

**DISTRICT DEPARTMENT OF TRANSPORTATION
ARCHITECT AND ENGINEER (“A/E”) SCHEDULE
TASK ORDER (“TO”) REQUEST FOR QUALIFICATIONS (RFQ)**

Date: July 24, 2023

Category of Services: Construction Management and Inspection Services

Title: Construction Inspection Services for Sign Backlog

Solicitation No.: OCPTO230023

1. PROJECT BACKGROUND

There is a recurring increase of incoming 311 roadway sign service requests and there is an urgent need to address the rapid increase of the roadway sign requests and timely responsiveness to the requests with regards to inspection, fabrication and maintenance to avoid build-up of sign backlogs. This will help to improve safety, efficiency and quality of life of all roadway users in the District of Columbia. These signs include traffic, safety, parking and other special signs and sign supports to ensure compliance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD), DDOT Standards and Specifications, and retro reflectivity as required by the Federal Highway Administration (FHWA).

2. PROJECT PURPOSE

This project is issued to hire a consulting firm, referred to herein as the Consultant, to provide the construction management and inspection services for the roadway sign maintenance and backlog project.

3. TASK ORDER COMPETITION

The District is soliciting qualifications from the below 3 firms awarded an A/E schedule contract in category Construction Management and Inspection Services to perform the required services. One task order award is anticipated. The 3 firms are:

ATCS
CC Johnson & Malhotra DC and
SZPM Consultants

4. TASK ORDER SPECIAL PROVISIONS

The following provision is incorporated from the IDIQ contract and applicable to this task order.

4.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

- 4.1.1 The District may extend the term of this contract for a period of one (2) 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.
- 4.1.2 If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 4.1.3 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.
- 4.1.4 DDOT will review the required deliverables at each design milestone as outlined in section 10 (“Scope of Work”) to determine if each option exercise is in the best interest of the District.

5. WORK ORDER ISSUANCE, INSPECTION SERVICES AND ADMINISTRATION

5.1 Work Orders Issuance

- 5.1.1. All issuance of work orders and shop orders shall follow the Roadway Sign workflow outlined in the DDOT Cityworks Management System. The Consultant shall attend a workshop conducted by DDOT for guidance regarding its operation. DDOT shall provide the Consultant access to Cityworks system.
- 5.1.2. The CA may issue work to the Consultant in form of a work order, shop order, service request, plans, and shop drawing.
- 5.1.3 The CA is responsible for ensuring that all final work orders are submitted to the Contractor by the Consultant. The CA shall review the scope of work in each draft work order for completeness and ensure that it contains a period of performance.
- 5.1.4 The Consultant shall acknowledge each work order within 24 hours of notification and provide a non-emergency draft work order and cost estimate within four business days of notification. Draft emergency work orders shall be prepared within two business days of notification.

- 5.1.5 The Consultant's proposed work order shall contain data that are sufficient to demonstrate an understanding of the work including, without limitation, the work to be performed, the identity of personnel, quantity of hours, and Other Direct cost ("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.
- 5.1.6 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 work order samples to the Consultant.
- 5.1.7 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.

5.2 Additional Inspection Services

- 5.2.1 The Consultant shall conduct daily field inspections of roadway sign locations throughout the District of Columbia and ensures that all locations assigned are visited at least once a week. From the field inspections, the Consultant shall prepare inspection reports recommending repairs for each location with photos and provide them to the CA. Upon approval of the repair/replacement recommendations, the Consultant shall prepare draft work orders with a scope of work detailing the repairs to be performed, a cost estimate and emergency status for approval by the CA. The CA transmits the finalized work order back to the Consultant for assignment to the Contractor with any specific terms and conditions related to the effort.
- 5.2.2 The Consultant shall have a dedicated computer system for accessing DDOT Cityworks. Field personnel should be equipped with smartphones and/or tablets with reliable cellular data reception. These mobile devices should be equipped to display and edit work order information in the field.

