

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: August 31, 2023

Category of Services: Category F – Transportation
Planning Studies

Title: Request for Qualifications (RFQ) for the Anacostia
River Trail: Arboretum Bridge to Maryland Avenue
Connector Feasibility Study

Solicitation No.: OCPTO220067

1. BACKGROUND

The Arboretum Bridge to Maryland Ave Connector is a multi-use trail located in Ward 5, west of the Anacostia River. The proposed ~1.1-mile trail runs southwest from the terminus of the Arboretum Bridge Project to M Street NE. The trail will ultimately connect to the new Arboretum Bridge, providing a seamless connection for Ward 5 residents to the Anacostia River Trail and a bicycle and pedestrian crossing point over the Anacostia River.

Currently, to cross the river without this proposed connection, people in Ward 7 must travel from Kenilworth Aquatic Gardens either 1.5 miles south, to Benning Road, or 2.5 miles north, to the pedestrian bridge at Bladensburg Waterfront Park. These distances make it difficult for residents of Eastland Gardens, Kenilworth or Deanwood to walk or bike across the Anacostia River.

A consideration of this project is the hours of operations of the National Arboretum. The National Arboretum gates are open from 8:00am-5:00pm daily. The National Arboretum is administered by the U.S. Department of Agriculture's Agricultural Research Service and a lack of resources makes extending the hours infeasible. To make this trail a usable method of transportation for people commuting outside of the listed hours of operation, DDOT is interested in examining alignments that could circumvent the National Arboretum property or relocate Arboretum fencing.

The primary purpose of this project is to conduct conceptual planning to develop alternatives to connect the terminus of the Arboretum Trail Bridge and M ST NE. The Consultant shall develop up to three concepts that will provide a 12' wide trail where possible, identify potential design issues and design solutions to accommodate the trail at these locations, identify all property owners along the proposed alignments, and provide wayfinding and emergency response markers for users.

A key challenge for this project is how to handle the Clean Rivers Impervious Area Charges (CRIAC) and the D.C. Municipal Separate Storm Water Sewer System (MS4) fees administered by DC Water. A key goal of this project is minimizing the amount of new impervious surfaces outside the DDOT ROW.

This Task Order (TO) will allow the District to secure the services of an experienced and qualified planning and design firm, hereinafter referred to as “Consultant,” to prepare a conceptual development plan for the Arboretum Bridge to Maryland Ave Connector trail.

The design, when carried forward for eventual construction, will result in:

- A component of the regional multi-use trail system in the D.C. region to use for transportation and recreation.
- Improved bicycle and pedestrian accessibility to the Anacostia River, National Arboretum, and Kenilworth Park.
- Additional opportunities for District residents and visitors to experience the culture and history that the District has to offer, without the use of motor vehicles.

