

# Government of the District of Columbia

## Department of Transportation



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

**Date:** 07/15/2022

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

**Title:** Request for Qualifications (“RFQ”) for the Permanent Curb Extension Study

**Solicitation No.:** OCPTO220032

#### **1. PROJECT BACKGROUND**

For the past 5 years, DDOT has been installing an increasing amount of tactical pedestrian safety improvements to quickly address safety concerns throughout the district. Most of these interventions are tactical curb extensions. Curb extensions help increase the visibility of pedestrians crossing, shorten their crossing distance, and reduce the speed of turning vehicles. By implementing these projects in a tactical form rather than permanent curb and gutter, DDOT can address more problem areas quicker with the same resources needed to install a single permanent intervention.

DDOT has re-visited sites with existing tactical curb extensions to make them permanent, but this usually only occurs when a site is within a capital project. This study would use DDOT’s existing inventory of tactical installations and develop a methodology for identifying locations for upgrades through a prioritization phase, a feasibility phase, and take 20 locations to 30% design. Prioritization will be evaluated based on the following categories: crash history, pedestrian exposure, roadway characteristics, Equity Emphasis Areas, and High Injury Network. The feasibility analysis will be a screening to address any issues that might arise during the design process. Conditions that will be included in feasibility analysis will include stormwater and utility constraints; slope and ADA accessibility; traffic signal relocation; street lighting and intersection geometry; roadway classification; and bus and emergency routes.

DDOT utilizes tactical curb extensions as a key tool in addressing safety as they can be quickly installed therefore realizing the safety benefit quickly. However, there is growing community concern that tactical projects do not have a path to become permanent and rather stay temporary for an extended period with little to no maintenance. Community pushback on use of tactical curb extensions may compromise DDOT’s ability to quickly deploy safety measures. By developing an approach and pipeline for tactical curb extensions, DDOT will be able to demonstrate a commitment to upgrading tactical curb extensions, thus preserving community support and DDOT’s ability to install tactical curb extensions.

Once the study is completed, the processes and methodologies identified will be continuously utilized by DDOT for identifying curb extension locations to upgrade from tactical to permanent each year.

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### 2. TASK ORDER COMPETITION

The District is soliciting qualifications from three (3) firms awarded an A/E schedule containing Category L – Bicycle & Pedestrian Studies, Planning, & Design including the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- Kimley-Horn and Associates, Inc.
- Kittelson & Associates, Inc.
- RK&K, LLP

### 3. APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

- DDOT Design and Engineering Manual, (2019)  
[https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2017-06-30\\_DDOT\\_DEM.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2017-06-30_DDOT_DEM.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\\_Standard\\_SpecificationsHighwaysStructures\\_2013.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_Standard_SpecificationsHighwaysStructures_2013.pdf)
- DDOT Environmental Policy and Process Manual,  
<https://ddot.dc.gov/page/ddot-environmentalpolicy-and-process-manual-0>
- NACTO Urban Bikeway Design Guide,  
<https://nacto.org/publication/urban-bikeway-design-guide/>
- DOEE, Standards and Specifications for Soil Erosion and Sediment Control (current version) – September 2017
- DDOT Vision Zero Action Plan – Latest Edition  
[https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page\\_content/attachments/VZActionPlan\\_forWebsite\\_FINAL-UPDATED\\_Part1.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/VZActionPlan_forWebsite_FINAL-UPDATED_Part1.pdf)
- DDOT Curbside Management Study – Latest Edition  
<https://dcgov.app.box.com/v/curbside-management-study-2014>

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#### **4. DISADVANTAGED BUSINESS ENTERPRISE GOAL**

A 21% DBE subcontracting goal for firms certified as DBEs 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.

#### **5. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY**

**5.1** 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.

**5.2** Except as provided in 5.3, 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.

**5.3** 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 5.2(a) and (b), and shall not grant those persons the exemption described in 5.2(c).

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**5.4** On-site Contractors shall require their employees, agents, subcontractors, and supervised volunteers who have received one of the exemptions under 5.2 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.