5.3 Emergency work orders

- 5.3.1 The CA shall ensure that the requirements in the work order are clearly communicated as emergency. Emergency work orders are usually for severe damage of safety appurtenances at locations that are detrimental to safety of the traveling public, like gore locations or fixed objects like bridge abutments.
- 5.3.2 Emergency work orders may be communicated via phone or email and be transmitted to the Contractor at a later date.
- 5.3.3 The Consultant shall acknowledge emergency work orders within one hour of receipt and shall notify the Contractor to begin performance within four hours or make the location safe.
- 5.3.4 Emergency work orders do not need to comply with Section 8.3 prior to work start, but the Consultant shall comply with Section 8.4- 8.5 as soon as practicable thereafter.

6. APPLICABLE DOCUMENTS

All A/E services shall comply with current requirements of the District of Columbia (DC), Department of Transportation (DDOT), and Federal Highway Administration including the following as applicable:

Sr.No	Agency	Title (Last Editions)	Website
1		Contractor's respective IDIQ Contract terms and clauses	
2	DDOT	Construction Management Manual, January 2021 or latest edition	https://rb.gy/gk5kq
3	DDOT	DDOT Standard Specifications for Highways and Structures, dated 2013, issued by District of Columbia Department of Transportation	https://rb.gy/9si6i
4	DDOT	Field Operation Branch	https://ddot.dc.gov/
5	DDOT	Construction documents may be found at the link	https://rb.gy/gsaxp

7. MANDATORY SUBCONTRACTING REQUIREMENTS

7.1 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). If there are insufficient SBEs to completely fulfill the requirement of paragraph one, 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. 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 paragraphs one and two. Except as provided in paragraphs five and six, 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. If the prime contractor 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, the CBE member of the certified joint venture 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. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63. Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own

organization and resources. 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.

8. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

8.1 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.

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.

9. KEY PERSONNEL REQUIREMENTS:

The successful offeror will include a multidisciplinary project team with skills and experience in a variety of technical areas to provide the required services. The team should, at a minimum, include the below personnel possessing the following minimum qualifications:

Key Personnel Title	Key Personnel Minimum Qualifications
Project Manager	Minimum of five years’ inspection and Construction management experience, and a degree in any of the following fields: Engineering, Business Administration, Construction Management.
Junior Office Engineer	Minimum of three years’ inspection of infrastructure assets such as signs, traffic control devices and Construction management, and a degree in any of the following fields: Engineering, Business Administration, Construction Management.
Inspectors (2)	Minimum of five years’ experience in inspection of Roadway infrastructure assets such as signs, traffic control devices and Construction management.

10. SCOPE This section outlines the scope of work requirements under this RFQ. The Contractor shall provide inspection services and quality assurance and control of the project including

monitoring of the sign project through inspection and QA/QC, tracking progress against the project schedule, checking, RFIs, creating service requests, work orders, miss utility ticket and providing recommendation and revisions, administering changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with shop orders, work order, service requests, shop drawings, plans and specifications, and closing out service requests and work orders in Cityworks. The Consultant shall adhere to the procedures and requirements of the DDOT and MUTCD Standards and Specifications. The inspection services will include but not be limited to the following:

10.1 The Consultant shall at least provide a Junior Office Engineer and two full time Inspectors to oversee all field inspection activities and QA/QC. The Junior Office Engineer shall be required to work on site five (5) business days a week at DDOT Field Operations Branch (FOB) Office during the project duration. The Consultant's office engineer and inspectors shall be knowledgeable of work orders, shop orders, shop drawings and plans, service requests, Cityworks, specifications, related DDOT and MUTCD standards, special provisions, and other documents applicable to the Project.

The Consultant through the project manager (PM) shall advise the CA in writing, with detailed breakdown and estimates, whenever construction costs are tending to exceed the estimated costs. A Project Manager shall have a minimum of five or more years' experience, and a degree in any of the following fields: Engineering, Business Administration, Management or Construction.

The Consultant's Junior Office Engineer shall work under the general direction of CA and coordinate with the Contractor, DDOT personnel and any other stakeholders. The Consultant shall develop a work plan within ten (10) business days after task order award (which is the Notice to Proceed) that establishes written procedures for the above-mentioned coordination for DDOT approval.