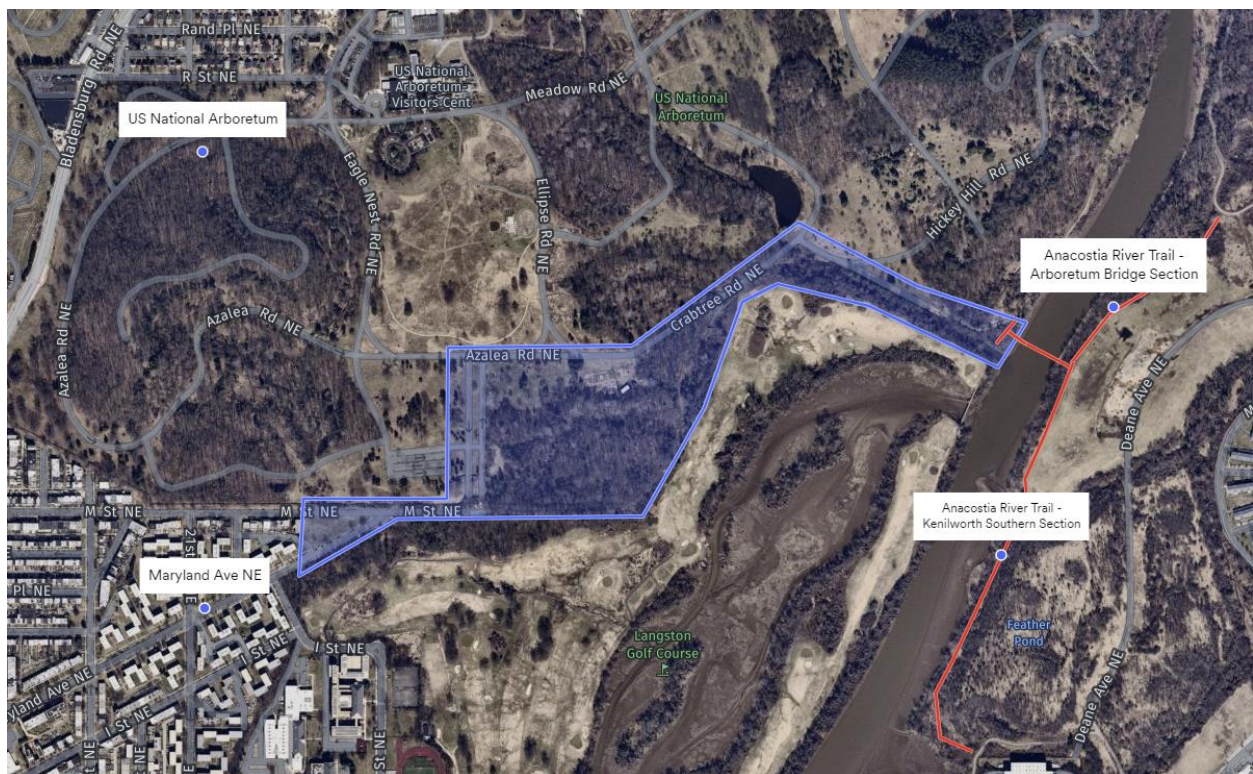


Figure 1: Project Area Limits

2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category F- Transportation Planning Studies in accordance with the provisions of the A/E contract. It is anticipated that one Specific Rates of Compensation TO will be awarded. The three firms are:

- EXP U.S. Services
- Sam Schwartz Consulting, LLC

- Whitman, Requardt and Associates, LLP

3. APPLICABLE DOCUMENTS:

- Contractor's respective IDIQ terms and clauses
- Design Standards and Guidelines. All design deliverables shall be completed in accordance with the following design standards and guidelines:
 - [AASHTO Manual on "A Policy on Geometric Design of Highways and Streets", 7th Edition, 2018](#)
 - [AASHTO Guide for the Development of Bicycle Facilities, 2012](#)
 - [DC Streetlight Policy and Design Guidelines, 2013](#)
 - [DC Work Zone Safety and Mobility Policy, 2007](#)
 - [DOEE Stormwater Management Guidebook, 2020 \(SWGB\)](#)
 - [DDOT Standard Specification Soil Erosion and Sediment Control, 2003](#)
 - [DDOT Design and Engineering Manual 2019](#)
 - [DDOT Environmental Policy and Process Manual 2nd Edition, 2012](#)
 - [DDOT Green Infrastructure Standards, 2014](#)
 - [DDOT Standard Specification of Highways & Structures, 2013](#)
 - [DDOT Standard Drawings, 2015](#)
 - [DDOT Temporary Traffic Control Manual Guidelines and Standards, 2006](#)
 - [DDOT Right-of-way Manual, 2019](#)
 - [DDOT Pedestrian Safety and Work Zone Standards, 2010](#)
 - [DDOT Bicycle Facility Design Guidelines - Version 2.0, 2020](#)
 - [DC Public Realm Design Manual, 2019](#)
 - [FHWA Final Rule on Work Zone Safety and Mobility, 2004](#)
 - [MUTCD, All Safety practices and requirements must meet the MUTCD, 2012](#)
 - [ASCE C-I 38-02, Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, 2002](#)
 - [NACTO, Urban Bikeway Design Guide, 2nd Edition, 2014](#)
 -
- All final deliverables should be Section 508 (of the Rehabilitation Act of 1973) compliant so that the materials can be read while using a screen reader.