**5.5** 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.

### **6. KEY PERSONNEL REQUIREMENTS:**

A successful project team will be multidisciplinary with skills and experience in a variety of technical areas to provide programmatic guidance. Further, the team should have deep urban area experience consisting of nationally recognized experts in the field.

- **Project Manager** – This individual shall have a minimum of 5 years’ experience conducting projects that have pedestrian and bicycle infrastructure and safety components and development of projects that require moving the curb line in an urban environment.
- **Civil Engineer** – This individual shall have a minimum of 3 years’ experience designing roadways including projects that require shifting the curb. The Civil Engineer shall be a licensed PE in Civil Engineering in the District of Columbia at the time of the offeror’s submission of qualifications.
- **GIS Technician** - The GIS technician shall have a minimum of 3 years’ experience with complex GIS analysis and experience with ArcGIS Online and creation of Dashboards.

### **7. SCOPE OF WORK:**

The Office of Contracting and Procurement, on behalf of the District Department of Transportation seeks a contractor to use DDOT’s existing inventory of tactical installations to develop a methodology for identifying locations for upgrades through a prioritization phase and a feasibility phase and take 20 locations to 30% design.

#### **7.1 Kick-off Meeting**

The Consultant shall schedule a kick-off meeting with the DDOT project team to review project scope and timeline. The DDOT project team should include members from Traffic Engineering & Signals Division (TESD), Planning & Sustainability Division (PSD), Vision Zero (VZ), Low Impact Development (LID) and Performance Management.

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DDOT will provide consultant with all required data. This includes, but is not limited to: crash history, roadway characteristics, Equity Emphasis Areas, High Injury Network, bus routes, and emergency routes. The Consultant shall provide a meeting agenda and meeting minutes for each meeting.

### **7.2 Biweekly Updates**

The Consultant shall meet virtually with the DDOT project manager biweekly to review updates and deliverables. The Consultant shall provide a meeting agenda and meeting minutes for each meeting.

### **7.3 Invoices and Progress Reports**

The Consultant shall develop comprehensive monthly invoices that includes the work of the Prime Consultant and all subconsultants (if applicable) during the preceding month. The invoice shall include all certifications by the Prime and any subconsultants, receipts for direct costs, excel spreadsheets with no locked cells showing formulas, and calculations of any CBE monthly expenditures. The Consultant will prepare an Excel document that shows current month and cumulative expenditures and hours, percent complete, by Consultant/Subconsultant and by Task/Subtasks. The Technical Consultant shall ensure that all subconsultant activity is included in monthly invoices.

### **7.4 Prioritization and Dashboard**

The Consultant shall prepare a methodology for prioritizing locations of tactical installations to be upgraded to concrete. The methodology shall reflect DDOT's mission and priorities, with an emphasis on identifying locations that upgrading curb extensions from tactical to permanent will provide the largest safety impact. The Consultant shall conduct a workshop with identified DDOT stakeholders to discuss criteria and submit a draft methodology to DDOT for review prior to finalizing the methodology. Criteria for the prioritization includes, but is not limited to:

- Crash history
- Vision Zero High Priority Network
- Equity Emphasis Areas
- Upcoming DDOT projects
- Size and scale of tactical installation
- Missing pedestrian infrastructure
- 311 requests
- ANC resolutions

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The Consultant shall create a Dashboard that provides the prioritized list of locations through live links and evaluation of each prioritization criteria. They shall coordinate with DDOT's Performance Management Team to host the Dashboard on DDOT's server and provide the final methodology along with the Dashboard.

### **7.5 Feasibility Analysis**

The Consultant shall prepare a feasibility analysis checklist, and compile required data, to be completed for each curb extension location to help inform both the design and cost estimate of the upgrade. The consultant will work with the DDOT project team to identify items on the feasibility checklist as well as the constraints that would make an upgrade infeasible. This feasibility checklist should account for stormwater and utility constraints; slope and ADA accessibility; traffic signal relocation; streetlighting and intersection geometry; roadway classification; bus and emergency routes; and historic review. The Consultant shall submit a draft feasibility analysis to DDOT for review prior to finalizing the checklist.

