Engineer: This individual shall have at a minimum 5 years experience performing pavement investigation and testing including experience in the field and analysis of related data including pavement structure analysis and design, pavement deterioration analysis, laboratory testing and materials engineering.

Civil Engineer: This individual shall have at a minimum 5 years experience in pavement management, including but not limited to pavement design, condition data and treatment history analysis, data interpretation deterioration and forecasting and mapping.

Geotechnical Technician: The Geotechnical technician shall have at a minimum 5 years experience in collecting and analyzing samples of pavement, soil, rock, and other earth

materials to determine pavement material types and samples required for laboratory testing and analysis.

The Consultant shall work with the Department's Project Manager and coordinate with various offices, utilities, developers and permitting agencies.

8. TASK ORDER SPECIAL PROVISIONS

8.1. OPTION TO EXTEND THE TERM OF THE CONTRACT

8.1.1. The District may extend the term of this contract for a period of one (1) 12-month option period, 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.

8.1.2. If the District exercises this option, then the extended contract shall be deemed to include this option provision.

8.1.3. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

8.1.4. DDOT will review the required deliverables at each design milestone as outlined in section 5 ("Scope of Work") to determine if each option exercise is in the best interest of the District.

The duration of the contract shall be 12 months. The District may extend the term of the contract for a period of 1-year option period.

8.2. WORK ORDER ISSUANCE AND ADMINISTRATION

8.2.1. The Consultant shall not commence work until notification of work order approval has been transmitted by the CA.

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

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

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

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

8.2.1.4.1. The Consultant's proposal for a work order shall contain data that are sufficient to demonstrate an understanding of the work including, without limitation, the identity of personnel, quantity of hours, and Other Direct Costs ("ODC") required to accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the Work order.

8.2.1.5. 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.

8.2.1.6. Work order approval notifications shall be communicated in writing. Electronic mail and messaging, internet-based shared data sites, hand delivery, and U.S. Mail are acceptable.

8.2.2. Emergency work order

8.2.2.1. The CA shall ensure urgent requirements are clearly communicated as Emergency.

8.2.2.2. Emergency work orders may be communicated via phone or email.

8.2.2.3. The Consultant shall acknowledge Emergency work orders with one hour of notification and begin performance within four hours.

8.2.2.4. Emergency work orders do not need to comply with Section 4.2.1 prior to work start, but the Consultant shall comply with Section 4.2.1 as soon as practicable thereafter.

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

8.2.4 The successful offeror shall provide DDOT, with a list of people to contact in the event of an emergency, with home phone numbers, cell phone numbers and office numbers.

9 SPECIAL PROVISIONS RELATED TO THE COVID-19

9.1 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.

9.2 Except as provided in 8.3, 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.

9.3 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 8.2(a) and (b), and shall not grant those persons the exemption described in 8.2(c).

9.4 On-site Contractors shall require their employees, agents, subcontractors, and supervised volunteers who have received one of the exemptions under 8.2 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.

9.5 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.

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

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

9.8 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.

10. INSTRUCTIONS TO OFFERORS

10.1 Qualification Due Date:

10.1.1 Submissions are subject to the following limitations:

10.1.2 SF 330, Section D, shall include key staff and the role as proposed for the project. Please provide general availability for the project during the contract period.

10.1.3 SF 330, Section F, shall not exceed 7 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.

10.1.4 SF 330, Section H, shall not exceed 30 pages.

10.1.5 Qualifications are due on or before 2:00 pm Friday September 2, 2022.

10.2 Organization and Content

10.2.1 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.

10.2.2 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirements 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 11 of this TO RFQ.

- 10.3 Provide qualifications and experience regarding implementing best practices and strategies for the stated scope of work, including Communication and coordination between internal and external stakeholders; scheduling, Risk Identification and management/mitigation strategies as needed.
- 10.4 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.

1. EVALUATION OF QUALIFICATIONS

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

- 1. Professional qualifications necessary for satisfactory performance of required services; (30 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. (10 Points)

Total Possible Points: 100

2. 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.

11. CONTRACTING OFFICER’S REPRESENTATIVE (CA)

Name: Wolde Makonnen
Title: Civil Engineer
Agency: District Department of Transportation
Address: 250 M Street, SE Washington, DC 20003
Telephone: 202-671-4684

12. 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