4. SUBCONTRACTING REQUIREMENTS

(a) Mandatory Subcontracting Requirements

- (1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- (2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- (3) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.

- (4) Except as provided in (a)(5) and (a)(7), a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (5) A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (6) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- (7) A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

5. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

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, and all substantially similar vaccine requirements including any modifications to this Order, 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.

6. STATEMENT OF WORK ("SOW")

The Consultant shall achieve the following planning milestones in accordance with the TO and the activities outlined below for each phase of the project.

The project shall encompass all activities for the Consultant to provide and complete Conceptual Engineering, including Right-of-Way, public engagement, and order of magnitude cost estimates on the project. The goal of the project is to develop conceptual engineering sufficient to establish the trail constructability, trail elements, and trail alignment.

6.1 Project Description

Work under this TO consists of the feasibility study of a potential multi-use trail for pedestrians and bicyclists connecting the Arboretum Bridge with Maryland Avenue NE.

Limit of work: From west most boundary of the National Park Service Reservation #695 to the terminus of the Arboretum Bridge on the west bank of the Anacostia River, northeast of Hickey Run.

The project shall include an investigation into a new multi-use trail that connects the public Right-of-Way on Maryland Avenue NE with the Anacostia River Trail via the Arboretum Bridge. The project shall identify and evaluate up to three concept alternatives with special attention to logical termini and limited environmental impacts. The end goal is to have this portion of trail match the hours of the existing Anacostia River Trail (dawn to dusk) for a seamless user experience. The consultants should keep in mind the limited hours of the National Arboretum when designing the alternatives.

Consultants will also have to provide a legal and feasible solution to the challenges (outlined above) by the mandatory CRIAC and MS4 fees. DDOT would like the Consultant to propose 3 solutions that would allow this project to move forward without having the US National Arboretum be the responsible party for paying any additional CRIAC and MS4 fees.

The consultant shall identify and document key issues and challenges to developing the trail. The consultant shall identify other projects under development throughout the corridor for consistency and coordination. The consultant will be required to coordinate with the United States National Arboretum (USNA) and the National Park Service (NPS) prior to any planned site visit to receive permission to access the property.

6.2 Project Management

Key Personnel Requirements

Principal-in-Charge (PIC). The PIC shall have a minimum of fifteen years of experience conducting and managing the types of projects required in this solicitation.

Project Manager. The Project Manager shall have a minimum of ten years of experience in planning, design, and/or civil engineering of multi-modal transportation projects, including feasibility studies or concept plans of multi-use trails in an urban context. The project manager shall have experience working with multiple stakeholders on federal and local property.

Trail Design Lead. The Trail Design Lead shall have a minimum of five years of experience in the planning and design of multi-use trails in an urban context.

Stormwater Management Specialist. The Stormwater Management Specialist shall have a minimum of ten years of experience in the design and permitting of transportation infrastructure projects including projects on federal lands. The individual shall have a strong understanding of DOEE and DC Water's stormwater regulations, specifically the Clean Rivers Impervious Area Charges (CRIAC) and the D.C. Municipal Separate Storm Water Sewer System (MS4) fees. The specialist should understand how the CRIAC/MS4 fees affects parcels that are providing a land easement for use as a transportation network. Finally, the individual shall have strong knowledge of DDOT's green infrastructure standards and specifications.

Public Engagement Specialist. The Public Engagement Specialist shall have a minimum of five years of experience in the facilitation of public engagement programs on infrastructure projects, including developing outreach materials and meeting facilitation with diverse communities.