The Consultant should provide to the CA or designee the project manager who will provide oversight for the contract and shall be the point of contact to DDOT.

10.2 The Consultant's Junior Office Engineer under the general direction of CA shall pull down and review service requests, work orders and shop orders from the Cityworks, Sign works and other recommended applications; and package them as a task order number directed by CA and submitted to the Contractor via Cityworks for field implementation. The Junior Office Engineer shall notify the CA if any work orders, service request, plans, drawings and shop orders are unclear and need additional information.

10.3 The Office Engineer shall create a Miss Utility tickets for all new sign support requests and ensure that the existing Miss Utility tickets have not expired. If expired, the Junior Office Engineer shall update expired Miss Utility tickets before orders are submitted to the Contractor and DDOT Fabrication Shop.

10.4 The Consultant shall update the service request and work order status and when completed, QA/QC attached photos, and close-out requests in the Cityworks with at least one before and one after photographs attached at the end of the work day. The Consultant shall ensure that photographs

taken by the Contractor are high resolution digital images (1280 x 960 or higher). Electronic files of the photographs shall contain the service request and/ or work order number and work location. A minimum of 50 service requests or work order shall be reviewed in a day per consultant staff unless otherwise directed by the CA. Ensure correct photos are attached for constructability.

10.5 The Junior Office Engineer shall have the capability to prepare work orders and shop orders if the need arises and under the under the general direction of CA. The CA shall administer all work orders in accordance with their delegated duties.

10.6 The Consultant shall prepare and maintain all correspondence and documents pertaining to the project for the signature of the CA and the Contracting Officer. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and transmittal letters, findings of fact, meeting minutes, meeting agenda, proposed change orders, time extensions, responses to claims, memoranda, and any other written communication requested by CA. Correspondence shall be prepared within the time schedule established by CA.

10.7 The Consultant shall use AASHTOWARE to track the project cost and verify the invoices. The Consultant's Junior office engineer shall enter and update the material amount and items used in timely manner.

10.8 The Consultant shall maintain a competent inspection staff for the inspection and QA/QC services of the work performed by the Contractor at various locations. The Contractor shall have a dedicated computer system for accessing DDOT Cityworks and Signworks. Field personnel should be equipped with smartphones and/or tablets with reliable cellular data reception. These mobile devices should be equipped to display and edit work order information in the field.

10.9 After construction starts, The Consultant shall organize weekly project meetings with the CA to brief the project progress on a weekly basis and to discuss matters as such as problems or issues. The CA may decide to change the progress meeting to be bi-weekly instead.

10.10 The Consultant shall develop monthly progress reports and submit to the CA. The monthly report shall include, but is not limited to, information concerning the work of the Contractor, and the percentage of completion. Maintain a detailed daily diary of events connected with the Project. The diary shall always be open to the CA and shall be turned over to DDOT at the completion of project. The information recorded in the diary shall include descriptions of work progress, specific problems encountered, deficiencies, corrective actions taken, weather conditions, labor disputes, and other pertinent project information. Prepare and maintain daily inspection reports of job-site activities.

10.11 The Consultant shall review the monthly invoices of the Contractor and report the findings to the CA in timely manner. Accurately measure, compute and record all quantities of items that are to be paid for under the contract unit prices. Measure all quantities for payment in accordance with the contract documents.

10.12 The Consultant shall verify that work conforms to approved work orders, shop orders, service request and drawings.

10.13 As directed by the CA, the Consultant should verify deviations, changes, and other modifications as annotated by the Contractor and provide the records to the CA with the records.

10.14 The Consultant should review for contract conformance all certification of test results and cut sheets concerning the sign and post/support materials required under the Contract. Verify that all materials meet the contract requirements unless such requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers. Document actions concerning materials that are rejected because of non-conformance to the contract requirements. Report the findings to the CA.

10.15 The Consultant shall advise the CA in writing, with detailed breakdown and estimates, whenever construction costs are tending to exceed the estimated costs.