### **7.6 Conceptual and 30% Design**

Once the prioritization and feasibility phases have been completed on the existing inventory of tactical curb extension locations, provided by DDOT, the consultant shall take the top 20 locations to 30% design. The Consultant shall coordinate with the DDOT project team to confirm the conceptual design, and provide DDOT with 30% plans, per DEM standards, for the 20 locations. The Consultant shall submit the 30% plans as well as the design files once complete.

### **7.7 Report**

The Consultant shall provide a final report that will document the process and methodology for determining the factors involved in prioritizing the locations and assessing feasibility so the process can be replicated in the future. The report shall also include a preliminary engineering report justifying the methods and approach to design as required by the DEM for 30% Design. The preliminary engineering report will outline the design alternatives, potential design exceptions, preliminary cost estimates, issues, resolutions, findings, and all public involvement results and conclusions.

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**8. DELIVERABLES**

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contract Administrator (“CA”) identified in Section 11 in accordance with the following:

<b>SOW Reference</b>	<b>Deliverable</b>	<b>Method of Delivery</b>	<b>Due Date</b>
5.1.1	Kick-off Meeting	Virtual	By Week 4
5.1.2	Biweekly Update Meetings	Virtual	Biweekly
5.1.3	Invoices and Progress Reports	Digital	Monthly
5.2	Draft Prioritization Methodology & Dashboard	Digital	Week 12
5.2	Final Prioritization Methodology & Dashboard	Digital	Week 15
5.3	Draft Feasibility Analysis	Digital	Week 27
5.3	Final Feasibility Analysis	Digital	Week 34
5.5	Draft Report	Digital	Week 42
5.4	20 Concept Designs	Digital	Week 42
5.4	30% Plans	Digital	Week 49
5.5	Final Report	Digital	Week 52

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### 8.1 Inspection and Acceptance

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the scope requirements or District standards, the District may require the Contractor to repeat these services at no increase in the Purchase Order amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to scope requirements. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to scope requirements, the District may (1) by agreement or otherwise, perform the services and charge the Contractor any cost incurred, or (2) terminate the Purchase Order for default.

## 9. PERIOD OF PERFORMANCE

The project is to be completed and delivered within fifteen (15) months from the Notice to Proceed (NTP) date.

## 10. INSTRUCTIONS TO OFFERORS

### 10.1 Qualifications Due Date

- Submissions, in whole, shall not exceed 20 pages in length.
- Qualifications are due on or before 2:00 PM on July 29, 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 Mohammad Siddiqi at [mohammad.siddiqi@dc.gov](mailto:mohammad.siddiqi@dc.gov) and Jeralyn Johnson at [jeralyn.johnson@dc.gov](mailto:jeralyn.johnson@dc.gov). Inclusion of other materials by reference will not be considered. All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at [jeralyn.johnson@dc.gov](mailto:jeralyn.johnson@dc.gov). The DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

**10.2.2** 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 14 of this TO RFQ.

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



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**10.2.4** Provide qualifications and experience regarding implementing best practices and strategies for roadway design, including, Avoidance and mitigation of impacts in public space adjacent; Public Outreach and communication between stakeholders; Experience utilizing QA/QC processes and their ability to ensure contract compliance; Identification, management, and mitigation of project risks.

**10.2.5** 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.

**10.2.6** Communication between stakeholders.

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

## 11. 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, their relative importance for this requirement are as follows:

**11.1** Professional qualifications necessary for satisfactory performance of required services; (20 Points)

**11.2** 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)

**11.3** Capacity to accomplish the work in the required time; (20 Points) and

**11.4** 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:

**11.5** District eVAL

**11.6** 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**

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**12. 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.

**13. CONTRACTING OFFICER’S REPRESENTATIVE (CA)**

**Name:** Emma Blondin

Transportation Planner

**Agency:** District Department of Transportation

**Address:** 250 M Street, SE Washington, DC 20003

**Phone:** 202-391-2767

*Sincerely,*

Jeralyn Johnson, Contracting Officer – DDOT  
C.C: Emma Blondin, DDOT