Environmental Specialist. The Environmental Specialist shall have a minimum of five years of experience developing environmental documents for multimodal corridor projects at the conceptual to preliminary engineering level in accordance with NEPA and DC Environmental Policy Regulations.

Graphics/Rendering Specialist. The Graphics/Rendering Specialist shall have a minimum of three years of experience developing graphics, photo-simulations, renderings, maps, and visualizations supporting multimodal transportation planning projects.

6.3 Kick-Off Meeting

The Consultant shall prepare for and attend a kick-off meeting to initiate the project. Key personnel from the Consultant and DDOT will be introduced, and communication protocols established. The contents of the Work Plan and schedule will be discussed along with the requirements, schedule, and deliverables for each task.

Deliverable 1: Kick-off meeting: prepare agenda; attend; and record, write, and post-meeting minutes.

6.4 Project Management Plan

Within two weeks from the kickoff meeting, the Consultant shall provide a Project Management Plan (PMP) containing a performance schedule (including significant milestones required for successful performance); detailed tasks and approaches to performing the required work; the management and communications strategy; and other PMP components as appropriate. The schedule shall represent the Consultant's good faith estimate of the time required to perform each task within the Period of Performance ("PoP") and expenditures required to complete significant activities. The schedule shall be provided *in Microsoft Project* for DDOT staff and the Consultant to adjust, as required. A schedule will also be developed as a user-friendly, public-facing, Microsoft Excel document.

The PMP shall include:

- A performance schedule, Microsoft Project and in Microsoft Excel (public-facing document) showing significant milestones and a PoP for each Task.
- An estimate for expenditures for the activities identified.
- Sufficient detail to adequately analyze the performance schedule for adequacy and reasonableness in comparison to the TO.
- Communications plan (internal and external).
- Budget and Resource Management Plan. This plan shall be developed for each task. Personnel resources should be identified for each project task.
- Stakeholder Management Plan. In association with DDOT, the Consultant shall develop a list of preliminary stakeholders inclusive of internal and external agencies. Organizations, addresses, and contact information, including names, phone numbers and email addresses should be included in this list. The stakeholder list shall be maintained and updated throughout the project duration.
- Risk Management Plan (RMP) (Risk Register/potential mitigations). The RMP shall be updated as required.

DDOT's Contract Administrator ("CA") shall approve the Project Management Plan.

Deliverable 2: PMP Outline, Draft, and Final Project Management Plan, updated as required.

6.5 Bi-weekly coordination meetings with DDOT's CA

Consultant shall conduct bi-weekly coordination/progress meetings with DDOT's CA and other stakeholders, when applicable, to provide updates and coordinate efforts. The Consultant shall document progress, key issues, and "red flags" during each bi-weekly meeting. Meeting agendas shall be provided more than two days in advance of the bi-weekly coordination meeting and presented to the DDOT's CA for approval and/or modification. Meeting minutes shall be provided within one business day of the bi-weekly coordination meeting and presented to the DDOT's CA for approval and/or modification.

Deliverable 3: Bi-weekly coordination meeting with the CA or other members of the DDOT Project Team.

6.6 Routine Communications

The Consultant shall be responsible for preparing routine emails, letters, and conducting routine telephone calls, as required, throughout the project duration.

Deliverable 4: Routine emails, letters, and telephone calls, as required.

6.7 Invoicing and Progress Reports

The Consultant shall provide a draft invoice for informal review with the CA prior to formal submittal within the PASS electronic system. The formal invoice shall be submitted within PASS in accordance with District of Columbia requirements. A progress report shall accompany each invoice providing a list of completed activities and ongoing activities during the invoice period, "red flags" or issues that cause a risk to the project in terms of budget, schedule, personnel or other resources and external risks, anticipated next steps/activities during the next invoice period, a budget summary that includes the percentage of the budget incurred during the invoice period and cumulatively for all Consultants, and the CBE/DBE percentages achieved during the invoice period and cumulatively.