10.16 The Consultant should prepare the final punch list resulting from the inspections. Send the CA and the Contractor a copy of the punch list. Verify that all items on the punch list are completed by the Contractor in accordance with the Contract documents. Provide the CA with a letter, signed by the Consultant’s designated representative, certifying that the Project was constructed in substantial conformance with the contract documents, except for those changes delineated in the letter. The final certification by the Consultant is for the purpose of providing the DDOT Project Manager a greater degree of confidence that the completed sign construction works will conform generally to the DDOT and MUTCD standards.

10.17 The Consultant should provide to the DDOT all project records in accordance with DDOT standards and requirements. Return to the DDOT any original or other data provided by the DDOT. Documents prepared by the Consultant in pursuance of the terms of this Task Order shall be delivered to and become the property of the District.

11. DELIVERABLES

SOW Reference	Deliverable Title	Deliverable Description	Delivery Method
10.1	Work Plan / QA/QC Plan	Work Plan / QA/QC Plan	Electronic
10.3	Pull down, review, create and close-out service request, work orders, shop orders	Pull down, review, create and close-out service request, work orders, shop orders	Electronic
10.4	Update expired Miss Utility Tickets and create emergency tickets	Update expired Miss Utility Tickets and create emergency tickets	Electronic

10.5 & 10.9	Inspection services/ QA/QC	Inspection services/ QA/QC	Field
10.10	Monthly Progress Report , Weekly and Bi-weekly progress meetings	Monthly Progress Report , Weekly and Bi-weekly progress meetings	Electronic
10.15	Documentations (Quality assurance manufacturer/Supplier of the	Documentations (Quality assurance manufacturer/Supplier of the	Electronic
10.17	Final Punch List / Certification Letter	Final Punch List / Certification Letter	Electronic

12. PERIOD OF PERFORMANCE

The Term of the base period of the Contract shall be:

Base Period: 12 months from award

Option Period 1: 12 months from award

Option Period 2: 12 months from award

13. INSTRUCTIONS TO OFFERORS

a. Submission Due Date

- Submissions are due on or before 2:00 PM on Tuesday August 15, 2023

b. Organization and Content

- i. Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to contracting officer Jeralyn Johnson at Jeralyn.johnson@dc.gov and the general A/E schedule mailbox at ddot.aeschedule@dc.gov. Inclusion of other materials by reference will not be considered. All questions must be submitted via email to the aforementioned email addresses no later than seven (7) calendar days before the due date for submissions identified in § 13.1.
- ii. 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.
- iii. Describe your understanding of the project’s complexities, and your experience and qualifications in overcoming the type of complexities identified.

- iv. 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. Offerors shall specifically address their past performance in the context of cost control, quality of work, and compliance with performance schedules.

14. EVALUATION OF QUALIFICATIONS

Your submission is an opportunity to present your firm's qualifications to successfully perform the requirement. 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 are as follows:

Factor 1 - Professional qualifications necessary for satisfactory performance of required services; **(40 Points)**

Factor 2 - Specialized experience and technical competence in the type of work required; **(40 Points)**

Factor 3 - Capacity to accomplish the work in the required time; **(10 Points)** and

Factor 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)**

In addition to each offeror's response to Factor 4 - Past Performance, the District may utilize additional Past Performance sources to include:

- District eVAL
- Federal Awardee Performance and Integrity Information System (FAPIIS)
- Publicly available information

Factor 5 - Risk Assessment: Identify (3) three significant potential risks to successful performance and describe your experience and mitigation strategies in overcoming the identified risks. The offeror's demonstrated (i) understanding of the potential risks to performance, quality, and costs, along with associated mitigation measures for such risks, and (ii) quality of its plan to ensure successful project delivery. **(25 Points)**

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects within their submission. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with the solicitation.

Total Possible Points: **125**

15. SCORING METHODOLOGY

The technical evaluation panel will review the submittals with reference to the evaluation factors specified in Section 12 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 or offeror 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.

16. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

Name: TBD

Agency

Address:

Phone:

Email:

Sincerely,

Jeralyn Johnson

Contracting Officer