Deliverable 5: 12 invoices and associated progress reports

6.8 Stakeholder Coordination

The Consultant shall assume preparation for and attendance and development of post-meeting summaries of up to six (6) coordination meetings with stakeholders. Stakeholders may include but are not limited to: The National Arboretum, NPS, WMATA, PEPCO, SHPO, DC WATER, NCPD, CFA, DOEE, and Washington Gas.

Deliverable 6: Six (6) stakeholder coordination meetings

6.9 Public Meetings

The Consultant shall assume preparation for and attendance and development of logistics, agendas, materials, and post-meeting summaries of up to two (2) public meetings. DDOT will be responsible for

developing the stakeholder outreach list, but attendee recruitment tactics should be conducted by the consultant as well including but not limited to printing and distributing door hangers.

The consultant shall assume preparation for and attendance, materials, and post-meeting summaries of up to two (2) community meetings (such as ANC Meetings). The purpose of the meeting will be to obtain input for the development of concepts from interested members of the public including but not limited to, residents, commercial property, owners, and corridor users. The Consultant shall participate in a planning work session meeting with DDOT at the beginning of the project to complete the public engagement plan, schedule milestones, discuss the public involvement process and refine the project deliverables. The Consultant shall prepare meeting agenda and handouts, as well as other tools to convey ideas to the public including, but not limited to: maps, graphic renderings, cross-sections, photo simulations, charts, graphs, and other visual media. DDOT would like a graphic rendering of the section of trail over Hickey Run.

Deliverable 7: Develop maps, graphic renderings, cross-sections, photo simulations, charts, graphs, and other visual media to be used in the reports and slide decks for public meetings.

Deliverable 8: Draft and final Public Engagement Plan including public involvement process and public involvement schedule.

Deliverable 9: Attend (or host) up to two (2) public meetings including preparations of logistics, agendas, materials, and post-meeting summaries.

Deliverable 10: Attend up to two (2) ANC community meetings including preparations of logistics, agendas, materials, and post-meeting summaries.

6.10 Environmental Inventory

The Consultant will develop an environmental inventory including all supporting analyses and documentation to aid in completing the DDOT Project Development and Environmental Review Checklists. Resource sections in the Environmental Inventory shall include existing conditions; including but not limited to land use ownership within the project area, current data and interpretations, supported by maps and graphics. These technical analyses or memos will be included within the Existing Conditions Report.

The consultant shall assume that the project will be subject to the NEPA process. The consultant shall use and provide updates, as required, to all data and analyses developed from any previous task within this report. The purpose and need and concepts considered should be described clearly.

The environmental inventory should provide sufficient information for DDOT and FHWA to determine the project's feasibility. The feasibility study shall document anticipated design factors and future environmental coordination and permitting needs (if any).

Deliverable 11: Draft and Final Environmental Inventory

6.11 Conceptual Development

The scope of work will consist of field survey, boundary survey, right of way services, and creating conceptual engineering plans for trail construction, streetscape, landscape design, lighting, drainage, and storm water management. The scope of work includes, but is not limited to, the following work items:

6.11.1 Trail Conceptual Design

- New multi-use trail
 - Identify trail alignment (s)
 - Recommend trail surface material
 - Trail buffer
 - Pavement markings and signage.
 - Trail wayfinding and emergency response indicators.
- Identification of pinch points throughout the corridor.
 - Concept design solutions for identified pinch points.
- Trail and roadway lighting.
- Identification of property impacts and right-of-way actions required based on conceptual designs.
 - Recommend fixtures and equipment based on similar roadways and trails in the District
- Landscape and placemaking opportunities
- Tree impacts, tree plantings, and tree preservation.
- Identification of conflicts with utilities and proposed concept design solutions.
- Identification of potential locations for stormwater management facilities.
- Determine what stormwater fees will be triggered by the trail project (from DC Water) based on limit of disturbance.
- Photo simulations, renderings, maps, graphic representations of the design concepts. DDOT would like 3 3D graphic renderings in total (one of which being the section over Hickey Run).
- Planning level cost estimates for all relevant recommendations.
- Implementation strategy and timeframe for all relevant recommendations.

Deliverable 12: Draft and Final Trail Conceptual (15%) Design Report

Deliverable 13: Draft and Final Trail Conceptual (15%) Design Drawings

Deliverable 14: Summary report of all ROW impacts based on conceptual designs

6.12 Existing Conditions Report

Conduct field reconnaissance of the corridor area, noting existing land uses, existing roadway geometric and traffic conditions, traffic flow patterns, transit facilities and services, bicycle facilities, and pedestrian facilities, as applicable, as well as opportunities and constraints pertaining to access to the trail from intersecting local streets.

Survey and Base Mapping: The Consultant shall prepare a preliminary field survey related to the trail including but not limited to:

- Topographic analysis of the project corridor
- Level C Utility survey and designation (design of utility relocations is not part of this scope)
- Property ownership (including existing Easements)
- Title search – as-needed and at the direction of DDOT's ROW Team and the CA
- Identify existing Right of Way lines
- Other pertinent data recommended by the consultant

Topographic Surveys –Surface level topographic coverage within the survey area will be prepared including all relevant existing planimetric features, sidewalks, curb ramps, structures, signs, lighting, pavement markings, utility poles, traffic barriers, ditches, vegetation, and other appurtenances. The topographic survey will also include field-surveyed edge of pavement and curb locations for all roadway crossings.

Utility Surveys- Perform a Quality Level C subsurface utility survey showing utility surface features, record location of underground utilities, record invert elevations of storm drain and sanitary sewer piping, and other pertinent utility features. Desktop and visual surveys will be performed in accordance with the DDOT Design and Engineering Manual (2019).

Deliverables:

Comprehensive existing conditions base map showing the topographic survey area, public space permits, easements, and property boundary survey. Quality C Subsurface Utility Survey for the entire project corridor.

Deliverable 15: Draft and Final Existing Conditions Report

Deliverable 16: Draft and Final Existing Conditions Basemap

7. PERIOD OF PERFORMANCE

The period of performance is twelve (12) months after receipt of the executed Task Order (TO).

8. DELIVERABLES

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
6.3	Deliverable 1: Kick-off meeting: prepare agenda; attend; and record, write, and post-meeting minutes.	Meeting attendance Electronic Format	2 weeks after NTP	DDOT
6.4	Deliverable 2: PMP Outline, Draft, and Final Project Management Plan, updated as required.	Electronic	Outline: 1 weeks after NTP Draft: 3 weeks after NTP Final: 4 weeks after NTP	DDOT
6.5	Deliverable 3: Bi-weekly coordination meeting with the CA or other members of the DDOT Project Team.	Telephonic or In-Person Meetings	Bi-weekly	DDOT
6.6	Deliverable 4: Routine emails, letters, and telephone calls, as required.	Emails	As required	DDOT

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
		Telephone calls		
6.7	Deliverable 5: 12 invoices and associated progress reports	Electronic Format	Monthly	DDOT
6.8	Deliverable 6: Six (6) stakeholder coordination meetings	In-Person meetings	As required	DDOT
6.9	Deliverable 7: Develop maps, graphic renderings, cross-sections, photo simulations, charts, graphs, and other visual media to be used in the reports and slide decks for public meetings.	Electronic Format	Draft: 5 weeks after NTP Final: 6 weeks after NTP	DDOT
6.9	Deliverable 8: Draft and final Public Engagement Plan including public involvement process and public involvement schedule.	Electronic Format	Draft: 4 weeks after NTP Final: 5 weeks after NTP	DDOT
6.9	Deliverable 9: Attend or host up to two (2) public meetings including preparations of logistics, agendas, materials, and post-meeting summaries.	Telephonic or In-Person meetings	As required	DDOT
6.9	Deliverable 10: Attend up to two (2) ANC meetings including preparations of logistics, agendas, materials, and post-meeting summaries.	Telephonic or In-Person Meetings	As required	DDOT
6.10	Deliverable 11: Draft and Final Environmental Inventory	Electronic Format	Draft 3 months Final 4 months	DDOT
6.11	Deliverable 12: Draft and Final Trail Conceptual (15%) Design Report	Electronic Format	Draft 8 months after NTP Final 12 months after NTP	DDOT
6.11	Deliverable 13: Draft and Final Trail Conceptual (15%) Design Drawings	Electronic Format	Draft 8 months after NTP Final 12 months after NTP	DDOT
6.11	Deliverable 14: Summary report of all ROW impacts based on conceptual designs	Electronic Format	Draft: 7 months after NTP Final: 12 months after NTP	DDOT
6.12	Deliverable 15: Draft and Final Existing Conditions Report	Electronic Format & Hardcopies	Draft: 5 months after NTP Final: 6 months after NTP	DDOT

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
6.12	Deliverable 16: Draft and Final Existing Conditions Basemap	Electronic Format & Hardcopies	Draft: 5 months after NTP Final: 6 months after NTP	DDOT

9. INSTRUCTIONS TO OFFERORS

Qualification submissions are subject to the following requirements and limitations:

9.1 Submissions in whole, shall not exceed 50 pages in length.

9.2 Qualifications are due on or before 2:00 PM on September 25, 2023.

9.3 Organization and Content

9.3.1 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.

9.3.2 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 TO period.

9.3.3 SF 330, Section F, shall not exceed 5 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.

9.3.4 Section H of the SF 330 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.

9.3.5 Describe your understanding of the design complexities associated with the project, and your experience and qualifications in overcoming the type of complexities identified on this or other bicycle or trail infrastructure projects in urban areas with many stakeholders

9.3.6 Identify two or three important issues pertaining to the Arboretum Bridge to Maryland Ave Connector trail that represent significant potential risks to successful performance and describe your experience and qualifications in overcoming the type of issues and risks identified.

9.3.7 Provide qualifications and experience regarding implementing best practices and strategies for multi-use trail design in an urban context including:

- Best practices in multi-use trail design;
- Communication between stakeholders;
- Public Outreach;

- Experience utilizing QA/QC processes and their ability to ensure contract compliance;
- Identification, management, and mitigation of project risks;
- An understanding of DOEE and DC Water's stormwater regulations, specifically the Clean Rivers Impervious Area Charges (CRIAC) and the D.C. Municipal Separate Storm Water Sewer System (MS4) fees.

Provide relevant information regarding Factor 3 - Past Performance. Offerors should note that Factor 3 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

9.4 All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at jonalyn.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. 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. Key Personnel Qualifications. Professional qualifications necessary for satisfactory performance of required services. (40 Points)
2. Specialized experience and technical competence in the type of work required; (30 Points)
3. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. In addition to each offeror's response to Factor 3 – Past Performance, the District may utilize additional Past Performance sources to include (a) District eVAL and (b) Publicly available information. (20 Points)
4. Capacity to accomplish the work in the required time; (10 Points)

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 8, in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

a. Rating Scale

Numeric Rating	Adjective	Description
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.

b. Application of Rating Scale

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. CONTRACT ADMINISTRATOR (CA)

Name: TBD
Title: Trails
Agency: District Department of Transportation
Address: 250 M Street, SE, Washington, DC 20003
Telephone:
Email:

13. CONTRACTING OFFICER (CO)

Name: Jeralyn Johnson
Title: Contracting Officer
Agency: Office of Contracting and Procurement
Address: 250 M Street, S.E., 7th Floor, Washington, D.C. 20003
Telephone: 202.961.6539
Email: jeralyn.johnson@dc.gov

Sincerely,

Jeralyn Johnson
Contracting Officer - DDOT